

SPRINGDALE LAKES “D” ASSOCIATION, INC.

BOARD MEETING

Tuesday, February 13, 2018

6:30 PM

Brock Property Management

12444 W. Atlantic Blvd ~ Coral Springs, FL 33071

AGENDA

1. Call to order
2. Roll Call
3. Dispose of the minutes
4. Business
  - a. Paint touch up
  - b. Parking/towing
  - c. Open Forum – Resident Concerns
5. Adjournment

# Springdale Lakes D Condo. Assn

Page: 1

Balance Sheet

As of 01/31/18

## ASSETS

1010	1ST United Oper. 1113011595	\$ 58,990.10
1020	1ST United MM 1113011603	57,980.22
1060	1ST United Reserve 1113011611	118,924.98
1210	Valley Reserve II 41805941	26,051.64
1310	Assessments Receivable	6,777.37
1340	Late Fees Receivable	1,083.00
1398	Allowance for bad debts- oper	(7,731.00)
1610	Prepaid Insurance	7,606.89
2550	Refundable Deposits	361.00
TOTAL ASSETS		\$ 270,044.20

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## LIABILITIES & EQUITY

### CURRENT LIABILITIES:

3010	Accounts Payable	\$ (745.50)
3310	Prepaid Owner Assessments	2,969.32
3340	Valley National Loan	99,774.98
Subtotal Current Liab.		\$ 101,998.80

### RESERVES:

5010	Reserves - Unallocated	\$ 54,276.96
5210	Reserves - Roofs	(59,542.76)
5220	Reserves - Exterior Paint	88,250.54
5240	Reserves - Loan	52,000.06
5250	Reserves - Wood	14,000.00
5251	Reserves - Interest	262.93
Subtotal Reserves		\$ 149,247.73

### EQUITY:

5510	Prior Year Net Inc./Loss	\$ 47,781.83
	Current Year Net Income/(Loss)	5,146.66
Subtotal Equity		\$ 52,928.49

TOTAL LIABILITIES & EQUITY \$ 304,175.02

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**Springdale Lakes D Condo. Assn**  
**Income/Expense Statement**  
**Period: 01/01/18 to 01/03/18**

Description		Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
<b>INCOME:</b>								
06310	Assessment Income	22,649.00	22,618.58	30.42	22,649.00	22,618.58	30.42	271,422.94
06370	Screening Fee	.00	66.67	(66.67)	.00	66.67	(66.67)	800.00
	Subtotal Income	22,649.00	22,685.25	(36.25)	22,649.00	22,685.25	(36.25)	272,222.94
<b>EXPENSES</b>								
<b>General &amp; Administrative</b>								
07010	Management Fees	745.50	887.50	142.00	745.50	887.50	142.00	10,650.00
07011	Master Association Fees	.00	7,916.67	7,916.67	.00	7,916.67	7,916.67	95,000.00
07012	State Condo Fees	.00	23.67	23.67	.00	23.67	23.67	284.00
07013	Annual Corporate Report	.00	5.17	5.17	.00	5.17	5.17	62.00
07020	Accounting Fees	.00	29.17	29.17	.00	29.17	29.17	350.00
07021	Licenses & Fees	.00	33.33	33.33	.00	33.33	33.33	400.00
07160	Legal Fees	.00	125.00	125.00	.00	125.00	125.00	1,500.00
07280	Insurance	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00	60,000.00
07321	Office Expense	207.93	225.00	17.07	207.93	225.00	17.07	2,700.00
07322	Screening Fees	.00	33.33	33.33	.00	33.33	33.33	400.00
07990	Bad Debt Expense	.00	666.67	666.67	.00	666.67	666.67	8,000.00
07991	Valley Loan (Note)	.00	2,166.67	2,166.67	.00	2,166.67	2,166.67	26,000.00
	General & Administrative	953.43	17,112.18	16,158.75	953.43	17,112.18	16,158.75	205,346.00
<b>Community Room/Building</b>								
08319	Plumbing Repairs	.00	41.67	41.67	.00	41.67	41.67	500.00
08320	Building Repairs	.00	250.00	250.00	.00	250.00	250.00	3,000.00
	Community Room/Building	.00	291.67	291.67	.00	291.67	291.67	3,500.00
<b>Site Improvement</b>								
	Site Improvement	.00	.00	.00	.00	.00	.00	.00
<b>Personnel Expense</b>								
	Personnel Expense	.00	.00	.00	.00	.00	.00	.00
<b>Utilities</b>								
	Utilities	.00	.00	.00	.00	.00	.00	.00
<b>Maintenance</b>								
09201	Supplies	.00	33.33	33.33	.00	33.33	33.33	400.00
09202	Miscellaneous	.00	500.00	500.00	.00	500.00	500.00	6,000.00
	Maintenance	.00	533.33	533.33	.00	533.33	533.33	6,400.00
<b>Contract Services</b>								
09751	Pest Control	.00	125.00	125.00	.00	125.00	125.00	1,500.00
09752	Lawn & Tree Maint	.00	100.00	100.00	.00	100.00	100.00	1,200.00

