

# 2017 Reserve Study & Maintenance Plan

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## San Francisco Square Condominium Portland, Oregon

**Prepared By:**

Regenesi s Reserves  
PO Box 19605  
Portland, Oregon 97280

**Report Issued Date:**

April 18, 2017

**Site Inspection Date:**

February 21, 2017

April 18, 2017

Tim Benintendi  
Phone (503) 635-4455

RE: **San Francisco Square Condominium**

### **SPECIAL NOTE ON FUNDING RESERVES**

In an effort to provide the best and most useful information to the board, our reserve study software offers customizable funding plans. That means if the board has a different funding plan in mind than the one we recommend, we can produce that plan.

There are many approaches to funding reserves but it is recommended that Full (100%) Funding be pursued because it is most likely to avoid special assessments and it shares costs fairly among all members along the 30-year time line. Due to fluctuating inflation rates, investment rates, component costs, starting balances and useful life adjustments, the Percent Funded level will fluctuate (sometimes dramatically) from year to year. The Funding Plan takes these factors into consideration, make adjustment to the Annual Contribution and charts a new course toward Full (100%) Funding.

### **Type of Reserve Study Performed**

A Level II Reserve Study Update with Site Inspection was performed for this report.

### **Reserve Account Starting Balance**

Effective the start of the 2017 fiscal year, based on information provided by client, the Projected Starting Reserve Balance is **\$25,788** versus the Fully Funded/Ideal Starting Balance is **\$339,595**.

### **Percent Funded**

This homeowner association is currently **8% Funded** (Actual Starting Balance divided by Ideal Starting Balance.) 0-35%=Weak; 36-70%=Fair; 71-100%=Strong

### **Recommended Funding Plan Summary**

A contribution of **\$28,000 is recommended for the 2017 Fiscal Year** (See funding plan for future year recommendations). Following this Recommended Funding Plan will adjust the level of reserves to **100% funded in 20 years**, then maintain 100% funded moving forward.

**Interest Yield on Reserves**

A **0.01% Yield** is projected based on the current rate of return on your invested reserves. One of the benefits of the reserve study is it provides information needed to improve reserves investment returns. Investing reserves in CDs of differing maturities like 1 year, 3 year and 5 year based on when liquid funds will be needed will improve the average yield. A 1.5% average yield is achievable in the current market. If this rate was used in the projections, **\$70,343** in Interest Income would result over the 30 year projection period versus **\$469** produced by the current yield. Bottom Line: Increased Interest Income will lower owner contributions.

**Inflation Rate**

**2.06%** inflation rate was used based on the most recent 15-year average published by [www.inflationdata.com](http://www.inflationdata.com)

**Tax Rate. 30%** was used based on using Federal Tax Form 1120H versus 1120 which carries a 15% tax rate. Form 1120 is more complicated than 1120H, requirements are more stringent and tax preparers charge more to complete it. However, if interest earnings are high enough, the additional preparation cost can be worth it. See your CPA for more information on tax filing options.

**Maintenance Plan**

The proper care and maintenance of common components have been entrusted to the homeowner association. The goal of the Maintenance Plan is to provide general information and direction on how to maintain those components to produce the highest livability for the members. While specific items are included, the plan is not exhaustive and some issues may develop over time which should be added to the Plan. Recommendations relating to the Reserve Study are found in the Worksheet Notes; those related to annual maintenance are found in a Maintenance Plan found at the end of this report.

**Annual Review & Update Service.** An annual review and update of the Reserve Study is required by statute and necessary for continued accuracy. A review and update provides a new 30-year projection with current inflation factor, investment rates and any known component cost changes. **The board has approved a 2018 No Site Inspection Update for \$599. Please remember to include this cost in the annual budget.**

## REGENESIS RESERVES

Reserve Study Consultants  
Oregon | Washington

It's been my pleasure to provide this valuable financial and maintenance planning information. I can be available by teleconference, for up to one hour, to review this reserve study, answer questions and make revisions that are indicated. Tuesday, Wednesday or Thursday are generally my best available days. Please contact me to arrange a meeting.

Regards,



Michael B. Stewart PRA  
PROFESSIONAL RESERVE ANALYST



# 2017 Reserve Study

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## San Francisco Square Condominium

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PO Box 19605  
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## Reserve Study

### Table of Contents

#### **METHODOLOGY**

Explains the purpose of the reserve study, how the information was gathered and the sources used.

#### **LIMITATIONS & ASSUMPTIONS**

Explains what a Reserve Study does and does not do.

