

# Conventional Homeowners' Association Questionnaire for Limited/Streamline Review

Project Name: \_\_\_\_\_

Project Master Association Name: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. Total # of legal phases is project: \_\_\_\_\_  
 Subject property located in legal phase #: \_\_\_\_\_  
 Total # of units in project: \_\_\_\_\_  
 Total # of units in subject legal phase: \_\_\_\_\_  
*(If greater than two phases complete phasing addendum at the end of this document)*
2. # of units sold and conveyed in project: \_\_\_\_\_  
 # of units sold and conveyed in subject phase: \_\_\_\_\_
3. Are all units, common elements and amenities complete in subject project? Yes  No   
 Are all units, common elements and amenities complete in subject legal phase? Yes  No   
 If No, what is incomplete? \_\_\_\_\_  
 Number of units complete: \_\_\_\_\_  
 What common elements and amenities are incomplete? \_\_\_\_\_
4. Is the property subject to any additional phasing or conditions? Yes  No
5. Has the homeowners' association been turned over to the unit owners? Yes  No   
 If Yes, provide date control of homeowners' association turned over to unit owners: \_\_\_\_\_
6. Are all units within the project detached? Yes  No
7. Does any investor own more than 10% of the total project? Yes  No
8. Are any monthly assessments delinquent more than 30 days? Yes  No   
 If Yes \_\_\_\_\_ \$/#
9. The amount currently held in the reserve for future repair and/or replacement of major components of project (if over 20 units in project) \_\_\_\_\_ \$
10. Is fidelity bond insurance in place covering the maximum amount of funds that will be in the custody of the owners association or management company at any time? (Required if project has 20 or more units) Yes  No
11. Is the project managed by a management company? Yes  No
12. Is management company listed as an insured party on the Master Condo Declaration policy? Yes  No
13. Do the homeowners association and the management company adhere to one or more of the following:
  - Separate bank accounts are maintained for the working account and the reserve account, each with appropriate access controls, and the bank in which funds are deposited sends copies of the monthly bank statements directly to the homeowners' association Yes  No
  - The management company maintains separate records and bank accounts for each homeowners' association that uses its services, and the management company does not have the authority to draw checks on, or transfer funds from, the homeowners' association reserve account Yes  No
  - Two members of the Board of Directors must sign any checks written on the reserve account Yes  No
14. Is any part of the project used for commercial purposes? Yes  No   
 If Yes, what percentage of square footage is used for commercial purposes? \_\_\_\_\_ %
15. Is there any pending litigation involving the homeowners' association? Yes  No   
 If Yes, provide details and documentation of the circumstances surrounding litigation: \_\_\_\_\_
16. Does the project have any multi-dwelling units? (Condos that permit an owner to hold title to more than one dwelling unit, with ownership of all of his/her owned units evidenced by a single deed and financed by a single mortgage) Yes  No
17. Are day, night, or short-term rentals permitted? Yes  No

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|--|------------------------------|-----------------------------|
| 18. Does project have on-site registration or check-in desk? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 19. Does project have housekeeping/maid service?             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 20. Does project have a phone system?                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 21. Does project have room service?                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 22. Is the project a condo?                                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 23. Is the project a co-op or motel?                         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 24. Is this a houseboat project?                             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 25. Is this a timeshare or segmented project?                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 26. Is the project attached?                                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 27. Is the project detached?                                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

I, the undersigned, certify that to the best of my knowledge and belief the information and statements contained on this form and the attachments are true and correct.

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Signature of Association Representative or Preparer

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Name & Title of Association Representative or Preparer

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Representative or Preparer's Company Name

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Address

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Date of Completion

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Telephone Number