**Springdale Lakes D Condo. Assn**  
Income/Expense Statement  
Period: 01/01/18 to 01/03/18

Description		Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
Contract Services		.00	225.00	225.00	.00	225.00	225.00	2,700.00
Reserve Contributions								
09900	RESERVES:	.00	4,523.08	4,523.08	.00	4,523.08	4,523.08	54,276.94
Reserve Contributions		.00	4,523.08	4,523.08	.00	4,523.08	4,523.08	54,276.94
TOTAL EXPENSES		953.43	22,685.26	21,731.83	953.43	22,685.26	21,731.83	272,222.94
CURRENT YEAR NET INCOME/(LOSS)		21,695.57	(.01)	21,695.58	21,695.57	(.01)	21,695.58	.00
		=====	=====	=====	=====	=====	=====	=====

DATE: 2/11/18

TIME: 3:43 PM

Springdale Lakes D Condo. Assn  
 AGED OWNER BALANCES: AS OF Jan. 31, 2018  
 ACCOUNT NUMBER SEQUENCE

PAGE 1

\* - Previous Owner or Renter

ACCOUNT #	UNIT #	NAME	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL	STATUS
4701		Nimoy Makki	25.00	344.00	344.00	319.00	1032.00	Final Warning
4709		Linda Telatovich	25.00	0.00	0.00	0.00	25.00	Late Notice
4710		Francislene Cury	25.00	344.00	319.00	0.00	688.00	Late Notice
4712		T'Andra Josephs	25.00	319.00	0.00	10.00	354.00	Late Notice
4718		Denise Bautista	0.00	25.00	0.00	0.00	25.00	
4723		Alfreda Coward	0.00	319.00	266.00	0.00	585.00	Final Warning
4729		Grant Muench	25.00	308.00	0.00	0.00	333.00	Late Notice
4731		Alan Smith	25.00	344.00	319.00	307.00	995.00	Final Warning
4745		Floria Mae Jasper	0.00	25.00	0.00	0.00	25.00	
4747		Kendrick E. Okafor	0.00	25.00	0.00	0.00	25.00	
4808		Hernel Brown	25.00	319.00	319.00	269.00	932.00	Final Warning
4809		Joseph Lugo	25.00	0.00	0.00	0.00	25.00	
4813		Brenda Bridge	0.00	269.00	0.00	0.00	269.00	Late Notice
4814		Homeowners Realty LLC	0.00	319.00	163.47	25.00	507.47	Late Notice
4824		Anne Kenny	25.00	25.00	0.00	0.00	50.00	
4826		Michael O'Neil	25.00	344.00	291.00	0.00	660.00	Late Notice
4827		Andre Smith	25.00	332.00	0.00	0.00	357.00	Late Notice
4903		Evol James	25.00	319.00	0.00	0.00	344.00	Late Notice
4907		Daniela Diaz	25.00	193.90	25.00	385.00	628.90	Attorney Action
TOTAL:			325.00	4173.90	2046.47	1315.00	7860.37	

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Springdale Lakes D Condo. Assn  
AGED OWNER BALANCES: AS OF Jan. 31, 2018

PAGE 2

R E P O R T S U M M A R Y

CODE	N/A	DESCRIPTION	ACCOUNT #	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
A1		Monthly Dues	1310	0.00	3935.90	1946.47	895.00	6777.37
01		Late Fees	1340	325.00	238.00	100.00	420.00	1083.00
GRAND TOTAL:				325.00	4173.90	2046.47	1315.00	7860.37

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DELINQUENCY AMOUNT
01310	Assessments Receivable	6777.37
01340	Late Fees Receivable	1083.00
T O T A L		\$7860.37

-- End of report --

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DATE: 2/11/18

TIME: 3:44 PM

Springdale Lakes D Condo. Assn  
PREPAYS AS OF Jan. 31, 2018  
Account Number Sequence

PAGE 1

\* - Previous Owner or Renter

NAME ADDRESS	LOT NUMBER	ACCOUNT NUMBER CODE	PREPAID AMOUNT
Andrew & Laura Marks 4705 NW 82nd Ave.		4705 PP	20.00
Stephen & Rosanna Durante 4706 NW 82nd Ave.		4706 PP	279.00
Sergio Flores 4715 NW 82nd Ave.		4715 PP	15.00
Michael & Kathleen Piano 4721 NW 82nd Ave.		4721 PP	319.00
Nicola Levin 4725 NW 82nd Ave.		4725 PP	0.32
Edwin Perez 4727 NW 82nd Ave.		4727 PP	1.00
Leisha Robinson 4733 NW 82nd Ave.		4733 PP	25.00
Luis Abreu 4739 NW 82nd Ave.		4739 PP	319.00
Ilene Joseph 4741 NW 82nd Ave.		4741 PP	319.00
James & Sumi Ferriero 4743 NW 82nd Ave.		4743 PP	279.00
Maria & Richard Lantz 4803 NW 82nd Ave.		4803 PP	2.00
Anna Quintyne 4804 NW 82nd Ave.		4804 PP	319.00
Sun 18 LLC 4805 NW 82nd Ave.		4805 PP	319.00
Johanna Behrens 4806 NW 82nd Ave.		4806 PP	1.00
Deirdre Chopyak 4810 NW 82nd Ave.		4810 PP	354.00

