

A G E N D A
BOARD MEMBER TRAINING SESSION
Month Day, Year

presented by

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Reserve Data Analysis, Intl.

1. Introduction to Reserve Data Analysis
2. Overview of the training program
 - ask questions as we proceed!
3. What are reserves?
 - operational components/expenses
 - reserve components/expenses
 - items excluded altogether from the budget
4. The Declaration
 - definition of terms
 - duties and responsibilities of the association
 - maintenance responsibilities of the association
 - maintenance responsibilities of the owners
5. Reserve funding strategies
 - special assessments
 - bank loans
 - deferring expenditures
 - assessing an adequate level of reserves
6. Report revisions
 - take advantage of free revisions
 - adjust the report until it is a plan the Association can implement
7. The Reserve Study – A Multi-Purpose Tool