#### **WORKSHEET REPORT**

Alphabetical listing of the reserve components by type, cost, year put in service, useful life and replacement year

#### **FUNDING PLAN SUMMARY REPORT**

- **Percent Funded:** Starting Balance divided by the Ideal Balance
- **Ideal Balance:** Each component is measured, assessed for useful and remaining useful life plus cost of repair or replacement. Based on this analysis, each component should have a certain amount of money set aside as of the year in question. The Ideal Balance is the sum of all these component amounts as adjusted by the inflation factor.
- **Starting Balance:** Reserve funds total at beginning of each fiscal year
- **Annual Contribution:** Funds needed to meet the reserve schedule
- **Interest Income:** Yield on invested reserve funds
- **Tax Liability:** Federal taxes owed on investment interest earned

#### **ANNUAL EXPENDITURES REPORT**

Chronological repair and replacement schedule

#### **STARTING BALANCE FUNDS DISTRIBUTION**

Allocates available funds to the components. If funds are insufficient to fully fund each component, funds are allocated to components that are scheduled to happen sooner.

## Reserve Study Methodology

### DEFINITION

Reserve Study Identifies the components which will require maintenance, repair or replacement in more than one and less than thirty years and the cost of repair or replacement of each at recommended intervals. Site inspections are based on visual observation and no invasive testing was done. Representative sampling is used where visual inspection is not possible.

### RESERVE STUDY CRITERIA

1. Identify current reserve funds balance
2. Identify components to be included
3. Establish reasonable useful life of each component
4. Establish remaining useful life of each component
5. Estimate current replacement or repair cost of each component
6. Assemble data in Reserve Study
7. Generate Reserve Funding Plan.

### FUNDING PLAN CRITERIA

The Funding Plan is based on the Cashflow Method and includes Percent Funded, Inflation Adjusted Ideal Balance, Starting Balance, Annual Contribution, Interest Income, Tax Liability and Inflation Adjusted Expenditures. Inflation is based on the most recent 15-year average as determined by [www.inflationdata.com](http://www.inflationdata.com)

### SOURCES OF INFORMATION (as applicable):

Original plans and specifications  
Original builders and developers  
Contractors and vendors  
Industry Professionals (engineers, architects, construction managers, etc.)  
Board Members  
General Members  
Property Manager  
Resident Manager  
Cost Estimating Services

To remain accurate, the Reserve Study must be updated annually

## **Reserve Study Limitations & Assumptions**

1. The Reserve Study is intended for the sole use of the Client and is not to be construed as a guarantee, warranty or an opinion on the advisability of purchase.
2. The information provided by the Reserve Study is effective for one year from the completion date of the report. An annual review and update of this Reserve Study is required to adjust known cost changes and to maintain accuracy.
3. Consultant's financial liability for errors and omissions is limited to the charge made to Client to perform the Reserve Study.
4. The scope of the Reserve Study is expressly limited to the components included.
5. The useful life estimates of the Reserve Study assume normal weather conditions and do not factor in damage by flood, wind, storm, earthquake or other insurable events. The useful life estimates assume proper construction, installation, design and regular and adequate preventive maintenance. Improper construction, installation, design or failure to maintain will lead to shortened useful lives.
6. The cost estimates of the Reserve Study are based in current pricing for similar installations and materials and/or based in actual costs paid by Client. Future costs are subject to change according to supply and demand, material costs, effects of inflation and other factors which are not under Consultant's control.
7. The conclusions of the Reserve Study do not involve invasive testing of the components and were arrived at by either visual inspection and/or information provided by Client.
8. The Reserve Study is not intended to address or discover construction defects, asbestos, mold, water intrusion or lead paint. Client agrees to indemnify, defend and hold Consultant harmless from all related claims.



