

RDA REPORT

Maryland Heights
Glendale, Arizona
Account 3868 - Version 001
August 26, 2014

RESERVE DATA ANALYSIS, INC.

2761 East Bridgeport Parkway
Gilbert, Arizona 85295
FAX (480) 473-7658
(480) 473-7643

Prepared By

TOM THOMPSON

RDA Reserve Management Software
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RESERVE DATA ANALYSIS, INC.



2761 E. Bridgeport Parkway
Gilbert, AZ 85295
Office (480) 473-7643
rdaarizona@aol.com
rdaguys@aol.com

Maryland Heights
Ms. Sara Saiz
C/o City Property Management
4645 East Cotton Gin Loop
Phoenix, AZ 85040

Dear Ms. Saiz:

The completed reserve analysis study for the budget year beginning January 1, 2015 is attached. Your RDA reserve studies are presented in two parts:

Part 1 offers an easy-to-understand introduction to reserve budgeting and terminology along with a User's Guide to your RDA reserve study.

Part 2 is your RDA reserve study, including a report summary, a Distribution of Accumulated Reserves, detail reports for each asset sorted by asset category, 30-year projections, and an alphabetical detail report index.

Please pay particular attention to the Detail Report by Category section of the report. See the Table of Contents for the page that corresponds to the first page of this section. This section provides specific information that was used to develop the budgeting information for each asset including the placed in service date, useful life and replacement cost. It also provides measurements, inventory counts and asset condition information as applicable. Most, if not all, of your questions will be answered by reviewing the detailed information and remarks for each asset.

The bottom box on page 2 – 1 identifies the recommended reserve contribution to the reserve account for 2015. *The amount of money that should be in the reserve account as of January 1, 2015 is identified at the bottom of pages titled **Funding Status Report** and **Distribution of Accumulated Reserves** in the column labeled "Fully Funded Reserves". The **Cash Flow Specific Projections** page provides the 30-year funding strategy including recommended contributions, interest earnings and scheduled expenses.*

To assist you in distribution to the Board and/or community membership we have emailed a PDF version (electronic copy) of the reserve study to you.

We hope that you find our report format both informative and useful. Should a revision be required, please submit all revision requests in writing via email within 90 days of this letter. We are happy to answer any questions that arise, no matter how small they seem. Please do not hesitate to call us. All of us at RDA have enjoyed providing you with the most detailed, comprehensive and useful reserve study available in the industry and we look forward to working with you again in the future.

Sincerely,

A handwritten signature in black ink that reads 'Tom Th'.

Tom Thompson
Vice President

RDA Reserve Study Guide

The RDA reserve study is a multi-purpose tool that is designed to assist the Board of Directors and Community Management team in the financial management of the Association's long term assets. To properly manage these assets, the Board of Directors and Community Manager need to spend some time reading, digesting and understanding what the reserve study is advising. The following instructions provide a step-by-step guide of what to do now that you have a reserve study prepared by Reserve Data Analysis.

Step 1: Review the last page of the report titled the "Detail Report Index" to familiarize yourself with the assets that make up your RDA Reserve Study.

Step 2: Pick a single asset to review. Your goal is to obtain a clear understanding of the pieces that go into budgeting for a specific asset including the placed in service date, useful life, quantity and unit cost. Once you have a clear understanding of how a single asset works, apply that knowledge to all other assets in the report.

Step 3: Review the detailed information that budgeting for each asset is based on. Look at each asset in the report. If the placed in service date, useful life, quantity, and replacement cost are considered reasonable and accurate, then the calculations and results of your RDA reserve study will be reasonable and accurate. Most questions can be answered by reading the detailed "Remarks" included with each asset.

Step 4: Review Page 2 – 1. The top of page 2 – 1 identifies the parameters that were used to generate the RDA Reserve Study calculations including budget year, reserve fund balance, annual contribution increase, interest rate earned on invested reserve funds, and contingency. The bottom of this page provides the summarized RDA Reserve Study results for the 1st year, including the recommended monthly reserve contribution in total and per unit.

Step 5: Review the page titled "Distribution of Accumulated Reserves". This page will provide justification for the percent funded calculations. It shows, by asset, how much money should be in the reserve account, based on the level of depreciation each asset has experienced as of the beginning of the budget year the RDA Reserve Study has been prepared for. Note that the figures listed in the column labeled "Fully Funded Reserves" do not represent the replacement cost unless the remaining life shows "0".

Step 6: Review the page titled "Cash Flow Specific Projections". This page will provide a rolling year to year projection of the reserve account for the next 30 years including recommended annual contributions, estimated interest earnings on invested reserve funds, expected annual expenditures, projected year end reserve balances, and the fully funded amount that should be in the reserve account at the end of each year. ***This is your funding strategy.*** The goal of an RDA funding strategy is to allow the Association to cover all planned reserve expenditures, build the reserve account to a fully funded (100%) position by end of the reporting period (30 years in most cases), all while starting with the lowest possible contribution to reserves.

Step 7: Review the Annual Expenditure Detail pages. These pages will show the projected future costs by year for each planned reserve expense through the end of the reporting period.

Step 8: Call us with questions! For someone who does not deal with them on a daily basis, reserve studies can be difficult to wade through. If there is something you don't understand, or something that you disagree with, we encourage you to call us to discuss it. RDA is committed to a long-term relationship with you and will spend the time on the phone with you to ensure that you understand where we are coming from, where we obtained our information or assumptions, and why we did what we did. Again, please call us with any questions you have as we are here to help in any way we can.

Please Note

This document has been provided pursuant to an agreement containing restrictions on its use. No part of this document may be copied or distributed, in any form or by any means, nor disclosed to third parties without the express written permission of Reserve Data Analysis, Inc., until it has been paid for in full. The Client shall have the right to reproduce and distribute copies of this report, or the information contained within, as may be required for compliance with all applicable regulations.

