

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.

SECTION A GENERAL PROJECT INFORMATION

LEGAL PROJECT NAME (PER DECLARATION OR CC&R'S)		HOA TAX IDENTIFICATION NO. (TIN)
HOA NAME (PER ARTICLES OF INCORPORATION)	MASTER ASSOCIATION NAME (IF APPLICABLE)	
PROJECT STREET ADDRESS		
PROJECT CITY	STATE	ZIP CODE

SECTION B PROJECT INFORMATION Provide actual numbers, 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 of the 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 not subject to any additional phasing and/or additions?	☐ Yes ☐ No
7.a.	If Yes, when was the Project completed?	
8.	If the 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 the 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 the 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.		
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 the 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 the 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 subject to resale or deed restrictions? ☐ Yes ☐ No

22.a. If Yes, please explain. Provide related agreements, the number of units subject to restriction and unit number(s):

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 the 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
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 accounts?	☐ Yes	☐ No
33. Does at least 10% of the annual budget provide for funding of 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 , were any significant deferred maintenance items identified?	☐ Yes	☐ No
35.b. If Yes , provide documentation/evidence that the items have been addressed (attach documents). Describe:		
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?	☐ Yes	☐ No
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 and how it is used:		

SECTION C BUILDING SAFETY, SOUNDNESS, STRUCTURAL INTEGRITY & 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.)	☐ Yes	☐ No
1.a. If Yes, describe or attach document:			
1.b.	If Yes, will the needed repairs cost more than \$10,000 per unit ?	☐ Yes	☐ No
1.c.	If Yes, does the HOA have a plan to pay for the repairs? (If Yes, indicate how below.)	☐ Yes	☐ No
☐ Reserve Account ☐ Loan ☐ Special Assessment Other:			
2.	Is the HOA or Management Company aware of any adverse Environmental Factors/Conditions that negatively impact the safety, soundness, structural integrity, or habitability of the Project?	☐ Yes	☐ No
2.a. If Yes, explain the issue(s) and provide supporting documentation:			
2.b.	Does the HOA have a funding plan in place to remediate the environmental issues?	☐ Yes	☐ No
2.c.	If Yes, explain how:		
3.	Is the HOA or Management Company aware of any project-wide Deferred Maintenance/Deficiencies that negatively impact the safety, soundness, structural integrity, or habitability of the Project?	☐ Yes	☐ No
3.a. If Yes, explain and provide supporting documentation (i.e., architect/engineer reports, inspections, etc.):			
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 funding plan in place to remediate the Deferred Maintenance?	☐ Yes	☐ No
3.d.	If Yes, explain how:		

4. Is the HOA or Management Company aware of any **outstanding City/County/State/Code Violations of jurisdictional requirements** related to the safety, soundness, structural integrity, or habitability of the Project? ☐ Yes ☐ No
- 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.):
- 4.b. Please describe the HOA's plan to remediate the violation(s):
- 4.c. Does the HOA have a **funding plan** in place to remediate the violation(s)? ☐ Yes ☐ No
- 4.d. If Yes, explain how:
5. What is the **date of the last building inspection** by a licensed architect, engineer, reserve study expert, or other building inspector? **If dated within the last three (3) years, provide a copy with this completed form.**
- 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? ☐ Yes ☐ No
- 5.c. If the repairs/replacements have **not** been completed, describe what remains to be completed:
- 5.d. If the repairs/replacements have **not** been completed, what is the expected date of completion?
6. Is there an existing **Evacuation Order for any building (partial or total)** in place for the Project due to unsafe conditions? ☐ Yes ☐ No
- 6.a. If Yes, please explain and provide documentation:

SECTION D HOA INSURANCE COMPANY / AGENCY — CONTACT INFORMATION

INSURANCE AGENCY/COMPANY NAME	AGENT NAME OR CONTACT PERSON
AGENCY PHONE NO.	AGENT/CONTACT EMAIL ADDRESS

SECTION E CERTIFICATION & SIGNATURE

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.

PREPARER'S PRINTED NAME

PREPARER'S TITLE

PREPARER'S PHONE NUMBER

PREPARER'S EMAIL ADDRESS

MANAGEMENT COMPANY NAME (IF APPLICABLE)

PROPERTY MANAGER'S NAME (IF DIFFERENT FROM PREPARER)

PROPERTY MANAGER'S PHONE NUMBER

PROPERTY MANAGER'S EMAIL ADDRESS

PREPARER'S SIGNATURE

Digital signatures accepted

DATE COMPLETED

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