

1-4, 5-8, & 2-8 Mixed Use Condominium Questionnaire

To be completed by the HOA's Management Company, Property Manager or a member of the HOA Board.

If you have any questions regarding this form, please contact the individual who provided it to you.

A. General Project Information

Legal Project Name (per Declaration or CC&R's):

HOA Name (per Articles of Incorporation):

Master Association Name (if applicable):

Project Street Address:

Project City:

State:

Zip Code:

HOA Tax Identification No. (TIN):

B. Project Information (Provide actual numbers and not percentages):

Legal Phase # Previous and Future Phases	# of Units Per Phase	# of Buildings	# of Units Complete	# of Units For Sale	# of Units Sold or Under Contract	# of Owner Occupied and Second Homes	# of Investor Units

Note: If unable to provide number of second homes, provide number of off-site addresses:

1. Provide a breakdown of the total number of units in the Project:

# of Owner Occupied Units		# of Investor Units		# of Units Sold from Developer	
# of Second Home Units		# of Units for Sale		# of Units in Entire Project	

2. Does the Project have any characteristics listed below? (Check all that apply):

Yes No

Hotel/Motel Operations	Maid Service	Room Service	Bellman
On-Site Registration Desk	Houseboat	Key-Card Entry	Mandatory Rental Pool
Short Term/Daily Rentals	Investment Security	Cooperative	Manufactured Housing
Continuing Care Facility	Live-Work Project	Timeshare	Multi Dwelling

3. What year was the Project built or converted:

4. How many stories or floors does the Project have?

5. What is the maximum number of units allowed in the Project?

6. Are at least 90% of the total units sold and closed?

Yes No

7. Are all units and common elements complete and no subject to any additional phasing and/or additions?

Yes No

7.a. If Yes, When was the Project completed?

8. If Project is not complete, is the subject legal phase, or any prior legal phases in which units have been offered for sale, substantially complete and has a Certificate of Occupancy been issued?

Yes No

8.a. If No, When will the phase be completed?

8.b. Date subject phase completed?

8.c. Date last phase was completed?

8.d. What remains to be completed for project to be 100% complete?

9. Is the Project a conversion of an existing building within the last three years?

Yes No

9.a. If Yes, What year was the Project originally built?

9.b. What date was the conversion completed?

9.c. Was the conversion a gut rehab? Gut rehab refers to the renovation of a property down to the shell, with replacement of all HVAC and electronic components.

Yes No

9.d. What was the original use of the building?

Note: If Project is a conversion completed less than four years ago, submit a copy of the engineer/architect report, evidence of repairs completed, current Reserve Study (last 24 months) and evidence of working capital fund.

Continued on next page

10. Is any part of the Project used for commercial space?	Yes	No	
10.a. If Yes, What is the total square footage of the commercial space?			
10.b. What is the total square footage of the building?			
10.c. What floor(s) is the commercial space located on?			
10.d. How is the commercial space currently used?			
11. Is the Project part of a mixed-use building (contains both commercial and residential space not part of the association)?	Yes	No	
11.a. If Yes, What is the total square footage of the commercial space?			
11.b. What is the total square footage of the building?			
11.c. What floor(s) is the commercial space located on?			
11.d. How is the commercial space currently used?			
12. Is the HOA or developer involved in any litigation and/or arbitration, including the project being placed in receivership, bankruptcy, deed-in-lieu of foreclosure or foreclosure?	Yes	No	
12.a. If Yes, Please describe the details and provide documentation and attorney letter relating to the litigation:			
13. Are there any pending or levied special assessments by the HOA?	Yes	No	
13.a. If Yes, What is the total amount of assessment?			
13.b. What is the assessment amount per unit?			
13.c. What is the term of the assessment?			
13.d. What is the current assessment balance?			
13.e. Has work been completed?	Yes	No	
13.f. Describe the nature of the assessment:			
14. Does the association have any knowledge of any adverse environmental factors affecting the Project as a whole or any individual unit within the Project?	Yes	No	
14.a. If Yes, Provide an explanation:			
15. Is there more than one association within the Project, covered by a Master or umbrella association?	Yes	No	
15.a. If Yes, Master Association name:			
15.b. Amenities and/or recreational facilities available through Master Association:			
16. Are there any common amenities and/or recreational facilities available or to be built in the future? If Yes, please provide the type(s):	Yes	No	
Pool	Clubhouse	Tennis Court	Playground
Other (describe):			
17. Are all common elements, amenities, and/or recreational facilities owned jointly by the unit owners/HOA (including any Master Association)?	Yes	No	
17.a. If No, Please provide an explanation:			
18. Does the HOA own all amenities and recreational facilities debt and lien free?	Yes	No	
19. Do the unit owners in the Project have rights to the use of all common elements/amenities?	Yes	No	
20. Does the HOA share any common amenities with other, unaffiliated projects?	Yes	No	
21. Does the Project have any mandatory, upfront membership fees for the use of recreational amenities owned by an outside party?	Yes	No	
22. Are any units in the Project with resale or deed restrictions?	Yes	No	
22.a. If Yes, Please explain. Provide related agreements and number of units subject to restriction and unit number:			
23. Are all units owned fee simple?	Yes	No	
24. Are any of the units owned in leasehold? If Yes, provide copies of leasehold documents.	Yes	No	
25. Is the developer leasing or renting any of the units in the Project?	Yes	No	
25.a. If Yes, Provide number of units leased/rented by the developer:			
26. Is the developer responsible for assessments on unsold units?	Yes	No	
27. If a unit is taken over in foreclosure, will the mortgagee be liable for more than six months of unpaid dues?	Yes	No	