This reserve analysis study and the parameters under which it has been completed are based upon information provided to us in part by representatives of the association, its contractors, assorted vendors, specialist and independent contractors, the Community Associations Institute, various construction pricing and scheduling manuals including, but not limited to: Marshall & Swift Valuation Service, RS Means Facilities Maintenance & Repair Cost Data, RS Means Repair & Remodeling Cost Data, National Construction Estimator, National Repair & Remodel Estimator, Dodge Cost Manual and the McGraw Hill Book Company. Additionally, costs are obtained from numerous vendor catalogues, actual quotations or historical costs, and our own experience in the field of property management and preparation of reserve analysis studies.

It has been assumed, unless otherwise noted in this report, that all assets have been designed and constructed properly and each estimated useful life will approximate that of the norm per industry standards and/or manufacture specifications used. In some cases, estimates may have been used on assets which have an indeterminable but potential liability to the association. The decision for the inclusion of these as well as all assets considered is left to the client.

We recommend that your reserve analysis study be updated every two to three years due to fluctuating interest rates, inflationary changes and the unpredictable nature of the lives of many of the assets under consideration. All of the information collected during our inspection of the association and subsequent computations made in preparing this reserve analysis study are retained in our computer files. Therefore, updates can typically be completed in a more timely manner than the original study.

Reserve Data Analysis, Inc. would like to thank you for using our services, and we invite you to call us at any time should you have any questions or comments or need assistance. In addition, any of the parameters and estimates used in this study may be changed at your request, after which we will provide you with a revised study.

RESERVE DATA ANALYSIS, INC.

(480) 473-7643

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PART I - INTRODUCTION

Preparing the annual budget and overseeing the association's finances are perhaps the most important responsibilities of board members. The annual operating and reserve budgets reflect the planning and goals of the association and set the level and quality of service for all of the association's activities.

■ 1. Funding Options

When a major repair or replacement is required in a community, an association has essentially four options available to address the expenditure:

The first option is to pass a "special assessment" to the membership in an amount required to cover the expenditure. Although not commonplace, there have been special assessments in the amount of \$10,000 per member assessed in associations in Virginia and southern California. When a special assessment is passed, the association has the authority and responsibility to collect the assessments, even by means of foreclosure if necessary. However, an association operating on a special assessment basis cannot guarantee that an assessment, when needed, will be passed. Consequently, it cannot guarantee its ability to perform the required repairs or replacements to those major components for which the association is obligated to maintain when the need arises. Additionally, while relatively new communities require very little in the way of major "reserve" expenditures, associations reaching 12 to 15 years of age and older find many components reaching the end of their effective useful lives. These required expenditures, all accruing at the same time, can be devastating to an association's overall budget.

The second option is for the association to acquire a loan from a lending institution in order to effect the required repairs. In many cases, banks will lend money to an association using "future homeowner assessments" as collateral for the loan. With this method, not only is the current board of directors pledging the future assets of an association, they are also required to pay interest fees on the loan payback in addition to the original principal. In the case of a \$150,000 roofing replacement, the association may be required to pay back the loan over a three to five year period, with interest; whereas, if the association was setting aside reserves for this purpose, using the

vehicle of the regularly assessed membership dues, it would have had the full term of the life of the roof in order to accumulate the necessary moneys. Additionally, those contributions would have been evenly distributed over the entire membership and would have earned interest as part of that contribution.

The third option, too often used, is simply to defer the required repair or replacement. This option can create an environment of declining property values due to the increasing deferred maintenance and the association's financial inability to keep pace with the normal aging process of the common area components. This, in turn, can have a seriously negative impact on sellers in the Association by making it difficult or even impossible for potential buyers to obtain financing from lenders. Increasingly, many lending institutions are requesting copies of the association's most recent reserve study before granting loans, either for the association, a prospective purchaser, or for an individual within such association.

The fourth, and only logical means that the board of directors has to ensure its ability to maintain the assets for which it is obligated, uniformly distributing the costs of the replacements over the entire membership, is by assessing an adequate level of reserves as part of the regular membership assessment. The community is not only comprised of present members, but also future members. Any decision by the board of directors to adopt a calculation method or funding plan which would disproportionately burden future members in order to make up for past reserve deficits would be a breach of its fiduciary responsibility to those future members. Unlike individuals determining their own course of action, the board is responsible to the "community" as a whole.

■ 2. The Reserve Study

There are two components of a reserve study – a physical analysis and a financial analysis. During the physical analysis, a reserve provider evaluates information regarding the physical status and repair/replacement cost of the association's major common area components. To do so, the provider conducts a component inventory, a condition assessment, and life and valuation estimates. A financial analysis assesses the association's reserve balance or "fund status" (measured in cash or as percent funded) to determine a recommendation for an appropriate reserve contribution rate in the future known as the "funding plan."

Reserve studies fit into one of three categories: 1) Full Study; 2) Update - with site inspection; and 3) Update - without site inspection.

- In a Full reserve study, the reserve provider conducts a component inventory, a condition assessment (based upon on-site visual observations), and life and valuation estimates to determine both a "fund status" and "funding plan."

- In an Update – with site inspection, the reserve provider conducts a component inventory (verification only, not quantification), a condition assessment (based on on-site visual observations), and life and valuation estimates to determine both the “fund status” and “funding plan.”
- In an Update – without site inspection, the reserve provider conducts life and valuation estimates to determine the “fund status” and “funding plan.”