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DATE: 2/11/18  
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Springdale Lakes D Condo. Assn  
PREPAYS AS OF Jan. 31, 2018  
Account Number Sequence

PAGE 2

\* - Previous Owner or Renter

NAME ADDRESS	LOT NUMBER	ACCOUNT NUMBER	CODE	PREPAID AMOUNT
Jocelyn Bonilla 4815 NW 82nd Ave.		4815	PP	25.00
Lisa Ruiz 4823 NW 82nd Ave.		4823	PP	330.00
Lisa E. Ruiz 4901 NW 82nd Ave.		4901	PP	43.00
TOTAL HOMES: 18 TOTAL PREPAYS				2,969.32
TOTAL DISTR: PP				2,969.32

-- End of report --

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# ASSOCIATION RESERVES

Est. 1986

*Over 40,000 Reserve Studies nationwide*

## Regional Offices

Arizona  
California  
Colorado  
Florida  
Hawaii  
Nevada  
North Carolina  
Washington

February 7, 2018

Association #34403-0

**Springdale Lake D Condominium Association, Inc.**  
**c/o Mr. Anthony Kent**  
**Brock Property Management, Inc.**  
**12444 W. Atlantic Blvd.**  
**Coral Springs, FL 33071**

Subject: Reserve Study Proposal

Dear Anthony,

Thank you for requesting a Reserve Study proposal from Association Reserves. It would be our privilege to serve as your Reserves planning partner! We recognize that you have a choice of Reserve Study providers and want to make sure you understand the many benefits of working with our company. To that end, we have prepared this proposal document which clearly defines the process and scope of work of our Reserve Studies, provides background about our firm and key employees, and even includes answers to many Frequently Asked Questions.

When you're ready for the next step, simply follow the instructions listed in the last section, "Schedule, Terms and Fees." Our office will then contact you regarding the next steps in the process, such as scheduling the site inspection, obtaining required background information, etc. Please don't hesitate to contact us if you have any questions or concerns, or would like any additional information. We hope to hear from you soon!

Sincerely,



Will Simons, RS  
President  
Florida/Southeast Regional Office

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# Introduction to Reserve Studies

## What's a Reserve Study?

A Reserve Study is best described as a document used by community associations (or any other type of common interest real estate development) to help plan financially for major repair, replacement, or restoration projects over a long period of time. Our studies cover a thirty year period, beginning with the current or upcoming fiscal year. Read on to learn more about the scope of work and other details related to the process of conducting a Reserve Study!



## Are Reserve Studies really that important?

Absolutely. It's fairly easy to plan and prepare for recurring costs like management fees, insurance premiums, landscaping contracts, and utilities, but what about the projects and expenses that DON'T happen every year? That's our specialty...identifying and forecasting those projects that are *certain* to occur, but are often overlooked or underestimated. There's no question that setting aside Reserve funds over a long period of time is the simplest, most cost-effective, and most responsible way to plan for major projects.

The work will need to be done; it's up to the Association to plan accordingly. Without adequate Reserves, Associations will have to make a tough decision: will you take out costly loans, push for recurring special assessments, or worst, accept a drop in home values due to deteriorating conditions and deferred maintenance? A current, reliable Reserve Study is the first step toward long-term financial strength for every Association. Without one, Association homeowners will be misinformed, underprepared, and left exposed to serious financial consequences. A current, reliable Reserve Study is a hallmark of well-managed Associations, and an important part of a homeowner board's fiduciary duty to act in the best interest of their Association members.

# What components are included in a Reserve Study?

The National Reserve Study Standards specify the following definition of a Reserve Component:

- Must be the Association's responsibility.
- Must have a limited Useful Life (UL)
- Must have a predictable Remaining Useful Life (RUL)
- Must be above a certain "threshold cost"

We typically recommend funding for projects such as: roof replacement, painting/waterproofing, pavement sealing and resurfacing, elevator modernization, balcony and deck sealing and restoration, major mechanical systems (HVAC, fire alarm, hot water, etc.), major pool and spa expenses, interior/amenity area remodeling, and many more. The bottom line is that every property is different, and will require a thorough inspection to determine what belongs in your study.

State requirements vary on what types of projects should be addressed through Reserves (and therefore included in a Reserve Study). Our studies will always meet and usually exceed these requirements, ensuring that our clients are acting in accordance with legal requirements and sound fiduciary responsibility.



