

PROJECT INFORMATION FORM

General Information

Information on this form is vital to an accurate Reserve Study. Please be as complete and thorough as possible.

Project Name _____ Date _____

Address and/or directions from your location:

Major Cross Streets _____ City _____

Access Code _____ Year Constructed _____

Total Units At Current Year End _____ Total Units At Build Out _____

Financial Year End _____ Total Annual Budget \$ _____

Onsite Contact _____ Phone () _____

Board Member _____ Phone () _____

Board Member _____ Phone () _____

Phase detail is only necessary for projects that were constructed over a 4 year period or longer.

Phase	# of Units	Year Annexed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Service Contractors

Please provide a list of contractors who service the reserve components. Typical examples would be pool and landscape contractors as well as those who service roofs, gate systems, central hot water, and elevators.

COMPONENT	COMPANY	TELEPHONE	CONTACT
LANDSCAPE	()		
POOL	()		
	()		
	()		
	()		
	()		
	()		
	()		

Financial Information

For the Reserve Study to coincide with your financial year end we must project the reserve balance to that date. This is accomplished by beginning with reserve funds currently available, adding planned contributions between now and the year end, and subtracting anticipated utilization of funds.

I. Beginning balance:
 Cash reserves as of (date) ____ / ____ / ____ the most recent month end. \$ _____

II. Additions to reserves (Budgeted Monthly Contributions, Interest, Special Assessments, etc.):

Monthly funding \$ _____ X number of months to year end _____ =	\$ _____
Interest _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____

III. Utilization of Reserve Funds: Please list planned utilization of reserve funds from the most recent month end to the financial year end. Include partial payments on projects recently begun and residual payments on projects recently completed.

Month/Yr.	Description	Amount
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____

Reserve Projects

Please list reserve projects completed since prior reserve study, currently in progress, or planned for the future.

Project _____

Actual or Anticipated Start Date _____ Actual or Anticipated Completion Date _____

Total Project Amount \$ _____ Payments to Date \$ _____ Balance Due \$ _____

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