■ 3. Developing a Component List

The budget process begins with an accurate inventory of all the major components for which the association is responsible. The determination of whether an expense should be labeled as operational, reserve, or excluded altogether is sometimes subjective. Since this labeling may have a major impact on the financial plans of the association, subjective determinations should be minimized. We suggest the following considerations when labeling an expense:

OPERATIONAL EXPENSES occur at least annually, no matter how large the expense, and can be effectively budgeted for each year. They are characterized as being reasonably predictable both in terms of frequency and cost. Operational expenses include all minor expenses which would not otherwise adversely affect an operational budget from one year to the next. Examples of Operational Expenses include:

Utilities:

- Electricity
- Gas
- Water
- Telephone
- Cable TV

Services:

- Landscaping
- Pool Maintenance
- Street Sweeping
- Accounting
- Reserve Study

Administrative:

- Supplies
- Bank Service Charges
- Dues & Publications
- Licenses, Permits & Fees

Repair Expenses:

- Tile Roof Repairs
- Equipment Repairs
- Minor Concrete Repairs
- Operating Contingency

RESERVE EXPENSES are major expenses that occur other than annually and which must be budgeted for in advance in order to provide the necessary funds in time

for their occurrence. Reserve expenses are reasonably predictable both in terms of frequency and cost. However, they may include significant assets which have an indeterminable but potential liability which may be demonstrated as a likely occurrence. They are expenses that when incurred would have a significant affect on the smooth operation of the budgetary process from one year to the next if they were not reserved for in advance. Examples of Reserve Expenses include:

- Roof Replacements
- Painting
- Deck Resurfacing
- Fencing Replacement
- Street Seal/Slurry Coatings
- Asphalt Overlays
- Pool Re-plastering
- Pool Equipment Replacement
- Pool Furniture Replacement
- Tennis Court Resurfacing
- Park & Play Equipment
- Equipment Replacement
- Interior Furnishings
- Lighting Replacement

BUDGETING IS NORMALLY EXCLUDED FOR repairs or replacements of assets which are deemed to have an estimated useful life equal to or exceeding the estimated useful life of the facility or community itself, or exceeding the legal life of the community as defined in an association's governing documents. Examples include the complete replacement of elevators, tile roofs, wiring and plumbing. Also excluded are insignificant expenses which may be covered either by an operating or reserve contingency, or otherwise in a general maintenance fund. Costs which are caused by acts of God, accidents or other occurrences which are more properly insured for, rather than reserved for, are also excluded.

■ 4. Preparing the Reserve Study

Once the reserve assets have been identified and quantified, their respective replacement costs, useful lives and remaining lives must be assigned so that a funding schedule can be constructed. Replacement costs and useful lives can be found in published manuals such as construction estimators, appraisal handbooks, and valuation guides. Remaining lives are calculated from the useful lives and ages of assets and adjusted according to conditions such as design, manufacture quality, usage, exposure to the elements and maintenance history.

By following the recommendations of an effective reserve study the association should avoid any major shortfalls. However, to remain accurate, the report should be updated every two to three years to reflect such changes as shifts in economic parameters, additions of phases or assets, or expenditures of reserve funds. The association can assist in simplifying the reserve analysis update process by keeping accurate records of these changes throughout the year.

■ 5. Funding Methods

From the simplest to most complex, reserve analysis providers use many different computational processes to calculate reserve requirements. However, there are two basic processes identified as industry standards: the cash-flow method and the component method.

The cash flow method develops a reserve-funding plan where contributions to the reserve fund are designed to offset the variable annual expenditures from the reserve fund. Different reserve funding plans are tested against the actual anticipated schedule of reserve expenses until the desired funding goal is achieved. This method sets up a “window” in which all future anticipated replacement costs are computed, based on the individual lives of the components under consideration.

The component method develops a reserve-funding plan where the total contribution is based on the sum of contributions for individual components. The component method is the more conservative of the two funding options, and assures that the association will achieve and maintain an ideal level of reserves over time. This method also allows for computations on individual components in the analysis. The RDA Summary and RDA Projection Reports are based upon the component methodology.

■ 6. Funding Strategies

Once an association has established its funding goals, the association can select an appropriate funding plan. There are two basic strategies widely used by associations. It is recommended that associations consult professionals to determine the best strategy or combination of plans that best suit the association’s need. Additionally, associations should consult with their financial advisor to determine the tax implications of selecting a particular plan. Further, consultation with the American Institute of Certified Public Accountants (AICPA) for their reporting requirements is advisable. The two funding plans and descriptions of both are detailed below.

- Full Funding — Given that the basis of funding for reserves is to distribute the costs of the replacements over the lives of the components in question, it follows that the ideal level of reserves would be proportionately related to those lives and costs. If an association has a component with an expected estimated useful life of ten years, it would set aside approximately one-tenth of the replacement cost each year. At the end of three years, one would expect that three-tenths of the replacement cost to have accumulated, and if so, that component would be “fully-funded.” This model is

important in that it is a measure of the adequacy of an association's reserves at any one point of time, and is independent of any particular method which may have been used for past funding or may be under consideration for future funding. The formula is based on current replacement cost, and is a measure in time, independent of future inflationary or investment factors:

$$\text{Fully Funded Reserves} = \frac{\text{Age of Component}}{\text{Useful Life}} \times \text{Current Replacement Cost}$$

When an association's total accumulated reserves for all components meet this criteria, its reserves are "fully-funded."

- **Threshold Funding (RDA Modified Cash Flow Reports)** — There are two goals of this funding method. The first goal is to make sure that all scheduled reserve expenditures are covered by keeping the reserve cash balance above zero during the projected period. The second goal is to reach and maintain a 100% fully funded reserve balance during the projected period. Depending on the association's current percent funded, it may take the entire projected period (typically 30 years) before the 100% fully funded level is achieved.

Reaching and maintaining a 100% fully funded reserve balance by uniformly distributing the costs of the replacements over time benefits both current and future members of an association, and is the best approach the board of directors can take to fulfill its fiduciary responsibility. The modified cash flow method creates a funding strategy that gives the membership the lowest reserve funding recommendation as possible over time, while approaching the 100% fully funded level.

Another advantage of the modified cash flow method is that in most cases several strategies can be manually tested by Reserve Data Analysis, Inc. (the strategy is not based strictly on each components current funding status) until the best funding strategy is created – one that has consistent, incremental contribution increases from year to year. This very important aspect of the reserve study will aid the board of directors during the annual budgeting process.

