BERKSHIRE LAKES MASTER ASSOCIATION

Notice is hereby given that a meeting of the Board of Directors of the Berkshire Lakes Master Association will be held at the following date, time, and place:

Date: **Wednesday, August 17, 2022**
Time: 7:00PM
Place: **Berkshire Lakes Clubhouse & Zoom Meeting**
495 Belville Blvd.
Naples, Florida 34104

https://us02web.zoom.us/j/87609965228?pwd=aWJVSlB5SDIxNC9keC9ocDV3SThnUT09
Meeting ID: 876 0996 5228
Passcode: 512912

MEETING AGENDA

1. Roll Call
2. Pledge of Allegiance
3. Proof of Notice of Meeting
4. Disposal of Outstanding Minutes
5. President's Report - followed by 30 Minute Open Meeting – Members in attendance may address any agenda item for a maximum of three (3) minutes. Questions will be addressed at the next board meeting. Members may request other agenda items by written request to the board secretary or by e-mail.
6. Reports
    a. Treasurer's Report
    b. Manager's Report
    c. MSTU Report
7. Old Business
    a. Lakes Update
8. New Business
    a. Buffer Wall Project Update
    b. Reserve Study Discussion
    c. Budget Planning
    d. Fines Recommendation
10. Adjournment

For the Board of Directors,

Allen R. Bouley, CAM

Allen R. Bouley, BLMA Manager
Berkshire Lakes Master Association 8-15-22

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Join Zoom Meeting
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Meeting ID: 876 0996 5228
Passcode: 512912
One tap mobile
+13126266799,,87609965228#,,,,*512912# US (Chicago)
+16465588656,,87609965228#,,,,*512912# US (New York)

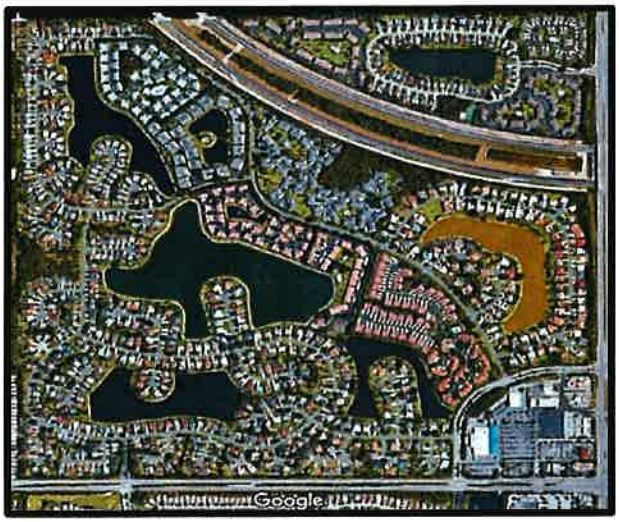
Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
Meeting ID: 876 0996 5228
Passcode: 512912
Find your local number: https://us02web.zoom.us/u/kdHQM2KxUD

RESERVE STUDY PROPOSAL

Berkshire Lakes Master Association, Inc.

Prepared for:
Mr. Allen Bouley, CAM
c/o Ability Management

August 3, 2022



Prepared by:
Reserve Advisors, LLC
201 E. Kennedy Boulevard, Suite 1150
Tampa, FL 33602
(800) 980-9881
www.reserveadvisors.com

RESERVE™ ADVISORS

Long-term thinking. Everyday commitment.

August 3, 2022

Dear Mr. Allen Bouley,

Thank you for the opportunity to present Berkshire Lakes Master Association, Inc. with this reserve study proposal.

As a fiduciary, your Board of Directors has been entrusted to represent and protect the best interests of their community. Our expert reserve study will be the guide that you and your board rely on for maintaining sufficient reserve funds and prioritizing long-term capital planning.

While our industry-leading team of consultants have conducted over 26,000 reserve studies, they will approach your study with the firm understanding that your community's needs are truly unique. That's why we guarantee:

FULL ENGAGEMENT

It's our job to understand your specific concerns and to discuss your priorities in order to ensure your reserve study experience exceeds your expectations.

