



**SCT RESERVE CONSULTANTS, INC.**

P.O. BOX 890129

TEMECULA, CA 92589-0129

PHONE (951) 296-3520 FAX (951) 296-5038 E-MAIL [mike.g@sctreserve.com](mailto:mike.g@sctreserve.com)

December 28, 2020

Job 2004-078-02 L3

Montage at Mission Hills Homeowners Association  
c/o Personalized Property Management  
68-950 Adelina Road  
Cathedral City, CA 92234  
Attn: Ms. Shelly Ruegsegger, CMCA

Subject: Year 2021 Level III Reserve Study

Dear Ms. Ruegsegger,


SCT Reserve Consultants, Inc. is pleased to submit this **2021 Level III Reserve Study**.

There are two summary sections (starting at pages 4 and 5) that are required to be included in the Association's year-end mailing to the membership. They are the "**Reserve Summary**" and the "**Assessment and Reserve Funding Disclosure Summary**". They are to be mailed 30 to 90 days prior to the Association's year-end. These pages will satisfy the current California Civil Code requirements for homeowner disclosure.

The 'Year 2021 Reserve Budget' table of this report is AICPA approved; this may be included in the mailing but is generally not required. Check with legal counsel for greater clarification.

We appreciate the opportunity to provide our professional services. Should you have any need for clarification please contact me at (951) 296-3520.

Sincerely,



Michael C. Graves, R.S. #00039

*SCT Reserve Consultants, Inc. are affiliated with*





YEAR 2021  
LEVEL III  
RESERVE STUDY  
(FINANCIAL UPDATE REPORT)  
FOR  
MONTAGE AT MISSION HILLS  
HOMEOWNERS ASSOCIATION  
VERSION 2

C/O PERSONALIZED PROPERTY MANAGEMENT  
68-950 ADELINA ROAD  
CATHEDRAL CITY, CA 92234  
ATTN: MS. SHELLY RUEGSEGGER, CMCA

SCT RESERVE CONSULTANTS, INC.  
P.O. Box 890129  
TEMECULA, CALIFORNIA 92589-0129  
COPYRIGHT © 2020 SCT, ALL RIGHTS RESERVED

*SCT Reserve Consultants, Inc. are affiliated with*



## Table of Contents

<i>Section</i>	<i>Page</i>
<b>Reserve Summary .....</b>	<b>4</b>
<b>Assessment and Reserve Funding Disclosure Summary.....</b>	<b>5</b>
<b>Summary.....</b>	<b>7</b>
<b>Year 2021 Reserve Budget .....</b>	<b>9</b>
<b>Component Identification Report .....</b>	<b>10</b>
<b>Component Replacement Cost Chart .....</b>	<b>13</b>
<b>Cash Flow and Percent Funded Projections .....</b>	<b>14</b>
<b>Cash Flow and Percent Funded Chart .....</b>	<b>15</b>
<b>10-Year Expenditure and Cash Flow Projection.....</b>	<b>16</b>
<b>Professional Credentials.....</b>	<b>18</b>
<b>Disclosure Statements.....</b>	<b>19</b>
<b>Definition of Terms .....</b>	<b>20</b>
<b>2020 California Civil Code (Selected Sections).....</b>	<b>22</b>



# Reserve Summary

(As required by California Civil Code Section 5565)

## MONTAGE AT MISSION HILLS HOMEOWNERS ASSOCIATION

SCT Reserve Consultants, Inc. is pleased to provide this Level III Reserve Study (Financial Update Report). In order to comply with the California Civil Code, specifically the Davis-Stirling Common Interest Development Act, Section 5565, we are providing the following information to the Homeowners within MONTAGE AT MISSION HILLS HOMEOWNERS ASSOCIATION.

The following study has been prepared with several assumed factors taken into account: a 3.00% inflation rate; a 1.00% return on investment (interest earned); taxes on interest earned is paid for through the operating fund; an estimated remaining life of each reserve component; and an estimated current replacement cost of each reserve component.

As of December 31, 2020, the estimated ending reserve fund balance is \$140,088 and the estimated current replacement cost is \$2,057,614 for the portfolio of reserve components. The projected future replacement cost of the portfolio is \$3,386,993, calculated at an annually compounded inflation rate of 3.00%. The Association's level of funding which is based upon the estimated ending reserve fund balance divided by the reserve components' fully funded amount is 11.80%. This is referred to as Percent Funded. The Association would be 100.00% funded if there were \$1,187,140.00 in the reserve fund.

The current deficiency (or surplus if the number is in parenthesis) in reserve funding expressed on a per unit basis is \$8,180.09. This is calculated by subtracting the ending balance (\$140,088) from the 100% funded figure (\$1,187,140.00), then divided by the number of ownership interests (128). There is currently no requirement to be fully funded.

Our original analysis of the cash flow for this association indicated future inadequate funding if there were no annual increases to the Reserves. It is our understanding the Board of Directors will allocate a total of \$5,271 per month starting in 2021 (\$41.18 per unit per month for each of the 128 ownership interests) towards the reserve fund. To offset the future cash shortfall we recommend and have included increases of 20.15% starting in 2022 for 3 years and 3.00% starting in 2025 for 26 years. The increase is scheduled to take effect in the year 2022. This report includes \$38,004 for Palm Tree Plan Surcharge in 2021 for 7 years. The Board of Directors may change the amount; however, it will impact the level of funding on reserves. These numbers, by themselves, are not a clear indicator of financial strength and could indicate underfunding, overfunding, or adequate funding.

The following table represents additionally required information pursuant to the Davis-Stirling Common Interest Development Act, Section 5565.

**Fiscal Year: January 1, 2021 through December 31, 2021**

Category	Estimated Remaining Useful Lives	Estimated Current Replacement Cost	Fund Balance on Dec 31, 2020	Estimated Reserve Allocation	Estimated Special Assessment Allocation	Estimated Interest
Asphalt	4 to 18	\$1,124,555	\$57,762	\$26,080.60	\$15,670.13	\$613.05
Concrete	3 to 22	\$280,500	\$12,971	\$5,856.81	\$3,518.97	\$137.67
Electrical/Lights	0 to 14	\$74,840	\$9,720	\$4,388.70	\$2,636.88	\$103.16
Fences/Gates	1 to 13	\$30,200	\$1,697	\$766.12	\$460.31	\$18.01
Landscape/Drainage	0 to 59	\$431,430	\$44,050	\$19,889.48	\$11,950.29	\$467.52
Mechanical	0 to 14	\$55,400	\$9,661	\$4,362.31	\$2,621.03	\$102.54
Other	1 to 13	\$36,200	\$2,523	\$1,139.14	\$684.44	\$26.78
Paint	1 to 5	\$10,448	\$854	\$385.60	\$231.68	\$9.06
Water Fountains	1 to 5	\$14,040	\$849	\$383.25	\$230.27	\$9.01
<b>Totals:</b>		<b>\$2,057,614</b>	<b>\$140,088</b>	<b>\$63,252</b>	<b>\$38,004</b>	<b>\$1,487</b>

The complete reserve study is available by request from the Association.



# Assessment and Reserve Funding Disclosure Summary

## For the Fiscal Year Ending December 31, 2021

*(As illustrated by California Civil Code Section 5570(a))*

(1) The regular assessment per ownership interest is **\$260.00** per month, of which approximately **\$41.18** is allocated to reserves, monthly.

*Note: If assessments vary by the size or type of ownership interest, the assessment applicable to this ownership interest may be found on the following page of the attached summary. **NOT APPLICABLE***

(2) Additional regular or special assessments that have already been scheduled to be imposed or charged, regardless of the purpose, if they have been approved by the board and/or members: **SEE ANSWER BELOW TO QUESTION #4 WHICH SUGGESTS THERE WILL BE INCREASES IN REGULAR ASSESSMENTS FOR RESERVE FUNDING.**

Date assessment will be due:	Amount per ownership interest per month or year:	Purpose of the assessment:
<b>2021</b>	<b>\$25.00 for 84 months</b>	<b>Palm Tree Plan Surcharge</b>

*Note: If assessments vary by the size or type of ownership interest, the assessment applicable to this ownership interest may be found on the following page of the attached summary. **NOT APPLICABLE***

(3) Based upon the most recent reserve study and other information available to the board of directors, will currently projected reserve account balances be sufficient at the end of each year to meet the association's obligation for repair and/or replacement of major components during the next 30 years?

Yes   X        No   X  

**Yes**, if the Association follows the recommended future reserve contribution increases as outlined in the reserve study and disclosed in the table of question (4) with consideration to the note below\*.

**No**, if the Association does not follow the recommended future reserve contribution increases as outlined in the reserve study and disclosed in the table of question (4) with consideration to the note below\*.

*\*Note: The information contained within the reserve study includes estimates of replacement value and life expectancies of the components and includes assumptions regarding future events based on information provided by and supplied to the Association's Board of Directors and/or management. Some assumptions inevitably will not materialize and unanticipated events and circumstances may occur subsequent to the data of this disclosure summary. Therefore, the actual replacement cost and remaining life may vary from the reserve study and the variation may be significant. Additionally, inflation and other economic events may impact the reserve study, particularly over a thirty (30) year period of time which could impact the accuracy of the reserve study and the funds available to meet the association's obligation for repair and/or replacement of major components during the next thirty (30) years. Furthermore, the occurrence of vandalism, severe weather conditions, earthquakes, floods or other acts of God cannot be accounted for and are excluded when assessing life expectancy of the components. The reserve study only includes items that the Association has a clear and express responsibility to maintain, pursuant to the Association's CC&Rs.*

(4) If the answer to (3) is No, what additional assessments or other contributions to reserves would be necessary to ensure that sufficient reserve funds will be available each year during the next 30 years that have not yet been approved by the Board or the members?

Approximate date assessment(s) will be due:	Amount per ownership interest per month:
<b>20.15% starting in 2022 for 3 years and 3.00% starting in 2025 for 26 years</b>	<b>(Current amount) X (the increases)</b>

(5) All major components are included in the reserve study and are included in its calculations.

