



“Your Future is Our Business”

## Assessment and Reserve Funding Disclosure Worksheet

Please complete this worksheet **after** adopting a reserve funding plan for the year stated in #2 below. Per California Civil Code Section 5560, a reserve funding plan must be adopted by the board of directors at an open meeting before the membership.

**The Reserve Study that this worksheet is based on will be deemed final upon receipt of the completed worksheet. Any subsequent adjustments to the Reserve Study will constitute a revision, necessitate a revised disclosure form, and be subject to a fee.**

Email to [Info@ReserveStudiesInc.com](mailto:Info@ReserveStudiesInc.com), or fax / mail to the address below. The disclosure form will be sent to you within 1-2 days and it should be distributed with your budget package. If assessments are variable, attach a schedule to completed disclosure form (not this worksheet).

1) Name of Association:

2) Calendar / fiscal year the disclosure form is for:

3) Budgeted **total monthly assessment** (during period noted in #2 above):

4) Budgeted **reserve monthly transfer** (during period noted in #2 above):

5) Special assessments that have been approved by the board and/or members:

DATE OF ASSESSMENT	DATE DUE	DESCRIPTION	AMOUNT PER UNIT (AVERAGE)
			\$
			\$
			\$

6) Submitted by:

Phone:

Date: