RAY ENGINEERING, INC.
Consulting Engineers

CAPITAL RESERVE ANALYSIS PROPOSAL CHECKLIST

☐ **CONDOMINIUM** ☐ **TOWNHOME** ☐ **SUBDIVISION**

NAME OF PROPERTY: _____ **AGE:** _____

PROPERTY ADDRESS: _____
Street City State Zip

ASSOCIATION NAME: _____

CONTACT/TITLE/EMAIL: _____

SITE ITEMS

- ☐ Clubhouse
- ☐ Dams/Control Structures
- ☐ Detention Pond(s): _____
- ☐ Drainage at Common Areas
- ☐ Drainage Easements: _____
- ☐ Entry Signage: _____
- ☐ Fencing
- ☐ Fitness Center
- ☐ Lake(s): _____
- ☐ Landscaping
- ☐ Parking Deck
- ☐ Parking Lot
- ☐ Pavilions/Gazebos/Arbors: _____
- ☐ Picnic Area
- ☐ Playground
- ☐ Pool House/Cabana/Restrooms: _____
- ☐ Private Roads
- ☐ Retaining Walls
- ☐ Security Gate
- ☐ Sidewalks
- ☐ Storm System
- ☐ Swimming Pool: _____
- ☐ Tennis court: _____

BUILDING INTERIOR & EXTERIOR

CONDOMINIUMS/TOWNHOMES ONLY

- ☐ Basements
- ☐ Common Corridors
- ☐ Crawl Spaces
- ☐ Decks/Balconies/Patios
- ☐ Exterior Finishes
- ☐ Gutters and Downspouts
- ☐ Roofs
  - ☐ Sloped
  - ☐ Flat

MECHANICAL & ELECTRICAL

- ☐ Common Electrical for Units
- ☐ Common Mechanical for Units
- ☐ Common Plumbing for Units
- ☐ Elevator(s): _____
- ☐ Irrigation
- ☐ Lighting
- ☐ Pool Equipment
- ☐ Security System
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Number of Buildings:	**DEVELOPER TURNOVER?**	**Property Manager:**
Number of Units/Homes:	**REQUIRED – BOARD CONTACT INFORMATION:** **Name:** **Email:** **Phone Number:**	
Number. of Stories:	**Mailing Address:**	**Referred by:**
Notes:		

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