Item Description	# of Items	Unit	Current Item Cost	Future Replacement Cost	Year Built	Useful Life	Year Replace	Life Left	One Time?
Concrete Safety Repair	1	Total	\$ 1,000.00	\$ 1,107	2016	5	2021	5	No
<p><b>Comments:</b> Use this fund as needed over a 5 year period to Inspect all flatwork and sidewalks for tripping hazards of 3/8" or more. Grind down or remove and replace selected sections as needed over a 5 year period; list year, work done and cost here.</p>									
Deck & Rails Back	1	Total	\$ -	\$ -	2012	50	2062	46	No
<p><b>Comments:</b> Majority of decks are enclosed and recessed. Assumed to be owner responsibility. Deck replacement/repair should occur with exterior siding replacement.</p>									
Deck & Stairs-Entry-Rails	225	Ln.Ft.	\$ 25.00	\$ 7,483	2010	20	2030	14	No
Deck & Stairs-Entry-Substructure	250	Sq.Ft.	\$ 15.00	\$ 7,501	2010	40	2050	34	No
Deck & Stairs-Entry-Top Boards	250	Sq.Ft.	\$ 15.00	\$ 4,989	2010	20	2030	14	No
Electrical & Plumbing-Systems	1	Total	\$ -	\$ -	2017	50	2067	51	No
<p><b>Comments:</b> It is assumed that the electrical and plumbing systems have been installed in accordance with local building codes/standards. There have been no reports of large scale repair/failure occurring or anticipated.</p> <p>Repairs and replacements of individual components of these systems are completed as needed and paid from Operating Budget. Widespread failure of these systems is uncommon and global replacement is generally not warranted. If it is determined, upon inspection by a professional, that a new system, or major repair/replacement is warranted, the cost and remaining useful life should be added per contractor recommendation.</p>									
Fence-Wood-6ft	18	Ln.Ft.	\$ 40.00	\$ 735	1997	20	2017	1	No
Fire Alarm-Bell	3	Each	\$ 250.00	\$ 830	2001	20	2021	5	No
Fire Alarm-Panel	1	Total	\$ 1,500.00	\$ 1,839	2001	25	2026	10	No
Fire Alarm-Pull Station	6	Each	\$ 250.00	\$ 1,661	2001	20	2021	5	No
Insurance Deductible	1	Total	\$ 1,000.00	\$ 1,021	2015	2	2017	1	Yes
<p><b>Comments:</b> Use this fund in the event of a claim. 2013: Deductible provided by manager.</p>									
Landscape Renovation	1	Total	\$ 1,000.00	\$ 1,063	2016	3	2019	3	No
<p><b>Comments:</b> For landscape projects outside regular maintenance needs such as plant removal/replacement or drainage correction. Renovation work should be recorded here including description of work, year completed and cost to assist with estimating future needs. 2007: French Drain installed behind building #3, cost unknown.</p>									

Item Description	# of Items	Unit	Current Item Cost	Future Replacement Cost	Year Built	Useful Life	Year Replace	Life Left	One Time?
Lights-Exterior-Building	17	Fixtures	\$ 75.00	\$ 1,355	1994	25	2019	3	No
<p><b>Comments:</b> This component will serve as a budget fund for replacement as needed. Recommend that the board make efforts to perform work in lump sums in order to reduce varying useful life and contractor mobilization costs. Also, recommend at the time of replacement board consult vendors to perform a fixture replacement energy audit.</p>									
Lights-Exterior-Pole-Florescent-Head Only	2	Fixtures	\$ 175.00	\$ 380	2010	10	2020	4	No
Lights-Exterior-Pole-Halogen-Head Only	2	Fixtures	\$ 475.00	\$ 1,118	2004	20	2024	8	No
<p><b>Comments:</b> 2015: Repair work completed by Westside Electric \$400</p>									
Mailboxes	17	Units	\$ 115.00	\$ 3,000	2007	30	2037	21	No
Paint Exterior-Post Residing	17	Units	\$ 1,700.00	\$ 54,378	2039	8	2047	31	No
Paint-Exterior-2020	17	Units	\$ 2,000.00	\$ 36,889	2013	7	2020	4	No
<p><b>Comments:</b> 2013: Manager advised the estimated cost of work completed in 2010 was \$11,000.</p>									
Parking-Bumpers-Recycled	34	Each	\$ 100.00	\$ 3,842	2007	15	2022	6	No
<p><b>Comments:</b> 2013: Observed center anchors missing at each location. Recommend adding additional anchors.</p>									
Paving-Overlay	9,500	Sq.Ft.	\$ 1.75	\$ 25,511	1997	40	2037	21	No
<p><b>Comments:</b> Under average traffic conditions, and regular and adequate cycles of repair, crack seal and sealcoating, a properly installed asphalt pavement should last 30–40 years. Heavy truck traffic like garbage trucks can accelerated damage to the traffic lane. Sealcoating should be applied within 2 years of installation date</p>									
Paving-Repair, Crackseal & Sealcoat	9,500	Sq.Ft.	\$ 0.40	\$ 3,958	2013	5	2018	2	No
<p><b>Comments:</b> Asphalt is a porous material that is deteriorated by water, dirt, oil and sunlight. To protect it from the elements, a sealcoating should be applied as paint is applied to siding. Sealcoating will seal against water, protect against UV rays which break it down, keep the asphalt from drying out and extend its useful life. It is highly recommended that two coats be applied to achieve the estimated useful life. Restriping (if applicable) included in the cost. 2015: Striping of parking lot completed \$350 2013: Budget cost \$3,698 (\$0.39/sf) provided by Coast Paving</p>									
Rec Room-Chairs	10	Each	\$ 35.00	\$ 421	2015	10	2025	9	No
Rec Room-Door-Exterior	1	Total	\$ 350.00	\$ 388	1971	50	2021	5	No
Rec Room-Flooring	1	Total	\$ -	\$ -	2016	50	2066	50	No
<p><b>Comments:</b> 2017: Concrete floor, advised no future plans to flooring.</p>									
Rec Room-Furnace	1	Total	\$ -	\$ -	2017	50	2067	51	No
<p><b>Comments:</b> 2017: Board reported out of commission, no future plans to replace/put into service.</p>									

