

COMMUNITY ASSOCIATIONS INSTITUTE

CREENTIALS - RS, RESERVE SPECIALIST DESIGNATION QUALIFICATION REQUIREMENTS:

I Background:

College bachelor level degree in construction management, architecture, or engineering;

or

Four years prior related experience (prior to and in addition to direct Reserve Study experience) in a field servicing community associations (accounting, association management, construction, etc.);

or

Trade school diploma and two years prior related experience (prior to and in addition to direct Reserve Study experience) .

II Experience and Sample Work Product:

Must certify preparation of or be in responsible charge for preparing at least 30 Reserve Studies within past three calendar years and submit a list of 25 clients with application. Must submit one study of the applicant's original work using required format on application. including all five tasks as specified for a "full" study, in accordance with the CAI National Reserve Study Standards.

III References:

Two references from community association industry professionals. Five references from different clients.

IV Continuing Experience:

Must continue to prepare or be in responsible charge for the preparation of at least 20 Reserve Studies within past three calendar years and submit a list of 15 clients with application. Renewal applications, required every third year, will require documentation of this experience.

PROFESSIONAL RESERVE SPECIALIST (RS) CODE OF ETHICS

The Reserve Specialist Shall:

1. Comply with current standards or practices as may be established from time to time by CAI and the Reserve Specialist (RS) Designation Review Board;
2. Not make any inaccurate or misleading representations or statements to a prospective client;
3. Undertake only those engagements the Reserve Specialist can reasonably expect to perform with professional competence;
4. Exercise due care and exhibit adequate planning and supervision;
5. Disclose in writing to the client any actual, potential or perceived conflict of interest if the client may have dealings with another party in some way related to the Reserve Specialist;
6. Not knowingly misrepresent facts to benefit the Reserve Specialist;
7. Conduct himself or herself in accordance with the Reserve Specialist requirements;
8. Not hold himself or herself out to anyone as being a Reserve Specialist designee until such time as he or she receives written confirmation from the Reserve Specialist Designation Review Board or CAI of receipt of the designation; and
9. Abide by the re-designation policy of CAI.

Reserve Study Contents

The following is a list of the minimum contents to be included in the Reserve Study.

1. A summary of the association's number of units, physical description, and Reserve Fund financial condition.
2. A projection of Reserve Starting Balance, recommended Reserve contributions, projected Reserve expenses, and projected ending Reserve Fund Balance for a minimum of 20 years.
3. A tabular listing of the Component Inventory, component quantity or identifying descriptions, Useful Life, Remaining Useful Life, and Current Replacement Cost.
4. A description of methods and objectives utilized in computing the Fund Status and development of the Funding Plan.
5. Source(s) utilized to obtain component Repair or Replacement cost estimates.
6. A description of the Level of Service by which the Reserve Study was prepared.
7. Fiscal year for which the Reserve Study is prepared.

Levels of Service

The following three categories describe the various types of Reserve Studies, from exhaustive to minimal.

I. Full: A Reserve Study in which the following five Reserve Study tasks are performed:

- Component Inventory
- Condition Assessment (based upon on-site visual observations)
- Life and Valuation Estimates
- Fund Status
- Funding Plan

II. Update, With-Site-Visit/On-Site Review: A Reserve Study update in which the following five Reserve Study tasks are performed:

- Component Inventory (verification only, not quantification)
- Condition Assessment (based on on-site visual observations)
- Life and Valuation Estimates
- Fund Status
- Funding Plan

III. Update, No-Site-Visit/Off Site Review: A Reserve Study update with no on-site visual observations in which the following three Reserve Study tasks are performed:

- Life and Valuation Estimates
- Fund Status
- Funding Plan