(6) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5550, the estimated amount required in the reserve fund at the end of the current fiscal year is **\$1,202,423.24**, as of **December 31, 2021**, based in whole or in part on the last reserve study or update prepared by **SCT RESERVE CONSULTANTS, INC.** The projected reserve fund cash balance at the end of the current fiscal year is **\$180,130.81**, resulting in reserves being **14.98%** percent funded at this date. If an alternate, but generally accepted, method of calculation is also used, the required amount is **\$62,700**. (See explanation below).

**Explanation:** *Cash Flow Methodology - a method of developing 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 anticipated schedule of reserve expenses until the desired funding goal is achieved.*



# Assessment and Reserve Funding Disclosure Summary For the Fiscal Year Ending December 31, 2021

(As illustrated by California Civil Code Section 5570(a))

(continued)

7) See below: **30-Year Reserve Funding Plan Table**...Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5550 of the Civil Code, the estimated amount required in the reserve fund at the end of each of the next five budget years is \$(see ***“100% Funded”*** column below), and the projected reserve fund cash balance in each of those years, taking into account only assessments already approved and other known revenues, is \$(see ***“Cash Flow Balance with Funding Plan”*** column below), leaving the reserve at (see ***“Percent Funded”*** column below) percent funding. If the reserve funding plan approved by the association is implemented, the projected reserve fund cash balance in each of those years will be \$(see ***“Cash Flow Balance with Funding Plan”*** column below), leaving the reserve at (see ***“Percent Funded”*** column below) percent funding. Note: The financial representations set forth in this summary are based on the best estimates of the preparer at that time. The estimates are subject to change. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was **1.00%** per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was **3.00%** per year.

**30-Year Reserve Funding Plan Table**

Fiscal Year: January 01, 2021 - December 31, 2021							
Year	End of Year			Revenue			Expenditures
	100% Funded	Cash Flow (Balance with Funding Plan)	Percent Funded (EOY)	Contribution, Interest, Spec Assess	Contribution Unit/Month	Contribution % Change	Components, Taxes, Deferred Exp
2020	\$1,187,140	\$140,088	11.80%				
2021	\$1,202,423	\$180,131	14.98%	\$102,743	\$41.18		\$62,700
2022	\$1,206,378	\$219,560	18.20%	\$115,822	\$49.48	20.15%	\$76,393
2023	\$1,198,754	\$259,788	21.67%	\$131,466	\$59.45	20.15%	\$91,237
2024	\$1,189,436	\$313,942	26.39%	\$150,314	\$71.43	20.15%	\$96,160
2025	\$1,181,023	\$368,803	31.23%	\$154,136	\$73.57	3.00%	\$99,276
2026	\$1,210,147	\$468,137	38.68%	\$158,480	\$75.78	3.00%	\$59,146
2027	\$1,241,791	\$572,760	46.12%	\$162,995	\$78.05	3.00%	\$58,371
2028	\$1,310,040	\$687,340	52.47%	\$129,707	\$80.39	3.00%	\$15,127
2029	\$1,029,175	\$355,298	34.52%	\$130,277	\$82.80	3.00%	\$462,318
2030	\$1,058,965	\$422,635	39.91%	\$134,578	\$85.29	3.00%	\$67,242
2031	\$1,135,276	\$551,062	48.54%	\$139,743	\$87.84	3.00%	\$11,316
2032	\$1,207,516	\$678,120	56.16%	\$145,037	\$90.48	3.00%	\$17,979
2033	\$1,266,906	\$791,802	62.50%	\$150,324	\$93.19	3.00%	\$36,642
2034	\$955,898	\$349,534	36.57%	\$150,430	\$95.99	3.00%	\$592,698
2035	\$976,589	\$405,207	41.49%	\$155,179	\$98.87	3.00%	\$99,506
2036	\$1,025,461	\$489,407	47.73%	\$160,540	\$101.84	3.00%	\$76,340
2037	\$1,085,006	\$602,957	55.57%	\$166,329	\$104.89	3.00%	\$52,779
2038	\$1,076,356	\$595,116	55.29%	\$171,113	\$108.04	3.00%	\$178,954
2039	\$802,964	\$118,627	14.77%	\$171,565	\$111.28	3.00%	\$648,054
2040	\$803,465	\$130,215	16.21%	\$176,567	\$114.62	3.00%	\$164,979
2041	\$916,503	\$312,463	34.09%	\$183,539	\$118.06	3.00%	\$1,291
2042	\$993,332	\$447,401	45.04%	\$190,316	\$121.60	3.00%	\$55,378
2043	\$974,942	\$405,992	41.64%	\$195,555	\$125.25	3.00%	\$236,965
2044	\$1,031,878	\$491,112	47.59%	\$202,094	\$129.00	3.00%	\$116,974
2045	\$1,077,365	\$603,705	56.04%	\$209,121	\$132.87	3.00%	\$96,528
2046	\$1,191,389	\$808,038	67.82%	\$217,210	\$136.86	3.00%	\$12,877
2047	\$1,308,109	\$1,024,031	78.28%	\$225,632	\$140.96	3.00%	\$9,640
2048	\$1,417,658	\$1,236,027	87.19%	\$234,209	\$145.19	3.00%	\$22,213
2049	\$1,527,240	\$1,459,854	95.59%	\$243,092	\$149.55	3.00%	\$19,264
2050	\$1,523,221	\$1,529,091	100.39%	\$250,705	\$154.04	3.00%	\$181,468
<b>30-Year Sum:</b>				<b>\$5,108,819</b>			<b>\$3,719,816</b>





## Summary

In accordance with our proposal, 2004-078, SCT Reserve Consultants, Inc. is pleased to provide this **Level III Reserve Study Financial Update Report for MONTAGE AT MISSION HILLS HOMEOWNERS ASSOCIATION**. Our study was performed in accordance with the Davis-Stirling Common Interest Development Act, specifically §5550, of the California Civil Code. This report included a site inspection on November 18, 2004. This *planned (single-family detached home)* common interest development (CID) is located at the southwest of Gerald Ford Drive and Da Vall Drive, Cathedral City, California. We are using an inception date for the components of January 1, 2003. ***This study is for January 1, 2021 through December 31, 2021, the Association's fiscal year.***

In general, reserve funds are funds set aside from collected association fees paid by owners of a common interest development. These funds earn interest and are disbursed when deemed necessary by the Board of Directors. The purpose of a reserve study is to determine how much money should exist in a reserve fund at a given point in time or to project required future contributions and expenditure amounts so that sufficient reserve funds are available when needed. Our reserve study is generated using proprietary SCT software and a combination of local industry standards and national average replacement costs.

The SCT software utilizes the weighted average life (WAL) of the reserve components. The future cost method for the WAL is calculated by using the current replacement cost of each component, as of the analysis date, and the number of years until each reserve component is scheduled to be replaced. This determines the monthly reserve contributions needed and calculates the future reserve balances.

A 30-year "Cash Flow and Percent Funded Projection" analysis and "Graph" are produced to verify and define the relationship of the Cash Flow (annual beginning balance) with respect to the 100% funded amount. Ideally, the Cash Flow line of the graph should run parallel to and below the "Percent Funded" line of the graph, see funding goals.

The following study has been prepared with several assumed factors taken into account: 3.00% inflation rate; a 1.00% return on investment (interest earned); taxes on interest earned is paid for through the operating fund; an estimated remaining life of each reserve component; and an estimated current replacement cost of each reserve component.

Typically, any component that has a life cycle (full life) of less than two years should be budgeted and paid for through normal operating or property maintenance funds and is not included as part of this study.

**The current deficiency (or surplus if the number is in parenthesis) in reserve funding expressed on a per unit basis is \$8,180.09.** This is calculated by subtracting the ending balance (\$140,088) from the 100% funded figure (\$1,187,140.00), then divided by the number of ownership interests (128). There is currently no requirement to be fully funded.



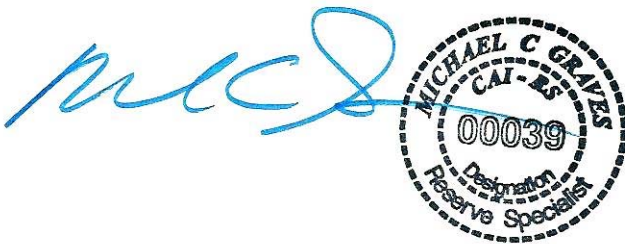
## Summary (continued)

As of January 1, 2021, the estimated reserve fund balance is \$140,088 and the estimated current replacement cost is \$2,057,614 of the portfolio of reserve components. The projected future replacement cost of the portfolio is \$3,386,993, calculated at an annually compounded inflation rate of 3.00%. The Davis-Stirling Common Interest Development Act requires the disclosure of the *current reserve fund balance divided by the current replacement cost* (this is not *Percent Funded*). Currently, *this factor for MONTAGE AT MISSION HILLS HOMEOWNERS ASSOCIATION is 6.81%*.

The Association's level of funding for the fiscal year (January 1, 2021 through December 31, 2021) which is based upon the final estimated reserve fund balance divided by the reserve components' fully funded amount is **14.98%, and is referred to as Percent Funded**. The Association would be 100.00% funded if there were \$1,202,423.24 in the reserve fund.

Our original analysis of the cash flow for this association indicated future inadequate funding (see the graph, the "square box and/or pink line"). This line represents the cash flow if there were no annual increases to the Reserves. ***It is our understanding the Board of Directors will allocate a total of \$5,271 per month starting in 2021 (\$41.18 per unit per month for each of the 128 ownership interests) towards the reserve fund. To offset the future cash shortfall we recommend and have included increases of 20.15% starting in 2022 for 3 years and 3.00% starting in 2025 for 26 years. The increase is scheduled to take effect in the year 2022. This report includes \$38,004 for Palm Tree Plan Surcharge in 2021 for 7 years.*** The Board of Directors may raise or lower this amount, however, it will impact the level of funding on reserves. These numbers, by themselves, are not a clear indicator of financial strength and could indicate underfunding, overfunding, or adequate funding.

Sincerely,



Michael C. Graves, R.S. #00039  
SCT Reserve Consultants, Inc.





## Year 2021 Reserve Budget (AICPA Approved)

Categories	100% Funded Dec 31, 2021	Percent Funded Dec 31, 2021	Beginning Balance Jan 01, 2021	Annual Reserve Allocation	Monthly Reserve Allocation	Special Assessment Allocation	Annual Interest Allocation	Expenditure	Ending Balance Dec 31, 2021
Asphalt	\$668,369	14.98%	\$57,762.26	\$26,080.60	\$2,173.38	\$15,670.13	\$613.05	\$0.00	\$100,126.04
Concrete	\$150,093	14.98%	\$12,971.43	\$5,856.81	\$488.07	\$3,518.97	\$137.67	\$0.00	\$22,484.88
Electrical/Lights	\$45,717	14.98%	\$9,719.91	\$4,388.70	\$365.72	\$2,636.88	\$103.16	\$10,000.00	\$6,848.65
Fences/Gates	\$19,633	14.98%	\$1,696.77	\$766.12	\$63.84	\$460.31	\$18.01	\$0.00	\$2,941.20
Landscape/Drainage	\$256,048	14.98%	\$44,050.41	\$19,889.48	\$1,657.46	\$11,950.29	\$467.52	\$38,000.00	\$38,357.70
Mechanical	\$13,667	14.98%	\$9,661.47	\$4,362.31	\$363.53	\$2,621.03	\$102.54	\$14,700.00	\$2,047.35
Other	\$29,193	14.98%	\$2,522.93	\$1,139.14	\$94.93	\$684.44	\$26.78	\$0.00	\$4,373.28
Paint	\$9,882	14.98%	\$854.01	\$385.60	\$32.13	\$231.68	\$9.06	\$0.00	\$1,480.35
Water Fountains	\$9,822	14.98%	\$848.81	\$383.25	\$31.94	\$230.27	\$9.01	\$0.00	\$1,471.35
<b>Totals:</b>	<b>\$1,202,423</b>	<b>14.98%</b>	<b>\$140,088.00</b>	<b>\$63,252.00</b>	<b>\$5,271.00</b>	<b>\$38,004.00</b>	<b>\$1,486.81</b>	<b>\$62,700.00</b>	<b>\$180,130.81</b>



## Component Identification Report

Identified Major Components	Quantity	Measurement Basis	Estimated Full Life In Years	Estimated Remaining Life In Years	Basis Cost	Estimated Current Replacement Cost	Estimated Future Replacement Cost (3% inflation)	Straight Line Allocation (Annual)	100% Funded Jan 01, 2021
<b>Asphalt</b>									
Asphalt overlay/R&R	66,226	Square Feet	30	8	\$5.50	\$364,243	\$461,412	\$12,141	\$267,112
Asphalt overlay/R&R	66,227	Square Feet	30	13	\$5.50	\$364,249	\$534,911	\$12,142	\$206,407
Asphalt overlay/R&R	66,227	Square Feet	30	18	\$5.50	\$364,249	\$620,109	\$12,142	\$145,699
Asphalt repair	1	Lump Sum	5	4	\$4,000.00	\$4,000	\$4,502	\$800	\$800
Asphalt seal/stripe	198,680	Square Feet	5	4	\$0.14	\$27,815	\$31,306	\$5,563	\$5,563
<i>Subtotal:</i>						\$1,124,555	\$1,652,240	\$42,788	\$625,581
<b>Concrete</b>									
Entry concrete R&R, Da Vall	6,350	Square Feet	35	22	\$15.00	\$95,250	\$182,509	\$2,721	\$35,379
Entry concrete R&R, Gerald Ford	6,350	Square Feet	35	17	\$15.00	\$95,250	\$157,434	\$2,721	\$48,986
Picasso, Dali, Artisan E, Artisan W, Cha	5	Each	35	19	\$10,000.00	\$50,000	\$87,675	\$1,429	\$22,857
Seal & Stain (Gerald Ford, Da Vall)	2	Each	20	3	\$20,000.00	\$40,000	\$43,709	\$2,000	\$34,000
<i>Subtotal:</i>						\$280,500	\$471,327	\$8,871	\$141,222
<b>Electrical/Lights</b>									
Battery backup (DV gate operators)	1	Each	6	4	\$420.00	\$420	\$473	\$70	\$140
Battery backup (GF gate operators)	1	Each	6	5	\$420.00	\$420	\$487	\$70	\$70
Electric Meter/ Contingency	1	Lump Sum	24	7	\$10,000.00	\$10,000	\$12,299	\$417	\$7,083
Palm tree light fixtures	10	Each	15	0	\$1,000.00	\$10,000	\$10,000	\$667	\$10,000
Palm tree light fixtures	10	Each	15	1	\$1,000.00	\$10,000	\$10,300	\$667	\$9,333
Palm tree light fixtures	10	Each	15	2	\$1,000.00	\$10,000	\$10,609	\$667	\$8,667
Palm tree light fixtures	10	Each	15	3	\$1,000.00	\$10,000	\$10,927	\$667	\$8,000
Palm tree light fixtures	9	Each	15	4	\$1,000.00	\$9,000	\$10,130	\$600	\$6,600
Palm tree light fixtures	15	Each	15	14	\$1,000.00	\$15,000	\$22,689	\$1,000	\$1,000
<i>Subtotal:</i>						\$74,840	\$87,914	\$4,825	\$50,893
<b>Fences/Gates</b>									
Block wall repairs	1	Lump Sum	5	1	\$3,500.00	\$3,500	\$3,605	\$700	\$2,800
Gates, pedestrian	2	Each	30	11	\$850.00	\$1,700	\$2,353	\$57	\$1,077



## Component Identification Report

(continued)

Identified Major Components	Quantity	Measurement Basis	Estimated Full Life In Years	Estimated Remaining Life In Years	Basis Cost	Estimated Current Replacement Cost	Estimated Future Replacement Cost (3% inflation)	Straight Line Allocation (Annual)	100% Funded Jan 01, 2021
Gates, vehicle	5	Each	30	13	\$5,000.00	\$25,000	\$36,713	\$833	\$14,167
<i>Subtotal:</i>						\$30,200	\$42,671	\$1,590	\$18,044
<b>Landscape/Drainage</b>									
Drainage Detention Basin (new drywell)	1	Each	24	15	\$30,000.00	\$30,000	\$46,739	\$1,250	\$11,250
Irrigation Controller Da Vall	1	Each	12	6	\$715.00	\$715	\$854	\$60	\$358
Irrigation Controller Gerald Ford	1	Each	12	8	\$715.00	\$715	\$906	\$60	\$238
Landscape Remodel (1/2 Operating Budget)	1	Lump Sum	10	2	\$20,000.00	\$20,000	\$21,218	\$2,000	\$16,000
Palm tree replacement	1	Lump Sum	60	0	\$38,000.00	\$38,000	\$38,000	\$633	\$38,000
Palm tree replacement	1	Lump Sum	60	1	\$38,000.00	\$38,000	\$39,140	\$633	\$37,367
Palm tree replacement	1	Lump Sum	60	2	\$38,000.00	\$38,000	\$40,314	\$633	\$36,733
Palm tree replacement	1	Lump Sum	60	3	\$38,000.00	\$38,000	\$41,524	\$633	\$36,100
Palm tree replacement	1	Lump Sum	60	4	\$38,000.00	\$38,000	\$42,769	\$633	\$35,467
Palm tree replacement	1	Lump Sum	60	5	\$38,000.00	\$38,000	\$44,052	\$633	\$34,833
Palm tree replacement	1	Lump Sum	60	6	\$38,000.00	\$38,000	\$45,374	\$633	\$34,200
Palm tree replacement	1	Lump Sum	60	57	\$38,000.00	\$38,000	\$204,883	\$633	\$1,900
Palm tree replacement	1	Lump Sum	60	58	\$38,000.00	\$38,000	\$211,029	\$633	\$1,267
Palm tree replacement	1	Lump Sum	60	59	\$38,000.00	\$38,000	\$217,360	\$633	\$633
<i>Subtotal:</i>						\$431,430	\$994,162	\$9,700	\$284,346
<b>Mechanical</b>									
Gate operators, Da Vall, entry	2	Each	15	14	\$4,500.00	\$9,000	\$13,613	\$600	\$600
Gate operators, Da Vall, exit	2	Each	15	14	\$4,500.00	\$9,000	\$13,613	\$600	\$600
Gate operators, Gerard Ford, entry	2	Each	15	9	\$4,500.00	\$9,000	\$11,743	\$600	\$3,600
Gate operators, Gerard Ford, exit	2	Each	15	0	\$4,500.00	\$9,000	\$9,000	\$600	\$9,000
Gate Sensors/Loop Systems Da Vall (Dec 1	2	Each	6	0	\$2,850.00	\$5,700	\$5,700	\$950	\$5,700
Gate Sensors/Loop Systems Gerald Ford	2	Each	6	4	\$2,850.00	\$5,700	\$6,415	\$950	\$1,900



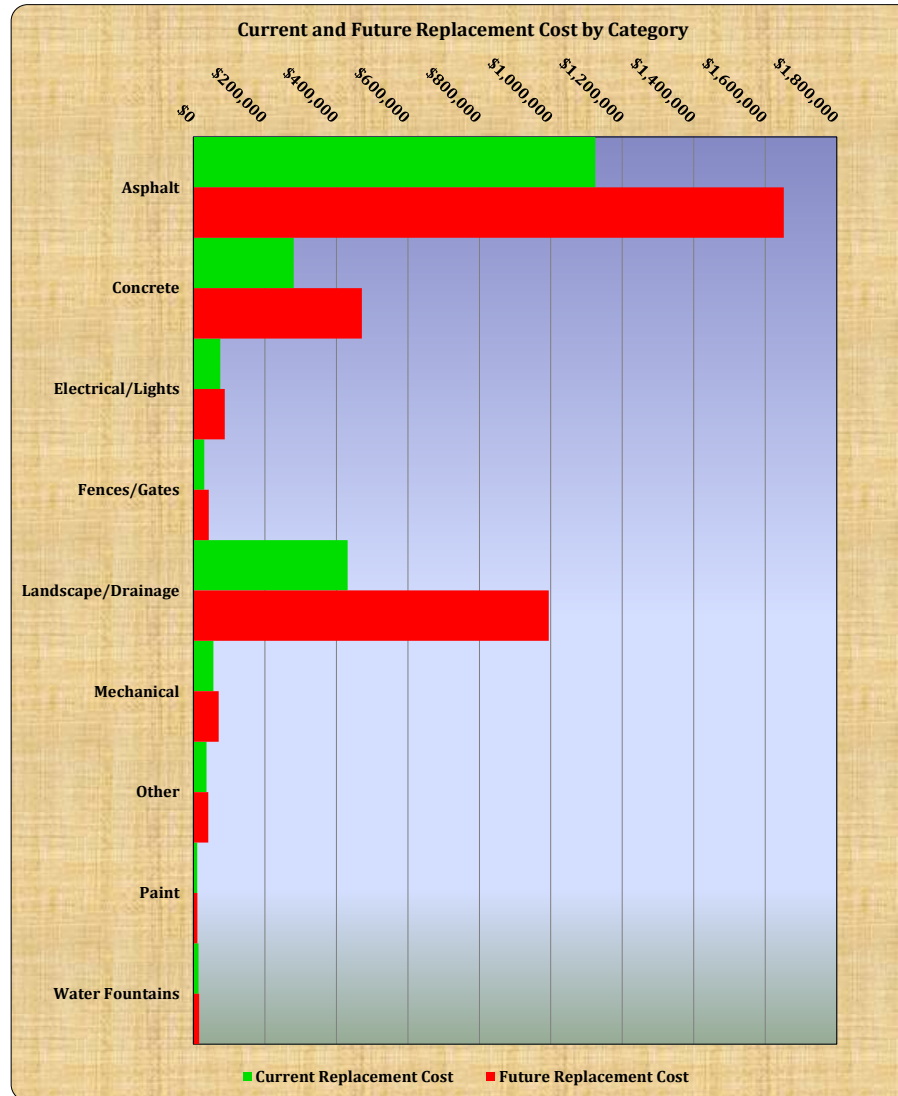
## Component Identification Report

(continued)

Identified Major Components	Quantity	Measurement Basis	Estimated Full Life In Years	Estimated Remaining Life In Years	Basis Cost	Estimated Current Replacement Cost	Estimated Future Replacement Cost (3% inflation)	Straight Line Allocation (Annual)	100% Funded Jan 01, 2021
Intercom Da Vall Rd	1	Each	12	9	\$4,000.00	\$4,000	\$5,219	\$333	\$1,000
Intercom Gerald Ford Dr	1	Each	12	9	\$4,000.00	\$4,000	\$5,219	\$333	\$1,000
<i>Subtotal:</i>						\$55,400	\$70,522	\$4,966	\$23,400
<b>Other</b>									
Entrance/Corner Signage	5	Each	20	1	\$2,000.00	\$10,000	\$10,300	\$500	\$9,500
Mailboxes	1	Each	21	2	\$18,000.00	\$18,000	\$19,096	\$857	\$16,286
Street Signs	1	Lump Sum	16	13	\$8,200.00	\$8,200	\$12,042	\$512	\$1,538
<i>Subtotal:</i>						\$36,200	\$41,438	\$1,869	\$27,324
<b>Paint</b>									
Paint Block walls	2,860	Linear Feet	10	1	\$1.94	\$5,548	\$5,715	\$555	\$4,994
Paint entrance/corner Montage signs	1	Lump Sum	4	1	\$1,750.00	\$1,750	\$1,802	\$438	\$1,312
Paint Wrought Iron Gates	1	Lump Sum	3	1	\$2,300.00	\$2,300	\$2,369	\$767	\$1,533
Refurbish Mailboxes	1	Lump Sum	6	5	\$850.00	\$850	\$985	\$142	\$142
<i>Subtotal:</i>						\$10,448	\$10,871	\$1,902	\$7,981
<b>Water Fountains</b>									
Water Fountain Filters Da Vall	1	Each	12	1	\$1,050.00	\$1,050	\$1,082	\$88	\$962
Water Fountain Filters Gerald Ford	1	Each	12	1	\$1,050.00	\$1,050	\$1,082	\$88	\$962
Water Fountain Pumps Da Vall	2	Each	5	1	\$485.00	\$970	\$999	\$194	\$776
Water Fountain Pumps Gerald Ford	2	Each	5	4	\$485.00	\$970	\$1,092	\$194	\$194
Water Fountain Refurbish	2	Each	11	5	\$5,000.00	\$10,000	\$11,593	\$909	\$5,455
<i>Subtotal:</i>						\$14,040	\$15,848	\$1,473	\$8,349
<b>Totals:</b>						<b>\$2,057,614</b>	<b>\$3,386,993</b>	<b>\$77,984</b>	<b>\$1,187,140</b>



## Component Replacement Cost Chart (by category)



## Cash Flow and Percent Funded Projections

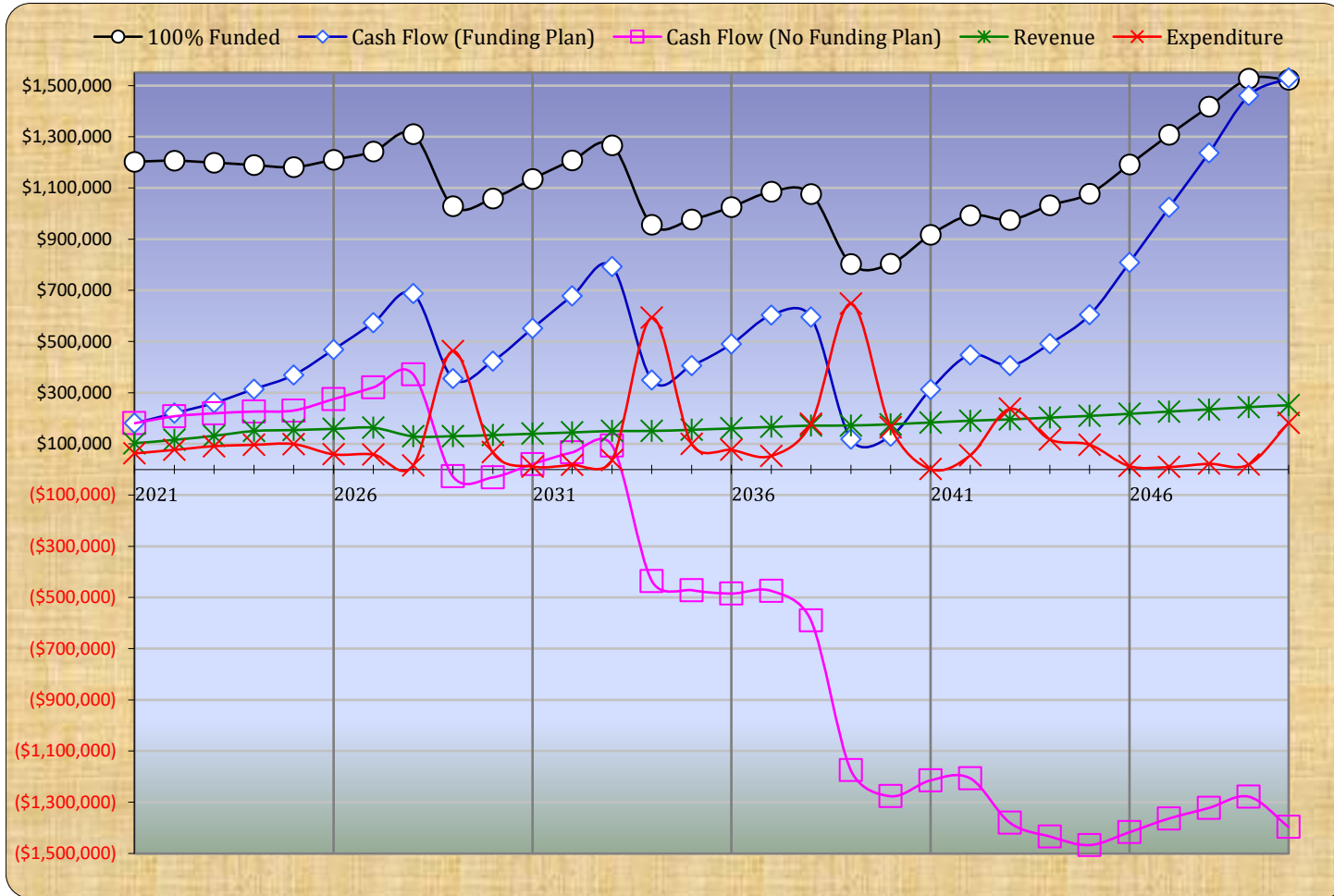
Fiscal Year: January 01, 2021 - December 31, 2021												
Year	End of Year				Revenue					Expenditures		
	100% Funded	Cash Flow (Balance with Funding Plan)	Percent Funded (EOY)	Cash Flow (Balance without Funding Plan)	Contribution Annual	Contribution Unit/Month	Contribution % Change	Special Assessment, Bank & Litigation	Interest	Components	Deferred & Non-Recurring	Taxes
2020	\$1,187,140	\$140,088	11.80%									
2021	\$1,202,423	\$180,131	14.98%	\$180,131	\$63,252	\$41.18		\$38,004	\$1,487	\$62,700	\$0	\$0
2022	\$1,206,378	\$219,560	18.20%	\$206,751	\$75,997	\$49.48	20.15%	\$38,004	\$1,821	\$76,393	\$0	\$0
2023	\$1,198,754	\$259,788	21.67%	\$218,652	\$91,311	\$59.45	20.15%	\$38,004	\$2,151	\$91,237	\$0	\$0
2024	\$1,189,436	\$313,942	26.39%	\$225,702	\$109,710	\$71.43	20.15%	\$38,004	\$2,600	\$96,160	\$0	\$0
2025	\$1,181,023	\$368,803	31.23%	\$229,677	\$113,001	\$73.57	3.00%	\$38,004	\$3,131	\$99,276	\$0	\$0
2026	\$1,210,147	\$468,137	38.68%	\$274,208	\$116,391	\$75.78	3.00%	\$38,004	\$4,085	\$59,146	\$0	\$0
2027	\$1,241,791	\$572,760	46.12%	\$319,969	\$119,883	\$78.05	3.00%	\$38,004	\$5,108	\$58,371	\$0	\$0
2028	\$1,310,040	\$687,340	52.47%	\$371,480	\$123,479	\$80.39	3.00%	\$0	\$6,228	\$15,127	\$0	\$0
2029	\$1,029,175	\$355,298	34.52%	(\$27,467)	\$127,184	\$82.80	3.00%	\$0	\$3,093	\$462,318	\$0	\$0
2030	\$1,058,965	\$422,635	39.91%	(\$31,457)	\$130,999	\$85.29	3.00%	\$0	\$3,579	\$67,242	\$0	\$0
2031	\$1,135,276	\$551,062	48.54%	\$20,512	\$134,929	\$87.84	3.00%	\$0	\$4,813	\$11,316	\$0	\$0
2032	\$1,207,516	\$678,120	56.16%	\$66,135	\$138,977	\$90.48	3.00%	\$0	\$6,060	\$17,979	\$0	\$0
2033	\$1,266,906	\$791,802	62.50%	\$93,374	\$143,146	\$93.19	3.00%	\$0	\$7,178	\$36,642	\$0	\$0
2034	\$955,898	\$349,534	36.57%	(\$436,072)	\$147,441	\$95.99	3.00%	\$0	\$2,989	\$592,698	\$0	\$0
2035	\$976,589	\$405,207	41.49%	(\$472,326)	\$151,864	\$98.87	3.00%	\$0	\$3,315	\$99,506	\$0	\$0
2036	\$1,025,461	\$489,407	47.73%	(\$485,414)	\$156,420	\$101.84	3.00%	\$0	\$4,120	\$76,340	\$0	\$0
2037	\$1,085,006	\$602,957	55.57%	(\$474,941)	\$161,113	\$104.89	3.00%	\$0	\$5,216	\$52,779	\$0	\$0
2038	\$1,076,356	\$595,116	55.29%	(\$590,643)	\$165,946	\$108.04	3.00%	\$0	\$5,167	\$178,954	\$0	\$0
2039	\$802,964	\$118,627	14.77%	(\$1,175,445)	\$170,924	\$111.28	3.00%	\$0	\$641	\$648,054	\$0	\$0
2040	\$803,465	\$130,215	16.21%	(\$1,277,172)	\$176,052	\$114.62	3.00%	\$0	\$515	\$164,979	\$0	\$0
2041	\$916,503	\$312,463	34.09%	(\$1,215,211)	\$181,334	\$118.06	3.00%	\$0	\$2,205	\$1,291	\$0	\$0
2042	\$993,332	\$447,401	45.04%	(\$1,207,337)	\$186,774	\$121.60	3.00%	\$0	\$3,543	\$55,378	\$0	\$0
2043	\$974,942	\$405,992	41.64%	(\$1,381,050)	\$192,377	\$125.25	3.00%	\$0	\$3,178	\$236,965	\$0	\$0
2044	\$1,031,878	\$491,112	47.59%	(\$1,434,772)	\$198,148	\$129.00	3.00%	\$0	\$3,946	\$116,974	\$0	\$0
2045	\$1,077,365	\$603,705	56.04%	(\$1,468,048)	\$204,093	\$132.87	3.00%	\$0	\$5,028	\$96,528	\$0	\$0
2046	\$1,191,389	\$808,038	67.82%	(\$1,417,673)	\$210,215	\$136.86	3.00%	\$0	\$6,995	\$12,877	\$0	\$0
2047	\$1,308,109	\$1,024,031	78.28%	(\$1,364,061)	\$216,522	\$140.96	3.00%	\$0	\$9,111	\$9,640	\$0	\$0
2048	\$1,417,658	\$1,236,027	87.19%	(\$1,323,022)	\$223,018	\$145.19	3.00%	\$0	\$11,192	\$22,213	\$0	\$0
2049	\$1,527,240	\$1,459,854	95.59%	(\$1,279,034)	\$229,708	\$149.55	3.00%	\$0	\$13,384	\$19,264	\$0	\$0
2050	\$1,523,221	\$1,529,091	100.39%	(\$1,397,250)	\$236,599	\$154.04	3.00%	\$0	\$14,105	\$181,468	\$0	\$0
<b>Totals:</b>					<b>\$4,696,807</b>			<b>\$266,028</b>	<b>\$145,984</b>	<b>\$3,719,816</b>	<b>\$0</b>	<b>\$0</b>





## Cash Flow and Percent Funded Chart

(December 31, 2021)



## 10-Year Expenditure and Cash Flow Projection

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Beginning Balance</b>	\$140,088	\$180,131	\$219,560	\$259,788	\$313,942	\$368,803	\$468,137	\$572,760	\$687,340	\$355,298
<b>Contribution (+)</b>	\$63,252	\$75,997	\$91,311	\$109,710	\$113,001	\$116,391	\$119,883	\$123,479	\$127,184	\$130,999
<i>Average/Month/Unit</i>	\$41.18	\$49.48	\$59.45	\$71.43	\$73.57	\$75.78	\$78.05	\$80.39	\$82.80	\$85.29
<i>Percent Change</i>		20.15%	20.15%	20.15%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>Special Assessments (+)</b>	\$38,004	\$38,004	\$38,004	\$38,004	\$38,004	\$38,004	\$38,004	\$0	\$0	\$0
<b>Interest Earned (+)</b>	\$1,487	\$1,821	\$2,151	\$2,600	\$3,131	\$4,085	\$5,108	\$6,228	\$3,093	\$3,579
<b>Tax on Interest (-)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Interest</b>	\$1,487	\$1,821	\$2,151	\$2,600	\$3,131	\$4,085	\$5,108	\$6,228	\$3,093	\$3,579
<b>Asphalt</b>										
Asphalt overlay/R&R									\$461,412	
Asphalt repair					\$4,502					\$5,219
Asphalt seal/stripe					\$31,306					\$36,293
<b>Concrete</b>										
Entry concrete R&R, Da Vall										
Entry concrete R&R, Gerald Ford										
Picasso, Dali, Artisan E, Artisan W, Cha										
Seal & Stain (Gerald Ford, Da Vall)				\$43,709						
<b>Electrical/Lights</b>										
Battery backup (DV gate operators)					\$473					
Battery backup (GF gate operators)						\$487				
Electric Meter/ Contingency								\$12,299		
Palm tree light fixtures	\$10,000	\$10,300	\$10,609	\$10,927	\$10,130					
<b>Fences/Gates</b>										
Block wall repairs		\$3,605					\$4,179			
Gates, pedestrian										
Gates, vehicle										
<b>Landscape/Drainage</b>										
Drainage Detention Basin (new drywell)										
Irrigation Controller Da Vall							\$854			
Irrigation Controller Gerald Ford									\$906	
Landscape Remodel (1/2 Operating Budget)			\$21,218							
Palm tree replacement	\$38,000	\$39,140	\$40,314	\$41,524	\$42,769	\$44,052	\$45,374			



## 10-Year Expenditure and Cash Flow Projection

(continued)

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Mechanical</b>										
Gate operators, Da Vall, entry										
Gate operators, Da Vall, exit										
Gate operators, Gerard Ford, entry										\$11,743
Gate operators, Gerard Ford, exit	\$9,000									
Gate Sensors/Loop Systems Da Vall (Dec 1	\$5,700						\$6,806			
Gate Sensors/Loop Systems Gerald Ford					\$6,415					
Intercom Da Vall Rd										\$5,219
Intercom Gerald Ford Dr										\$5,219
<b>Other</b>										
Entrance/Corner Signage		\$10,300								
Mailboxes			\$19,096							
Street Signs										
<b>Paint</b>										
Paint Block walls		\$5,715								
Paint entrance/corner Montage signs		\$1,803				\$2,029				\$2,283
Paint Wrought Iron Gates		\$2,369			\$2,589			\$2,829		
Refurbish Mailboxes						\$985				
<b>Water Fountains</b>										
Water Fountain Filters Da Vall		\$1,082								
Water Fountain Filters Gerald Ford		\$1,082								
Water Fountain Pumps Da Vall		\$999					\$1,158			
Water Fountain Pumps Gerald Ford					\$1,092					\$1,266
Water Fountain Refurbish						\$11,593				
<b>Component Exp (-)</b>	\$62,700	\$76,393	\$91,237	\$96,160	\$99,276	\$59,146	\$58,371	\$15,127	\$462,318	\$67,242
<b>Non-recurring Exp (-)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Ending Balance</b>	<b>\$180,131</b>	<b>\$219,560</b>	<b>\$259,788</b>	<b>\$313,942</b>	<b>\$368,803</b>	<b>\$468,137</b>	<b>\$572,760</b>	<b>\$687,340</b>	<b>\$355,298</b>	<b>\$422,635</b>





## Professional Credentials

*Michael C. Graves R.S.*  
*Reserve Funding Specialist*

### Designations

- ◆ Reserve Specialist (RS), 2000,  
Community Association Institute

### Distinctions

- ◆ Educated Business Partner (EBP), 2013,  
Community Association Institute

### Degrees

- ◆ B.A., Economics, 1983,  
San Diego State University
- ◆ A.S., Business Administration, 1980,  
Citrus College

### Associations

- ◆ California Association of Community Managers (CACM):

*Past Instructor for Facilities Management Course VIII, "The Guide to Reserve Study Components & Funding",*