Item Description	# of Items	Unit	Current Item Cost	Future Replacement Cost	Year Built	Useful Life	Year Replace	Life Left	One Time?
Rec Room-Hot Water Heater	1	Total	\$ -	\$ -	2017	50	2067	51	No
<b>Comments:</b> 2017: Board reported out of commission, no future plans to replace/put into service.									
Rec Room-Lights-Interior	5	Fixtures	\$ 50.00	\$ 307	2001	25	2026	10	No
Rec Room-Paint-Interior	1	Total	\$ -	\$ -	2017	50	2067	51	No
<b>Comments:</b> 2017: Board reported no future plans to paint.									
Rec Room-Ping Pong Table	1	Total	\$ 300.00	\$ 375	2012	15	2027	11	No
Rec Room-Windows	5	Each	\$ 450.00	\$ 3,055	1971	60	2031	15	No
Roof-Composition	130	Squares	\$ 350.00	\$ 50,384	1996	25	2021	5	No
<b>Comments:</b> Base year "Year Built" reflected is start of repair budget cycle. 2017: Observed moss on section of roof. Per conversation with Leo Construction, roofs are 13 year old and in "bad shape". Sample shingles are being submitted to manufacturer for testing to determine if warranty applies. Advised roof needs replacement within 5 years and a budget replacement cost of \$350/square is appropriate. Repair work completed by Leo Construction \$1,700 2002-2004: Roof installed.									
Roof-Gutters & Downspouts	800	Ln.Ft.	\$ 6.00	\$ 5,315	1996	25	2021	5	No
<b>Comments:</b> 2017: Observed disconnected downspout at unit #5218. 2013: Observed sagging gutter above unit #5234.									
Roof-Skylight	1	Total	\$ -	\$ -	2016	50	2066	50	No
<b>Comments:</b> Skylights are owner responsibility.									
Siding & Trim Repair	17	Units	\$ 150.00	\$ 2,767	2013	7	2020	4	No
<b>Comments:</b> Prior to performing Paint-Exterior, all siding and trim should be carefully inspected, repaired or replaced as needed. Caulking around all doors, windows and trim should be performed.									
Siding-Inspection	1	Total	\$ 3,500.00	\$ 3,572	2015	2	2017	1	Yes
<b>Comments:</b> A siding assessment provides information regarding the performance of the building enclosure components, identifies areas of concern and provides the information needed to create appropriate planning for the building's maintenance and repair. If it is deemed that a replacement of the siding (or portions of it) will be necessary within the next 30 years, a replacement line item should be added to the reserve budget.									

Item Description	# of Items	Unit	Current Item Cost	Future Replacement Cost	Year Built	Useful Life	Year Replace	Life Left	One Time?
Siding-Replacement	17	Units	\$ 12,500.00	\$ 288,531	1971	60	2031	15	Yes
<p><b>Comments:</b> Siding has a long useful life, however, the siding underlayment will eventually lose its protective properties due to water that is able to get behind the exterior cladding. The decision to replace siding is typically driven by either an aesthetical desire or a cost-benefit analysis of installing a superior cladding. As such, the remaining useful life is subject to change based on conditions and the board's desires. Siding replacement typically is warranted after 40-60 years.</p> <p>2013: Budget cost (\$204,000) provided by Lifetime Exterior 360.713.9018. Cost includes paint; Observed window trim missing at back side of unit #5220</p>									
Sign-Entry-Wood-Replace	1	Total	\$ 1,600.00	\$ 1,808	2007	15	2022	6	No
Sign-Unit #'s-Wood	17	Units	\$ 75.00	\$ 1,662	2013	16	2029	13	No
<p><b>Comments:</b> Coordinate with every other paint cycle and/or siding replacement.</p>									
Treework	1	Total	\$ 3,000.00	\$ 3,125	2015	3	2018	2	No
<p><b>Comments:</b> Have trees inspected by arborist and perform corrective pruning as needed to keep tree limbs at least 6' away from buildings. Tree limbs overhanging roofs and decks will damage and shorten the useful life of that component. Use this fund as needed over a 3 year period; list year, work done and cost here. Revise next cycle's budget according to arborist's recommendations.</p>									
Wall-Retaining-Railroad Ties-Rock	1	Total	\$ 6,500.00	\$ 6,771	2013	5	2018	2	No
<p><b>Comments:</b> Highly recommend that the board have the retaining wall inspected by a licensed professional. If it is determined at that time that additional supports, or replacement are warranted add the associated cost and recommended replacement year to the reserve budget.</p> <p>2013: Estimated replacement cost (\$5,300) and useful life (2-5 years) provided by Tryon Creek Landscape; Observed (3) large trees damaging wall.</p>									
Wall-Retaining-Stacked CMU	1	Total	\$ 1,000.00	\$ 1,201	2015	10	2025	9	No
<p><b>Comments:</b> 3ft X 150ft</p> <p>Use this budget as needed over 10 year period for minor repairs.</p>									

