



To be completed by HPA:  
 Proposal submitted: \_\_\_\_\_  
 Project Fee: \_\_\_\_\_  
 Project #: \_\_\_\_\_

## REQUEST FOR RESERVE STUDY PROPOSAL

**TYPE OF STUDY:**  RESERVE STUDY  RESERVE STUDY UPDATE  TRANSITION STUDY  OTHER

When do you need Proposal? \_\_\_\_\_

Target Completion date for Study: \_\_\_\_\_

Your Name: \_\_\_\_\_

Community Manager  HOA Member

Your email: \_\_\_\_\_

Your phone: \_\_\_\_\_

Alt. phone: \_\_\_\_\_

Management Company: \_\_\_\_\_

Association name: \_\_\_\_\_

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Type of Community:**

Condominiums  Townhomes

Single Family  Mixed  Other

Age/Year Built: \_\_\_\_\_

# of total buildings: \_\_\_\_\_

# of total units: \_\_\_\_\_

# of stories: \_\_\_\_\_

Foundations:  Basement  Crawl Space  
 Slab  Other

Are the Streets:  Public  Private

Are plans/drawings available?  Yes  No

*We appreciate referrals!*  
 Your referral source:  
 Repeat Client  Association Directory  
 Mailing  Advertising  Web Search  
 Referral from: \_\_\_\_\_

**On the Reverse side of this form, please identify ALL common building elements and amenities for which the Association is financially responsible to repair or replace:**

**Site Components**

- Entrance Monument(s): # \_\_\_\_\_
- Entrance Gates
- Guard/Gate House
- Asphalt Streets
- Asphalt Parking Areas
- Parking Garage
- Carports/Covered Parking
- Curbs
- Sidewalks/Walkways
- Street Signs
- Pole/Post Lights
- Perimeter Fencing
- Mailboxes
- Retaining Walls
- Detention Pond(s): # \_\_\_\_\_
- Retention Pond(s): # \_\_\_\_\_
- Fountains
- Landscape Lighting
- Irrigation Systems
- Other: \_\_\_\_\_

**Exterior Building Components**

- Roofing
  - Shingle  Flat
- Gutters & Downspouts
- Building Exteriors
  - Cement Fiberboard  Vinyl
  - Wood  Brick  Stone
- Shutters
- Exterior Building Lights

- Exterior Stairways
- Exterior Stairways
- Breezeways
- Balconies  Decks
- Concrete Porches
- Concrete Patios
- Patio/Privacy Fencing
- Common Area Doors
- Common Area Windows
- Unit Doors
- Unit Windows
- Other: \_\_\_\_\_

**Interior Building Components**

- Lobby
- Common Hallways
- Stairwells
- Common Interior Doors
- Interior Unit Doors
- Other: \_\_\_\_\_

**Mechanical Components**

- Electrical Systems
- Plumbing Systems
- Common Area HVAC Systems
- Elevator(s): # \_\_\_\_\_
- Fire Protection Systems
- Security Access Systems
- Security Surveillance Systems
- Trash Compactor
- Other: \_\_\_\_\_

**Amenities**

- Clubhouse
  - Less than 2,500 SF
  - 2,500 to 5,000 SF
  - Greater than 5,000 SF
- Management Office
- Kitchen
- Fitness Center
- Laundry Facilities
- Interior Lounger/Club Area
- Guest Suite(s): # \_\_\_\_\_
- Outdoor Patio/Deck/Lounge
- Swimming Pool Bldg/Cabana
- Swimming Pool(s): # \_\_\_\_\_
- Wading Pool(s): # \_\_\_\_\_
- Tennis Court(s): # \_\_\_\_\_
- Other Sports Court: \_\_\_\_\_
- Playground(s): # \_\_\_\_\_
- Walking Trail(s): # \_\_\_\_\_
- Pergola(s)/Gazebo(s): # \_\_\_\_\_
- Other: \_\_\_\_\_

**Community Center Component**

- Offices
- Classrooms
- Gymnasium
- Auditorium/Banquet Hall
- Commercial Kitchen
- Sanctuary
- Parsonage/Rectorry
- Other: \_\_\_\_\_