■ 7. Distribution of Accumulated Reserves

The first step is to identify the ideal level of reserves for each asset. As indicated in the prior section, this is accomplished by evaluating the component's age proportionate to its estimated useful life and current replacement cost. Again, the equation used is as follows:

$$\text{Fully Funded Reserves} = \frac{\text{Age of Component}}{\text{Useful Life}} \times \text{Current Replacement Cost}$$

The RDA RESERVE MANAGEMENT SOFTWARE™ program performs the above calculations to the very month the component was placed-in-service. It also allows for the accumulation of the necessary reserves for the replacement to be available on the first day of the fiscal year it is scheduled to be replaced.

After identifying the ideal level of reserves for each asset, the beginning reserve balance must be allocated to each of the individual components identified in the analysis.

The next step the program performs is to arrange all of the assets used in the study in ascending order by remaining life, and alphabetically within each grouping of remaining life items. These assets are then assigned their respective ideal level of reserves until the amount of funds available are depleted, or until all assets are appropriately funded. If any assets are assigned a zero remaining life (schedule for replacement this fiscal year), then the amount assigned equals the current replacement cost and funding begins for the next cycle of replacement. If there are insufficient funds available to accomplish this, then the software automatically adjusts the zero remaining life item to 1 year and that asset assumes its new grouping position alphabetically in the final printed report.

If at the completion of this task there are additional moneys which have not been distributed, the remaining reserves are then assigned, in ascending order, to a level equal to, but not exceeding, the current replacement cost for each component. If there are sufficient moneys available to fund all assets at their current replacement cost levels, then any excess funds are designated as such initially, but are then considered to be available reserves in the report funding computations.

Assigning the reserves in this manner defers the make-up period for any underfunding over the longest remaining life of all the assets under consideration, thereby minimizing the impact of deficiency. For example, if the report indicates an underfunding of \$50,000, this underfunding will be assigned to components with the longest remaining life possible in order to give more time to "replenish" the account. If the \$50,000 underfunding were to be assigned to short remaining life items, the impact would be immediately felt.

If the reserves are underfunded, the monthly contribution requirements as outlined in this report may be higher than normal depending on the calculation method that is used. In future years, as individual assets are replaced, the funding requirements will return to their normal levels. In the case of a large deficiency, a special assessment may be considered. The program can easily generate revised reports outlining how the monthly contributions would be affected by such an adjustment, or by any other changes which may be under consideration.

■ 8. Funding Reserves

Two contribution numbers are provided in the report, the “Monthly Membership Contribution” and the “Net Monthly Allocation.” The association should contribute to reserves each month the “Monthly Membership Contribution” figure, when the interest earned on the reserves is left in the reserve accounts as part of the contribution. When interest is earned on the reserves, that interest must be left in reserves and only amounts set aside for taxes should be removed.

The second alternative is to allocate the “Net Monthly Allocation” to reserves (this is the member contribution plus the anticipated interest earned for the fiscal year). This method assumes that all interest earned will be assigned directly as operating income. This allocation takes into consideration the anticipated interest earned on accumulated reserves regardless of whether or not it is actually earned. When taxes are paid the amount due will be taken directly from the association's operating accounts as the reserve accounts are allocated only those moneys net of taxes.

■ 9. Users' Guide to Your Reserve Analysis Study

Part II of your RDA REPORT contains the reserve analysis study for your association. There are seven types of pages in the study as described below.

REPORT SUMMARY

The **Report Summary** lists all of the parameters which were used in calculating the report as well as the summary of your reserve analysis study.

INDEX REPORTS

The **Distribution of Accumulated Reserves** report lists all assets in remaining life order. It also identifies the ideal level of reserves which should have accumulated for the association as well as the actual reserves available.

DETAIL REPORTS

The **Detail Report** itemizes each asset and lists all measurements, current and future costs and calculations for that asset. Provisions for percentage replacements, salvage values and one-time replacements can also be utilized.

The numerical listings for each asset are enhanced by extensive narrative detailing factors such as design, manufacture quality, usage, exposure to elements and maintenance history.

The **Detail Report Index** is an alphabetical listing of all assets together with the page number of the asset's detail report and asset number.

PROJECTIONS AND CHARTS

Thirty-year Projections of projected data add to the usefulness of your reserve analysis study.

■ 10. Definitions

REPORT I.D. - Includes the REPORT DATE (ex. November 15, 1992), VERSION (ex. 001), and ACCOUNT NUMBER (ex. 9773). Please use this information when referencing your report. (Displayed on the summary page.)

BUDGET YEAR BEGINNING/ENDING - The budgetary year for which the report is prepared. For associations with fiscal years ending December 31, the monthly contribution figures indicated are for the 12 month period beginning 1/1/2X and ending 12/31/2X.

NUMBER OF UNITS/PHASES - If applicable, the number of units and/or phases included in this version of the report.

INFLATION - This figure is used to approximate the future cost to repair or replace each component in the report. The current cost for each component is compounded on an annual basis by the number of remaining years to replacement and the total is used in calculating the monthly reserve contribution which will be necessary in order to accumulate the required funds in time for replacement.

ANNUAL CONTRIBUTION INCREASE - The percentage rate at which the association will increase its contribution to reserves at the end of each year until the year in which the asset is replaced. For example, in order to accumulate \$10,000 in 10 years, you could set aside \$1,000 per year. As an alternative, you could set aside \$795 the first year and increase that amount by 5% each year until the year of replacement. In either case you arrive at the same amount. The idea is that you start setting aside a lower amount and increase that number each year in accordance with the planned percentage. Ideally this figure should be equal to the rate of inflation. It can, however, be used to aid those associations that have not set aside appropriate reserves in the past by making the initial year's allocation less formidable.

INVESTMENT YIELD - The average interest rate anticipated by the association based upon its current investment practices.

TAXES ON YIELD - The estimated percentage of interest income which will be set aside for taxes.

ACCUMULATED RESERVE BALANCE - The anticipated reserve balance on the first day of the fiscal year for which this report has been prepared. Based upon information provided and not audited.