# Scope of Work

Our Reserve Studies are prepared in accordance with National Reserve Study Standards, established in 1998 by the Community Associations Institute. Per these standards, a Reserve Study engagement generally consists of the following:

## 1. Component Inventory & Condition Assessment

The component inventory is “the task of selecting and quantifying Reserve Components. This task can be accomplished through on- site visual observations, review of Association design and organizational documents, a review of established Association precedents, and discussion with appropriate Association representative(s) of the Association or cooperative.” The condition assessment is “the task of evaluating the current condition of the component based on observed or reported characteristics.” As part of our inspection, we review any available building documents including site plans, building plans, fire alarm inspection records, equipment schedules and any other data that may be informative regarding component details, project history or expectations for upcoming work. We then photograph, measure and inspect all areas or components to be included. A Reserve Study site inspection is visual in nature and does not incorporate any destructive or other testing. The inspection is not intended to identify code or construction defects, nor is it intended to be the foundation for anything other than budgeting and planning purposes.

**NOTE:** For Update, With Site Visit (Level 2) Reserve Studies, the component inventory is for verification purposes only, using previously-established component quantities from a prior Reserve Study. However, the condition assessment is re- established based on current conditions. For Update, No Site Visit (Level 3) Reserve Studies, there is no physical inspection of the property. We review the component inventory and condition assessments from the most recent Level 1 or Level 2 study, then proceed with the Life and Valuation Estimates and Financial Analysis.



## 2. Life & Valuation Estimates

This process is usually much more time consuming than the actual site inspection, and represents the bulk of the overall Reserve Study process. Our Reserve Specialist® begins by organizing and interpreting the raw data he or she gathered during the site inspection, reviewing all measurements, notes and photographs for key details and insights. Next, we establish the component list structure, and determine the life and cost estimates for each Reserve component. Our standard procedure is to use any historical information provided to us by the client (such as when certain projects were done, and what they cost), and to review any bids or estimates for upcoming work. We review our findings with your current vendors for their insights, and also check their input against information we’ve gathered working with other comparable properties in your area. We constantly consult our own internal databases, comprised of data collected from over 40,000 Reserve Studies. As a supplement, we also make use of professional construction estimating software programs, guidebooks, publications and manufacturer’s publications to supplement our knowledge base. The end result is a complete, thorough set of estimates that are accurate, current, property-specific, and generated by a qualified, independent third party.

## 3. Financial Analysis, Report Preparation & Delivery

Once the component list is established and we’ve reviewed your current annual budget and Reserve fund balance(s), we will make a determination of relative current Reserve fund strength and created a recommended funding plan covering the next 30 fiscal years, including a schedule of projected annual income and expenses.

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# Why should we choose Association Reserves?

Association Reserves was established in 1986 as a professional engineering consulting firm serving community associations throughout the United States and abroad. To date, our firm has completed over **40,000** Reserve Studies for properties of all types, including condominium and homeowners associations, community development districts, timeshare and resort properties, commercial facilities, worship facilities, and more. Over the years, our firm has been instrumental in defining and advocating the National Reserve Study Standards endorsed by the Community Associations Institute (CAI).

Each Reserve Study we provide is conducted with special consideration for the unique characteristics of the client property, especially age, regional weather patterns, local pricing factors, and input from the Board of Directors. Our time-tested approach involves thorough research of all key factors, especially project history, projected useful life and cost data, and aesthetic standards in the local area. Our staff members earn and maintain the Reserve Specialist® credential administered by the Community Associations Institute (CAI), the international authority on all aspects of community association living.

We don't take a one-size-fits-all approach to our work, because we know that every Association is different, and we take the time and care to ensure our results will help you to make wise decisions regarding the long-term care of your physical and financial assets. From our first phone call to final delivery of your study, we hold ourselves to the highest standards of professionalism. We pride ourselves on delivering a first-rate product, because we know you're putting your trust in our hands.

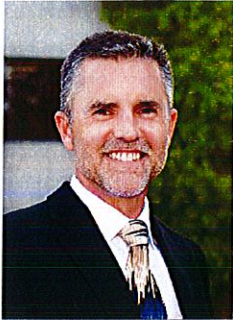


*We're proud to announce that for **four years in a row (2013-2016)** we have been selected as a Reader's Choice Award winner by the readers of the Florida Community Association Journal. We attribute this achievement to a combination of hard work, attention to detail and an unwavering commitment to serving our clients.*

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# Qualifications and Key Staff Members

All of our project staff members have college degrees and many come from construction, engineering, architecture and related backgrounds. All project management staff members are trained specifically in the field of preparing Reserve Studies. As of 2016, over 20 staff members have earned the prestigious Reserve Specialist credential, more than any other firm in the country.



**Robert M. Nordlund, PE, RS** is the founder, owner and CEO of Association Reserves. Robert is a Professional Engineer, Reserve Specialist, and former board president of his own homeowners association. In addition, he is a past Chairman of CAI's Reserve Professionals Committee, past Chairman of the Association of Professional Reserve Analysts, past President of CAI's Greater Los Angeles Chapter, and a frequent speaker in industry-sponsored seminars and presentations throughout the United States. He obtained his Bachelor's degree from the University of Washington in Mechanical Engineering, and is a member of the prestigious engineering honors society Tau Beta Pi.