DETAILED UNDERSTANDING

We will do whatever it takes to ensure Berkshire Lakes Master Association, Inc. has complete confidence in interpreting and putting into practice our findings and recommendations.

100% ASSURANCE Guaranteed

ONGOING SUPPORT

This will not be a one-and-done report. Unlike other firms, we provide your current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery.

At Reserve Advisors, we take great pride in helping communities thrive. By applying industry leading expertise, we deliver unbiased guidance that supports the Berkshire Lakes Master Association, Inc. Board with maintaining their community's long-term physical and financial health.

Please sign and return the Confirmation of Services page to get started.

Sincerely,

Matt Kuisle, Southeast Regional Executive Director
(800) 980-9881

RESERVE™ ADVISORS

Long-term thinking. Everyday commitment.

RESERVE STUDY BENEFITS

FOR BOARDS

- ✔ Fulfills your fiduciary responsibility
- ✔ Supports board decisions
- ✔ Streamlines your budget process
- ✔ Prioritizes capital projects

FOR HOMEOWNERS

- ✔ Ensures fair and equitable reserve contributions
- ✔ Reduces long-term cost of ownership
- ✔ Minimizes risk of assessments

MAIN REASONS COMMUNITIES CHOOSE RESERVE ADVISORS

✔ **Multi-disciplined Expert Engineers**

- With more than 40 engineers, we match our expertise with your community rather than a "one size fits all" engineer

✔ **Dedicated Support During and After the Reserve Study**

- Industry leading support by our team of multi-disciplined engineers ensures your complete satisfaction

✔ **Comprehensive Reports to Solve Problems Before They Escalate**

- Thorough condition assessments that prioritize your near-term projects
- Best practices and technical illustrations to better understand project scope and compare contractor bids

✔ **Knowledge of Local Replacement Costs**

- Our proprietary cost database comprises actual client project costs and is the basis for adequate — not excessive — reserve budgets

✔ **Unbiased Recommendations With Your Best Interests in Mind**

- We do not provide design or project management services
- We do not profit from your capital projects

✔ **Exclusive and Unique Easy-to-use Expenditures Table**

- View all of your community's reserve components in one place
- See all of your prioritized capital projects for the next 30 years

✔ **Unmatched Local Experience**

- Intimate working knowledge of local costs and conditions that affect your community

RESERVE™ ADVISORS

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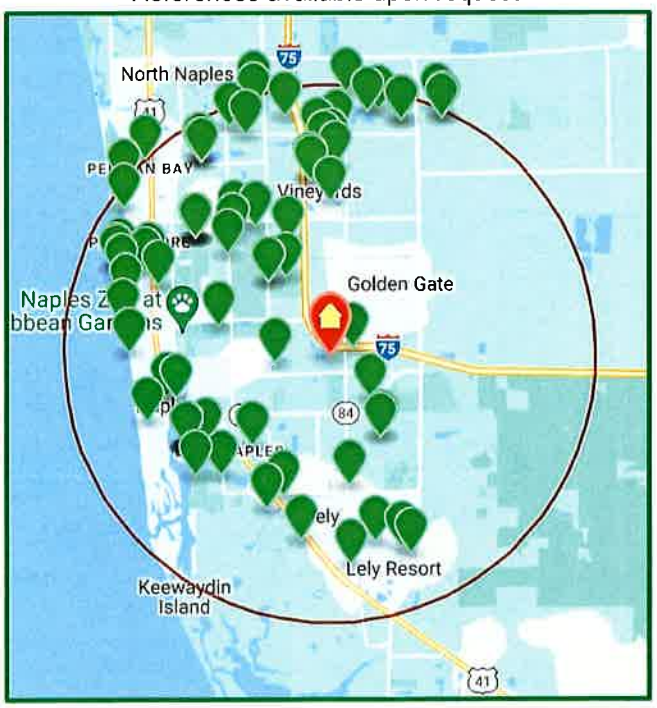
CLIENTS SERVED NEAR YOU

Red represents your property, Green represents our clients.
References available upon request.



