



## Community Information for Reserve Study Proposal

Date:	Community Name:	Number of Units:
Location/Street Address of Community:		
Community Manager:		E-mail Address:
Telephone Number (& Extension):		Facsimile:
Management Company Name:		
Management Company Mailing Address:		

**TYPE OF COMMUNITY:**

Condominium   
  Condominium Conversion   
  PUD   
  Vacation Ownership   
  Industrial Park   
  Other: \_\_\_\_\_

**RECREATION/OFFICE BUILDINGS:**

Clubhouse, if so, approx. square footage: \_\_\_\_\_   
  Restrooms   
  Kitchen   
  Meeting Rooms   
  Gym

Offices, if so, number and approx. sq. footage: \_\_\_\_\_   
  Maintenance Buildings, if so, number and approx. sq. footage: \_\_\_\_\_

Cabana Buildings, if so, number: \_\_\_\_\_   
  Gazebos, if so, number: \_\_\_\_\_

**RECREATION FACILITIES:**

Pools If so, number: \_\_\_\_\_   
  Spas, if so, number: \_\_\_\_\_   
  Pool Furniture   
  BBQs   
  Tennis Courts, if so, number: \_\_\_\_\_

Volleyball   
 Racketball   
 Basketball   
 Baseball Diamonds   
 Bocce   
 Bleachers   
 Play Equipment   
 Par Courses

Lakes   
 Marinas   
 Docks   
 Beach Sand   
 Water Features, if so, number: \_\_\_\_\_   
 Fountains, if so, number: \_\_\_\_\_

Bridges, if so,   
 Pedestrian, number \_\_\_\_\_   
 Vehicular, number \_\_\_\_\_

**STREETS AND GROUNDS:**

Private Streets   
 Alleys   
 Parking Lots   
 Street Signs   
 Street Lighting   
 Walkway Lighting

Trash Enclosures   
 Monument Signage   
 Directory Signage   
 Park Benches   
 Irrigation Controllers   
 Tree Trimming

Major Slopes   
 Bike Paths   
 Equestrian Trails   
 Walkways   
 Common Area Fencing, if so,   
 Perimeter   
 Grounds

Entry Gates, if so, number: \_\_\_\_\_   
 Entry Phone, if so, number: \_\_\_\_\_   
 Gate Houses, if so, number: \_\_\_\_\_

**BUILDING EXTERIORS:**

Number of Buildings: \_\_\_\_\_ Number of Unique Building Designs: \_\_\_\_\_

**Painting:**  Stucco  Wood Trim  Siding  Other \_\_\_\_\_

**Roofing:**  Tile  Flat  Shake  Shingle  Foam  Other \_\_\_\_\_

Decks/Balconies  Stairwells  Landings  Walkways  Lighting  Awnings  Utility Doors  Patio Fencing

Mailboxes, if so,  Clustered  Individual  Garages, if so,  Attached  Detached  Carports  Subterranean Parking

**BUILDING INTERIORS:**

Lobbies  Hallways  Furniture  Carpeting  Draperies/Blinds  Wall-coverings  Painting

Lighting  Stairways  Elevators, if so, number: \_\_\_\_\_

**VACATION OWNERSHIP UNITS:**

Number of Marketed Styles: \_\_\_\_\_ Number of Unique Designs: \_\_\_\_\_

**EQUIPMENT/OTHER:**

Air-Conditioners, if so, number: \_\_\_\_\_  Heaters, if so, number: \_\_\_\_\_  Boilers  Chillers

Generators  Sump Pumps  Wells  Water Storage Tanks

Laundry Rooms, if so, number: \_\_\_\_\_  Attached  Detached  Laundry Equipment Leased

Vehicles, if so, number: \_\_\_\_\_  Golf Carts, if so, number: \_\_\_\_\_

**OTHER COMMUNITY ASSETS NOT INDICATED ABOVE TO BE INCLUDED IN INVENTORY/RESERVE REPORT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return completed form to Great Boards, LLC:**

By e-mail: [info@greatboards.com](mailto:info@greatboards.com)

Thank you for your assistance...we appreciate your business.