PERCENT FULLY FUNDED - The ratio, at the beginning of the fiscal year, of the actual (or projected) reserve balance to the calculated fully funded balance, expressed as a percentage.

PHASE INCREMENT DETAIL/AGE - Comments regarding aging of the components on the basis of construction date or date of acceptance by the association.

MONTHLY CONTRIBUTION - The contribution to reserves required by the association each month.

INTEREST CONTRIBUTION - The interest that should be earned on the reserves, net of taxes, based upon their beginning reserve balance and monthly contributions for one year. This figure is averaged for budgeting purposes.

NET MONTHLY ALLOCATION - The sum of the monthly contribution and interest contribution figures.

GROUP OR FACILITY NUMBER/CATEGORY NUMBER - The report may be prepared and sorted either by group or facility (location, building, phase, etc.) or by category (roofing, painting, etc.). Standard report printing format is by category.

PERCENTAGE OF REPLACEMENT - In some cases, an asset may not be replaced in its entirety or the cost may be shared with a second party. Examples are budgeting for a percentage of replacement of streets over a period of time, or sharing the expense to replace a common wall with a neighboring party.

PLACED-IN-SERVICE - The month and year that the asset was placed-in-service. - This may be the construction date, the first escrow closure date in a given phase, or the date of the last servicing or replacement.

ESTIMATED USEFUL LIFE - The estimated useful life of an asset based upon industry standards, manufacturer specifications, visual inspection, location, usage, association standards and prior history. All of these factors are taken into consideration when tailoring the estimated useful life to the particular asset. For example, the carpeting in a hallway or elevator (a heavy traffic area) will not have the same life as the identical carpeting in a seldom-used meeting room or office.

ADJUSTMENT TO USEFUL LIFE - Once the useful life is determined it may be adjusted +/- by this separate figure for the current cycle of replacement. This will allow for a current period adjustment without affecting the estimated replacement cycles for future replacements.

ESTIMATED REMAINING LIFE - This calculation is completed internally based upon the report's fiscal year date and the date the asset was placed-in-service.

REPLACEMENT YEAR - The year that the asset is scheduled to be replaced. The appropriate funds will be available by the first day of the fiscal year for which replacement is anticipated.

FIXED ACCUMULATED RESERVES - An optional figure which, if used, will override the normal process of allocating reserves to each asset.

FIXED MONTHLY CONTRIBUTION - An optional figure which, if used, will override all calculations and set the contribution at this amount.

SALVAGE VALUE - The salvage value of the asset at the time of replacement, if applicable.

ONE-TIME REPLACEMENT - Notation if the asset is to be replaced on a one-time basis.

CURRENT REPLACEMENT COST - The estimated replacement cost effective as of the beginning of the fiscal year for which the report is being prepared.

FUTURE REPLACEMENT COST - The estimated cost to repair or replace the asset at the end of its estimated useful life based upon the current replacement cost and inflation.

COMPONENT INVENTORY - The task of selecting and quantifying reserve components. This task can be accomplished through on-site visual observations, review of association design and organizational documents, a review of established association precedents and discussion with appropriate association representative(s).

■ 11. A Multi-Purpose Tool

Your RDA REPORT is an important part of your association's budgetary process. Following its recommendations should ensure the association's smooth budgetary transitions from one fiscal year to the next, and either decrease or eliminate the need for "special assessments".

In addition, your RDA reserve study serves a variety of useful purposes:

- Following the recommendations of a reserve study performed by a professional consultant can protect the Board of Directors in a community from personal liability concerning reserve components and reserve funding.
- A reserve analysis study is required by your accountant during the preparation of the association's annual audit.
- A reserve study is often requested by lending institutions during the process of loan applications, both for the community and, in many cases, the individual owners.
- Your RDA REPORT is also a detailed inventory of the association's major assets and serves as a management tool for scheduling, coordinating and planning future repairs and replacements.
- Your RDA REPORT is a tool which can assist the Board in fulfilling its legal and fiduciary obligations for maintaining the community in a state of good repair. If a community is operating on a special assessment basis, it cannot guarantee that an assessment, when needed, will be passed. Therefore, it cannot guarantee its ability to perform the required repairs or replacements to those major components which the association is obligated to maintain.
- Since the RDA reserve analysis study includes precise measurements and cost estimates of the client's assets, the detail reports may be used to evaluate the accuracy and price of contractor bids when assets are due to be repaired or replaced.
- The reserve study is an annual disclosure to the membership concerning the financial condition of the association, and may be used as a "consumers' guide" by prospective purchasers.

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Maryland Heights
 Glendale, Arizona
CFS Reserve Analysis Report Summary

Report Date	August 26, 2014	Parameters:	
Version	001	Inflation	3.00%
Account Number	3868	Annual Contribution Increase	4.00%
Budget Year Beginning	1/ 1/15	Investment Yield	0.20%
Ending	12/31/15	Taxes on Yield	0.00%
Total Units Included	34	Contingency	3.00%
Phase Development	1 of 1	Reserve Fund Balance as of	
		1/ 1/15:	\$0.00

Project Profile & Introduction

Unless otherwise indicated, we have used 2015 as the basis for aging all original components in this analysis.

This is a 2015 budget year report. We have been advised that the January 1, 2015 reserve balance will be \$0.00.

Calculation Method: Modified Cash Flow
 Funding Strategy: Threshold
 RDA Reports: August 2014.

