
RESERVE STUDY PROPOSAL REQUEST

Please send the Declaration, Bylaws, Plat, a map, most recent reserve study and any envelope inspection reports you have.

Please provide a proposal for the following service (select all that apply)

- Level I - New reserve study** *(If you have never had a reserve study or would like to start from scratch.)*
- Level II - Update with site visit** *(Please send your prior study for update purposes. Washington State requires a site visit every 3 years.)*
- Level III - Update without site visit** *(Please send your prior study for update purposes.)*
- Level IV - New reserve study for community not yet built** *(We will also propose an operating budget.)*

For budget year: _____
(Reserve studies are done as part of the budget process. Generally studies begin 3-6 months before the next budget year.)

General Information:

Association name: _____

Physical address: _____

City: _____ State: _____ Zip Code: _____

Does the Association use a management company? If so, who is the manager and what is the company?

Type of Association Condominium/Townhomes Detached homes

When was the Association formed: _____ Number of buildings: _____

Types of units: Residential units Commercial units Total number of units: _____

Has the Association ever had a building envelope inspection? If so please attach a copy. Yes No

Please provide a general idea of the common elements maintained by the Association:

Examples: Roofing, siding, private streets, clubhouse, pool, landscaping.

Please send the proposal to:

We will e-mail the proposal once we have reviewed the provided information. Please let us know if you have an upcoming board meeting.

Name: _____ E-mail address: _____

Phone #: _____ Billing address: _____

Position: _____ City: _____ State _____ Zip Code _____

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