

SPECIAL FINANCE COMMITTEE MINUTES

January 14, 2015

The special meeting of the Finance Committee held on Wednesday, January 14, 2015, was called to order by Chair Stone at 10:00 a.m., in the Administration Conference Room. The Pledge of Allegiance was led by Ms. Stone.

ROLL CALL

Present:	Ms. L. Stone, Chair Mr. D. Craig Mrs. C. Damoci Mr. J. DeMarco	Mr. S. McGuigan Ms. P. Snowden Ms. R. Winkler, Ex Officio
Absent:	Mrs. M. Wood	
Staff:	Mr. R. Ankeny, Executive Director Mr. M. Weaver, Community Facilities Manager Mr. T. DeLeon, Recreation Supervisor Mrs. J. Reed, GRF Representative, Mutual Four Ms. K. Rapp, GRF Representative, Mutual Seven	

INTRODUCTION OF STAFF AND GUESTS

The Chair introduced and welcomed Staff.

Mr. Craig MOVED, seconded by Mr. DeMarco and carried unanimously –

TO dispense with the reading of a quorum of the GRF Board is present.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Finance Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in December.

COMMITTEE RULES

The Chair asked that courtesy and respectfulness be acknowledged at all time. Please remember to turn off your cell phones.

CHAIR'S ANNOUNCEMENTS

The Chair announced the purpose of this meeting is to review and approve the second stage of the Reserve Study for Clubhouses Four, Five, and Six.

UNFINISHED BUSINESS

Reserve Study

Staff and committee members performed a detailed review of Clubhouses Four, Five, and Six. Staff suggested amendments to the Reserve Study, as presented by Reserve Study Inc. (RSI).

Mr. DeMarco MOVED, seconded by Mrs. Damoci and carried unanimously –

TO accept the Reserve Study for Clubhouses Four, Five, and Six as amended.

The Chair stated there will be a special meeting in February to review and approve the third stage of the Reserve Study for the Infrastructure.

Foundation Member Comments

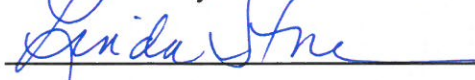
Foundation members spoke on the Reserve Study and requested a meeting with the Foundation's auditor.

Committee Member Comments

Committee Members spoke on the request of meeting with the Foundation's auditor and the progress of the Reserve Study.

ADJOURNMENT

The Chair adjourned the meeting at 11:37 a.m.



Linda Stone, Chair

FINANCE COMMITTEE

mm 1.18.15

MOTIONS

- **TO** dispense with the reading of a quorum of the GRF Board is present.
- **TO** accept the Reserve Study for Clubhouses Four, Five, and Six as amended.

ACTIONS

- Meeting will be scheduled in February to review part three of Reserve Study, Infrastructure.

CLUBHOUSE FOUR

Golden Rain Clubhouse #4 Reserve Study – text: July 2, 2014

CATEGORY	COMPONENT	ID	QUANTITY	TL	RL	COST	CC1	CORRECT	CC2	OBSERVATIONS	PROTECT
ROOF/DECK S	MODIFIED CAP SHEET ROOF	0101	5,500 sq ft	20	8	22,000	1	0	0	This component includes the modified cap-sheet roofing (flat). It appeared to be in average condition. On this type of structure, 2 layers are generally permitted. However, if it is decided to re-roof over the existing roofing, experience dictates that the typical useful life of the new materials would be reduced by approximately one third (33%). The average component cost and typical useful life provided reflects removal of the existing roofing prior to the installation of the new roofing.	Periodic maintenance should include an examination for, and resealing of any separated laps and seams. All flashings should also be regularly examined and resealed as necessary. Any roof drains should be maintained in a clean and operational condition at all times to prevent damming, water retention and associated leakage. A maintenance contract with a licensed roofing contractor is strongly recommended.
ROOF/DECK S	MODIFIED CAP SHEET ROOF-COATING	0102	5,500 sq ft	10	3	4,700	1	0	0	This component includes the modified cap-sheet roof coating (flat). It appeared to be in average condition.	Periodic maintenance should include an examination for, and resealing of any separated laps and seams. All flashings should also be regularly examined and resealed as necessary. Any roof drains should be maintained in a clean and operational condition at all times to prevent damming, water retention and associated leakage. A maintenance contract with a licensed roofing contractor is strongly recommended.
ROOF/DECK S	COMPOSITION SHINGLE ROOF	0103	12,500 sq ft	25	8	43,750	1	0	0	This component includes the composition shingle roofing (sloped). It appeared to be in average condition. For this type of roofing material on these types of structures, 2 layers are generally permitted. However, if it is decided to re-roof over the existing roofing, experience dictates that the typical useful life of the new materials would be reduced by approximately one third (33%). The average component cost and typical useful life provided reflects removal of the existing roofing prior to the installation of the new roofing.	Periodic maintenance should include an examination for and replacement of missing and damaged shingles, especially subsequent to windy weather and prior to the rainy season. All flashings should also be regularly examined and re-sealed with caulking mastic as necessary. Such repairs should be performed immediately upon discovery so as to help prevent damage to the surrounding roof areas, the structures and the interiors of the individual units. A maintenance contract with a licensed roofing contractor is strongly recommended.
ROOF/DECK S	GUTTERS & DOWNSPOUTS	0104	600 lin ft	25	8	3,600	4	0	0	The aluminum gutters and downspouts appeared to be in average condition. The importance of a properly functioning water removal system lies in the fact that other components can be affected considerably (i.e. integrity of the roof, siding, paint, termite infestation, etc.). Therefore, proper maintenance is imperative.	The gutter systems should be regularly examined, cleaned, leveled and re-secured (if necessary) and all joints sealed as required. Drainage should be directed away from the structure.
STRUCTURE	FOUNDATIONS/STRUCTURAL FRAME	0201	1 building	30	30	0	0	0	0	This component includes the foundations and structural frame, along with the exterior surfaces. Provided there are no major catastrophes, the proper drainage principles are maintained and that structural pest control procedures are adhered to, this would normally be considered to be a lifetime component for which no reserve budget would be called for.	It is important that all grade levels be maintained 4-6 inches below the lowest edge of the structural frame. In addition, all grading should be properly sloped away from the structures for drainage and all downspouts should discharge onto hardscape areas or splash blocks such that rainwater is directed away from the structures.
STRUCTURE	STRUCTURAL PEST CONTROL	0202	256,500 cu ft	12	6	15,400	1	0	0	This component addresses the potential fumigation of the building. When and where an infestation of wood destroying pests or organisms occurs, and how severe the infestation will be, is difficult to predict. The California Department of Real Estate (DRE), per the "Operating Cost Manual", suggests that annual inspections be performed to discover any infestation in its early stages before it becomes a serious problem. It previously required that associations establish a reserve for fumigation of all structures on at least a 12-year basis. This is now considered optional; however, it would be prudent to budget for future fumigation in the event it becomes necessary. The frequency for fumigation tends to be greater in ocean environments, while decreasing further inland, especially in desert environments. It is suggested that further evaluation be obtained from a licensed pest control operator. Any necessary adjustments can be made in a future Reserve Study Update.	It is suggested that a regular and on-going maintenance program be established with a reputable licensed pest control operator. Such a program can minimize the necessity for fumigation. In addition, loose or cracked siding or stucco, peeling paint and gaps at trim around windows and doors should be repaired accordingly as to prevent moisture from making its way into the framing and providing an environment for termite infestation, fungus, and/or mold. It is recommended that planned inspection(s) be performed prior to repainting being done in order to identify & correct/repair these situations. Other situations that should be monitored with respect to termite infestation include low foundation walls, cracks in foundation walls, leaking pipes, over-watered landscape surrounding the structure, and damaged or nonexistent gutters and downspouts that discharge near the perimeter of the structures.
PAINT	EXTERIOR FLATWORK	0301	5,800 sq ft	10	5	4,650	1	0	0	This component includes the painted surfaces, primarily stucco, on the exterior of the building. They appeared to be in average condition.	Cleaning and periodic "touch-up" of peeling and damaged surfaces is recommended for appearance, protection of the underlying component and prevention of termite infestation. All peeling paint should be sanded / scraped

