

Request for Reserve Study Proposal

Contact Information:		
Contact Name: _____	Title: _____	
Management Company: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Fax: _____	Cell: _____
Email: _____		
Property Information:		
Property/HOA Name: _____		
Property Contact: _____	Title: _____	
Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Fax: _____	Cell: _____
Email: _____		
Project engineer, maintenance, or on-site contact: _____		
Party responsible for billing, including address: _____		

Type of Association	Site & Recreational Elements Maintained by Association	Building Basics (Townhouse or Condo/Highrise) <input type="checkbox"/> INDICATE IF MAINTAINED BY ASSOCIATION	Additional Information
<input type="checkbox"/> HOA/PUD/Master/Subdivision (residential buildings are not included in study)	_____ # of clubhouse _____ SF _____ # of pool _____ # of playground _____ # of tennis court _____ # of sport court _____ # of pool house _____ # of gate house _____ # of pond or lake <input type="checkbox"/> Fitness Center <input type="checkbox"/> Perimeter walls <input type="checkbox"/> Fences (in addition to pool fence) <input type="checkbox"/> Retaining walls <input type="checkbox"/> Landscaping (if reserve expense) <input type="checkbox"/> Streets / Lighting <input type="checkbox"/> Storm drainage system <input type="checkbox"/> Basements _____ <input type="checkbox"/> Slab foundation _____ <input type="checkbox"/> Other _____	_____ # of stories high _____ # of elevators _____ Total SF <input type="checkbox"/> Roofs: <input type="checkbox"/> sloped <input type="checkbox"/> flat <input type="checkbox"/> Balconies <input type="checkbox"/> Decks <input type="checkbox"/> Patios <input type="checkbox"/> Lobby Area/Club room <input type="checkbox"/> Theater room <input type="checkbox"/> Meeting room <input type="checkbox"/> Multipurpose room <input type="checkbox"/> Parking garage/deck <input type="checkbox"/> Retail (#) _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____	_____ # of units _____ # of buildings Year(s) built: _____ Renovation: _____ Under development <input type="checkbox"/> Yes <input type="checkbox"/> No Date of conversion: _____ Operating Budget: \$ _____ _____ # of reserve accounts Current Reserve Bal. \$ _____ Fiscal year end _____
<input type="checkbox"/> Townhouse/Garden Home (each unit has private entry) _____ # of different style bldgs	<input type="checkbox"/> Fitness Center <input type="checkbox"/> Perimeter walls <input type="checkbox"/> Fences (in addition to pool fence) <input type="checkbox"/> Retaining walls <input type="checkbox"/> Landscaping (if reserve expense) <input type="checkbox"/> Streets / Lighting <input type="checkbox"/> Storm drainage system <input type="checkbox"/> Basements _____ <input type="checkbox"/> Slab foundation _____ <input type="checkbox"/> Other _____	<input type="checkbox"/> Roofs: <input type="checkbox"/> sloped <input type="checkbox"/> flat <input type="checkbox"/> Balconies <input type="checkbox"/> Decks <input type="checkbox"/> Patios <input type="checkbox"/> Lobby Area/Club room <input type="checkbox"/> Theater room <input type="checkbox"/> Meeting room <input type="checkbox"/> Multipurpose room <input type="checkbox"/> Parking garage/deck <input type="checkbox"/> Retail (#) _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____	Operating Budget: \$ _____ _____ # of reserve accounts Current Reserve Bal. \$ _____ Fiscal year end _____
<input type="checkbox"/> Condo/Mid-rise (3-8 stories) (units have shared entry) <input type="checkbox"/> Condo/High-rise (9+ stories) (units have shared entry)	<input type="checkbox"/> Fitness Center <input type="checkbox"/> Perimeter walls <input type="checkbox"/> Fences (in addition to pool fence) <input type="checkbox"/> Retaining walls <input type="checkbox"/> Landscaping (if reserve expense) <input type="checkbox"/> Streets / Lighting <input type="checkbox"/> Storm drainage system <input type="checkbox"/> Basements _____ <input type="checkbox"/> Slab foundation _____ <input type="checkbox"/> Other _____	<input type="checkbox"/> Roofs: <input type="checkbox"/> sloped <input type="checkbox"/> flat <input type="checkbox"/> Balconies <input type="checkbox"/> Decks <input type="checkbox"/> Patios <input type="checkbox"/> Lobby Area/Club room <input type="checkbox"/> Theater room <input type="checkbox"/> Meeting room <input type="checkbox"/> Multipurpose room <input type="checkbox"/> Parking garage/deck <input type="checkbox"/> Retail (#) _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____	Operating Budget: \$ _____ _____ # of reserve accounts Current Reserve Bal. \$ _____ Fiscal year end _____

Question	Question
How large is the site overall (square feet or acres?)	Why is Board considering reserve study?
Is 100% of the building residential? If not, briefly describe the breakdown of residential to commercial space	How did you hear about us? Prior reserve study, referral, Internet, other.
When was the last renovation, and what was renovated?	Other comments:
What are specific concerns?	

Please e-mail completed form to documents@zumbrunnen.com or fax to 404-601-4051.