Name	City
The Preserve at The Shores at Berkshire Lakes Condominium Association, Inc.	Naples
Dover Place Condominium Association, Inc.	Naples
Quincy Square at Madison Park Condominium Association, Inc.	Naples
Wyndemere Country Club, Inc.	Naples
The Commons of Wyndemere, Section One Association, Inc.	Naples
Wyndemere Homeowners Association, Inc.	Naples
Terrace II at Arbor Lakes Association, Inc.	Naples
Terrace I at Arbor Lakes Association, Inc.	Naples
Bear's Paw Condominium One Association, Inc.	Naples
Mariposa at Whippoorwill Condominium Association, Inc.	Naples
Glades Golf and Country Club, Inc.	Naples
Huntington Woods Homeowners Association, Inc.	Naples
World Tennis Club, Inc.	Naples
The Hamlet at Kensington Condominium Association, Inc.	Naples
Banyan Woods Master Association, Inc.	Naples
Hammock Isles Master Association, Inc.	Naples
The Isles of Collier Preserve Property Owners Association, Inc.	Naples

RESERVE™ ADVISORS

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QUALIFICATIONS

SPECIALIZING IN RESERVE STUDIES SINCE 1991

Reserve Advisors is an engineering firm that specializes in reserve study consulting services for common-interest communities. We've partnered with more than 26,000 clients, providing communities across the United States the peace of mind that comes from long-term planning and proactive asset management. Our full-time staff of engineers conduct life and valuation analyses for building, mechanical system, site and recreational components and utilizes its breadth of experience to deliver the most realistic capital planning solutions in the industry.

44
ENGINEERS

26,000
RESERVE STUDIES CONDUCTED

270+
YEARS OF RESERVE STUDY EXPERIENCE

A LEADERSHIP TEAM LIKE NO OTHER

Reserve Advisors' leadership team comprises 5 licensed professional engineers with a combined 50 years of reserve study experience. What sets our leadership team apart is the around-the-clock collaboration they demonstrate to share field intelligence, market trends and to discover new products, materials, and best practices. The intelligence they gather is constantly enhancing our recommendations for the good of your community, and keeps Reserve Advisors a step ahead.

Matt Kuisle
REGIONAL EXECUTIVE DIRECTOR
21 Years of Experience
275+ Studies Conducted

B.S. CIVIL ENGINEERING
Professional Engineer (FL)
Reserve Specialist
Professional Reserve Analyst

Nancy Daniel
REGIONAL ENGINEERING MANAGER
7 Years of Experience
350+ Studies Conducted

B.S. MECHANICAL ENGINEERING
Professional Engineer (TX)
Reserve Specialist
Licensed Community Association Manager (FL)

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SCOPE OF WORK

FOR CONFIDENCE IN ALL DECISIONS

Reserve Advisors will perform a Full Reserve Study (Level I) in accordance with Community Associations Institute (CAI) National Reserve Study Standards. The reserve study includes both a physical analysis and financial analysis of your association's common property. Your reserve study comprises the following activities:

Physical Analysis: The reserve study consultant develops a detailed list of reserve components, also known as a component inventory, and related quantities for each. A condition assessment or physical evaluation is completed for each reserve component and the current condition of each is documented with photographs. Life and valuation estimates are performed to determine estimated useful lives, remaining useful lives and current cost of repair or replacement.

Financial Analysis: The reserve study consultant identifies the current reserve fund status in terms of cash value. A funding plan is then prepared. The funding plan outlines recommended annual reserve contributions to offset the future cost of capital projects over the next 30 years.

Berkshire Lakes Master Association, Inc. comprises 1,639 units in Naples. We've identified and will include the following reserve components in your Full Reserve Study:

Site Components

- Pool including Fence, Deck, Mechanicals & Furniture
- Tennis Courts (2)
- Driveways
- Walking Paths
- Ponds (4)
- Irrigation System
- Landscaping
- Perimeter Walls
- Fences
- Monuments
- Signage
- Maintenance Shed
- Fountains
- Pond Aerators
- Walking Trail
- Fishing Dock

Clubhouse Elements

- Roofs including Assembly
- Exterior Wall Finishes
- Plumbing, Mechanical and HVAC Systems

Scope of work includes all property owned-in-common as defined in your association's declaration and other property specifically identified that you'd like us to include.