Number of Items = 41



Deck & Stairs-Entry-Rails



Deck & Stairs-Entry-Substructure



Deck & Stairs-Entry-Top Boards



Fire Alarm-Bell



Fire Alarm-Panel



Fire Alarm-Pull Station



Lights-Exterior-Building



Lights-Exterior-Pole-Florescent-Head  
Only



Lights-Exterior-Pole-Halogen-Head  
Only



Mailboxes



Paint-Exterior-2020



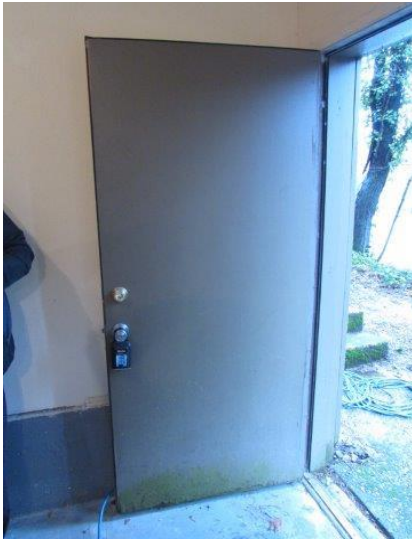
Parking-Bumpers-Recycled



Paving-Overlay



Rec Room-Chairs



Rec Room-Door-Exterior



Rec Room-Ping Pong Table



Rec Room-Windows



Roof-Composition



Roof-Gutters & Downspouts



Roof-Skylight



Treework



Wall-Retaining-Railroad Ties-Rock



Wall-Retaining-Railroad Ties-Rock



Wall-Retaining-Stacked CMU



Weak (0-35%)      Fair (36-70%)      Strong (71-100%)

April 18, 2017

Funding Plan Summary

San Francisco Square Condominium

Year	Percent Funded	Inflation Adjusted Ideal Balance	Starting Balance	Annual Contribution	Interest Income	Tax Liability	Inflation Adjusted Expenditures
2017	8%	339,595	25,788	28,000	4	(1)	(5,328)
2018	14%	353,422	48,464	28,825	6	(2)	(13,854)
2019	18%	359,018	63,439	29,673	8	(2)	(2,419)
2020	24%	376,109	90,699	30,547	11	(3)	(40,036)
2021	23%	356,459	81,218	31,447	10	(3)	(63,007)
2022	16%	315,490	49,664	32,373	7	(2)	(6,781)
2023	23%	330,906	75,261	33,326	9	(3)	(11,880)
2024	28%	341,477	96,713	34,307	11	(3)	(4,650)
2025	35%	359,381	126,379	35,318	14	(4)	(2,823)
2026	42%	379,174	158,883	36,358	18	(5)	(3,372)
2027	48%	398,501	191,881	37,428	21	(6)	(49,870)
2028	48%	372,420	179,455	38,531	20	(6)	(14,433)
2029	53%	382,087	203,566	39,665	22	(7)	(1,662)
2030	60%	404,564	241,585	40,833	26	(8)	(16,929)
2031	64%	412,182	265,508	42,036	29	(9)	(294,302)
2032	10%	137,799	13,262	43,274	3	(1)	0
2033	36%	157,718	56,538	44,548	8	(2)	(18,810)
2034	52%	159,228	82,281	45,860	11	(3)	(54,201)
2035	58%	126,533	73,947	47,210	10	(3)	(1,989)
2036	82%	146,097	119,176	48,601	14	(4)	(6,014)
2037	100%	161,762	161,772	22,806	17	(5)	(38,823)
2038	100%	145,749	145,767	23,146	16	(5)	(16,131)
2039	100%	152,775	152,793	30,043	17	(5)	(4,795)
2040	100%	178,035	178,053	30,089	19	(6)	(2,202)
2041	100%	205,935	205,953	31,550	22	(7)	(66,263)
2042	100%	171,238	171,255	31,672	19	(6)	(5,607)
2043	100%	197,316	197,333	32,090	21	(6)	(19,597)
2044	100%	209,824	209,842	32,192	23	(7)	(3,938)
2045	100%	238,094	238,111	32,414	25	(8)	(10,161)
2046	100%	260,365	260,383	34,951	28	(8)	(96,420)

