

**MYRTLE TRACE CONDOMINIUM ASSOCIATION**  
**213 Southampton Drive**  
**Venice, Florida 34293**

**POLICY – TRANSITION/SUCCESSION**

**Overview:**

The purpose of this transition/succession policy is to allow for a smooth and transparent transition as new Board Directors/Officers are elected or appointed to the MTCA Board. This policy also applies when Committee Chairs are appointed. The President will assure that the transition process has occurred.

**Procedures for Board Directors or Officers:**

An outgoing Board member must relinquish all official records and property of the Association in his or her possession or under his or her control to the incoming board within 5 days after the election. (FL Stat. 718.112(12)(f).

At the first meeting of the MTCA Board following the annual meeting of Association members or within 5 days following the new Board's first meeting, the Myrtle Trace Manuals of outgoing Directors and Officers will be officially returned to the Chair of the Administrative Committee and redistributed to incoming Board Directors and Officers. Likewise, Association keys will be returned to and logged in by the Key Monitor, after which they will be logged out and redistributed to incoming Board Directors and Officers. This same procedure for distribution of the Myrtle Trace Manual and Association keys will occur when there is a vacancy on the Board.

Within the first 30 days after election/appointment, the outgoing Board Director/Officer/Committee Liaison will meet with the incoming Board Director/Officer/Committee Liaison to review procedures and transfer all documents pertinent to that position. In addition, the incoming President of the Board will have access to all correspondence from the Property Manager, all legal correspondences, contractual Association documents, and committee reports.

The individual vacating a specific role may continue to serve as a resource to the incoming individual assuming that role.

The incoming Board may retain or appoint new Committee Chairs.

**Board Director Orientation:**

Two current Board Directors will meet with all prospective Board candidates prior to election. Topics to be discussed include:

- The structure of the Board.
- Responsibilities of Board Directors.
- FL Statute 718.
- Constraints on Board Directors meeting: Three or more Board Directors may not discuss Association business outside an official Board meeting.

- Use of email: Board Directors may use email as a means of communication but may not cast a vote on an association matter via email.
- Certification: FL Statute 718 requires that within 90 days of election each newly elected or appointed Board Director must certify in writing that he or she has read the association's declaration of condominium, articles of incorporation, bylaws, and current written policies or must submit a certificate of satisfactory completion of the educational curriculum administered by a division-approved condominium education provider. (See [6FormNewDirectorCertification](#)) This documentation must be submitted to the Board Secretary and placed in the Association's files.
- Board Liaisons: Each Board Director is assigned a liaison position to one or more committees. The liaison is not a member of the committee but serves as the principal communication link between the committee and the Board.
- Authority: The Board is the ultimate authority and must approve all business of the Association.
- Contracts: Only the President is authorized to amend contracts.
- Board Decisions: The Board operates as a whole. All decisions are made by the majority of Board Directors present at a Board meeting.
- Contact with Management Company: The President, ~~and~~ the Secretary, and the Treasurer are authorized to have contact with the Management Company. If the President is unavailable, the Vice President will replace him/her. If the Secretary is unavailable, another Board Director will replace him/her. Board Liaisons may have contact with the Management Company for business related to their liaison responsibilities.
- Directives to the Property Manager: All directives to the Property Manager are done through the Board President.
- Duties and responsibilities of Board Directors and Officers are described in the Myrtle Trace Manual and the MTCA Bylaws.
- General Discussion and Q & A.

#### **Procedures for Committee Chairs:**

An outgoing committee member must relinquish all official records and property of the Association in his or her possession or under his or her control to the incoming board within 5 days after the election. (FL Stat.718.112(12)(f).

Within the first 30 days after appointment, the incoming Committee Chair will meet with the outgoing Committee Chair to review procedures and transfer all documents pertinent to that position. The outgoing Committee Chair may continue to serve as a resource to the incoming Committee Chair.

#### **Committee Chair Orientation:**

Topics to be discussed include:

- The committee description, including the committee's structure, duties, responsibilities and meeting constraints (if any).
- Responsibilities of the Chair.
- Role of the Board liaison.
- Communication with the Board.
- Management of budget and requests.
- The committee's operational procedures.
- Review of on-going projects.
- Discussion of contractual relationships.

### **Property Manager Orientation:**

The President and the Secretary are responsible for the transition of a new Property Manager. In the event that the President or Secretary is not in residence at the time of the transition, the Board will appoint a contact person to fulfill these transition responsibilities. Topics to be discussed include:

- The contract between MTCA and the Property Manager; clarify as needed.
- The structure of the Board, including Director liaison responsibilities.
- The role and responsibilities of committees at MTCA.
- Communication responsibilities and procedures:
  - Only the President can give directives to the Property Manager.
  - Only the President, Secretary and Treasurer may have direct contact with the Property Manager.
  - Communication between Board Liaisons and the Property Manager.
  - Communication between Committee Chairs and the Property Manager.
  - Communication between Owners and the Property Manager.
- The Myrtle Trace Manual:
  - The Manual function and contents.
  - The Property Manager's responsibilities related to specific Association forms and procedures (e.g., compliance violations; applications for sale or rental of unit; unit or landscape alteration requests; the contract process).
  - The Property Manager is accountable for adhering to all documents included in the MTCA Manual.
- Association Keys/Codes Security:
  - Related procedures.
  - Location of lock boxes.
- Maintenance Services:
  - Work order procedures.

- Service vendors used by MTCA.
- MTCA Official Records:
  - Who is responsible for maintaining official records.
  - Where official records are stored.
  - Procedures regarding Owner requests to view official records or the Owner's File.
- Election Procedures:
  - General procedures with associated responsibilities of the Property Manager.
  - Election Procedures: Non-USA Members.
- Clubhouse reservation procedures and the Property Manager's responsibilities.
- MTCA Community Website:
  - Purpose.
  - Access procedures.

**Additional References:**

- MTCA Manual
  - Board Directors, Officers and Committee Liaison: See [3PolicyAuthority](#)
  - Committees: See [3PolicyCommittees](#)
- MTCA Bylaws.
- FS 718 (especially 718.111, 718.112, and 718.114)