

**Conventional Homeowners' Association Questionnaire Limited Review**

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

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

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

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

1. Total # of legal phases is project \_\_\_\_\_ Subject Property located in legal phase #: \_\_\_\_\_  
 Total # of units in subject legal phase (if Greater than two phases complete the 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 completed in subject legal phase? Yes  No   
 If No, What is incomplete? \_\_\_\_\_  
 Number of units complete: # \_\_\_\_\_  
 What common elements & amenities are incomplete? \_\_\_\_\_
4. Is the project subject to any additional phasing or additions? 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. Does any investor own more than 10% of the total project? Yes  No
7. Are there any monthly assessments delinquent more than 30 days? Yes  No   
 If Yes: \$ \_\_\_\_\_ # \_\_\_\_\_
8. The amount currently held in the reserve for future repair and/or replacement of major components of project (If over 20 units in project) \$ \_\_\_\_\_
9. Is fidelity 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? Yes  No   
 (Required if project is 20 units or more)
10. Is any part of the project used for commercial purposes? Yes  No   
 If yes, what percentage of square footage is used for commercial purposes? \_\_\_\_\_ / # \_\_\_\_\_
11. Is there any pending litigation involving the homeowners' association? Yes  No   
 If yes, provide details and documentation of the circumstances surrounding litigation: \_\_\_\_\_
12. The project was created and exists in full compliance with applicable laws and regulations including All State law requirements in the jurisdiction where the project is located Yes  No
13. Are day, night or short-term rentals permitted? Yes  No
14. Does project have on-site registration or check-in desk? Yes  No
15. Does project have on-site housekeeping/maid service? Yes  No
16. Does project have a phone system? Yes  No
17. Does project have room service? Yes  No
18. Are two or more Board Members required to sign all checks written on the reserve account? Yes  No
19. Does the HOA have separate records for the operating funds and reserve accounts? Yes  No
20. If applicable, Management Company maintains separate records for all HOAs and does not have the authority to transfer funds, or draw checks from reserve accounts Yes  No

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.

\_\_\_\_\_  
Signature of Association Representative or Preparer

\_\_\_\_\_  
Name and Title of Association Representative or Preparer

\_\_\_\_\_  
Representative or Preparer's Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of Completion

\_\_\_\_\_  
Telephone Number