*Past Ambassador Committee Member*

- ◆ Community Associations Institute (CAI),  
Affiliate Member:
  - Coachella Valley Chapter (CV)  
Greater Inland Empire Chapter (GRIE)  
- *Past President*,
  - Orange County Regional Chapter (OCRC)  
- *Past Board Treasurer*
  - San Diego Chapter (SD)  
- *Past Board Treasurer*

### Publications

- ◆ "Ask The Experts", O.C. View, May/June 2004.
- ◆ "Fiduciary Responsibility Forum",  
CondoManagement, December 2003.
- ◆ "Does Our Association Have Money Or Not",  
Quorum, June 2001.
- ◆ "How Do You Use Your Reserve Study To  
Finance Remodeling Work", Quorum, April  
2000.
- ◆ Numerous Speaking and Panel Engagements

### Awards

- ◆ Community Associations Institute, GRIE,  
2012 Hall of Fame  
2000 *Committee Member of the Year*
- ◆ Community Associations Institute, OCRC,  
2009 Committee Member of the Year  
2006 *Ellen Elish Award*  
2006 *Presidents Award*
- ◆ California Association of Community Managers,  
2001, Vision Award, *Excellence in Service*

### Professional Responsibilities

As Reserve Fund Specialist for SCT Reserve  
Consultants, Inc. Mr. Graves:

- ◆ Manages reserve study site inspections and  
funding analyses
- ◆ Prepares reserve study reports and proposals
- ◆ Markets reserve study services through  
professional contacts and trade associations'  
meetings and shows

### Professional Experience

Mr. Graves' reserve study experience includes:

- ◆ Numerous Levels I, II, and III reserve studies  
throughout San Diego, Los Angeles, Orange,  
Riverside, San Bernardino, and Imperial  
Counties.
- ◆ Familiar with components that go into a reserve  
study.
- ◆ Able to assist Associations in determining a  
well-suited funding plan that fits their reserve  
goals.
- ◆ Utilizing Property Reserve Analysis (PRA)  
System software to generate Component  
definition files.
- ◆ Developing SCT Reserve Analysis System  
software to calculate elements used in the Rough  
Draft and Final Reports.
- ◆ Meet with Association's Board of Directors to  
review the draft of the reserve study.
- ◆ Consideration of Board's input with respect to  
incorporate component replacement and funding  
policies.



## Disclosure Statements

SCT Reserve Consultants, Inc. endeavors to provide the most accurate reserve study possible. However, the current replacement costs of the listed components are based on estimates utilizing; local trades, contractor interviews, and national cost databases. Regular maintenance of reserve components is required to realize the full useful life of each component. Changes in fees for labor and materials, acts of God, extraordinary weather conditions, vandalism and unusual wear of the reserve components may have an adverse impact on the useful life and the cost to replace a particular reserve component. SCT Reserve Consultants, Inc. did not identify, nor did it purport to expound on, any possible construction defects on the project. All dollar figures are subject to rounding errors.

The completeness of this reserve study relies heavily on information provided to us by the Association's representative(s). Incomplete or missing information may cause a distortion of the Association's financial condition. The reserve balance presented in this reserve study is based on information provided and was not audited. SCT Reserve Consultants, Inc. assumes that the information provided to us by the Association's representative(s) is both reliable and accurate and for a Level II study (update with-site-visit) and Level III study (update with no-site-visit) the Association is to have considered previously developed component quantities and/or lump sum expenditures as accurate and reliable. Information provided about reserve projects is also understood to be reliable. Any on-site inspection should not be considered a project audit or quality inspection.

In the event we have performed an on-site inspection of the community, the data compiled has been used with financial, physical, quantity, and historical information provided by the Association's representative(s). Our physical inspection would consist primarily of visual inspection, measurement, drawing take-offs, and photographic documentation. No destructive testing methods were used.

SCT Reserve Consultants, Inc. has prepared this reserve study in conformance with the requirements laid out by the California Civil Code (§5550) and the Community Association Institute (CAI). We have no other current involvement with MONTAGE AT MISSION HILLS HOMEOWNERS ASSOCIATION and have no actual or perceived conflicts of interest with MONTAGE AT MISSION HILLS HOMEOWNERS ASSOCIATION.

This reserve study is a reflection of the information provided to us by the Association's representative(s) and is assembled for the budgeting and planning purposes of the Board of Directors only. Information provided about reserve projects will be considered reliable. The reserve study is not to be used for the purpose of performing an audit, quality/forensic analyses, or background checks of historical records.



## Definition of Terms

**100% Funded** – from the “Component Identification Report”, see Fully Funded Balance (FFB).

**Basis Cost** - the estimated unit (of measurement basis) replacement cost.

**Cash Flow Method** - a method of developing 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 anticipated schedule of reserve expenses until the desired funding goal is achieved.

**Contingency Fund** – typically 3.0% to 5.0% of annual reserve allocation may be established to pay for incidental and miscellaneous reserve expenditures (optional).

**Current Replacement Cost (estimated)** - the total estimated cost of a component’s replacement or long-term maintenance action at the time of the study. This amount is calculated by multiplying the measurement basis quantity times the basis cost.

**Davis-Stirling Common Interest Development Act** - the name for the sections of the California Civil Code (4000 through 6150) that are the framework for the operation and management of common interest developments in California.

**Fully Funded Balance (FFB)** - total accrued depreciation. This number is calculated for each reserve component, then summed together for a total dollar value.

Expressed as  $FFB = (Estimated\ Used\ Life) / (Estimated\ Full\ Life) \times (Current\ Replacement\ Cost)$

**Full Life (estimated)** - the original estimate of a period of time that a component will last before major long-term maintenance or replacement is required.

**Funding Goals** – there are four basic categories of funding plan goals:

- ⇒ **Baseline Funding** – establishing a reserve-funding goal of keeping the reserve cash balance above zero.
- ⇒ **Full Funding** – setting a reserve-funding goal of attaining and maintaining reserves at or near 100% funded.
- ⇒ **Statutory Funding** – establishing a reserve-funding goal of setting aside the specific minimum amount of reserves required by local statutes.
- ⇒ **Threshold Funding** – establishing a reserve-funding goal of keeping the reserve balance above a specified dollar or percent funded amount.

**Future Replacement Cost (estimated)** – the current replacement cost multiplied by an inflation factor (compounded annually).

**Level I Reserve Study** - is considered a full study, it consists of:

- ⇒ **Component Inventory** - quantification and verification of the reserve components.
- ⇒ **Condition Assessment** – the task of evaluating the current condition of the component based on observed or reported conditions.
- ⇒ **Life and Valuation Estimates** – the task of estimating Full Life, Remaining Life and repair and replacement costs for the components.
- ⇒ **Fund Status** – status of the reserve fund as compared to an established benchmark such as percent funding.
- ⇒ **Funding Plan** – an Association’s plan to provide income to the reserve fund to offset anticipated expenditures from that fund.

**Level II Reserve Study** - is considered an update (on-site) study, it consists of:

- ⇒ **Component Inventory** - verification of the reserve components only, no quantification.
- ⇒ **Condition Assessment** – the task of evaluating the current condition of the component based on observed or reported conditions.
- ⇒ **Life and Valuation Estimates** – the task of estimating Full Life, Remaining Life and repair and replacement costs for the components.



## Definition of Terms (continued)

- ⇒ **Fund Status** – status of the reserve fund as compared to an established benchmark such as percent funding.
- ⇒ **Funding Plan** – an Association’s plan to provide income to the reserve fund to offset anticipated expenditures from that fund.

**Level III Reserve Study** - is considered a financial update, it consists of:

- ⇒ **Life and Valuation Estimates** – the task of estimating Full Life, Remaining Life and repair and replacement costs for the components.
- ⇒ **Fund Status** – status of the reserve fund as compared to an established benchmark such as percent funding.
- ⇒ **Funding Plan** – an Association’s plan to provide income to the reserve fund to offset anticipated expenditures from that fund.

**Measurement Basis** - the unit of measurement, i.e.: each, linear feet, square feet, squares (100 sf).

**Percent Funded** – the ratio, at a particular point of time, of the actual (or projected) Reserve Balance to the Fully Funded Balance, expressed as a percentage.

**Remaining Life (estimated)** - an educated evaluation of the amount of time before the component will need replacement.

**Reserve Allocation** - money that is collected and applied to particular components (see Year 2021 Reserve Budget).

**Reserve Component** - is defined as any major component that needs major maintenance or replacement at a frequency exceeding two years but typically not more than 30 years.

**Reserve Fund Balance (estimated)** - the estimated amount of money in the reserve account(s) as of the study date, typically calculated by adding the prior year’s current reserve balance, remaining reserve allocations, and interest, and then subtracting any known reserve expenditures through the same prior year.

**Reserve Study** - is a budget-planning tool that identifies the current status of the reserve fund and offers a stable and equitable funding plan to offset the anticipated future major common area expenditures. It consists of two parts:

- ⇒ **Financial Analysis** - the portion of the reserve study where the current status of the reserves (Fund Status) are measured as cash or percent funded and a recommended reserve contribution rate (Funding Plan) are derived, and the projected reserve income and expense over time is presented.
- ⇒ **Physical Analysis** - the portion of the reserve study where the Component Inventory, Condition Assessment, and Life and Valuation Estimate tasks are performed.

**Straight Line Allocation (Annual)** – from the “Component Identification Report” is a single year’s 100% funded amount, often referred to as the ideal or recommended allocation level.

Expressed as  $SLA = (I) / (Estimated\ Full\ Life) \times (Current\ Replacement\ Cost)$

**Weighted Average Life (WAL)** - is calculated by multiplying the cost of each component by the number of months until replacement, creating a weighted average life factor. The total of the factors is divided by the total replacement cost, producing the WAL.