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KEY ELEMENTS OF YOUR RESERVE ADVISORS RESERVE STUDY

INDUSTRY LEADING SUPPORT

- ✓ Your reserve study experience is tailored to your specific needs, ensuring your community's concerns are thoroughly addressed and its priorities are met
- ✓ We provide current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery

TABLES AND GRAPHS EXCLUSIVE TO RESERVE ADVISORS

- ✓ **Reserve Expenditures** - View your community's entire schedule of prioritized expenditures for the next 30-years; on one spreadsheet

RESERVE EXPENDITURES

Reserve Component Inventory	Estimated 1st Year of Event	RUL = 0 FY2021	1 2022	2 2023	3 2024	4 2025	5 2026
Exterior Building Elements							
Roofs, Asphalt Shingles, Phased	2025					228,696	234,414
Roofs, Flat, Phased	2025					71,748	73,542
Walls, Stucco, Paint Finishes and Capital Repairs	2022		38,438	39,398	40,383		
Walls, Trim, Soffits and Fascia, Paint Finishes	2022		12,812	13,133	13,461		
Property Site Elements							
Asphalt Pavement, Mill and Overlay, Phased	2025					108,643	111,359
Pavers, Masonry	2025					22,518	
Retaining Walls, Timber (Replace with Masonry)	2024				76,998	78,923	
Anticipated Expenditures, By Year		0	51,250	52,531	130,842	510,528	419,315

DOWNLOAD EXAMPLE

- ✓ **Funding Plan** - Establishes adequate, not excessive recommended annual reserve contributions to meet your future project needs

RESERVE FUNDING PLAN

Individual Reserve Budgets & Cash Flows for the Next 30 Years

	FY2021	2022	2023	2024	2025	2026
Reserves at Beginning of Year	567,289	666,648				357,432
Total Recommended Reserve Contributions	**92,000**	**95,500**				**109,500**
Estimated Interest Earned, During Year	7,359	8,265				2,430
Anticipated Expenditures, By Year	0	(51,250)	(52,531)	(130,842)	(510,528)	(419,315)
Anticipated Reserves at Year End	$666,648	$719,163	$774,541	$755,323	$357,432	$50,047

DOWNLOAD EXAMPLE

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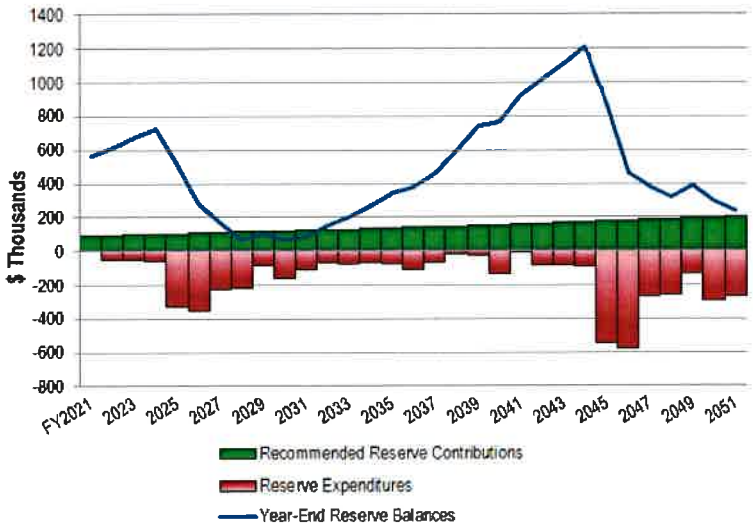
KEY ELEMENTS OF YOUR RESERVE ADVISORS RESERVE STUDY

- ✓ **Reserve Funding Graph** highlights your community's financial health and provides visibility to your projected 30-year cash flow



COMPREHENSIVE REPORTS

Reserve Advisors delivers insights that enhance your ability to make informed decisions. Our reports:

- ✓ Include detailed photos that document the condition of your property
- ✓ Provide project-specific best practices and diagrams to help you understand the scope of future projects
- ✓ Recommend preventative maintenance activities to maximize component useful lives

FORESITE

- ✓ Our proprietary cloud-based application that allows for easy collaboration with your board. Record comments and bids. Also track actual replacement costs and reserve contributions over time. Optionally, subscribe to ForeSite Plus to create unlimited reserve expenditure and reserve funding scenarios. **View Preview Video**

Download Our Report Overview

RESERVE™ ADVISORS

Long-term thinking. Everyday commitment.