Cash Flow Specific Summary of Calculations

Monthly Contribution to Reserves Required:	\$177.00
(\$5.21 per unit per month)	
Average Net Monthly Interest Contribution This Year:	0.16
Net Monthly Allocation to Reserves 1/ 1/15 to 12/31/15:	\$177.16
(\$5.21 per unit per month)	

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Maryland Heights
Distribution of Accumulated Reserves

REPORT DATE: August 26, 2014
 VERSION: 001
 ACCOUNT NUMBER: 3868

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Concrete Components (Unfunded)	0	0.00	0.00
Irrigation System (Unfunded)	0	0.00	0.00
Light Fixtures (Unfunded)	0	0.00	0.00
Paint - Wrought Iron Fencing	4	0.00	0.00
Tree Trimming	6	0.00	0.00
Granite Replenishment	8	0.00	0.00
Paint - Block Walls	8	0.00	0.00
Irrigation Controllers	15	0.00	0.00
Mailboxes - Pedestal Sets	20	0.00	0.00
Walls - Repairs	25	0.00	0.00
Fencing - Wrought Iron (Replace)	30	0.00	0.00
Total Asset Summary:		0.00	0.00
Contingency @ 3.00%:		0.00	0.00
Grand Total:		0.00	0.00
Excess Reserves Not Used:			0.00

Maryland Heights
Funding Status Report

REPORT DATE: August 26, 2014
VERSION: 001
ACCOUNT NUMBER: 3868

DESCRIPTION	USE +/- LIFE	REM LIFE	CURRENT COST	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Concrete Components (Unfunded)	0	0	0	0	0
*** CATEGORY SUMMARY:			0	0	0
Paint - Block Walls	8	0	8	3,754	0
Paint - Wrought Iron Fencing	4	0	4	1,260	0
*** CATEGORY SUMMARY:				5,014	0
Fencing - Wrought Iron (Replace)	30	0	30	13,020	0
Walls - Repairs	10	+15	25	2,574	0
*** CATEGORY SUMMARY:				15,594	0
Light Fixtures (Unfunded)	0	0	0	0	0
*** CATEGORY SUMMARY:				0	0
Mailboxes - Pedestal Sets	20	0	20	4,650	0
*** CATEGORY SUMMARY:				4,650	0
Granite Replenishment	8	0	8	1,820	0
Irrigation Controllers	15	0	15	1,200	0
Irrigation System (Unfunded)	0	0	0	0	0
Tree Trimming	3	+3	6	400	0
*** CATEGORY SUMMARY:				3,420	0
TOTAL ASSET SUMMARY:				28,678	0
CONTINGENCY @ 3.00%:					0
GRAND TOTAL:					0

Maryland Heights
Cash Flow Specific Projections

REPORT DATE: August 26, 2014
 VERSION: 001
 ACCOUNT NUMBER: 3868

Beginning Accumulated Reserves: \$0

YEAR	CURRENT REPLACEMENT COST	ANNUAL CONTRBTN	ANNUAL INTEREST CONTRBTN	ANNUAL EXPENDTRS	PROJECTED ENDING RESERVES	FULLY FUNDED RESERVES	PERCENT FULLY FUNDED
'15	28,678	2,124	2	0	2,126	2,045	104%
'16	29,538	2,209	6	0	4,341	4,213	103%
'17	30,424	2,297	11	0	6,649	6,509	102%
'18	31,337	2,389	16	0	9,054	8,940	101%
'19	32,277	2,485	18	1,418	10,138	10,005	101%
'20	33,245	2,584	23	0	12,745	12,676	101%
'21	34,243	2,688	27	478	14,982	15,077	99%
'22	35,270	2,795	33	0	17,810	18,131	98%
'23	36,328	2,907	21	8,657	12,081	12,172	99%
'24	37,418	3,023	26	522	14,608	14,744	99%
'25	38,541	3,144	32	0	17,784	18,030	99%
'26	39,697	3,270	39	0	21,092	21,500	98%
'27	40,888	3,401	41	2,367	22,167	22,651	98%
'28	42,114	3,537	48	0	25,751	26,438	97%
'29	43,378	3,678	55	0	29,484	30,432	97%
'30	44,679	3,825	58	2,493	30,874	31,997	96%
'31	46,019	3,978	44	10,966	23,930	24,718	97%
'32	47,400	4,137	52	0	28,119	28,957	97%
'33	48,822	4,303	59	681	31,799	32,705	97%
'34	50,287	4,475	68	0	36,342	37,397	97%
'35	51,795	4,654	56	10,674	30,377	31,016	98%
'36	53,349	4,840	64	744	34,537	35,094	98%
'37	54,950	5,034	74	0	39,645	40,201	99%
'38	56,598	5,235	84	0	44,964	45,583	99%
'39	58,296	5,444	66	14,705	35,769	35,652	100%
'40	60,045	5,662	66	5,389	36,108	35,777	101%
'41	61,846	5,889	78	0	42,074	41,767	101%
'42	63,702	6,124	88	889	47,398	47,142	101%
'43	65,613	6,369	95	2,883	50,980	50,714	101%
'44	67,581	6,624	108	0	57,712	57,608	100%

Maryland Heights
Annual Expenditure Detail

REPORT DATE: August 26, 2014
VERSION: 001
ACCOUNT NUMBER: 3868

DESCRIPTION	EXPENDITURES
REPLACEMENT YEAR 2015	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2016	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2017	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2018	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2019	
Paint - Wrought Iron Fencing	1,418.13
*** ANNUAL TOTAL:	<hr/> 1,418.13
REPLACEMENT YEAR 2020	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2021	
Tree Trimming	477.62
*** ANNUAL TOTAL:	<hr/> 477.62
REPLACEMENT YEAR 2022	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2023	
Granite Replenishment	2,305.53
Paint - Block Walls	4,755.14
Paint - Wrought Iron Fencing	1,596.11
*** ANNUAL TOTAL:	<hr/> 8,656.78

Maryland Heights
Annual Expenditure Detail

DESCRIPTION	EXPENDITURES
REPLACEMENT YEAR 2024	
Tree Trimming	521.91
*** ANNUAL TOTAL:	521.91
REPLACEMENT YEAR 2025	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2026	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2027	
Paint - Wrought Iron Fencing	1,796.43
Tree Trimming	570.31
*** ANNUAL TOTAL:	2,366.74
REPLACEMENT YEAR 2028	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2029	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2030	
Irrigation Controllers	1,869.56
Tree Trimming	623.19
*** ANNUAL TOTAL:	2,492.75
REPLACEMENT YEAR 2031	
Granite Replenishment	2,920.59
Paint - Block Walls	6,023.67
Paint - Wrought Iron Fencing	2,021.89
*** ANNUAL TOTAL:	10,966.15
REPLACEMENT YEAR 2032	
*** ANNUAL TOTAL:	0.00