## 2020 California Civil Code (Selected Sections)

### PART 5. COMMON INTEREST DEVELOPMENTS

#### CHAPTER 6. ASSOCIATION GOVERNANCE

##### ARTICLE 7. ANNUAL REPORTS

###### §5300. Annual Budget, Reserves and Other Required Disclosures

(a) Notwithstanding a contrary provision in the governing documents, an association shall distribute an annual budget report 30 to 90 days before the end of its fiscal year.

(b) Unless the governing documents impose more stringent standards, the annual budget report shall include all of the following information:

(1) A pro forma operating budget, showing the estimated revenue and expenses on an accrual basis.

(2) A summary of the association's reserves, prepared pursuant to Section 5565.

(3) A summary of the reserve funding plan adopted by the board, as specified in paragraph (5) of subdivision (b) of Section 5550. The summary shall include notice to members that the full reserve study plan is available upon request, and the association shall provide the full reserve plan to any member upon request.

(4) A statement as to whether the board has determined to defer or not undertake repairs or replacement of any major component with a remaining life of 30 years or less, including a justification for the deferral or decision not to undertake the repairs or replacement.

(5) A statement as to whether the board, consistent with the reserve funding plan adopted pursuant to Section 5560, has determined or anticipates that the levy of one or more special assessments will be required to repair, replace, or restore any major component or to provide adequate reserves therefor. If so, the statement shall also set out the estimated amount, commencement date, and duration of the assessment.

(6) A statement as to the mechanism or mechanisms by which the board will fund reserves to repair or replace major components, including assessments, borrowing, use of other assets, deferral of selected replacements or repairs, or alternative mechanisms.

(7) A general statement addressing the procedures used for the calculation and establishment of those reserves to defray the future repair, replacement, or additions to those major components that the association is obligated to maintain. The statement shall include, but need not be limited to, reserve calculations made using the formula described in paragraph (4) of subdivision (b) of Section 5570, and may not assume a rate of return on cash reserves in excess of 2 percent above the discount rate published by the Federal Reserve Bank of San Francisco at the time the calculation was made.

(8) A statement as to whether the association has any outstanding loans with an original term of more than one year, including the payee, interest rate, amount outstanding, annual payment, and when the loan is scheduled to be retired.

(9) A summary of the association's property, general liability, earthquake, flood, and fidelity insurance policies. For each policy, the summary shall include the name of the insurer, the type of insurance, the policy limit, and the amount of the deductible, if any. To the extent that any of the required information is specified in the insurance policy declaration page, the association may meet its obligation to disclose that information by making copies of that page and distributing it with the annual budget report. The summary distributed pursuant to this paragraph shall contain, in at least 10- point boldface type, the following statement:

"This summary of the association's policies of insurance provides only certain information, as required by Section 5300 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance. Any association member may, upon request and provision of reasonable notice, review the association's insurance policies and, upon request and payment of reasonable duplication charges, obtain copies of those policies. Although the association maintains the policies of insurance specified in this summary, the association's policies of insurance may not cover your property, including personal property or real property improvements to or around your dwelling, or personal injuries or other losses that occur within or around your dwelling. Even if a loss is covered, you may nevertheless be responsible for paying all or a portion of any deductible that applies. Association members should consult with their individual insurance broker or agent for appropriate additional coverage."

## 2020 California Civil Code (Selected Sections) (continued)

(10) When the common interest development is a condominium project, a statement describing the status of the common interest development as a Federal Housing Administration (FHA)-approved condominium project pursuant to FHA guidelines, including whether the common interest development is an FHA-approved condominium project. The statement shall be in at least 10-point font on a separate piece of paper and in the following form:

“Certification by the Federal Housing Administration may provide benefits to members of an association, including an improvement in an owner’s ability to refinance a mortgage or obtain secondary financing and an increase in the pool of potential buyers of the separate interest.

This common interest development [is/is not (circle one)] a condominium project. The association of this common interest development [is/is not (circle one)] certified by the Federal Housing Administration.”

(11) When the common interest development is a condominium project, a statement describing the status of the common interest development as a federal Department of Veterans Affairs (VA)-approved condominium project pursuant to VA guidelines, including whether the common interest development is a VA-approved condominium project. The statement shall be in at least 10-point font on a separate piece of paper and in the following form:

“Certification by the federal Department of Veterans Affairs may provide benefits to members of an association, including an improvement in an owner’s ability to refinance a mortgage or obtain secondary financing and an increase in the pool of potential buyers of the separate interest.

This common interest development [is/is not (circle one)] a condominium project. The association of this common interest development [is/is not (circle one)] certified by the federal Department of Veterans Affairs.”

(12) A copy of the completed “Charges For Documents Provided” disclosure identified in Section 4528. For purposes of this section, “completed” means that the “Fee for Document” section of the form individually identifies the costs associated with providing each document listed on the form.

(c) The annual budget report shall be made available to the members pursuant to Section 5320.

(d) The summary of the association’s reserves disclosed pursuant to paragraph (2) of subdivision (b) shall not be admissible in evidence to show improper financial management of an association, provided that other relevant and competent evidence of the financial condition of the association is not made inadmissible by this provision.

(e) The Assessment and Reserve Funding Disclosure Summary form, prepared pursuant to Section 5570, shall accompany each annual budget report or summary of the annual budget report that is delivered pursuant to this article. [2017 - Based on former §§1365 & 1365.2.5(b)(2)]

## CHAPTER 7. FINANCES

### ARTICLE 1. ACCOUNTING

#### §5500. Board’s Duty to Review Financial Statements and Accounts

Unless the governing documents impose more stringent standards, the board shall do all of the following:

(a) Review, on a monthly basis, a current reconciliation of the association’s operating accounts.

(b) Review, on a monthly basis, a current reconciliation of the association’s reserve accounts.

(c) Review, on a monthly basis, the current year’s actual operating revenues and expenses compared to the current year’s budget.

(d) Review, on a monthly basis, the latest account statements prepared by the financial institutions where the association has its operating and reserve accounts.

(e) Review, on a monthly basis, an income and expense statement for the association’s operating and reserve accounts.

(f) Review, on a monthly basis, the check register, monthly general ledger, and delinquent assessment receivable reports. [2018 - Based on former §1365.5(a)]

#### §5501. Review of Financial Statements and Accounts



## 2020 California Civil Code (Selected Sections) (continued)

The review requirements of Section 5500 may be met when every individual member of the board, or a subcommittee of the board consisting of the treasurer and at least one other board member, reviews the documents and statements described in Section 5500 independent of a board meeting, so long as the review is ratified at the board meeting subsequent to the review and that ratification is reflected in the minutes of that meeting. [2018]

### **§5502. Account Deposits and Transfers**

Notwithstanding any other law, transfers of greater than ten thousand dollars (\$10,000) or 5 percent of an association's total combined reserve and operating account deposits, whichever is lower, shall not be authorized from the association's reserve or operating accounts without prior written board approval. This section applies in addition to any other applicable requirements of this part. [2019]

## **ARTICLE 2. USE OF RESERVE FUNDS**

### **§5510. Signatures on and Limitation on Use of Reserve Funds**

(a) The signatures of at least two persons, who shall be directors, or one officer who is not a director and one who is a director, shall be required for the withdrawal of moneys from the association's reserve accounts.

(b) The board shall not expend funds designated as reserve funds for any purpose other than the repair, restoration, replacement, or maintenance of, or litigation involving the repair, restoration, replacement, or maintenance of, major components that the association is obligated to repair, restore, replace, or maintain and for which the reserve fund was established. [2012 - Based on former §1365.5(b & (c)(1)]

### **§5515. Transfer or Borrowing from Reserve Funds**

(a) Notwithstanding Section 5510, the board may authorize the temporary transfer of moneys from a reserve fund to the association's general operating fund to meet short-term cashflow requirements or other expenses, if the board has provided notice of the intent to consider the transfer in a board meeting notice provided pursuant to Section 4920.

(b) The notice shall include the reasons the transfer is needed, some of the options for repayment, and whether a special assessment may be considered.

(c) If the board authorizes the transfer, the board shall issue a written finding, recorded in the board's minutes, explaining the reasons that the transfer is needed, and describing when and how the moneys will be repaid to the reserve fund.

(d) The transferred funds shall be restored to the reserve fund within one year of the date of the initial transfer, except that the board may, after giving the same notice required for considering a transfer, and, upon making a finding supported by documentation that a temporary delay would be in the best interests of the common interest development, temporarily delay the restoration.

(e) The board shall exercise prudent fiscal management in maintaining the integrity of the reserve account, and shall, if necessary, levy a special assessment to recover the full amount of the expended funds within the time limits required by this section. This special assessment is subject to the limitation imposed by Section 5605. The board may, at its discretion, extend the date the payment on the special assessment is due. Any extension shall not prevent the board from pursuing any legal remedy to enforce the collection of an unpaid special assessment. [2012 - Based on former §1365.5(c)(2)]

### **§5520. Using Reserve Funds for Litigation; Notice; Accounting**

(a) When the decision is made to use reserve funds or to temporarily transfer moneys from the reserve fund to pay for litigation pursuant to subdivision (b) of Section 5510, the association shall provide general notice pursuant to Section 4045 of that decision, and of the availability of an accounting of those expenses.