									recently been found to fail as early as 15 years after installation. This is suspected to be primarily caused by changes in the chemical makeup of potable water due to the U.S. Environmental Protection Agency's (EPA) Safe Water Drinking Act and the Lead and Copper Rule (LCR). For purposes of reporting, an approximate time frame of 40 years has been assumed for future replacement. A rough cost estimate has been provided. It is recommended that further evaluation be obtained from a licensed plumbing consultant / contractor, as well as consideration of an epoxy pipe lining system, and adjustments can be included in a future Reserve Study Update.	moist provides ideal conditions for termites. Consideration may be given to professionally installing a water treatment system and / or an epoxy pipe lining system, which would serve to enhance the longevity of the piping.
PLUMBING	DRAINAGE/SEWER PIPING	0502	operating budget+	30	30+0	0	0	0	This component addresses the sewer and drainage piping. No amount has been provided for complete replacement as the piping would typically have a life well in excess of the scope of this projection and would therefore be considered a lifetime component. It is recommended that any repair / sectional replacement be performed on an as-needed basis, and funded from the operating account. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Occasional routing should be performed to ensure that the drainage system is free flowing.
PLUMBING	CIRCULATION PUMP	0503	operating budget	N/A	N/A	0	0	0	This component includes a circulation pump. It appeared to be in average condition. However, it should be noted that a visual examination cannot make predictions as to future performance (i.e. even with correct maintenance, these units can fail without warning).	Maintenance should include periodic lubrication (which can considerably extend its life expectancy).
PLUMBING	WATER HEATER	0504	1 water heater	10	3	4,250	4	0	This component includes a water heater that provides hot water for the restrooms and kitchen. It appeared to be in average condition; however, a visual examination cannot make predictions as to future performance (i.e. even with correct maintenance, these units can fail without warning).	Maintenance should include periodic draining of a few gallons of water from the drain cock to relieve sediment build-up. A regular safety check-up by the local utility company (if available) or licensed plumbing contractor is also suggested.
PLUMBING	DRINKING FOUNTAIN	0505	operating budget	N/A	N/A	0	0	0	This component includes a chilled water drinking fountain. It appeared to be in average condition. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Little by way of maintenance can be performed for this component.
ELECTRICAL	LIGHTING-EMERGENCY	0601	operating budget	N/A	N/A	0	0	0	This component includes the emergency light fixtures. They appeared to be in average condition and are usually desired to be replaced for appearance sake. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Maintenance would entail periodically checking the fixtures to make sure that they are secure and that the batteries are fully charged. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.
ELECTRICAL	LIGHTING-EXIT SIGNS	0602	operating budget	N/A	N/A	0	0	0	This component includes the lighted exit signs. They appeared to be in average condition and are usually desired to be replaced for appearance sake. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Maintenance would entail periodically checking the fixtures to make sure that they are secure. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.
ELECTRICAL	LIGHTING-EXTERIOR	0603	operating budget	N/A	N/A	0	0	0	This component includes the utilitarian type light fixtures at the exterior of the building. They appeared to be in average condition. It is recommended that any repair or replacements be performed on an as-needed basis, and funded from the operating account.	Maintenance would entail periodically checking the fixtures to make sure that they are secure. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.
ELECTRICAL	LIGHTING-INTERIOR	0604	operating budget	N/A	N/A	0	0	0	This component includes the interior light fixtures (primarily fluorescent). They appeared to be in average condition. It is recommended that any repair or replacements be performed on an as-needed basis, and funded from the operating account.	Maintenance would entail periodically checking the fixtures to make sure that they are secure. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.
ELECTRICAL	LIGHTING-WALKWAYS	0605	15 fixtures	20	10	5,250	4	0	This component includes the coach-type light fixtures at the exterior walkways. They appeared to be in average condition. The external location of these fixtures usually makes them subject to a greater rate of deterioration due to exposure to the elements. Also, it is often desirable to replace these fixtures as they eventually become dated and/or more energy efficient options become available.	Maintenance would entail periodically checking the fixtures to make sure that they are secure. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.

FLOORING	VINYL-SQUARES	0701	10,500 sq ft	30	0	31,500	4	0	0	This component includes the vinyl flooring. It appeared to be in average condition.	Maintenance would entail regular cleaning with a mild detergent solution and warm water (care should be exercised to not flood the flooring). Do not use paste or solvent-based wax. Rubber backed rugs should be avoided as they can discolor the vinyl flooring. Soil collecting mats are recommended to remove dirt from shoe soles before it can be tracked onto the vinyl (they should be cleaned and rotated regularly to prevent soil build-up that will spread to the vinyl). Lifting seams, corners, etc. should be re-glued and damaged areas repaired as necessary.
					1	\$145,320					
RECREATION FACILITIES	FURNISHING S-LOBBIES/HALLWAYS	0801	1+ halls	15	8	8,000	1	0	0	This component includes the furniture in the lobby and hallways. It appeared to be in average condition. The average component cost is general for the type of furnishings in use.	General cleaning should be performed on a regular basis. Wood surfaces should be cleaned with a standard furniture polish. Upholstered areas should be vacuumed periodically and cleaned as necessary with a mild soap solution or professionally steam cleaned simultaneously with carpeted areas.
					1	\$5,000					
RECREATION FACILITIES	FURNISHING S-CONFERENCE ROOM	0802	1 room	15	8	95,100	1	0	0	This component includes the furniture in the conference room. It appeared to be in average condition. The average component cost is general for the type of furnishings in use.	General cleaning should be performed on a regular basis. Wood surfaces should be cleaned with a standard furniture polish. Upholstered areas should be vacuumed periodically and cleaned as necessary with a mild soap solution or professionally steam cleaned simultaneously with carpeted areas.
					1						
RECREATION FACILITIES	CONFERENCE ROOM STAGE	0803	1 stage lift	20	10	30,000	2	0	0	This component includes the stage lift. It appeared to be in average condition. The average component cost is general for the type of equipment in use. The allowance should be reviewed periodically and any necessary adjustments can be included in a future Reserve Study Update.	Maintenance should be performed according to the various manufacturers specifications (refer to the respective operating manuals for same).
RECREATION FACILITIES	CONFERENCE ROOM AUDIO/VISUAL	0804	1 system	20	10	8,000	2	0	0	This component includes the audio/visual system. It appeared to be in average condition. The average component cost is general for the type of equipment in use. The allowance should be reviewed periodically and any necessary adjustments can be included in a future Reserve Study Update.	Maintenance should be performed according to the various manufacturers specifications (refer to the respective operating manuals for same).
RECREATION FACILITIES	FURNISHING S-CERAMICS ROOM	0805	1 room	15	8	3,300	1	0	0	This component includes the furniture in the ceramics room. It appeared to be in average condition. The average component cost is general for the type of furnishings in use.	Maintenance should be performed according to the various manufacturers specifications (refer to the respective operating manuals for same).
RECREATION FACILITIES	CERAMICS EQUIPMENT	0806	3 items	20	10	6,800	2	0	0	This component includes the ceramics equipment. It appeared to be in average condition. The average component cost is general for the type of equipment in use. The allowance should be reviewed periodically and any necessary adjustments can be included in a future Reserve Study Update.	
						\$25,000					
RECREATION FACILITIES	FURNISHING S-LAPIDARY ROOM	0807	operating budget	N/A	N/A	0	0	0	0	This component includes the furniture in the lapidary room. It appeared to be in average condition. The average component cost is general for the type of furnishings in use. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Maintenance should be performed according to the various manufacturers specifications (refer to the respective operating manuals for same).
RECREATION FACILITIES	LAPIDARY EQUIPMENT	0808	40 items	20	5	35,000	2	0	0	This component includes the lapidary equipment. It appeared to be in average condition. The average component cost is general for the type of equipment in use. The allowance should be reviewed periodically and any necessary adjustments can be included in a future Reserve Study Update.	N/A.
RECREATION FACILITIES	RESTROOMS	0809	2 restrooms	20	10	33,200	4	0	0	This component includes the remodeling of the restrooms. They appeared to be in average condition.	The restrooms should be maintained in a sanitized condition.
						\$100,000					
RECREATION FACILITIES	KITCHEN	0810	1 kitchen	20	10	41,800	4	0	0	This component includes the remodeling of the kitchen. It appeared to be in average condition.	The recreation room kitchen should be maintained in a sanitized condition. Occasional cleaning and verification of operation is generally the extent of any maintenance necessary for the appliances. It is recommended that the respective operating manuals be consulted with respect to more specific types of maintenance suggested for these

RECREATION FACILITIES	FURNISHING S-ART ROOM	0811	1 room	15	8	3,400	1	0	0	This component includes the furniture in the art room. It appeared to be in average condition. The average component cost is general for the type of furnishings in use.	appliances. Maintenance should be performed according to the various manufacturers specifications (refer to the respective operating manuals for same).
RECREATION FACILITIES	ART ROOM EQUIPMENT	0812	Allowance	10	4	8,000	2	0	0	This component includes an allowance for repair and replacement of the art room equipment. It appeared to be in average condition. The allowance should be reviewed periodically and any necessary adjustments can be included in a future Reserve Study Update.	Maintenance should be performed according to the various manufacturers specifications (refer to the respective operating manuals for same).
RECREATION FACILITIES	BIKE RACKS	0813	4 racks	30	30	0	0	0	0	This component includes the metal bike racks. They appeared to be in good condition. They typically have a life expectancy well beyond the scope of this report (30 years). Therefore, no funding has been provided at this time. Any necessary adjustments can be made in a future Reserve Study Update.	Little by way of maintenance can be performed for this component.
MISCELLANEOUS	FIRE EXTINGUISHERS	0901	operating budget	N/A	N/A	0	0	0	0	This component includes the fire extinguishers. They appeared to be in average condition. It is recommended that replacements be performed on an as-needed basis, and funded from the operating account	The extinguishers should be inspected and re-charged by a State Fire Marshall approved company at a maximum of 1 year intervals (or as required by law).
MISCELLANEOUS	PIANOS	0902	2 pianos	30	15	25,000	1	0	0	This component includes an allowance for periodic replacement of the pianos at the clubhouse, including an upright and a baby grand piano. The allowance should be reviewed periodically and any necessary adjustments can be included in a future Reserve Study Update.	This equipment should be periodically tuned and serviced by a qualified service provider.
MISCELLANEOUS	DIRECTORY BOARDS	0903	4 directory boards	20	16	5,000	4	0	0	This component includes the glass faced aluminum case directory boards. They appeared to be in average condition.	Little can be performed by way of maintenance for this type of component.

****ADD DIVIDER WALL COVERINGS WITH ONE YEAR REMAINING LIFE AND 10 YEAR LIFE EXPECTANCY. COST \$6,000**

CLUBHOUSE FIVE

Golden Rain Clubhouse #5 Reserve Study – text: July 2, 2014

CATEGORY	COMPONENT	ID	QUANTITY	TL	RL	COST	CC1	CORRECT	CC2	OBSERVATIONS	PROTECT
ROOF/DECK S	MODIFIED CAP SHEET ROOF - REPLACE	0101	550 sq ft	20	10	3,850	1	0	0	This component includes the modified cap sheet roofing (flat). It was inaccessible for inspection (multi-story ladder required). We were informed it was in functional condition, and receives regular maintenance. For reporting purposes the remaining lives have been averaged.	Periodic maintenance should include an examination for, and resealing of any cracks, separated laps and seams. Gravel should also be added to any exposed felts. All flashings should also be regularly examined and resealed as necessary. Any roof drains should be maintained in a clean and operational condition at all times to prevent damming, water retention and associated leakage. A maintenance contract with a licensed roofing contractor is strongly recommended.
ROOF/DECK S	MODIFIED CAP SHEET ROOF - COATING	0102	operating budget	N/A	N/A	0	0	0	0	This component includes the modified cap sheet roof coating (flat). It was inaccessible (multi-story ladder required). We were informed it was in functional condition, and receives regular maintenance. For reporting purposes the remaining lives have been averaged. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	
ROOF/DECK S	COMPOSITIO N SHINGLE ROOF	0103	6,000 sq ft	30	15	21,000 \$23,000	1	0	0	This component includes the composition shingle roofing (sloped). It appeared to be in average condition. For this type of roofing material on these types of structures, 2 layers are generally permitted. However, if it is decided to re-roof over the existing roofing, experience dictates that the typical useful life of the new materials would be reduced by approximately one third (33%). The average component cost and typical useful life provided reflects removal of the existing roofing prior to the installation of the new roofing.	Periodic maintenance should include an examination for and replacement of missing and damaged shingles, especially subsequent to windy weather and prior to the rainy season. All flashings should also be regularly examined and re-sealed with caulking mastic as necessary. Such repairs should be performed immediately upon discovery so as to help prevent damage to the surrounding roof areas, the structures and the interiors of the individual units. A maintenance contract with a licensed roofing contractor is strongly recommended.
ROOF/DECK S	HARD SURFACE DECKS- RESURFACE	0104	1,700 sq ft	15	12	10,200 2	1	0	0	This component includes the hard deck surfaces of the elevated walkways. They appeared to be in average condition. Resurfacing of these areas is critical in order to prevent internal damage to the structural elements and possible leakage into adjacent areas. The average component cost does not provide for any possible repairs/replacement of substrate damage that is sometimes discovered upon future removal of the deck surfacing.	Maintenance of hard deck surfaces entails cleaning, periodic examination for, and repair of, any cracks or deterioration. Ideally, re-sealing of the surface should be performed every 4-5 years to obtain the greatest life expectancy from this component. Installations such as carpeting or tile can impair the waterproofing and sometimes change drainage patterns, and accordingly should be discouraged. Patio furniture feet, etc. should be properly protected and potted plants should be elevated on suitable drained platforms.
ROOF/DECK S	HARD SURFACE DECKS- COATING	0105	operating budget	N/A	N/A	0	0	0	0	This component includes the coating for the deck surfaces. It appeared to be in good condition. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Maintenance of hard deck surfaces entails cleaning, periodic examination for, and repair of, any cracks or deterioration. Ideally, re-sealing of the surface should be performed every 4-5 years to obtain the greatest life expectancy from this component. Installations such as carpeting or tile can impair the waterproofing and sometimes change drainage patterns, and accordingly should be discouraged. Patio furniture feet, etc. should be properly protected and potted plants should be elevated on suitable drained platforms.
ROOF/DECK S	GUTTERS & DOWNSPOUT S	0106	500 lin ft	30	15	3,000	4	0	0	The aluminum gutters and downspouts appeared to be in average condition. The importance of a properly functioning water removal system lies in the fact that other components can be affected considerably (i.e. integrity of the roof, siding, paint, termite infestation, etc.). Therefore, proper maintenance is imperative.	The gutter systems should be regularly examined, cleaned, leveled and re-secured (if necessary) and all joints sealed as required. Drainage should be directed away from the structure.
STRUCTUR E	FOUNDATION S/STRUCTUR AL FRAME	0201	1 building	30 +	30+0	0	0	0	0	This component includes the foundations and structural frame, along with the exterior surfaces. Provided there are no major catastrophes, the proper drainage principles are maintained and that structural pest control procedures are adhered to, this would normally be considered to be a lifetime component for which no reserve budget would be called for.	It is important that all grade levels be maintained 4-6 inches below the lowest edge of the structural frame. In addition, all grading should be properly sloped away from the structures for drainage and all downspouts should discharge onto hardscape areas or splash blocks such that rainwater is directed away from the structures.
STRUCTUR E	STRUCTURA L PEST	0202	132,000 cu ft	12	6	7,900	1	0	0	This component addresses the potential fumigation of the building. When and where an infestation of wood destroying pests or	It is suggested that a regular and on-going maintenance program be established with a reputable licensed pest

	CONTROL									organisms occurs, and how severe the infestation will be, is difficult to predict. The California Department of Real Estate (DRE), per the "Operating Cost Manual", suggests that annual inspections be performed to discover any infestation in its early stages before it becomes a serious problem. It previously required that associations establish a reserve for fumigation of all structures on at least a 12-year basis. This is now considered optional; however, it would be prudent to budget for future fumigation in the event it becomes necessary. The frequency for fumigation tends to be greater in ocean environments, while decreasing further inland, especially in desert environments. It is suggested that further evaluation be obtained from a licensed pest control operator. Any necessary adjustments can be made in a future Reserve Study Update.	control operator. Such a program can minimize the necessity for fumigation. In addition, loose or cracked siding or stucco, peeling paint and gaps at trim around windows and doors should be repaired accordingly as to prevent moisture from making its way into the framing and providing an environment for termite infestation, fungus, and/or mold. It is recommended that planned inspection(s) be performed prior to repainting being done in order to identify & correct/repair these situations. Other situations that should be monitored with respect to termite infestation include low foundation walls, cracks in foundation walls, leaking pipes, over-watered landscape surrounding the structure, and damaged or nonexistent gutters and downspouts that discharge near the perimeter of the structures.
STRUCTURE	SIDING-PLYWOOD	0203	1,500 sq ft	30	20	9,000	4	0	0	This component includes the plywood siding on the exteriors of the buildings. It appeared to be in average condition. The other trim, including the wood fascia, is not included here, as it would be replaced as necessary on an on-going basis.	Maintenance of the siding is not only important from an aesthetics aspect but critical with respect to prevention of termite infestation as well. It should be regularly painted at a maximum of 4-year intervals. Regular examination for and repair of any cracks and splits should be performed as necessary. Any protruding nails should also be re-driven and sealed.
STRUCTURE	WOOD STAIRS	0204	2 wood stairs+	30	30+	0	0	0	0	This component includes the wood stairs. They appeared to be in average condition. They typically have a life expectancy well beyond the scope of this report (30 years), therefore, no funding has been provided at this time. However, we recommend the stairs be inspected on a regular basis. It is anticipated that eventually some, or all, of the steps will require refurbishment or replacement. Any necessary adjustments can be made in a future Reserve Study Update.	The wood stairs should be regularly examined for potential decay, which should be incorporated as part of the regular pest control maintenance program. All damaged areas and loose boards should be repaired as necessary. Re-painting/staining is advocated at 4-year intervals for longevity of this component.
STRUCTURE	WOOD RAILING	0205	340 sq ft	20	15	5,450	4	0	0	This component includes the wood railing at the stairs and walkways. It appeared to be in average condition.	The wood railing should be examined at least once per year for potential decay, which should be incorporated as part of the regular pest control maintenance program. Rotting most often occurs at places where water can seep into the wood, and therefore it is imperative to check the entire length of the railing, especially where nails or screws penetrate the wood. As deterioration can also occur from the inside out, it would be prudent to knock on the railings – a hollow sound indicates that the wood may be weak inside due to rot, termites, carpenter ants, etc. All damaged areas and loose boards should be repaired as necessary. In addition, the bolts that attach the railing to the wall and/or floor should be solid and show no signs of rust. Re-painting/staining is advocated at 4-year intervals for longevity of this component.
STRUCTURE	CANOPIES	0206	operating budget	N/A	N/A	0	0	0	0	This component includes the canvas canopies the entry. They appeared to be in average condition. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Little by way of maintenance can be performed for the canopies other than regular cleaning per specifications from the manufacturer.
PAINT	EXTERIOR FLATWORK	0301	3,500 sq ft	10	8	2,800	1	0	0	This component includes the painted surfaces, primarily stucco, on the exterior of the building. They appeared to be in average condition.	Cleaning and periodic "touch-up" of peeling and damaged surfaces is recommended for appearance, protection of the underlying component as well as prevention of termite infestation. All peeling paint should be sanded / scraped and bare areas properly primed prior to any finish paint. Any splits and cracks should be sealed with appropriate materials. In addition, all openings of windows and doors should be examined prior to painting and re-caulked if required.
PAINT	WOOD SIDING &	0302	operating budget	N/A	N/A	0	0	0	0	This component includes the painted surfaces of the wood siding and trim. They appeared to be in average condition. As the average	Cleaning and periodic "touch-up" of peeling and damaged surfaces is recommended for appearance, protection of