Maryland Heights
Annual Expenditure Detail

DESCRIPTION	EXPENDITURES
REPLACEMENT YEAR 2033	
Tree Trimming	680.98
*** ANNUAL TOTAL:	680.98
REPLACEMENT YEAR 2034	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2035	
Mailboxes - Pedestal Sets	8,398.46
Paint - Wrought Iron Fencing	2,275.66
*** ANNUAL TOTAL:	10,674.12
REPLACEMENT YEAR 2036	
Tree Trimming	744.12
*** ANNUAL TOTAL:	744.12
REPLACEMENT YEAR 2037	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2038	
*** ANNUAL TOTAL:	0.00
REPLACEMENT YEAR 2039	
Granite Replenishment	3,699.71
Paint - Block Walls	7,630.61
Paint - Wrought Iron Fencing	2,561.28
Tree Trimming	813.11
*** ANNUAL TOTAL:	14,704.71
REPLACEMENT YEAR 2040	
Walls - Repairs	5,389.38
*** ANNUAL TOTAL:	5,389.38
REPLACEMENT YEAR 2041	
*** ANNUAL TOTAL:	0.00

Maryland Heights
Annual Expenditure Detail

DESCRIPTION	EXPENDITURES
REPLACEMENT YEAR 2042	
Tree Trimming	888.51
*** ANNUAL TOTAL:	<hr/> 888.51
REPLACEMENT YEAR 2043	
Paint - Wrought Iron Fencing	2,882.74
*** ANNUAL TOTAL:	<hr/> 2,882.74
REPLACEMENT YEAR 2044	
*** ANNUAL TOTAL:	0.00

Maryland Heights
Cash Flow Detail Report by Category

REPORT DATE: August 26, 2014
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Concrete Components (Unfunded)		QUANTITY	1 comment
		UNIT COST	0.000
ASSET ID	1001	PERCENT REPL	0.00%
GROUP/FACILITY	0	CURRENT COST	0.00
CATEGORY	10	FUTURE COST	0.00
		SALVAGE VALUE	0.00
PLACED IN SERVICE	0/ 0		
0 YEAR USEFUL LIFE			
+0 YEAR ADJUSTMENT			
REPLACEMENT YEAR	2015		
0 YEAR REM LIFE			

REMARKS:

We are not budgeting for repair or replacement of concrete decks, pads, sidewalks, or driveways as a reserve component. It is anticipated that any repairs required will be addressed immediately due to safety concerns. Good maintenance practice won't allow the need for repairs to accumulate to a point of major expense. We recommend that the client includes a line item in the annual operating budget for repairs and/or replacements on an "as needed" basis. However, should the client wish to include budgeting for concrete components, we will do so at their request (cost and useful life to be provided by client).

Maryland Heights
Cash Flow Detail Report by Category

Paint - Block Walls		QUANTITY	10,725 sq. ft.
		UNIT COST	0.350
ASSET ID	1003	PERCENT REPL	100.00%
GROUP/FACILITY	0	CURRENT COST	3,753.75
CATEGORY	30	FUTURE COST	4,755.14
		SALVAGE VALUE	0.00
PLACED IN SERVICE	1/15		
8 YEAR USEFUL LIFE			
+0 YEAR ADJUSTMENT			
REPLACEMENT YEAR	2023		
8 YEAR REM LIFE			

REMARKS:

This is an estimate for painting the perimeter and interior common area block walls. We have used a cost of \$.35 per sq. ft. at the request of the City Property Management team.

No wall plans were provided. Therefore, we have estimated that there will be 6' painted block along the eastern and southern perimeters and 3' block walls below wrought iron in the interior common area bordering lots 27 - 31 and 32 - 34. Once this community has been constructed, all assets should be remeasured and this report should be updated to reflect the actual build out.

Paint - Wrought Iron Fencing		QUANTITY	1,400 sq. ft.
		UNIT COST	0.900
ASSET ID	1010	PERCENT REPL	100.00%
GROUP/FACILITY	0	CURRENT COST	1,260.00
CATEGORY	30	FUTURE COST	1,418.14
		SALVAGE VALUE	0.00
PLACED IN SERVICE	1/15		
4 YEAR USEFUL LIFE			
+0 YEAR ADJUSTMENT			
REPLACEMENT YEAR	2019		
4 YEAR REM LIFE			

REMARKS:

This is an estimate for painting the wrought iron fencing that is projected to be atop block walls bordering lots 27 - 31 and 32 - 34 on a four (4) year cycle.

Maryland Heights
Cash Flow Detail Report by Category

Fencing - Wrought Iron (Replace)		QUANTITY	1 total
		UNIT COST	13,020.000
ASSET ID	1005	PERCENT REPL	100.00%
GROUP/FACILITY	0	CURRENT COST	13,020.00
CATEGORY	40	FUTURE COST	31,602.96
		SALVAGE VALUE	0.00

PLACED IN SERVICE 1/15
 30 YEAR USEFUL LIFE
 +0 YEAR ADJUSTMENT
 REPLACEMENT YEAR 2045
 30 YEAR REM LIFE

REMARKS:

465 - lin. ft. of wrought iron fencing @ \$ 28.00 = \$ 13,020.00

 TOTAL = \$ 13,020.00

No wall plans were provided. Therefore, we have projected that there will wrought iron fencing atop a block wall bordering lots 27 - 31 and 32 - 34 in the interior common area.