(b) Unless the governing documents impose more stringent standards, the association shall make an accounting of expenses related to the litigation on at least a quarterly basis. The accounting shall be made available for inspection by members of the association at the association's office. [2012- Based on former §1365.5(d)]



## 2020 California Civil Code (Selected Sections) (continued)

### ARTICLE 3. RESERVE PLANNING

#### §5550. Reserve Study Inspection Frequency; Contents; Funding Plan

- (a) At least once every three years, the board shall cause to be conducted a reasonably competent and diligent visual inspection of the accessible areas of the major components that the association is obligated to repair, replace, restore, or maintain as part of a study of the reserve account requirements of the common interest development, if the current replacement value of the major components is equal to or greater than one-half of the gross budget of the association, excluding the association's reserve account for that period. The board shall review this study, or cause it to be reviewed, annually and shall consider and implement necessary adjustments to the board's analysis of the reserve account requirements as a result of that review.
- (b) The study required by this section shall at a minimum include:
- (1) Identification of the major components that the association is obligated to repair, replace, restore, or maintain that, as of the date of the study, have a remaining useful life of less than 30 years.
  - (2) Identification of the probable remaining useful life of the components identified in paragraph (1) as of the date of the study.
  - (3) An estimate of the cost of repair, replacement, restoration, or maintenance of the components identified in paragraph (1).
  - (4) An estimate of the total annual contribution necessary to defray the cost to repair, replace, restore, or maintain the components identified in paragraph (1) during and at the end of their useful life, after subtracting total reserve funds as of the date of the study.
  - (5) A reserve funding plan that indicates how the association plans to fund the contribution identified in paragraph (4) to meet the association's obligation for the repair and replacement of all major components with an expected remaining life of 30 years or less, not including those components that the board has determined will not be replaced or repaired. [2012 - Based on former §1365.5(e)]

#### §5551. Inspection of Elevated Elements (effective 1/1/2020)

- (a) For purposes of this section, the following definitions apply:
- (1) "Associated waterproofing systems" include flashings, membranes, coatings, and sealants that protect the load-bearing components of exterior elevated elements from exposure to water.
  - (2) "Exterior elevated elements" mean the load-bearing components together with their associated waterproofing system.
  - (3) "Load-bearing components" means those components that extend beyond the exterior walls of the building to deliver structural loads to the building from decks, balconies, stairways, walkways, and their railings, that have a walking surface elevated more than six feet above ground level, that are designed for human occupancy or use, and that are supported in whole or in substantial part by wood or wood-based products.
  - (4) "Statistically significant sample" means a sufficient number of units inspected to provide 95 percent confidence that the results from the sample are reflective of the whole, with a margin of error of no greater than plus or minus 5 percent.
  - (5) "Visual inspection" means inspection through the least intrusive method necessary to inspect load-bearing components, including visual observation only or visual observation in conjunction with, for example, the use of moisture meters, borescopes, or infrared technology.
- (b)
- (1) At least once every nine years, the board of an association of a condominium project shall cause a reasonably competent and diligent visual inspection to be conducted by a licensed structural engineer or architect of a random and statistically significant sample of exterior elevated elements for which the association has maintenance or repair responsibility.
  - (2) The inspection shall determine whether the exterior elevated elements are in a generally safe condition and performing in accordance with applicable standards.



## 2020 California Civil Code (Selected Sections) (continued)

- (c) Prior to conducting the first visual inspection, the inspector shall generate a random list of the locations of each type of exterior elevated element. The list shall include all exterior elevated elements for which the association has maintenance or repair responsibility. The list shall be provided to the association for future use.
- (d) The inspector shall perform the visual inspections in accordance with the random list generated pursuant to subdivision (c). If during the visual inspection the inspector observes building conditions indicating that unintended water or water vapor has passed into the associated waterproofing system, thereby creating the potential for damage to the load-bearing components, then the inspector may conduct a further inspection. The inspector shall exercise their best professional judgment in determining the necessity, scope, and breadth of any further inspection.
- (e) Based upon the inspector's visual inspections, further inspection, and construction and materials expertise, the inspector shall issue a written report containing the following information:
- (1) The identification of the building components comprising the load-bearing components and associated waterproofing system.
  - (2) The current physical condition of the load-bearing components and associated waterproofing system, including whether the condition presents an immediate threat to the health and safety of the residents.
  - (3) The expected future performance and remaining useful life of the load-bearing components and associated waterproofing system.
  - (4) Recommendations for any necessary repair or replacement of the load-bearing components and associated waterproofing system.
- (f) The report issued pursuant to subdivision (e) shall be stamped or signed by the inspector, presented to the board, and incorporated into the study required by Section 5550.
- (g)
- (1) If, after inspection of any exterior elevated element, the inspector advises that the exterior elevated element poses an immediate threat to the safety of the occupants, the inspector shall provide a copy of the inspection report to the association immediately upon completion of the report, and to the local code enforcement agency within 15 days of completion of the report. Upon receiving the report, the association shall take preventive measures immediately, including preventing occupant access to the exterior elevated element until repairs have been inspected and approved by the local enforcement agency.
  - (2) Local enforcement agencies shall have the ability to recover enforcement costs associated with the requirements of this section from the association.
- (h) Each subsequent visual inspection conducted under this section shall commence with the next exterior elevated element identified on the random list and shall proceed in order through the list.
- (i) The first inspection shall be completed by January 1, 2025, and then every nine years thereafter in coordination with the reserve study inspection pursuant to Section 5550. All written reports shall be maintained for two inspection cycles as records of the association.
- (j)
- (1) The association shall be responsible for complying with the requirements of this section.
  - (2) The continued and ongoing maintenance and repair of the load-bearing components and associated waterproofing systems in a safe, functional, and sanitary condition shall be the responsibility of the association as required by the association's governing documents.
- (k) The inspection of buildings for which a building permit application has been submitted on or after January 1, 2020, shall occur no later than six years following the issuance of a certificate of occupancy. The inspection shall otherwise comply with the provisions of this section.
- (l) This section shall only apply to buildings containing three or more multifamily dwelling units.
- (m) The association board may enact rules or bylaws imposing requirements greater than those imposed by this section.
- (n) A local government or local enforcement agency may enact an ordinance or other rule imposing requirements greater than those imposed by this section. [2019]

### **§5560. Reserve Funding Plan Adoption; Assessments Needed for Adequate Funding**

- (a) The reserve funding plan required by Section 5550 shall include a schedule of the date and amount of any change in regular or special assessments that would be needed to sufficiently fund the reserve funding plan.





## 2020 California Civil Code (Selected Sections) (continued)

(b) The plan shall be adopted by the board at an open meeting before the membership of the association as described in Article 2 (commencing with Section 4900) of Chapter 6.

(c) If the board determines that an assessment increase is necessary to fund the reserve funding plan, any increase shall be approved in a separate action of the board that is consistent with the procedure described in Section 5605. [2012 - Based on former §1365.5(e)]

### **§5565. Contents of Association's Reserve Summary**

The summary of the association's reserves required by paragraph (2) of subdivision (b) of Section 5300 shall be based on the most recent review or study conducted pursuant to Section 5550, shall be based only on assets held in cash or cash equivalents, shall be printed in boldface type, and shall include all of the following:

(a) The current estimated replacement cost, estimated remaining life, and estimated useful life of each major component.

(b) As of the end of the fiscal year for which the study is prepared:

(1) The current estimate of the amount of cash reserves necessary to repair, replace, restore, or maintain the major components.

(2) The current amount of accumulated cash reserves actually set aside to repair, replace, restore, or maintain major components.

(3) If applicable, the amount of funds received from either a compensatory damage award or settlement to an association from any person for injuries to property, real or personal, arising out of any construction or design defects, and the expenditure or disposition of funds, including the amounts expended for the direct and indirect costs of repair of construction or design defects. These amounts shall be reported at the end of the fiscal year for which the study is prepared as separate line items under cash reserves pursuant to paragraph (2). Instead of complying with the requirements set forth in this paragraph, an association that is obligated to issue a review of its financial statement pursuant to Section 5305 may include in the review a statement containing all of the information required by this paragraph.

(c) The percentage that the amount determined for purposes of paragraph (2) of subdivision (b) equals the amount determined for purposes of paragraph (1) of subdivision (b).

(d) The current deficiency in reserve funding expressed on a per unit basis. The figure shall be calculated by subtracting the amount determined for purposes of paragraph (2) of subdivision (b) from the amount determined for purposes of paragraph (1) of subdivision (b) and then dividing the result by the number of separate interests within the association, except that if assessments vary by the size or type of ownership interest, then the association shall calculate the current deficiency in a manner that reflects the variation. [2012 - Based on former §1365(a)(2)]

### **§5570. Required Assessment and Reserve Funding Disclosure Summary**

(a) The disclosures required by this article with regard to an association or a property shall be summarized on the following form:

---

#### **ASSESSMENT AND RESERVE FUNDING DISCLOSURE SUMMARY FORM** (typically pages 5 and 6, occasionally pages 6 and 7, of report)

---

(b) For the purposes of preparing a summary pursuant to this section:

(1) "Estimated remaining useful life" means the time reasonably calculated to remain before a major component will require replacement.

(2) "Major component" has the meaning used in Section 5550. Components with an estimated remaining useful life of more than 30 years may be included in a study as a capital asset or disregarded from the reserve calculation, so long as the decision is revealed in the reserve study report and reported in the Assessment and Reserve Funding Disclosure Summary.



## 2020 California Civil Code (Selected Sections) (continued)

(3) The form set out in subdivision (a) shall accompany each annual budget report or summary thereof that is delivered pursuant to Section 5300. The form may be supplemented or modified to clarify the information delivered, so long as the minimum information set out in subdivision (a) is provided.

(4) For the purpose of the report and summary, the amount of reserves needed to be accumulated for a component at a given time shall be computed as the current cost of replacement or repair multiplied by the number of years the component has been in service divided by the useful life of the component. This shall not be construed to require the board to fund reserves in accordance with this calculation. [2016]

### **§5580. Community Service Association Disclosure Requirements**

(a) Unless the governing documents impose more stringent standards, any community service organization whose funding from the association or its members exceeds 10 percent of the organization's annual budget shall prepare and distribute to the association a report that meets the requirements of Section 5012 of the Corporations Code, and that describes in detail administrative costs and identifies the payees of those costs in a manner consistent with the provisions of Article 5 (commencing with Section 5200) of Chapter 6.

(b) If the community service organization does not comply with the standards, the report shall disclose the noncompliance in detail. If a community service organization is responsible for the maintenance of major components for which an association would otherwise be responsible, the community service organization shall supply to the association the information regarding those components that the association would use to complete disclosures and reserve reports required under this article and Section 5300. An association may rely upon information received from a community service organization and shall provide access to the information pursuant to the provisions of Article 5 (commencing with Section 5200) of Chapter 6. [2012 - Based on former §1365.3]