	TRIM									component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	the underlying component and prevention of termite infestation. All peeling paint should be sanded / scraped and bare areas properly primed prior to any finish paint. Any splits and cracks should be sealed with appropriate materials. In addition, all openings of windows and doors should be examined prior to painting and re-caulked if required.
PAINT	DOORS	0303	operating budget	N/A	N/A	0	0	0	0	This component includes the painted surfaces of the doors. They appeared to be in average condition. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Cleaning and periodic "touch-up" of peeling and damaged surfaces is recommended for appearance, protection of the underlying component and prevention of termite infestation. All peeling paint should be sanded / scraped and bare areas properly primed prior to any finish paint. Any splits and cracks should be sealed with appropriate materials. In addition, all openings of doors should be examined prior to painting and re-caulked if required.
PAINT	T-BAR CEILING PANELS	0304	12,000 sq ft	20	5	14,400	1	0	0	This component includes the painted surfaces of the T-bar ceiling panels. They appeared to be in an average to aging condition.	Cleaning and periodic "touch-up" of peeling and damaged surfaces is recommended for appearance, and for protection of the underlying component. All peeling paint should be sanded / scraped and bare areas properly primed prior to any finish paint. Any splits and cracks should be sealed with appropriate materials.
MECHANICAL	ELEVATOR-MECHANICAL	0401	1 elevator	25	9	25,000	1	0	0	This component includes the mechanical aspects of the elevator. The typical useful life is difficult to predict, and a rough estimate (allowance) for future upgrades has been provided. It is recommended that further evaluation be obtained from an elevator specialist.	N/A.
MECHANICAL	ELEVATOR-CAB REMODEL	0402	1 cab	15	7	4,000	1	0	0	This component provides for the remodeling of the elevator cab (interior). It appeared to be in average condition.	General surface cleaning of the elevator cab interior is recommended.
MECHANICAL	PEDESTRIAN DOOR OPENERS	0403	4 doors	20	5	6,400	1	0	0	This component includes the automatic pedestrian door openers. They were encased and therefore inaccessible for inspection. For reporting purposes their remaining lives have been estimated.	Maintenance should include regular lubrication of all moving parts. It is suggested that a maintenance contract be obtained with a qualified specialist.
MECHANICAL	HEAT PUMP-EVAPORATIVE COILS	0404	6 air handlers	24	12	26,400	4	0	0	This component includes the evaporative coils and air handlers for the heat pumps. They appeared to be in average condition.	The heat pump should be serviced twice a year. We recommend obtaining a maintenance contract with a reputable licensed heating/air conditioning company.
MECHANICAL	HEAT PUMP-CONDENSERS	0405	6 condensers	18	9	26,100	4	0	0	This component includes the condensers for the heat pumps. They appeared to be in average condition.	The heat pump should be serviced twice a year. We recommend obtaining a maintenance contract with a reputable licensed heating/air conditioning company.
PLUMBING	DISTRIBUTION PIPING	0501	all	40	20	14,250	1	0	0	This component includes the copper distribution piping that provides potable water throughout the building. It appeared to be in average condition and no problems were observed. Although previously considered to be a lifetime component, copper piping has more recently been found to fail as early as 15 years after installation. This is suspected to be primarily caused by changes in the chemical makeup of potable water due to the U.S. Environmental Protection Agency's (EPA) Safe Water Drinking Act and the Lead and Copper Rule (LCR). For purposes of reporting, an approximate time frame of 40 years has been assumed for future replacement. A rough cost estimate has been provided. It is recommended that further evaluation be obtained from a licensed plumbing consultant / contractor, as well as consideration of an epoxy pipe lining system, and adjustments can be included in a future Reserve Study Update.	Little by way of maintenance is needed for the piping other than periodic examination for leaking, especially in the garage area. Any leaks should be promptly repaired upon discovery, as any wood or soil that is kept constantly moist provides ideal conditions for termites. Consideration may be given to professionally installing a water treatment system and / or an epoxy pipe lining system, which would serve to enhance the longevity of the piping.
PLUMBING	DRAINAGE/SEWER PIPING	0502	operating budget	30	30	0	0	0	0	This component addresses the sewer and drainage piping. No amount has been provided for complete replacement as the piping would typically have a life well in excess of the scope of this projection and would therefore be considered a lifetime component. It is recommended that any repair / sectional replacement be performed on an as-needed basis, and funded from the operating account.	Occasional routing should be performed to ensure that the drainage system is free flowing.
PLUMBING	FIRE SPRINKLERS	0503	lifetime	30	30	0	0	0	0	This component includes the fire sprinklers throughout the building. They appeared to be in average condition and would be considered	Periodic inspection and maintenance should be performed by a State Fire Marshall approved company.

										to be a lifetime component. Accordingly no amount has been provided for future replacement at this time.	
PLUMBING	WATER HEATER	0504	operating budget	N/A	N/A	0	0	0	0	This component includes a water heater that provides hot water for the common area restrooms. It appeared to be in average condition; however, a visual examination cannot make predictions as to future performance (i.e. even with correct maintenance, these units can fail without warning). As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Maintenance should include periodic draining of a few gallons of water from the drain cock to relieve sediment build-up. A regular safety check-up by the local utility company (if available) or licensed plumbing contractor is also suggested.
PLUMBING	DRINKING FOUNTAINS	0505	2 drinking fountains operating budget	12 N/A	6 N/A	2,500	4	0	0	This component includes the chilled water drinking fountains. They appeared to be in average condition.	Little by way of maintenance can be performed for this component.
ELECTRICAL	CCTV SYSTEM-CAMERAS	0601	Operating budget	N/A	N/A	0	0	0	0	This component includes the cameras for the closed circuit television system. They appeared to be in average condition. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Little by way of maintenance can be performed for this component, although minor operational problems are typically encountered (operating cost).
ELECTRICAL	CCTV SYSTEM-MONITORS	0602	Operating budget	N/A	N/A	0	0	0	0	This component includes the monitors for the closed circuit television system. We were informed they are linked with the intranet computer systems.	N/A.
ELECTRICAL	CCTV SYSTEM-RECORDER	0603	Operating budget	N/A	N/A	0	0	0	0	This component includes the recording system for the closed circuit television system. We were informed they are linked with the intranet computer systems.	N/A.
ELECTRICAL	FIRE ALARM SYSTEM	0604	1 system	20	15	4,000	1	0	0	This component includes a fire alarm system. It appeared to be in average condition.	Little by way of maintenance can be performed for this component. However, it should be professionally inspected on a regular (suggested annual) basis.
ELECTRICAL	LIGHTING-EXIT SIGNS	0605	operating budget	N/A	N/A	0	0	0	0	This component includes the lighted exit signs. They appeared to be in average condition and are usually desired to be replaced for appearance sake. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Maintenance would entail periodically checking the fixtures to make sure that they are secure. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.
ELECTRICAL	LIGHTING-EXTERIOR	0606	operating budget	N/A	N/A	0	0	0	0	This component includes the utilitarian type light fixtures at the exterior of the building. They appeared to be in average condition. It is recommended that any repair or replacements be performed on an as-needed basis, and funded from the operating account.	Maintenance would entail periodically checking the fixtures to make sure that they are secure. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.
ELECTRICAL	ELECTRICAL SYSTEM-PANELS/TRANSFORMERS	0607	1 panel	30	30	0	0	0	0	This component includes the electrical circuit panels and transformers the service the building. They typically have a life expectancy well beyond the scope of this report (30 years), therefore, no funding has been provided at this time. However, we recommend the equipment be inspected on a regular basis. It is anticipated that eventually some, or all, of the equipment will require major refurbishment or replacement. Further evaluation of the system should be conducted by a licensed electrical contractor. Any necessary adjustments can be made in a future Reserve Study Update.	Maintenance would entail periodically checking the fixtures to make sure that they are secure. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.
FLOORING	CARPETING	0701	550 sq yd	5	3	17,600	4	0	0	This component includes the carpeting. It appeared to be in average condition.	Maintenance should entail regular vacuum cleaning (from once weekly to as often as daily for high traffic areas). Power pile lifting is recommended at least once a month for high traffic areas. Mats are suggested to remove dirt from shoes before it can be tracked onto carpeted areas (should be cleaned and rotated regularly to prevent soil build-up that may spread to the carpet). Spots and spills should be removed as soon as possible to prevent permanent staining. Deep cleaning should be performed on an as-needed basis (before soil is noticeable – usually not more than once every one or two years) and fluorochemical treatment applied immediately after. It is recommended that before applying any topical treatments, the carpet manufacturer be contacted to prevent voiding

											of the warranty. Damaged areas should be repaired as they can create a trip hazard resulting in association liability.
FLOORING	VINYL-SQUARES	0702	1,000 sq ft	30	10	3,000	4	0	0	This component includes the vinyl flooring. It appeared to be in average condition.	Maintenance would entail regular cleaning with a mild detergent solution and warm water (care should be exercised to not flood the flooring). Do not use paste or solvent-based wax. Rubber backed rugs should be avoided as they can discolor the vinyl flooring. Soil collecting mats are recommended to remove dirt from shoe soles before it can be tracked onto the vinyl (they should be cleaned and rotated regularly to prevent soil build-up that will spread to the vinyl). Lifting seams, corners, etc. should be re-glued and damaged areas repaired as necessary.
					5	\$6,000					
RECREATION FACILITIES	FURNISHING S-OFFICES	0801	10 offices	15	7	88,550	1	0	0	This component includes the furniture in the offices. It appeared to be in average condition. The average component cost is general for the type of furnishings in use.	General cleaning should be performed on a regular basis. Wood surfaces should be cleaned with a standard furniture polish. Upholstered areas should be vacuumed periodically and cleaned as necessary with a mild soap solution or professionally steam cleaned simultaneously with carpeted areas.
RECREATION FACILITIES	RESTROOMS	0802	5 restrooms	20	10	9,800	4	0	0	This component includes the remodeling of the restrooms. They appeared to be in average condition.	The restrooms should be maintained in a sanitized condition.
RECREATION FACILITIES	KITCHEN-STAFF LUNCH ROOM	0803	1 kitchen	20	10	6,950	4	0	0	This component includes the remodeling of the kitchen. It appeared to be in average condition.	The recreation room kitchen should be maintained in a sanitized condition. Occasional cleaning and verification of operation is generally the extent of any maintenance necessary for the appliances. It is recommended that the respective operating manuals be consulted with respect to more specific types of maintenance suggested for these appliances.
MISCELLANEOUS	FIRE EXTINGUISHERS	0901	operating N/ budget	A	N/A	0	0	0	0	This component includes the fire extinguishers. They appeared to be in average condition. It is recommended that replacements be performed on an as-needed basis, and funded from the operating account.	The extinguishers should be inspected and re-charged by a State Fire Marshall approved company at a maximum of 1 year intervals (or as required by law).
MISCELLANEOUS	VENDING MACHINES	0902	leased	N/A	N/A	0	0	0	0	This component includes the vending machines. We were informed they are leased.	Little can be performed by way of maintenance for this type of equipment.

**** Add – furnishings in café at cost of \$15,000, life span 10 years and remaining life 9 years**

Golden Rain Clubhouse #6 Reserve Study – text: July 2, 2014

CATEGORY	COMPONENT	ID	QUANTITY	TL	RL	COST	CC1	CORRECT	CC2	OBSERVATIONS	PROTECT
ROOF/DECK S	MODIFIED CAP SHEET ROOF	0101	10,000 sq ft	20	10	40,000	1	0	0	This component includes the modified cap-sheet roofing (flat). It appeared to be in average condition. On this type of structure, 2 layers are generally permitted. However, if it is decided to re-roof over the existing roofing, experience dictates that the typical useful life of the new materials would be reduced by approximately one third (33%). The average component cost and typical useful life provided reflects removal of the existing roofing prior to the installation of the new roofing.	Periodic maintenance should include an examination for, and resealing of any separated laps and seams. All flashings should also be regularly examined and resealed as necessary. Any roof drains should be maintained in a clean and operational condition at all times to prevent damming, water retention and associated leakage. A maintenance contract with a licensed roofing contractor is strongly recommended.
STRUCTUR E	FOUNDATIO N/STRUCTUR AL FRAME	0201	1 building	30 +	30+0	0	0	0	0	This component includes the foundations and structural frame, along with the exterior surfaces. Provided there are no major catastrophes, the proper drainage principles are maintained and that structural pest control procedures are adhered to, this would normally be considered to be a lifetime component for which no reserve budget would be called for.	It is important that all grade levels be maintained 4-6 inches below the lowest edge of the structural frame. In addition, all grading should be properly sloped away from the structures for drainage and all downspouts should discharge onto hardscape areas or splash blocks such that rainwater is directed away from the structures.
STRUCTUR E	STRUCTURA L PEST CONTROL	0202	Operating Budget	N/ A	N/A	0	0	0	0	This component addresses the potential fumigation of the building. As it is constructed primarily of concrete and steel (tilt-up construction), there would be no need for fumigation. Any necessary local treatments to the roofing system should be performed on an as-needed basis, and funded from the operating budget.	It is suggested that a regular and on-going maintenance program be established with a reputable licensed pest control operator. Such a program can minimize the necessity for fumigation. In addition, loose or cracked siding or stucco, peeling paint and gaps at trim around windows and doors should be repaired accordingly as to prevent moisture from making its way into the framing and providing an environment for termite infestation, fungus, and/or mold. It is recommended that planned inspection(s) be performed prior to repainting being done in order to identify & correct/repair these situations. Other situations that should be monitored with respect to termite infestation include low foundation walls, cracks in foundation walls, leaking pipes, over-watered landscape surrounding the structure, and damaged or nonexistent gutters and downspouts that discharge near the perimeter of the structures.
STRUCTUR E	CANOPIES	0203	operating budget	N/ A	N/A	0	0	0	0	This component includes the canvas canopy at the entry. It appeared to be in average condition. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Little by way of maintenance can be performed for the canopies other than regular cleaning per specifications from the manufacturer.
PAINT	EXTERIOR FLATWORK	0301	8,200 sq ft	10	1	6,550	1	0	0	This component includes the painted surfaces on the exterior of the building. They appeared to be in an aging condition.	Cleaning and periodic "touch-up" of peeling and damaged surfaces is recommended for appearance, protection of the underlying component as well as prevention of termite infestation. All peeling paint should be sanded / scraped and bare areas properly primed prior to any finish paint. Any splits and cracks should be sealed with appropriate materials. In addition, all openings of windows and doors should be examined prior to painting and re-caulked if required.
PAINT	DOORS	0302	34 sides	12	8	3,400	1	0	0	This component includes the lacquered surfaces of the doors. They appeared to be in average condition.	Cleaning and periodic "touch-up" of peeling and damaged surfaces is recommended for appearance, protection of the underlying component and prevention of termite infestation. All peeling lacquer should be sanded / scraped and bare areas properly primed prior to any finish lacquering. Any splits and cracks should be sealed with appropriate materials. In addition, all openings of doors should be examined prior to refinishing and re-caulked if required.
PAINT	INTERIOR FLATWORK	0303	11,400 sq ft	10	5	9,100	1	0	0	This component includes the painted interior surfaces. They appeared to be in average condition.	Cleaning and periodic "touch-up" of peeling and damaged surfaces is recommended for appearance, protection of the underlying component and prevention of termite infestation. All peeling paint should be sanded / scraped and bare areas properly primed prior to any finish paint. Any splits and cracks should be sealed with appropriate