Total      \$1,049,113      \$469      (\$141)      (\$876,297)

0.01%      Investment Rate  
 30.00%      Tax Rate  
 2.06%      Inflation Rate  
 0.00%      State Tax

April 18, 2017

Annual Expenditures

San Francisco Square Condominium

Year	Amount	Item Description
	735	Fence-Wood-6ft
	1,021	Insurance Deductible
	3,572	Siding-Inspection
<b>2017</b>	<b>5,328</b>	
	3,958	Paving-Repair, Crackseal & Sealcoat
	3,125	Treework
	6,771	Wall-Retaining-Railroad Ties-Rock
<b>2018</b>	<b>13,854</b>	
	1,063	Landscape Renovation
	1,355	Lights-Exterior-Building
<b>2019</b>	<b>2,419</b>	
	380	Lights-Exterior-Pole-Florescent-Head Only
	36,889	Paint-Exterior-2020
	2,767	Siding & Trim Repair
<b>2020</b>	<b>40,036</b>	
	1,107	Concrete Safety Repair
	830	Fire Alarm-Bell
	1,661	Fire Alarm-Pull Station
	388	Rec Room-Door-Exterior
	50,384	Roof-Composition
	5,315	Roof-Gutters & Downspouts
	3,322	Treework
<b>2021</b>	<b>63,007</b>	
	1,130	Landscape Renovation
	3,842	Parking-Bumpers-Recycled
	1,808	Sign-Entry-Wood-Replace
<b>2022</b>	<b>6,781</b>	
	4,383	Paving-Repair, Crackseal & Sealcoat
	7,497	Wall-Retaining-Railroad Ties-Rock
<b>2023</b>	<b>11,880</b>	
	1,118	Lights-Exterior-Pole-Halogen-Head Only
	3,532	Treework
<b>2024</b>	<b>4,650</b>	
	1,201	Landscape Renovation
	421	Rec Room-Chairs

Year	Amount	Item Description
2025	1,201	Wall-Retaining-Stacked CMU
	<b>2,823</b>	
2026	1,226	Concrete Safety Repair
	1,839	Fire Alarm-Panel
	307	Rec Room-Lights-Interior
	<b>3,372</b>	
2027	42,549	Paint-Exterior-2020
	375	Rec Room-Ping Pong Table
	3,191	Siding & Trim Repair
	3,754	Treework
	<b>49,870</b>	
2028	1,277	Landscape Renovation
	4,853	Paving-Repair, Crackseal & Sealcoat
	8,302	Wall-Retaining-Railroad Ties-Rock
<b>14,433</b>		
2029	1,662	Sign-Unit #'s-Wood
	<b>1,662</b>	
2030	7,483	Deck & Stairs-Entry-Rails
	4,989	Deck & Stairs-Entry-Top Boards
	466	Lights-Exterior-Pole-Florescent-Head Only
	3,991	Treework
	<b>16,929</b>	
2031	1,358	Concrete Safety Repair
	1,358	Landscape Renovation
	3,055	Rec Room-Windows
	288,531	Siding-Replacement
<b>294,302</b>		
2033	5,374	Paving-Repair, Crackseal & Sealcoat
	4,243	Treework
	9,193	Wall-Retaining-Railroad Ties-Rock
	<b>18,810</b>	
2034	1,443	Landscape Renovation
	49,077	Paint-Exterior-2020
	3,681	Siding & Trim Repair
<b>54,201</b>		
2035	516	Rec Room-Chairs
	1,473	Wall-Retaining-Stacked CMU
<b>1,989</b>		

