

Community Information							
Engagement Received:		Condominium:					
Inspection Date/s:		HOA:					
Draft Delivery Date:		Conversion:					
Property Summary							
# of Buildings Maintained by the Association:		Total # Units or Lots:					
Are Buildings Over 3 Stories Tall:	Yes / No				# Stories:		
Client Information							
Legal Name of Association:							
Association Mailing Address:							
City:		State:		Zip Code:			
Physical Address of Property:							
City:		State:		Zip Code:			
Association Contact Person:							
Association Contact No:	#1 Phone:		#2 Phone:				
Association Contact E-mail:							
Management Company Information							
Management Company:							
Management Co. Address:							
City:		State:		Zip Code:			
Management Contact Person:							
Management Contact No:	#1 Phone:		#2 Phone:				
Management Contact E-mail:							
Maintenance Supervisor:							
Maintenance Contact No:	#1 Phone:		#2 Phone:				
Maintenance Contact E-mail:							
Current Financial Information							
Beginning Date of Fiscal Year:		Beginning Date of Study:					
Estimated Current Reserves:		Minimum Expenditure:					
Current Annual Reserve Contribution:		Current Annual Operating Income:					
Beginning Fund Balance (as of beginning of next fiscal yr):		Targeted Completion Date for this Reserve Study:					

Community Details

Please answer the following questions:

	Yes	No	Comments	Year each phase completed
Was development staged or phased?	<input type="checkbox"/>	<input type="checkbox"/>		Single Phase:
Does assoc. contain private roads?	<input type="checkbox"/>	<input type="checkbox"/>		Phase 2:
Asphalt roads:	<input type="checkbox"/>	<input type="checkbox"/>		Phase 3:
Concrete roads:	<input type="checkbox"/>	<input type="checkbox"/>		Phase 4:
Does assoc. maintain bldg. exteriors?	<input type="checkbox"/>	<input type="checkbox"/>		Phase 5:
Is this a waterfront property?	<input type="checkbox"/>	<input type="checkbox"/>		Phase 6:
Salt-water: (open ocean)	<input type="checkbox"/>	<input type="checkbox"/>		Phase 7:
Lake, pond or canal:	<input type="checkbox"/>	<input type="checkbox"/>		Phase 8:
Bay front or intracoastal waterway:	<input type="checkbox"/>	<input type="checkbox"/>		Phase 9:

Indicate which of the following common area components are maintained by the association:

	Yes/No	#		Yes/No	#
Swimming pools: (if yes enter total #)			Elevators: (if yes enter total #)		
Spas/Jacuzzi: (if yes enter total #)			Fire suppression system:		
Clubhouse/community buildings: (if yes enter total #)			Storage/maintenance bldg: (if yes enter total #)		
Exercise facilities:			Pool/spa enclosures: (if yes enter total #)		
Is exercise equipment leased:			Gazebos/pavilions:		
Tennis courts: (if yes enter total #)			Boat docks/piers:		
Sports courts: (if yes enter total #)			Boat storage facilities:		
Wood Fencing:			Common area restrooms:		
Jogging/biking Paths:			Unit balconies & decks:		
Asphalt/concrete pavement: (other than roads)			Elevated Walkways:		
Footbridges: (if yes enter total #)			Man-made ponds & lakes:		
Vehicular bridges: (if yes enter total #)			Fountains:		
Guard/Gate houses: (if yes enter total #)			Other water features:		
Sea walls:			Boardwalks:		
Beach-front cabanas:			Common area landscaping:		
Detached garage structures:			Total # of garage buildings:		
Detached carport structures:			Total # of carport structures:		

One copy of the CC&R's are required to complete the reserve study.

Please indicate which of the following documents can be provided by the association:

	Yes	No		Yes	No
Previous reserve study: (last 5 yrs)	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance records/contracts:	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance plan:	<input type="checkbox"/>	<input type="checkbox"/>	Current maintenance schedule:	<input type="checkbox"/>	<input type="checkbox"/>
Previous inspection report: (last 5yrs)	<input type="checkbox"/>	<input type="checkbox"/>	Official Surveyor's plat:	<input type="checkbox"/>	<input type="checkbox"/>
Engineering assessment: (last 10 yrs)	<input type="checkbox"/>	<input type="checkbox"/>	Scaled site plan:	<input type="checkbox"/>	<input type="checkbox"/>

Send Completed Form to proposal@reservedataanalyst.com