



HOA Interview Questions

Your name, address, phone number: _____

1. Current management: management co. Self-managed other: _____
2. How many Lots does your association have? _____
3. Are all lots sold & built out?: yes no
4. When was the last time an annual meeting achieved a quorum? _____
5. 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?: _____
9. 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? _____