**Will Simons, RS** is the President of our Florida regional offices. Will has completed and overseen more than 1,200 Reserve Studies for property types including residential developments, schools, historic buildings, commercial developments, country clubs, worship facilities, marinas and more. Will has earned the Reserve Specialist designation (#190) and is also a frequent author and speaker in the industry. He is a licensed Continuing Education Provider (#0005433) for Florida Community Association Managers, having designed and taught coursework related to Reserve funds and Reserve Studies. He currently serves as the Vice President and Treasurer of his own homeowners association in South Florida, serving a community of over 600 homes and helping to oversee an annual budget of over \$1 million. Will earned a Bachelor's degree in Business Administration from the University of Southern California.



**Aldo Gonzalez, PE, RS** is the Director of Operations for our Florida regional offices. Aldo holds a Bachelor's of Science Degree in Civil Engineering from Florida International University and is a Registered Licensed Engineer in the states of Florida (#49450), Georgia (#40526), South Carolina (#32732) and Alabama (#35494-E). Aldo has also earned the Reserve Specialist designation (#303). Aldo's career has spanned over 30 years of civil engineering and project management roles. For over 15 years, he directed his own engineering consulting firm, providing services including: general engineering consulting, real estate asset inspection, planning and feasibility studies, engineering reports and design calculations, drainage and paving design, water, sewer and flood control system design and more to a wide variety of clients throughout Florida. Aldo has also served as Board Member for the Palm Isle at Doral CDD in Doral, Florida.

# What can I expect to see in my Reserve Study?

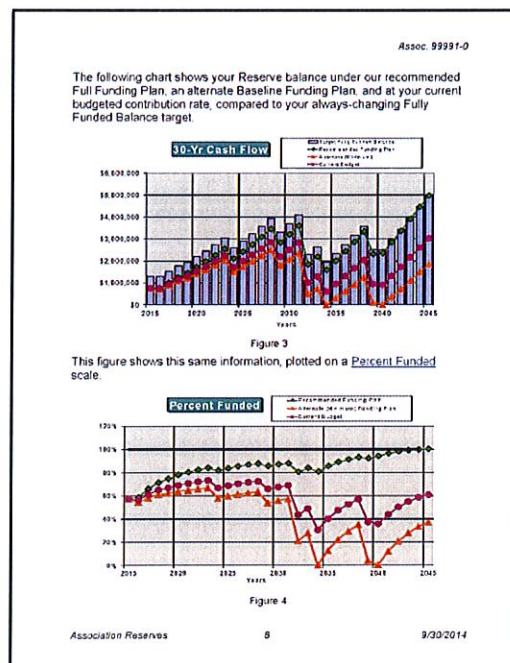
Simple, concise summary of recommendations, with a clear, organized listing of Reserve components.

3- Minute Executive Summary	
Association: Sample Condo	#: 99991-0
Location: Anywhere, US	# of Units: 142
Report Period: January 1, 2015 through December 31, 2015	
<b>Findings/Recommendations as-of 1/1/2015:</b>	
Projected Starting Reserve Balance:	\$750,000
Current Fully Funded Reserve Balance:	\$1,306,267
Average Reserve Deficit (Surplus) Per Unit:	\$3,917
Recommended 2015 Monthly "Full Funding" Contributions:	\$19,000
Alternate minimum contribs to keep Reserves above \$0:	\$14,175
Recommended 2015 Special Assessment for Reserves:	\$0
Most Recent Budgeted Reserve Contribution Rate:	\$16,000
Reserves % Funded 57%	
Special Assessment Risk: High Medium Low	
<b>Economic Assumptions:</b>	
Net Annual "After Tax" Interest Earnings Accruing to Reserves:	1.00%
Annual Inflation Rate:	3.00%
<ul style="list-style-type: none"> <li>This is a "Full" Reserve Study (original, created "from scratch"), and is based on our site inspection on September 1, 2014. It was prepared by a credentialed Reserve Specialist (RS).</li> <li>Because your Reserve Fund is between 30% and 70% at 57% Funded, this means the association's special assessment &amp; deferred maintenance risk is currently "medium." The objective of your multi-year Funding Plan is to <b>Fully Fund</b> your Reserves, where associations enjoy a low risk of such Reserve cash flow problems.</li> <li>Based on this starting point, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is to increase your Reserve contributions in the upcoming fiscal year.</li> <li>No assets appropriate for Reserve designation were excluded.</li> </ul>	
*officially called "Baseline Funding"	
Association Reserves	9/30/2014