It is more than just a reserve study.
It's added value and peace of mind with unconditional support.

CONFIRMATION OF SERVICES FOR BERKSHIRE LAKES MASTER ASSOCIATION, INC.

Full Reserve Study (Level I) for a total investment of **$6,350** (includes all expenses). You'll receive:

- Electronic PDF Report with 30-year Reserve Expenditure and Funding Plan tables
- Excel file of Reserve Expenditures and Funding Plan with formulas for "what-if" scenarios (includes the component method)

- We tailor your experience to your specific needs and ensure your priorities are addressed
- Meeting with our engineer on the day of our visual property inspection
- We are available to answer questions and to provide guidance well beyond report delivery

- ForeSite Basic – Access your reserve study files online, record comments and project costs. Also, receive a free 60-day trial to ForeSite Plus.

OPTIONAL SERVICES

____ One (1) Bound Report hard copy (no charge); Additional copies at $75 ea. – indicate quantity: ____

____ **ForeSite™ Plus** 3-year subscription empowers multiple users to create, share and collaborate with unlimited models and scenarios for **$635** per year

____ **Insurance Appraisal** by a credentialed member of the American Society of Appraisers for **$1,600**

____ Include Flood Values for an additional **$200**

To authorize the reserve study:

1. **Sign and email agreement to Matt@reserveadvisors.com.**

Signature: _____

(Print Name): _____

Title: _____

Date: _____

For: **Berkshire Lakes Master Association, Inc.** (222032)

2. **Send $3,175 retainer to:**
   Reserve Advisors, LLC
   735 N. Water Street, Suite 175
   Milwaukee, WI 53202

*Retainer invoice will be emailed to you and is due upon authorization and prior to inspection. The balance is due net 30 days from report shipment. Following receipt of balance due, you may request one set of complimentary changes within six months of report shipment. Agreement is subject to our Professional Services Conditions.

You will receive your electronic report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal, dated August 3, 2022, is valid for 45 days.

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PROFESSIONAL SERVICE CONDITIONS

Our Services - Reserve Advisors, LLC (RA) performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan to create reserves for anticipated future replacement expenditures of the property.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in our report. The inspection is made by employees generally familiar with real estate and building construction but in the absence of invasive testing RA cannot opine on, nor is RA responsible for, the structural integrity of the property including its conformity to specific governmental code requirements for fire, building, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the report. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services; nor does RA investigate water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions. RA assumes no responsibility for any such conditions. The Report contains opinions of estimated costs and remaining useful lives which are neither a guarantee of the actual costs of replacement nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. You agree to indemnify and hold RA harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement, because of any false, misleading or incomplete information which we have relied upon supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any director, officer, employee, affiliate, or agent of RA. Liability of RA and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement.

Report - RA completes the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations and is deemed complete. RA, however, considers any additional information made available to us within 6 months of issuing the Report if a timely request for a revised Report is made. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit.

Your Obligations - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

Use of Our Report - Use of our Report is limited to only the purpose stated herein. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and you shall hold RA harmless from any consequences of such use. Use by any unauthorized third party is unlawful. The Report in whole or in part ***is not and cannot be used*** *as a design specification for design engineering purposes or as an appraisal.* You may show our Report in its entirety to the following third parties: members of your organization, your accountant, attorney, financial institution and property manager who need to review the information contained herein. Without the written consent of RA, you shall not disclose the Report to any other third party. ***The Report*** contains intellectual property developed by RA and ***shall not be reproduced or distributed to any party that conducts reserve studies without the written consent of RA.***

RA will include your name in our client lists. RA reserves the right to use property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

Payment Terms, Due Dates, and Interest Charges - Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Milwaukee County Circuit Court for the State of Wisconsin.

