

A G E N D A

RDA SATELLITE OFFICE TRAINING

Month Day, Year

presented by

Edwin G. Edgley, CEO & Founder
Reserve Data Analysis, Intl.

THREE DAY COURSE - DAY 1

1. Introduction to Reserve Data Analysis – History of Reserves
2. Contract Review
 - designated territories and multi-state entities
 - working with other offices
 - software sales in your territory
 - royalty fee structure
3. Overview of the training program
 - ask questions as we proceed!
4. What are reserves?
 - operational components/expenses
 - reserve components/expenses
 - items excluded altogether from the budget
5. Federal & State Statutes, Articles of Incorporation, Bylaws & the Declaration
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
 - i. funding plan
 - ii. fund status
8. Calculating the “ideal” level of reserves – “fully funded reserve balance”
9. Funding reserves
 - “monthly membership contribution”
 - “net monthly allocation” with interest

10. Types of reserve studies
 - full study
 - update with site inspection
 - update without site inspection
 - using previous studies, DRE or other measurements

11. 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

DAY 2

12. RDA Photo Library
13. RDA Master cost database contents
 - roofing in detail
 - streets
 - HVAC systems
 - elevators
 - saunas (sold in kits)
 - electric motors
 - volume discounts
 - i. pool furniture discounts
 - ii. fencing discounts
14. Additional cost guides (list in section 1 of report)
15. 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
16. Using the RDA Reserve Management Software
 - Overview
 - Report parameters
 - Master file remarks section
17. Entering the report
 - Formulating questions for the association manager
18. 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
19. The finished report
 - “what if” scenarios
 - Excel macros
 - i. chart macro
 - ii. spreadsheet macro
 - iii. exporting ASCII files

DAY 3

20. 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"
21. Section 1 and Section 3 of the RDA Report
22. Bidding Projects
 - how we can help with your first few projects
 - bidding new accounts
 - i. standard bid worksheets
 - ii. bidding large buildings
 - iii. sources of inventory data
 - iv. don't be afraid to be expensive
 - bidding update accounts
 - i. 1/4 to 1/3 rule
23. Who is my client?
 - general operation of common interest developments (CIDs)
 - making the manager's life easier
 - board meeting attendance
 - dropping off items at manager's office
 - fielding difficult questions
 - CAI Involvement
 - i. advertising
 - ii. functions
 - iii. committee and board membership
24. Advertising and promotion
25. Grand opening marketing strategies
 - promotional material available
26. The RDA Electronic Reference Manual
27. You are the expert
 - RDA is the industry leader
 - Company backing
28. The RDA Letter program
29. Settlement Solution Services™
 - liability theory

- retroactive reserve study
 - representing the association
 - representing the developer
 - the finished report and narrative
30. Administrative Details
- ordering stationary and supplies
31. Adjournment