Walls - Repairs		QUANTITY	10,725 sq. ft.
		UNIT COST	12.000
ASSET ID	1004	PERCENT REPL	2.00%
GROUP/FACILITY	0	CURRENT COST	2,574.00
CATEGORY	40	FUTURE COST	5,389.38
		SALVAGE VALUE	0.00

PLACED IN SERVICE 1/15
 10 YEAR USEFUL LIFE
 +15 YEAR ADJUSTMENT
 REPLACEMENT YEAR 2040
 25 YEAR REM LIFE

REMARKS:

This component will accumulate funds for 25 years, and then on a continuous 10 year cycle, for the major repair/replacement of a percentage of the common area walls. The accumulated funds should be used as needed and the percentage budgeted for repair/replacement should be adjusted over time as conditions dictate.

Maryland Heights
Cash Flow Detail Report by Category

Light Fixtures (Unfunded)	QUANTITY	1 comment
	UNIT COST	0.000
ASSET ID 1011	PERCENT REPL	0.00%
GROUP/FACILITY 0	CURRENT COST	0.00
CATEGORY 50	FUTURE COST	0.00
	SALVAGE VALUE	0.00
PLACED IN SERVICE 0/ 0		
0 YEAR USEFUL LIFE		
+0 YEAR ADJUSTMENT		
REPLACEMENT YEAR 2015		
0 YEAR REM LIFE		

REMARKS:

We are not budgeting to replace any ground level pagoda type or spot/flood-light fixtures because the cost to do so is most often considered an operating expense. It is difficult to determine a useful life for these types of fixtures because they are frequently damaged by pedestrians, landscape personnel, and weather conditions. Any repairs and/or replacements should be handled on an "as needed" basis, and the expense paid for out of the operating budget.

Maryland Heights
Cash Flow Detail Report by Category

Mailboxes - Pedestal Sets	QUANTITY	1 total
	UNIT COST	4,650.000
ASSET ID 1006	PERCENT REPL	100.00%
GROUP/FACILITY 0	CURRENT COST	4,650.00
CATEGORY 90	FUTURE COST	8,398.42
	SALVAGE VALUE	0.00

PLACED IN SERVICE 1/15
 20 YEAR USEFUL LIFE
 +0 YEAR ADJUSTMENT
 REPLACEMENT YEAR 2035
 20 YEAR REM LIFE

REMARKS:

3 - 12 box sets w/1 parcel locker @ \$ 1,550.00 = \$ 4,650.00

TOTAL = \$ 4,650.00

The cost includes an estimate for removal and replacement.

We are projecting that there will be pedestal mounted mailbox units throughout the community. The exact number and type of units was not available at the time of this analysis. We have provided an estimate based upon the number of units at the community. The exact inventory can be obtained at the time of a future update to this report.

Maryland Heights
Cash Flow Detail Report by Category

Granite Replenishment		QUANTITY	26 tons
		UNIT COST	70.000
ASSET ID	1008	PERCENT REPL	100.00%
GROUP/FACILITY	0	CURRENT COST	1,820.00
CATEGORY	100	FUTURE COST	2,305.52
		SALVAGE VALUE	0.00
PLACED IN SERVICE 1/15			
8 YEAR USEFUL LIFE			
+0 YEAR ADJUSTMENT			
REPLACEMENT YEAR 2023			
8 YEAR REM LIFE			

REMARKS:

The PDF plans indicate that there will be 5,185 sq. ft. of common area granite. We are budgeting to replenish with a 1" layer of new granite added to the existing base. The cost is an estimate for purchase, delivery and spreading.

5,185 sq. ft. = 26 tons at 1" depth

Irrigation Controllers		QUANTITY	1 total
		UNIT COST	1,200.000
ASSET ID	1007	PERCENT REPL	100.00%
GROUP/FACILITY	0	CURRENT COST	1,200.00
CATEGORY	100	FUTURE COST	1,869.56
		SALVAGE VALUE	0.00
PLACED IN SERVICE 1/15			
15 YEAR USEFUL LIFE			
+0 YEAR ADJUSTMENT			
REPLACEMENT YEAR 2030			
15 YEAR REM LIFE			

REMARKS:

1 - Leit, 20 station solar controller @ \$ 1,200.00	=	\$ 1,200.00	

TOTAL	=	\$ 1,200.00	

The cost includes an estimate for installation.

Maryland Heights
Cash Flow Detail Report by Category

Irrigation System (Unfunded)	QUANTITY	1 comment
	UNIT COST	0.000
ASSET ID 1002	PERCENT REPL	0.00%
GROUP/FACILITY 0	CURRENT COST	0.00
CATEGORY 100	FUTURE COST	0.00
	SALVAGE VALUE	0.00
PLACED IN SERVICE 0/ 0		
0 YEAR USEFUL LIFE		
+0 YEAR ADJUSTMENT		
REPLACEMENT YEAR 2015		
0 YEAR REM LIFE		

REMARKS:

We have been advised that irrigation systems (pvc piping, sprinkler heads, valves, etc.) have a useful life of approximately 20 years, and should be included as a reserve component. However, budgeting for the replacement of the irrigation system requires evaluating the present condition (remaining useful life) and replacement cost - both of which call for expert evaluation, but fall outside the scope of a reserve study. Therefore, we recommend that the client have the system evaluated to determine these two factors so that budgeting can be included in a revision or future update of this report.

Tree Trimming	QUANTITY	1 total
	UNIT COST	400.000
ASSET ID 1009	PERCENT REPL	100.00%
GROUP/FACILITY 0	CURRENT COST	400.00
CATEGORY 100	FUTURE COST	477.62
	SALVAGE VALUE	0.00
PLACED IN SERVICE 1/15		
3 YEAR USEFUL LIFE		
+3 YEAR ADJUSTMENT		
REPLACEMENT YEAR 2021		
6 YEAR REM LIFE		

REMARKS:

We have been asked to budget \$4,000 for major tree trimming, starting in 2021 and then every three (3) years. The plans indicate that there will be 101 trees.

DETAIL REPORT INDEX

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TOTAL ASSET LINES INCLUDED: 11