Serving Florida & the Southeast USA
110 E. Broward Blvd., Suite 1700
Fort Lauderdale, FL 33301

Tel : (954) 210-7925
Fax : (954) 210-7926
www.reservestudy.com

ASSOCIATION RESERVES™
Planning For The Inevitable™

Regional Offices
Arizona
California
Colorado
Florida
Hawaii
Nevada
North Carolina
Texas
Washington

August 1, 2022

***Proposal* #45930-0**

Berkshire Lakes Master Association, Inc.
c/o Allen Bouley
Ability Management, Inc.
6736 Lone Oak Boulevard
Naples, FL 34109

Subject: Reserve Study Proposal

Dear Allen,

Thank you for requesting a Reserve Study proposal from Association Reserves. It would be our privilege to serve as your Reserves planning partner! We recognize that you have a choice of Reserve Study providers and want to make sure you understand the many benefits of working with our company. To that end, we have prepared this proposal document which clearly defines the process and scope of work of our Reserve Studies, provides background about our firm and key employees, and even includes answers to many Frequently Asked Questions.

We have also enclosed the Standard Terms and Conditions which sets forth the terms of the services that Association Reserves-Florida, LLC ("Association Reserves", "us", "our" or "we") will provide to **Berkshire Lakes Master Association, Inc.** ("Client", "you" or "your").

When you're ready for the next step, simply follow the instructions listed in the last section, "Schedule, Terms and Fees." Our office will then contact you regarding the next steps in the process, such as scheduling the site inspection, obtaining required background information, etc. Please don't hesitate to contact us if you have any questions or concerns, or would like any additional information. We hope to hear from you soon!

Sincerely,

Will Simons, RS
President
Florida/Southeast Regional Office

MEMBER OF community ASSOCIATIONS INSTITUTE

FLCAJ READERS' CHOICE AWARDS WINNER

Introduction to Reserve Studies

What's a Reserve Study?

A Reserve Study is a document used by community associations (or any other type of common interest real estate development) to help determine the relative strength of its existing financial Reserve funds, and to provide forecasts and recommended funding plans for major repair, replacement, or restoration projects over a long period of time.

Are Reserve Studies really that important?

Absolutely. It's fairly easy to plan and prepare for recurring costs like management fees, insurance premiums, landscaping contracts, and utilities, but what about the projects and expenses that DON'T happen every year? That's our specialty...identifying and forecasting those projects that are *certain* to occur, but are often overlooked or underestimated. There's no question that setting aside Reserve funds over a long period of time is the simplest, most cost-effective, and most responsible way to plan for major projects.

The work will need to be done; it's up to the property and its representatives to plan accordingly. Without adequate Reserves, properties will have to make a tough decision: take out costly loans? Push for recurring special assessments? Or worst, accept a drop in property values due to deteriorating conditions and deferred maintenance? A current, reliable Reserve Study is the first step toward long-term financial strength for every property. Without one, property owners and stakeholders will be misinformed, underprepared, and left exposed to serious financial consequences. A current, reliable Reserve Study is a hallmark of well-managed properties, and an important part of a Board of Directors' fiduciary duty to act in the best interest of their ownership.

What components are included in a Reserve Study?

The National Reserve Study Standards specify the following criteria for inclusion in a Reserve Study:

- Must be the property's responsibility.
- Must have a limited Useful Life (UL)
- Must have a predictable Remaining Useful Life (RUL)
- Must be above a certain "threshold cost"

Our studies typically include funding for projects such as: roof replacement, painting/waterproofing, pavement sealing and resurfacing, elevator modernization, balcony and deck sealing and restoration, major mechanical systems (HVAC, fire alarm, hot water, etc.), major pool and spa expenses, interior/amenity area remodeling, and many more. The bottom line is that every property is different, and will require a thorough inspection to determine what belongs in your study. State requirements vary on what types of projects should be addressed through Reserves (and therefore included in a Reserve Study). Our studies will always meet and usually exceed these requirements, ensuring that our clients are acting in accordance with legal requirements and sound fiduciary responsibility.