Year	Amount	Item Description
	1,504	Concrete Safety Repair
	4,511	Treework
<b>2036</b>	<b>6,014</b>	
	1,105	Fence-Wood-6ft
	1,534	Landscape Renovation
	3,000	Mailboxes
	5,217	Parking-Bumpers-Recycled
	25,511	Paving-Overlay
	2,455	Sign-Entry-Wood-Replace
<b>2037</b>	<b>38,823</b>	
	5,951	Paving-Repair, Crackseal & Sealcoat
	10,180	Wall-Retaining-Railroad Ties-Rock
<b>2038</b>	<b>16,131</b>	
	4,795	Treework
<b>2039</b>	<b>4,795</b>	
	1,631	Landscape Renovation
	571	Lights-Exterior-Pole-Florescent-Head Only
<b>2040</b>	<b>2,202</b>	
	1,665	Concrete Safety Repair
	1,249	Fire Alarm-Bell
	2,497	Fire Alarm-Pull Station
	56,607	Paint-Exterior-2020
	4,246	Siding & Trim Repair
<b>2041</b>	<b>66,263</b>	
	510	Rec Room-Ping Pong Table
	5,098	Treework
<b>2042</b>	<b>5,607</b>	
	1,734	Landscape Renovation
	6,590	Paving-Repair, Crackseal & Sealcoat
	11,272	Wall-Retaining-Railroad Ties-Rock
<b>2043</b>	<b>19,597</b>	
	2,257	Lights-Exterior-Building
	1,681	Lights-Exterior-Pole-Halogen-Head Only
<b>2044</b>	<b>3,938</b>	
	632	Rec Room-Chairs
	2,303	Sign-Unit #'s-Wood
	5,419	Treework

Year	Amount	Item Description
	1,806	Wall-Retaining-Stacked CMU
<b>2045</b>	<b>10,161</b>	
	1,844	Concrete Safety Repair
	1,844	Landscape Renovation
	83,884	Roof-Composition
	8,849	Roof-Gutters & Downspouts
<b>2046</b>	<b>96,420</b>	
<b>Total</b>	<b>876,297</b>	

Item Description	Useful Life	Life Left	Year Replace	Future Replacement Cost	Ideal Balance	Actual Balance
Concrete Safety Repair	5	5	2021	\$ 1,107	\$ 221	\$ -
Deck & Rails Back	50	46	2062	\$ -	\$ -	\$ -
Deck & Stairs-Entry-Rails	20	14	2030	\$ 7,483	\$ 2,619	\$ -
Deck & Stairs-Entry-Substructure	40	34	2050	\$ 7,501	\$ 1,313	\$ -
Deck & Stairs-Entry-Top Boards	20	14	2030	\$ 4,989	\$ 1,746	\$ -
Electrical & Plumbing-Systems	50	51	2067	\$ -	\$ -	\$ -
Fence-Wood-6ft	20	1	2017	\$ 735	\$ 735	\$ 735
Fire Alarm-Bell	20	5	2021	\$ 830	\$ 664	\$ -
Fire Alarm-Panel	25	10	2026	\$ 1,839	\$ 1,177	\$ -
Fire Alarm-Pull Station	20	5	2021	\$ 1,661	\$ 1,329	\$ -
Insurance Deductible	2	1	2017	\$ 1,021	\$ 1,021	\$ 1,021
Landscape Renovation	3	3	2019	\$ 1,063	\$ 354	\$ 354
Lights-Exterior-Building	25	3	2019	\$ 1,355	\$ 1,247	\$ 1,247
Lights-Exterior-Pole-Florescent-Head Only	10	4	2020	\$ 380	\$ 266	\$ 266
Lights-Exterior-Pole-Halogen-Head Only	20	8	2024	\$ 1,118	\$ 727	\$ -
Mailboxes	30	21	2037	\$ 3,000	\$ 1,000	\$ -
Paint Exterior-Post Residing	8	31	2047	\$ 54,378	\$ -	\$ -
Paint-Exterior-2020	7	4	2020	\$ 36,889	\$ 21,080	\$ 6,347
Parking-Bumpers-Recycled	15	6	2022	\$ 3,842	\$ 2,562	\$ -
Paving-Overlay	40	21	2037	\$ 25,511	\$ 12,756	\$ -
Paving-Repair, Crackseal & Sealcoat	5	2	2018	\$ 3,958	\$ 3,167	\$ 3,167
Rec Room-Chairs	10	9	2025	\$ 421	\$ 84	\$ -
Rec Room-Door-Exterior	50	5	2021	\$ 388	\$ 357	\$ -
Rec Room-Flooring	50	50	2066	\$ -	\$ -	\$ -
Rec Room-Furnace	50	51	2067	\$ -	\$ -	\$ -
Rec Room-Hot Water Heater	50	51	2067	\$ -	\$ -	\$ -
Rec Room-Lights-Interior	25	10	2026	\$ 307	\$ 196	\$ -
Rec Room-Paint-Interior	50	51	2067	\$ -	\$ -	\$ -
Rec Room-Ping Pong Table	15	11	2027	\$ 375	\$ 125	\$ -
Rec Room-Windows	60	15	2031	\$ 3,055	\$ 2,342	\$ -
Roof-Composition	25	5	2021	\$ 50,384	\$ 42,322	\$ -
Roof-Gutters & Downspouts	25	5	2021	\$ 5,315	\$ 4,465	\$ -
Roof-Skylight	50	50	2066	\$ -	\$ -	\$ -
Siding & Trim Repair	7	4	2020	\$ 2,767	\$ 1,581	\$ 1,581
Siding-Inspection	2	1	2017	\$ 3,572	\$ 3,572	\$ 3,572
Siding-Replacement	60	15	2031	\$ 288,531	\$ 221,207	\$ -
Sign-Entry-Wood-Replace	15	6	2022	\$ 1,808	\$ 1,205	\$ -
Sign-Unit #'s-Wood	16	13	2029	\$ 1,662	\$ 416	\$ -
Treework	3	2	2018	\$ 3,125	\$ 2,083	\$ 2,083
Wall-Retaining-Railroad Ties-Rock	5	2	2018	\$ 6,771	\$ 5,416	\$ 5,416
Wall-Retaining-Stacked CMU	10	9	2025	\$ 1,201	\$ 240	\$ -