										the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	
PLUMBING	DRINKING FOUNTAINS	0505	4 drinking fountains	12	8	5,000	4	0	0	This component includes the chilled water drinking fountains. They appeared to be in average condition.	Little by way of maintenance can be performed for this component.
ELECTRICAL	FIRE ANNUNCIATOR SYSTEM	0601	operating budget	N/A	N/A	0	0	0	0	This component includes a fire annunciator system (panel). It appeared to be in average condition. As the average component cost would be below the component threshold of \$2,500, for purposes of reporting it has been assumed that funding would be provided for in the operating budget.	Little by way of maintenance can be performed for this component. However, it should be professionally inspected on a regular (suggested annual) basis.
ELECTRICAL	FIRE ALARM SYSTEM	0602	1 system	20	15	4,000	1	0	0	This component includes a fire alarm system. It appeared to be in average condition.	Little by way of maintenance can be performed for this component. However, it should be professionally inspected on a regular (suggested annual) basis.
ELECTRICAL	LIGHTING-EMERGENCY/EXIT	0603	7 fixtures	20	15	2,650	4	0	0	This component includes the emergency light fixtures. They appeared to be in average condition and are usually desired to be replaced for appearance sake.	Maintenance would entail periodically checking the fixtures to make sure that they are secure and that the batteries are fully charged. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.
ELECTRICAL	LIGHTING-EXTERIOR	0604	operating budget	N/A	N/A	0	0	0	0	This component includes the utilitarian type light fixtures at the exterior of the building. They appeared to be in average condition. It is recommended that any repair or replacements be performed on an as-needed basis, and funded from the operating account.	Maintenance would entail periodically checking the fixtures to make sure that they are secure. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.
ELECTRICAL	ELECTRICAL SYSTEM PANELS	0605	1 panel	30 +	30 +	0	0	0	0	This component includes the electrical circuit panels and transformers the service the building. They typically have a life expectancy well beyond the scope of this report (30 years), therefore, no funding has been provided at this time. However, we recommend the equipment be inspected on a regular basis. It is anticipated that eventually some, or all, of the equipment will require major refurbishment or replacement. Further evaluation of the system should be conducted by a licensed electrical contractor. Any necessary adjustments can be made in a future Reserve Study Update.	Maintenance would entail periodically checking the fixtures to make sure that they are secure. Also, occasional examination for, and changing of burned out bulbs would be prudent. In addition, cleaning of the fixtures is recommended on an as-needed basis.
FLOORING	VINYL-SQUARES	0701	9,000 sq ft	40	25	27,000	4	0	0	This component includes the vinyl flooring. It appeared to be in average condition.	Maintenance would entail regular cleaning with a mild detergent solution and warm water (care should be exercised to not flood the flooring). Do not use paste or solvent-based wax. Rubber backed rugs should be avoided as they can discolor the vinyl flooring. Soil collecting mats are recommended to remove dirt from shoe soles before it can be tracked onto the vinyl (they should be cleaned and rotated regularly to prevent soil build-up that will spread to the vinyl). Lifting seams, corners, etc. should be re-glued and damaged areas repaired as necessary.
FLOORING	RUBBER/HIGH-GRADE VINYL	0702	500 sq ft	20	10	6,250	4	0	0	This component includes the high-grade rubber/vinyl flooring. It appeared to be in average condition.	Maintenance would entail regular cleaning with a mild detergent solution and warm water (care should be exercised to not flood the flooring). Do not use paste or solvent-based wax. Rubber backed rugs should be avoided as they can discolor the vinyl flooring. Soil collecting mats are recommended to remove dirt from shoe soles before it can be tracked onto the vinyl (they should be cleaned and rotated regularly to prevent soil build-up that will spread to the vinyl). Lifting seams, corners, etc. should be re-glued and damaged areas repaired as necessary.
FLOORING	LAMINATE	0703	7,000 sq ft	30	15	45,500	4	0	0	This component provides for the replacement of the laminate flooring. It appeared to be in average condition.	Frequent vacuuming or broom sweeping is recommended (daily if necessary) to prevent scratching and acceleration of wear. Spills should be wiped up promptly to avoid absorption through the seams. Damp mopping with a proprietary hardwood flooring cleaner is recommended at

										reviewed periodically and any necessary adjustments can be included in a future Reserve Study Update.	
MISCELLANEOUS	DIRECTORY BOARDS	0903	3 directory boards	20	15	3,450	4	0	0	This component includes the glass faced aluminum case directory boards. They appeared to be in average condition.	Little can be performed by way of maintenance for this type of component.

\$6,500

** Add Add Care Facility (Apartments) cost of \$25,000, lifespan 20 and remaining life 15

** Add Ping Pong Tables/Tennis at a cost of \$30,000, remaining 10, life span 20

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