The Reserve Study Process

Our Reserve Studies are prepared in accordance with National Reserve Study Standards, established in 1998 by the Community Associations Institute. Per these standards, a Reserve Study engagement generally consists of the following:

1. Component Inventory & Condition Assessment

The component inventory is the task of selecting and quantifying Reserve components. This task can be accomplished through on- site visual observations, review of property design and organizational documents, a review of established precedents, and discussion with appropriate representative(s) of the Client. The condition assessment is "the task of evaluating the current condition of the component based on observed or reported characteristics." As part of our inspection, we review any available building documents including site plans, building plans, fire alarm inspection records, equipment schedules and any other data that may be informative regarding component details, project history or expectations for upcoming work. We then measure/quantify, inspect and document all areas or components to be included.

→ For Update, With Site Visit (Level 2) Reserve Studies, the component inventory is for verification purposes only, using previously-established component quantities from a prior Reserve Study. However, the condition assessment is re- established based on current conditions. For Update, No Site Visit (Level 3) Reserve Studies, there is no physical inspection of the property. We review the component inventory and condition assessments from the most recent study, communicate with the Client about any relevant project history and updated financial information, then proceed with the Life and Valuation Estimates and Financial Analysis.

2. Life & Valuation Estimates

Our team begins by organizing and interpreting the raw data gathered during the site inspection, reviewing all measurements, notes and photographs for key details and insights. Next, we establish the component list structure, and determine the life and cost estimates for each Reserve component. Our standard procedure is to use any historical information provided to us by the Client (such as when certain projects were done, and what they cost), and to review any bids or estimates for upcoming work. We review our findings with your current vendors for their insights, and also check their input against information we've gathered working with other comparable properties in the area. We constantly consult our own internal databases, comprised of data collected from over 45,000 Reserve Studies. As a supplement, we also make use of various guidebooks, publications and manufacturer's recommendations to supplement our knowledge base. The end result is a complete, thorough set of estimates that are accurate, current, Client-specific, and generated by a qualified, independent third party.

3. Financial Analysis, Report Preparation & Delivery

Once the component list is established and we've reviewed your current annual budget and Reserve fund balance(s), we will make a determination of relative current Reserve fund strength and created a recommended funding plan covering the next 30 fiscal years, including a schedule of projected annual income and expenses.

Why should we choose Association Reserves?

Association Reserves was established in 1986 as a professional consulting firm serving community associations and other clients throughout the United States and abroad. To date, our firm has completed over **70,000** Reserve Studies and Capital Plans for properties of all types, including condominium and homeowners associations, community development districts, timeshare and resort properties, commercial facilities, worship facilities, schools and more. Over the years, our firm has been instrumental in defining and advocating the National Reserve Study Standards endorsed by the Community Associations Institute (CAI).

Each Reserve Study we provide is conducted with special consideration for the unique characteristics of the Client property, especially age, regional weather patterns, local pricing factors, and input from the Client's representatives. Our time-tested approach involves thorough research of all key factors, especially project history, projected useful life and cost data, and aesthetic standards in the local area. Our staff members earn and maintain the Reserve Specialist credential administered by the Community Associations Institute (CAI), the international authority on all aspects of community association living.

We don't take a one-size-fits-all approach to our work, because we know that every property is different, and we take the time and care to ensure our results will help you to make wise decisions regarding the long-term care of your physical and financial assets. From our first phone call to final delivery of your study, we hold ourselves to the highest standards of professionalism. We pride ourselves on delivering a first-rate product, because we know you're putting your trust in our hands.

