

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. 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. Brief history on reserves
5. Federal & State Statutes v. Articles, Bylaws & the Declaration
 - California Statutes
Civil Code §1351, 1364, 1365, 1365.5, 1366, 1366.1, and 1368
6. The Declaration
 - definition of terms
 - duties and responsibilities of the association
 - maintenance responsibilities of the association
 - maintenance responsibilities of the owners
7. Reserve study components
 - physical analysis
 - financial analysis
 - fund status
 - funding plan
8. Types of reserve studies
 - full study
 - update with site inspection
 - update without site inspection
9. Funding methods
 - component method
 - cash flow methods

10. Calculating the “ideal” level of reserves – “fully funded reserve balance”
11. Funding strategies
 - full funding
 - baseline funding
 - threshold funding
 - statutory funding
12. Funding reserves
 - “monthly membership contribution”
 - “net monthly allocation” with interest
13. Report revisions
 - take advantage of free revisions
 - adjust the report until it is a plan the Association can implement
14. Factors affecting the calculations
 - inflationary factors
 - annual assessment increases
 - interest earned on reserves, net of taxes
 - useful lives of the components
 - replacement costs used
15. Reserve funding strategies
 - special assessments
 - bank loans
 - deferring expenditures
 - assessing an adequate level of reserves
16. Presenting the reserve study to the Board of Directors
 - an educated consumer is the best consumer
17. Updating your reserve study – how often should it be done?
18. The Reserve Study – A Multi-Purpose Tool