

# **A G E N D A**

## **RDA SATELLITE OFFICE TRAINING**

presented by

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Reserve Data Analysis, Intl.

### **SINGLE DAY COURSE**

1. Introduction to Reserve Data Analysis – History of Reserves
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. Federal & State Statutes, Articles of Incorporation, Bylaws & the Declaration
5. The Declaration
  - definition of terms
  - duties and responsibilities of the association
  - maintenance responsibilities of the association
  - maintenance responsibilities of the owners
6. Reserve study components
  - physical analysis
  - financial analysis
    - i. funding plan
    - ii. fund status
7. Calculating the “ideal” level of reserves – “fully funded reserve balance”
8. Funding reserves
  - “monthly membership contribution”
  - “net monthly allocation” with interest

9. Types of reserve studies
  - full study
  - update with site inspection
  - update without site inspection
  - using previous studies, DRE or other measurements
  
10. Field notes and inventory
  - at the office
    - i. highlighting the CC&Rs
    - ii. working with site plans
  - arriving at the project
    - i. sales offices
    - ii. driving the project
    - iii. determining maintenance responsibilities
  - dividing the project
    - i. recreational facilities
    - ii. grounds
    - iii. buildings
    - iv. phased projects
  - recommended equipment
  - using the field worksheets
    - i. worksheets are not a checklist
  - using site plans
  - measuring tips and techniques
    - i. begin at the pool
    - ii. using headphones
    - iii. building interiors
    - iv. building exteriors
      1. painted surfaces
      2. roofs
      3. additional components
    - v. streets
  - irregular shapes
  - blueprints
  - determining the age of the project
  - evaluating the condition of components
  - factors affecting useful life
  - totaling notes, add everything twice
  - test data for reasonableness
    - i. street surface areas
    - ii. roof surface areas
    - iii. painting cost

11. Preparing for data entry
  - Name of the client
  - Using diskettes or organization on hard drive
  - Importance of knowing fiscal year-end
  - Determining accumulated reserves at fiscal year beginning
12. Using the RDA Reserve Management Software
  - Overview
  - Report parameters
  - Master file remarks section
13. Entering the report
  - Formulating questions for the association manager
14. Calculation Methods
  - understanding the segregated method
  - understanding the cash flow methods
    - i. cash flow minimum
    - ii. cash flow specific
  - advantages and disadvantages of each method
15. Report revisions
  - free report revision for current year
  - adjusting the report until it is a plan that the Association can implement
  - policy regarding removing items from a report at client's request
  - policy regarding report adjustments outside the "industry norm"
16. Adjournment