

# **A G E N D A**

## **XYZ PROPERTY MANAGEMENT TRAINING SESSION**

Month Day, Year

presented by

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Reserve Data Analysis, Intl.

1. Introductions and overview of the training program
  - ask questions as we proceed!
2. Reserve history and Reserve Data Analysis
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 study components
  - physical analysis – site inspection
  - financial analysis – contribution and percentage funded
6. Calculating the “ideal” level of reserves – “fully funded reserve balance”
7. Types of reserve studies
  - full study
  - update with site inspection
  - update without site inspection
8. Reserve funding strategies
  - special assessments
  - bank loans
  - deferring expenditures
  - assessing an adequate level of reserves
9. Report revisions
  - take advantage of free revisions
  - adjust the report until it is a plan the Association can implement
10. The Reserve Study – A Multi-Purpose Tool