Table 1 Executive Summary		99991-0	
# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Cost Estimate
<b>Site and Grounds</b>			
2119 Driveway Pavers - Replace	40	33	\$24,369
2145 Garage Gates - Replace	20	12	\$8,800
2149 Entry Area Fountains - Maintain	12	8	\$4,000
2149 Sundeck Fountain - Maintain	12	8	\$3,000
2177 Bollard Lights - Replace	20	13	\$7,500
<b>Building Exterior</b>			
2303 Entry Parking Area Lights - Replace	10	3	\$2,475
2321 Balcony Deck Rails - Replace	24	16	\$614,700
2325 Sundeck - Resurfacing/Restore	24	16	\$16,400
2335 Planters - Waterproof/Re-plant	24	16	\$180,600
2341 Building Exterior - Restoration	24	16	\$284,000
2343 Building Exterior - Repaint	8	0	\$218,000
2363 Common Area Windows - Replace	30	29	\$112,800
2377 Low Slope Roof - Replace	20	13	\$67,500
<b>Mechanical/Electrical/Plumbing</b>			
2525 Automatic Entry Doors - Replace	20	13	\$16,000
2529 Garage Gate Operators - Replace	10	6	\$6,500
2511 Barrier Arm Operator - Replace	10	6	\$6,500
2516 Traction Elevators - Modernize	25	10	\$528,000
2517 Elevator Cables - Reroute	25	10	\$35,000
2519 Air Handler - Lobby/Die - Replace	15	8	\$18,000
2519 Air Handler - Social Room - Replace	15	8	\$4,000
2519 HVAC - Elevator Room - Replace	15	8	\$7,500
2519 HVAC - Hallways - Replace	15	8	\$90,000
2523 Large Exhaust Fans - Replace	15	8	\$14,750
2523 Cooling Tower - Replace	20	13	\$185,000
2526 Cooling Tower Pumps - Replace	15	8	\$27,500
2537 Variable Frequency Drives - Replace	15	8	\$5,500
2543 Security System - Modernize	12	6	\$15,000
2549 Generator - Replace	40	31	\$60,000
2547 Fire Alarm System - Modernize	15	8	\$158,000
2519 Fire Sprinkler Pump/Controls - Repl	40	33	\$86,000
2549 Heat Exchanger (Hot Water) - Repl	15	8	\$4,000
2549 Heat Exchanger (HWC) - Repl	15	8	\$16,500
2571 Boilers - Replace	20	13	\$40,000
2575 Hot Water Pump/Controls - Replace	20	13	\$40,000
2593 Fountain Equipment - Replace	3	1	\$2,250
<b>Interiors &amp; Amenities</b>			
2703 Vinyl Coverings - Replace	20	13	\$56,250
2705 Garage Ceiling Lights - Replace	25	18	\$24,700
2705 Hallway Lights - Replace	20	13	\$17,800
2709 Tile Flooring - Replace	20	13	\$64,400
2711 Hallway Carpeting - Replace	10	3	\$33,800

Association Reserves
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9/30/2014

Large, color-coded charts and tables to illustrate long- term implications



Here's a sample of our Inventory Appendix pages. We devote a half-page summary to every single component included in your Reserve Study.

Association Reserves	Inventory Appendix
Client: 99991B Sample Condo - Building Exteriors	
<b>Comp #:</b> 2343 Building Exterior - Seal/Paint	
<b>Quantity:</b> Approx 165,200 GSF	
<b>Location:</b> Building exteriors	
<b>Evaluation:</b> Generally fair condition noted. Building has not been painted since original construction, but the association has obtained some bids for painting in the near future according to manager. Project may be postponed or done in stages due to ongoing construction at an adjacent site. We were provided with copy of exterior painting specifications prepared by Sherwin-Williams, which calls for an 8-year warranty. All door and window frame perimeters are to be caulked with a urethane sealant. As routine maintenance, inspect regularly (including sealants), repair locally and touch-up paint as needed. Typical paint cycles can vary greatly depending upon many factors including type of material painted, surface preparations, quality of material, application methods, weather conditions during application, moisture beneath paint, and exposure to weather conditions. Proper sealant/caulking is critical to preventing water intrusion and resulting damage to the building structure. Incorrect installations of sealant are common, and can greatly decrease its useful life. Inspect sealant, more frequently as it ages, to determine if it is failing. Typical sealant problems include failure of sealant to adhere to adjacent materials and tearing/splitting of the sealant itself. As sealants age and are exposure to ultra-violet sunlight, they will dry out, harden, and lose their elastic ability. Remove and replace sealant as signs of failure begin to appear. Proper cleaning, prep work, and proper installation are critical for a long lasting sealant/caulking. Repair areas as needed prior to project.	
<div>Useful Life: 8 years</div> <div>Remaining Life: 0 years</div> <div>Easy-to-find details</div>	<div>Descriptive, thorough observations</div> <div>Full Color Photographs</div>
	
Best Case: \$180,000.00 Lower estimate to seal/repaint	Worst Case: \$250,000.00 Higher estimate
Cost Source: Estimates Provided by Client	

April 16, 2014

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# Deliverables

Upon completion of the Reserve Study, the Association will receive the following:

- **Electronic copy:** A digital version of the entire Reserve Study document is delivered by email in PDF form. We also post the completed study to a complimentary private (password-protected) account on the Client Center of our website, where Association representatives can view and download all relevant documents.
- **Complimentary hard copy (upon request):** One printed and bound full-color copy is available upon request upon completion of the Reserve Study at no cost. Additional copies may be requested but will be billed in addition to the Reserve Study fee at \$100.00 each.
- **Funding plan software file:** The financial analysis portion of the study can be provided at no additional cost using a customized Microsoft Excel® file. This file includes fully-functional formulas and input-ready data fields for adding, removing or adjusting component data, such as useful life, remaining useful life and replacement cost estimates. *Note: having this file does NOT enable you to create your own Reserve Study and is not intended to be used for the creation of new Reserve Study documents.* Rather, we provide this file so that our clients can test “what- if” scenarios, see how their funding plan might change given different interest or inflation rates, and review the “raw” data that went into preparing their study.
- **Complimentary revisions:** We will gladly revise the study at no charge to the client for a period of up to 90 days following delivery of the completed study, in the event that there is a material error or discrepancy identified within the study. Other requests for changes, or requests made greater than 90 days following delivery of the study may be approved on a discretionary basis.
- **Video presentation:** we will provide a brief video presentation to help explain the process, outcomes, and other key details found within a Reserve Study. The Reserve Study document is shown on-screen, and you’ll hear our staff explain key terminology, review the component list and explain how we formulate our recommendations in a study.
- **Meeting attendance:** Following completion of the Reserve Study, our staff may be available to attend meetings at the client property. Due to our volume of requests, meeting attendance requests must be made at least 30 days prior to the actual meeting date and are subject to staff availability. Attendance fees will be billed based on actual meeting time plus “door to door” travel time for our staff at a rate of \$150.00/hour, with a one hour minimum. For Associations located greater than 200 miles from our Miami, FL office address, additional travel costs for flight, hotel, rental car and per-diem allowances may apply. If interested in meeting attendance, please contact us directly for more specific options and costs for your Association.

## References and Testimonials

You don't get to be in business for 30 years and counting without building a great reputation. Here's what some of our clients have had to say about us recently:

- *"As the owner of a fairly large property management company, I have been using Association Reserves since the firm was founded. Excellent staff, timely responses, easy to understand reports, and changing reports has never been problematic! I cannot recommend Association Reserves highly enough."*
- *"Association Reserves provides incredible service, knowledge and professionalism."*
- *"Until now, I had yet to see a Reserve Study whose overview so "user" friendly. Any novice may pick it up and understand the concepts behind a Reserve Study. Very impressive. To add to that, our Project Manager could not be more responsive in answering any of our questions and bending over backwards to work with us."*
- *"I have been in this business since 1998 and not everyone understands how HOAs and Boards work. Association Reserves employees do, which makes my job easier."*
- *"Our Board could not be more pleased with the report we have received and the manner in which the study was conducted. We highly recommend Association Reserves to prepare your Reserve Study."*
- *"We have worked with Association Reserves for several years. This is a process which can be very cumbersome to say the least, but Association Reserves has streamlined the process and with their help it has been painless and very successful."*
- *"Association Reserves far exceeded my expectations in terms of ease of access to our Reserve Study report on the internet, and quality of service."*
- *"The Association Reserves representatives have been very friendly and professional and have been very responsive to our needs."*



# Terms and Conditions

Association Reserves and its employees have no ownership, management, or other business relationships with the client other than this prospective Reserve Study engagement. William G. Simons, RS is the President of Association Reserves – Florida, LLC and is a credentialed Reserve Specialist (#190). All work done by Association Reserves – Florida, LLC is performed under his Responsible Charge and is performed in accordance with National Reserve Study Standards (NRSS).

In accordance with National Reserve Study Standards, information provided by the official representative(s) of the client regarding financial details, component physical details and/or quantities, or historical issues/conditions will be deemed reliable for use in preparing the Reserve Study, and is not intended to be used for the purpose of performing any type of audit, quality/forensic analysis, or background checks of historical records.

For "Full" Reserve Study levels of service, we attempt to establish measurements and component quantities within 5% accuracy through a combination of on-site measurements and observations, review of any available building plans or drawings, and/or any other reliable means. For "Update, With Site Visit" and "Update, No Site Visit" Reserve Study levels of service, the client is considered to have deemed previously developed component quantities as accurate and reliable, including quantities that may have been established by other individuals/firms.

The scope of work for this Reserve Study includes visual inspection of accessible areas and components, and does not include any destructive or other means of testing. We do not inspect or investigate for construction defects, hazardous materials, or hidden issues such as plumbing or electrical problems, or problems with sub-surface drainage system components. Information provided to us about historical or upcoming projects, including information provided by the client's vendors and suppliers, will be considered reliable. Any on-site inspection should not be considered a project audit or quality inspection. Our opinions of component useful life, remaining useful life, and cost estimates assume proper original installation/construction, adherence to recommended preventive maintenance guidelines and best practices, a stable economic environment and do not consider the frequency or severity of natural disasters. Our opinions of component useful life, remaining useful life and current and future cost estimates are not a warranty or guarantee of the actual costs and timing of any component repairs or replacements.

The actual or projected total Reserve account balance(s) presented in the Reserve Study will be based upon information provided and are not audited. Because the physical condition of the client's components, the client's Reserve balance, the economic environment, and the legislative environment change each year, this Reserve Study is by nature a "one-year" document. Reality often differs from even the best assumptions due to the changing economy, physical factors including weather and usage, client financial decisions, legislation, or owner expectations. It is only because a long-term perspective improves the accuracy of near-term planning that this Reserve Study projects expenses into the future. We fully expect a number of adjustments will be necessary through the interim years to the cost and timing of these expense projections, and the funding necessary to prepare for those estimated expenses. Because we have no control over future events, we do not expect that all the events we anticipate will occur as planned. We expect that inflationary trends will continue, and we expect Reserve funds to continue to earn interest, so we believe that reasonable estimates for these figures are much more accurate than ignoring these economic realities.

By accepting this Reserve Study proposal, the Client accepts the terms stated above, agrees that compensation for this Reserve Study is not contingent upon client's agreement with our conclusions or recommendations, and accepts that Association Reserves' liability in any matter involving this Reserve Study is limited to our Fees for services rendered.

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## Schedule & Fees

Proposal Date: February 7, 2018

Association Name: Springdale Lake D Condominium Association, Inc.

Proposal Number #34403-0

Level of Service: Full (Level 1) Reserve Study

### Description:

A Full Reserve Study is required when the client has no prior Reserve Study, or wishes to start "from scratch" with a completely new study. This level of service is defined by National Reserve Study Standards as an engagement during which the following five Reserve Study tasks are performed for the first time: Component Inventory, Condition Assessment (based upon on-site visual observations), Life and Valuation Estimates, Fund Status and Funding Plan.

- **Note:** If your Association has had a prior Reserve Study (even if conducted by another provider) that you wish to have updated, please contact our office for Reserve Study Update pricing options. A complete copy of the prior study must be available for our review prior to submitting a new proposal.

### Schedule:

Completed Reserve Study will be delivered not more than 8 weeks from the date we receive your 50% deposit. We also offer accelerated turnaround times (5 weeks or 2 weeks) for additional cost. Please contact our office for a revised proposal if you need the Reserve Study on an accelerated schedule.

### Payment Terms:

Payment is required in two installments: 50% of the fee is due upon acceptance of this proposal, with the balance due upon delivery of the draft of the Reserve Study. Refer to the "Deliverables" page included in this proposal for more detail on all items included with our service, including electronic and printed copies of the Reserve Study, a copy of the funding plan software file, and a customized video presentation of the results of the study.

☐

**Regular Fee: \$2,880**

☐

**"Smart Start" Fee: \$2,592 (includes 10% discount!)**

Planning ahead? The **Smart Start** discount fee applies to 8-week delivery schedule if the Reserve Study is initiated between 1/1/18 and 3/31/18. The signed proposal should still be returned promptly to indicate acceptance of the proposal and allow for scheduling. Call our office for more details or if you have any questions.

(Fees are applicable up to 180 days from the date of this proposal.)

### Proposal acceptance:

To accept this proposal, please select an option above, sign and date below and submit this form to our office ASAP. Signed proposals can be emailed to [wsimons@reservestudy.com](mailto:wsimons@reservestudy.com), or faxed to (800) 403-7511.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Table 1: Executive Summary

14667-0

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Cost Estimate
<b>Site and Grounds</b>				
2123	Asphalt - Seal/Repair	4	0	\$28,000
2125	Asphalt - Resurface	20	9	\$337,500
2131	Asphalt (Path) - Repair/Resurface	20	19	\$20,000
2143	Site Fencing (Chain Link) - Replace	30	20	\$108,350
2149	Gazebos - Replace	15	5	\$6,000
2166	Mailboxes - Replace	20	15	\$24,000
2169	Sign/Monument - Refurbish/Replace	20	15	\$16,000
2185	Landscaping - Refurbish	10	0	\$45,000
<b>Building Exteriors</b>				
2343	Building Exterior - Seal/Paint	7	2	\$236,500
2383	Roof (Tile) - Replace	30	19	\$1,870,000
<b>M.E.P.</b>				
2543	Security System - Upgrade/Replace	10	7	\$12,100
2593	Pond Aerators - Replace	10	5	\$10,500
<b>Interiors and Amenities</b>				
2750	Bathrooms - Remodel	20	10	\$9,000
2763	Pool Deck Furniture - Replace	8	0	\$30,000
2769	Pool Deck - Resurface	30	19	\$25,800
2771	Pool Fence - Replace	20	10	\$16,000
2772	Pool Deck Lighting - Replace	20	10	\$11,000
2773	Pool - Resurface	12	1	\$13,000
2781	Pool Heater (Newer) - Replace	8	5	\$4,500
2781	Pool Heater (Older) - Replace	8	0	\$4,500
2799	Playground Fences - Replace	20	10	\$10,650
2801	Playground Equipment - Replace	20	5	\$24,000
22	Total Funded Components			

Note 1: a Useful Life of "N/A" means a one-time expense, not expected to repeat.

Note 2: Yellow highlighted line items are expected to require attention in the initial year,