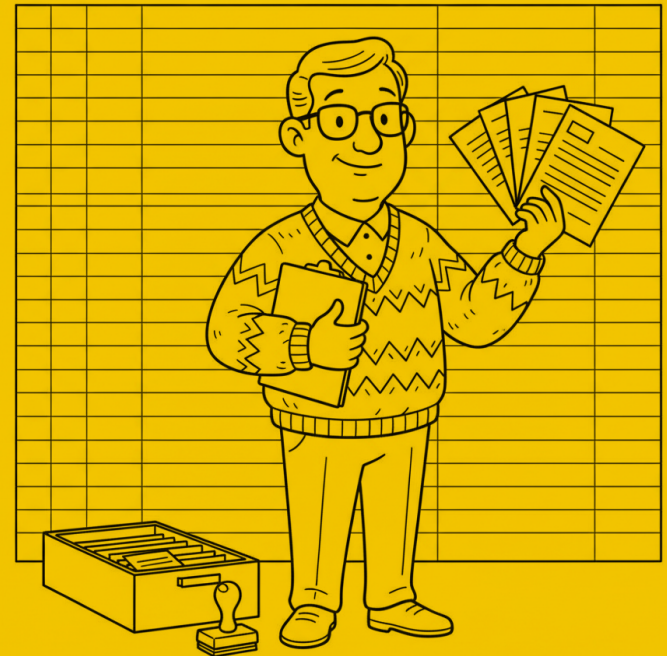


The 3-Minute Guide to Association Records

THE FOUR FIELDS THAT GO STALE
ON A RECORD NOBODY OPENED
SINCE THE YEAR IT WAS FILED





The Record

WHAT THE STATE ACTUALLY HOLDS

The record breakdown: Every association you manage has a registry record. It was set up once, by whoever handled it that year, and four fields on it decay quietly from the day it was filed:

1

THE AGENT

The registered agent is a real person or firm who agreed to receive legal mail. People leave, firms merge, and nobody tells the state.

2

THE ADDRESS

The principal office is whatever address was current when the record was made. It outlives the lease that produced it.

3

THE STANDING

A status field that changes without anyone being telephoned about it. It is public, and it is the first thing a closing attorney reads.

The Big Fix difference: The card shows the state of every association in one page, with the date each record was last actually checked — not the date somebody assumed it was fine.





The Drift

WHY NOBODY NOTICES

Drift breakdown: Nobody in the office believes these records maintain themselves. There is simply no moment in the month when looking at them is anybody's job:

1

SET ONCE

A registry record is created during a takeover or a formation, in a week when twenty other things are also happening, and then it is done.

2

NO REMINDER

Nothing arrives to tell you a record went stale. The state is not required to find you, and by definition it may no longer know where you are.

3

FOUND BY OTHERS

The people who read these records are closing attorneys, lenders and buyers — which means the first person to notice is on the other side of a transaction.

What it costs: A closing held up over a filing that takes an afternoon to correct, and a conversation with a board about why nobody knew.



The Gate ONE CARD, ONE DATE

Workflow breakdown: The card does not file anything and it does not contact the state. It changes what you can see before somebody else sees it:

1

IT READS

The public registry, and your own roster. Nothing new gets typed and nothing leaves the office.

2

IT FLAGS

Records whose agent, address or standing no longer match what you hold, and the ones nobody has checked this year.

3

IT STOPS

It reports what the registry says on the day it looked. Deciding what to do about it stays a person's call.

The outcome: A lapsed association surfaces while it is still routine paperwork.

3





The Gate

THE SEQUENCE, IN FULL

Gate breakdown: Every step is named, and the last one is a person. This is the whole chain, in order — there is no step after the signature and no way to skip to it:

1

THE ROSTER GOES IN

Your list of associations, read as a list of names — no more of the roster than that. Your current staff list goes in beside it.

2

THE REGISTRY ANSWERS

Each association's record is pulled fresh from the state business registry — public record, no login. Back comes its status, its

3

THE AGENT CHECK RUNS

The registered agent on each record is checked against the people who still work for you, so an agent who has left reads as an

4

THE CARD PRINTS

One page for the whole roster, dated, in three bands: CLEAR, STALE where the registered agent or office names someone or somewhere no

5

THE MANAGER SIGNS

The manager decides which records to correct and who signs the filing. Nothing is filed with any state, and no registered agent

The rule: Nothing sends, files or closes itself. The workflow prepares the decision; a named person makes it.

4



and the date it was last filed.

STANDING. Every row carries the

person.

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When It Is Wrong

BECAUSE SOMETIMES IT WILL BE

Failure breakdown: Every workflow is wrong sometimes. What matters is whether it tells you, and whether it can act on its own while it is wrong. Ours is built so the answer to the second is no:

1

IF A RECORD CANNOT BE RETRIEVED

That association prints NOT CHECKED, with the reason. It never prints CLEAR on a record it could not read.

2

IF YOUR STAFF LIST IS OUT OF DATE

The agent check is only as good as the list it matches against, so a person the list does not name reads as no longer current. STALE is a row for someone to look at,

3

IF THE REGISTRY CHANGES AFTER THE READ

The card is a reading on a date, not a standing condition. That is why every row carries the registry it came from and the date it was read, and why the same card

4

IF YOU WANT THE WORDS IT WILL NOT SAY

Compliant. Cured. Legally sound. The card refuses all three, because none of them is something a registry says on a date — it prints status, registered agent,

Why this page exists: We could not find a competitor in this trade publishing a failure path. We would rather print ours than have you discover it.

5

answers; it is not allowed

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Thanks for reading.

THE WORKFLOW FILM, THE SPEC SHEET AND THIS GUIDE ALL PRINT FROM ONE BRIEF.

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The audit is free, and it produces this guide again for your shop — your records, your obligations, and the one thing worth fixing first.

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