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28. How many units are over 60 days delinquent on HOA dues or assessments (including REO owned units)?		
29. How many units are over 30 days delinquent (including units that are over 60 days delinquent) in payment of HOA dues or assessments (including REO owned units)?		
30. Does any single entity own more than 10% of the units in the Project?	Yes	No
30.a. If Yes, provide details:		
31. Are two members of the HOA Board required to sign all checks written from the reserve account?	Yes	No
32. Does the HOA maintain two separate bank accounts for the operating and reserve account?	Yes	No
33. Does at least 10% of annual budget provide for funding or replacement reserves, capital expenditures, deferred maintenance and insurance deductibles?	Yes	No
34. What is the current dollar balance of the reserve account?		
35. Has any maintenance or engineering inspection report been completed in the past five (5) years?	Yes	No
35.a. If Yes, Any significant deferred maintenance items identified?	Yes	No
35.b. If Yes, Provide documentation/evidence that items have been addressed (attach documents).		
36. Has the HOA received a directive from a regulatory or inspection agency to make repairs due to unsafe conditions?	Yes	No
37. Is the Project professionally managed?	Yes	No
37.a. If Yes, What is the length of the current management contract?		
37.b. Does the management contract require a penalty for cancellation of at least 90 days?		
38. Has the developer turned over Project control to the unit owners?	Yes	No
38.a. If Yes, When was it turned over?		
38.b. If No, What is the anticipated date the Project will be turned over to the unit owners?		
39. If/When the Project is turned over to the unit owners, does the developer retain any ownership in the Project besides unsold units?	Yes	No
39.a. If Yes, Provide what is owned by the developer & how it is used:		

Continue on next page

C. Building Safety, Soundness, Structural Integrity, and Habitability		
1. Is the project in need of any Critical Repairs? (Examples: plumbing systems; electrical systems; HVAC; mold and/or water leaks/intrusions; advanced physical deterioration; elevators; foundation issues; parking structures; stairwells, balconies, or decks that need to be replaced/repared; etc.) 1.a. If YES, describe or attach document: _____	Yes	No
1.b. If YES, will the needed repairs cost <i>more than \$10,000 per unit</i>?	Yes	No
1.c. If YES, does the HOA have a plan to pay for the repairs? (If YES, indicate how below.) _____ Reserve Acct. _____ Loan _____ Special Assessment _____ Other: _____	Yes	No
2. Is the HOA or Management Company aware of any <u>adverse Environmental Factors/Conditions</u> that <u>negatively impact the safety, soundness, structural integrity, or habitability</u> of the project? 2.a. If YES, explain the issue(s) and provide supporting documentation: _____	Yes	No
2.b. Does the HOA have a <u>funding plan</u> in place to remediate the Environmental issues? 2.c. If YES, explain how: _____	Yes	No
3. Is the HOA or Management Company aware of any <u>project-wide Deferred Maintenance/Deficiencies</u> that <u>negatively impact(s) the safety, soundness, structural integrity, or habitability</u> of the project? 3.a. If YES, explain and provide supporting documentation (i.e., architect/engineer reports, inspections, etc.): _____	Yes	No
3.b. Has the HOA developed a maintenance schedule to address/repair items that have been deferred? **If YES, provide a copy with this completed form.	Yes	No
3.c. Does the HOA have a <u>funding plan</u> in place to remediate the Deferred Maintenance? 3.d. If YES, explain how: _____	Yes	No
4. Is the HOA or Management Company aware of any <u>outstanding City/County/State/Code Violations of jurisdictional requirements</u> related to the <u>safety, soundness, structural integrity, or habitability</u> of the project? 4.a. If YES, explain and provide supporting documentation (i.e., inspections, notices of building code violations, Fines or liens from local building authority, etc.): _____	Yes	No
4.b. Please describe the HOA's plan to remediate the Violation(s)? _____		
4.c. Does the HOA have a <u>funding plan</u> in place to remediate the Violation(s)? 4.d. If YES, explain how: _____	Yes	No
5. What is the <u>date of the last building inspection</u> by a licensed architect, engineer, reserve study expert, or other building inspector? <i>*If dated within the last three (3) years, provide a copy with this completed form.</i>	_____	
5.a. Did the inspection reveal any findings related to the safety, soundness, structural integrity, or habitability of the project's buildings? *If YES, please provide a copy with this completed form.	Yes	No
5.b. If YES, have the recommended repairs/replacements been completed? 5.c. If the repairs/replacements have NOT been completed, describe what remains to be completed: _____	Yes	No
5.d. If the repairs/replacements have NOT been completed what is the expected date of completion: _____		
6. Is there an existing <u>Evacuation Order for any building (partial or total)</u>, in place for the project due to unsafe conditions? 6.a. If YES, please explain and provide documentation: _____	Yes	No

Continue on next page

HOA Insurance Company / Agency – Contact Information	
Insurance Agency/Company Name:	
Agent Name or Contact Person:	
Agency Phone No.:	
Agent/Contact Email Address:	

The undersigned hereby certifies that to the best of his/her knowledge, the information and statements contained in this form, and any attachments, are true and accurate.

Certification / Signature	
Preparer's Printed Name:	
Preparer's Title:	
Preparer's Phone Number:	
Preparer's Email Address:	
Management Co. Name (if applicable):	
Property Manager's Name: (if different from preparer)	
Property Manager's Phone Number:	
Property Manager's Email Address:	
Date Completed:	
Preparer's Signature: (digital signatures accepted)	

****REMINDER****

Please provide/include copies of any inspections, lawsuits or litigation documentation, reserve studies, engineer's reports, etc. as applicable when returning this form.