

_HOA Interview Questions

Your r	name, address, phone number:					
1.	Current management: management co. Self-managed other:					
	Are all lots sold & built out?: yes no					
	Frequency of BOD meetings: 12/yr 6/yr 4/yr other:					
	a. Preferred location of BOD meetings					
6.	Do you have an Architectural committee? YES (continue) NO (skip to 7)					
	a. How often do they meet?					
	b. Where do they meet?					
	c. Who post their meeting notices?					
	d. Who completes their meeting minutes?					
	e. Who drafts and provides approval/disapproval letters?					
7.	Do you have a fining committee? YES (continue) NO (skip to 8)					
	a. Who runs it? Association management co. other:					
8.	How often do you want management to make on site compliance tours?:					
	Do you consider your association financially stable? YES NO					
	a. Reserve study within the last 10 years? YES (continue) NO (skip to 9c)					
	I don't know (continue)					
	b. Are you willing to have a study completed, in order to validate the assessments?					
	YES NO WOULD LIKE INFO					
	c. Please provide a copy of the most recent budget and financial report.					
10.	In regards to assessments					
	a. Amount: \$ monthly quarterly bi-annual annually					
	b. Do you use: coupon booklets mail statements other:					
	c. Do you charge a late fee? YES (\$) NO					
	d. How many homes are currently delinquent?					
	e. How many of those are at collections?					

f.	Are any homes in a foreclose	ure status?	YES (#) N	1O		
11. Are yo	ou a gated community?	YES (please con	ntinue)	NO (skip to 1	2)		
a.	Who manages your gate?	Gate compa	iny	management co	BOD		
	other:						
b.	How are gate remotes and pi	ns issued?					
c.	Do you have a gate maintena	ance plan?	YES	NO			
12. How n	nany contracts does your asso	ciation have? _	I	f you know the ve	endor		
names, please list them below.							
a.	Landscaping:						
b. Pond/waterway maintenance:							
c.	Pest control:						
d.							
e.							
g.							
h.							
i.	Pool:						
13. Are the	ere any current or expected le	gal issues?	YES	NO			
14. How are rentals handled?							
15. How long has the current Board been serving?							
16. When	would you like your chosen n	nanagement co.	to start?				
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Please pro	ovide any additional information	on you teet is re	eievant no	ere:			