\$ 528,343    \$ 339,595    \$ 25,788

<b>Investment Rate</b>	0.01%	<b>Contingency</b>	\$ -	\$ -
<b>Tax Rate</b>	30.00%	<b>Total</b>	\$ 339,595	\$ 25,788
<b>Inflation Rate</b>	2.06%			
<b>Contingency Rate</b>	0.00%			

## **Maintenance Plan for San Francisco Square Condominium**

The proper care and maintenance of substantial assets have been entrusted to the homeowner association. The key to any effective Maintenance Plan is consistency and expertise. The goal of this Maintenance Plan is to provide general information and direction on how to maintain those assets to produce the highest livability and market values for member units. While many specific items are included, the list is not exhaustive and some issues may develop over time which should be added to the Plan.

Many building and grounds components require specific maintenance to ensure their proper function. Many of the tasks are suitable only to trained professionals with a thorough understanding of the systems. It is highly recommended that only licensed, bonded and insured workman with the training, knowledge, tools and equipment to handle the maintenance of those systems or components be used to ensure highest service quality.

### **Annual Maintenance**

The following tasks should be performed on according to a regular and adequate schedule as preventive maintenance:

#### **Caulking Repairs**

VERY IMPORTANT A knowledgeable contractor should inspect the buildings for sources of potential water intrusion, like missing flashing, failed caulking or negative drainage which directs water toward the building. Take appropriate corrective action as indicated.

#### **General Repairs**

The Operating Budget should provide money to handle various minor repairs like paint touchup, re-caulking, minor electrical, plumbing and roof repairs. Various non-emergency repair requests should be grouped together so work can be handled cost effectively.

#### **Landscape-Maintenance**

Landscaping is an extremely important aspect of livability and market value. Having a contractor that is competent and regularly attending to the landscaping is the proper approach. When the contractor completes work, a job slip should be left with a designated Committee member so the work can be reviewed. If there are deficiencies, the contractor should be notified immediately. If the contractor is consistently

unresponsive or the quality of work deficient, a change in contractors is indicated. For details on landscape maintenance, refer to the landscape contractor's agreement.

**Lights-Exterior**

For appearance and security, all exterior light fixtures should be in good working order. Inspect and repair fixtures or replace bulbs as needed.

**Pressure Washing**

Each year, selected areas of asphalt and concrete sidewalks and steps should be pressure washed to remove oil spots, algae and moss which could cause slipping hazards.

**Roof Gutters & Downspouts**

Gutters and downspouts should be inspected regularly, kept clear of debris, and repaired as needed.

**Roof Maintenance**

To ensure the roof lasts its normal useful life, the roof must be kept clean of debris, moss and algae. Each year, a qualified roof maintenance contractor should inspect, clean and repair the roof as needed.

**Siding & Trim**

All siding and trim should be inspected, repaired and caulked as necessary at least once per year, generally before winter rains come to ensure it is watertight.

**Water Intrusion Repairs**

A knowledgeable contractor should inspect the buildings for sources of potential water intrusion, like missing flashing, failed caulking or negative drainage which directs water toward the building. Take appropriate corrective action as indicated.

**Reserve Study Maintenance**

See Worksheet report comments