FLCAJ READERS' CHOICE AWARDS WINNER

*We're proud to announce that for **nine years in a row (2013-2021)** we have been selected as a Reader's Choice Award winner by the readers of the Florida Community Association Journal. We attribute this achievement to a combination of hard work, attention to detail and an unwavering commitment to serving our clients.*

Qualifications and Key Staff Members

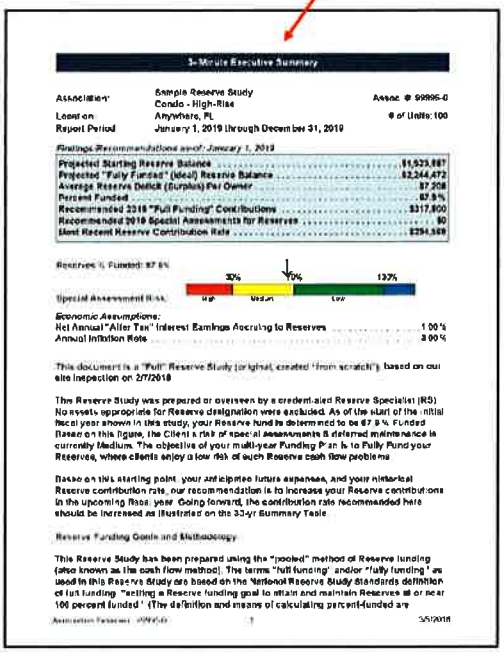
All of our project staff members have college degrees and many come from construction, engineering, architecture and related backgrounds. We do not use sub-contractors—all staff members involved with your study are company employees trained specifically in the field of preparing Reserve Studies. As of 2022, over 27 staff members have earned the prestigious Reserve Specialist credential, more than any other firm in the country.

Robert M. Nordlund, PE, RS is the founder, owner and CEO of Association Reserves. Robert is a Professional Engineer, Reserve Specialist, and former board president of his own homeowners association. In addition, he is a past Chairman of CAI's Reserve Professionals Committee, past Chairman of the Association of Professional Reserve Analysts, past President of CAI's Greater Los Angeles Chapter, and a frequent speaker in industry-sponsored seminars and presentations throughout the United States. He obtained his Bachelor's degree from the University of Washington in Mechanical Engineering, and is a member of the prestigious engineering honors society Tau Beta Pi.

Will Simons, RS is the President of our Florida regional offices. Will has completed and overseen more than 3,000 Reserve Studies for property types including residential developments, schools, historic buildings, commercial developments, country clubs, worship facilities, marinas and more. Will has earned the Reserve Specialist designation (#190) and is also a frequent author and speaker in the industry. He is a licensed Continuing Education Provider (#0005433) for Florida Community Association Managers, having designed and taught coursework related to Reserve funds and Reserve Studies. He served as the Vice President and Treasurer of his own homeowners association in South Florida, serving a community of over 600 homes and helping to oversee an annual budget of over $1 million. Will earned a Bachelor's degree in Business Administration from the University of Southern California.

What can I expect to see in my Reserve Study?

Simple, concise summary of recommendations, with a clear, organized listing of Reserve components.



5-Minute Executive Summary

Association: Sample Reserve Study
Condo - High-Rise
Assoc. # 99996-0
Location: Anywhere, FL
# of Units: 100
Report Period: January 1, 2019 through December 31, 2019

Findings/Recommendations as of: January 1, 2019

Projected Starting Reserve Balance	$1,523,887
Projected "Fully Funded" (Ideal) Reserve Balance	$2,244,472
Average Reserve Deficit (Surplus) Per Owner	$7,208
Percent Funded	67.9%
Recommended 2019 "Full Funding" Contributions	$317,800
Recommended 2019 Special Assessments for Reserves	$0
Most Recent Reserve Contribution Rate	$294,588

Reserves % Funded: 67.9%

30% 70% 130%

Special Assessment Risk: High Medium Low

Economic Assumptions:
Net Annual "After Tax" Interest Earnings Accruing to Reserves 1.00%
Annual Inflation Rate 3.00%

This document is a "Full" Reserve Study (original, created "from scratch"), based on our site inspection on 2/7/2018

The Reserve Study was prepared or overseen by a credent-aled Reserve Specialist (RS) No assets appropriate for Reserve designation were excluded. As of the start of the initial fiscal year shown in this study, your Reserve fund is determined to be 67.9% Funded Based on this figure, the Client's risk of special assessments & deferred maintenance is currently Medium. The objective of your multi-year Funding Plan is to Fully Fund your Reserves, where clients enjoy a low risk of such Reserve cash flow problems

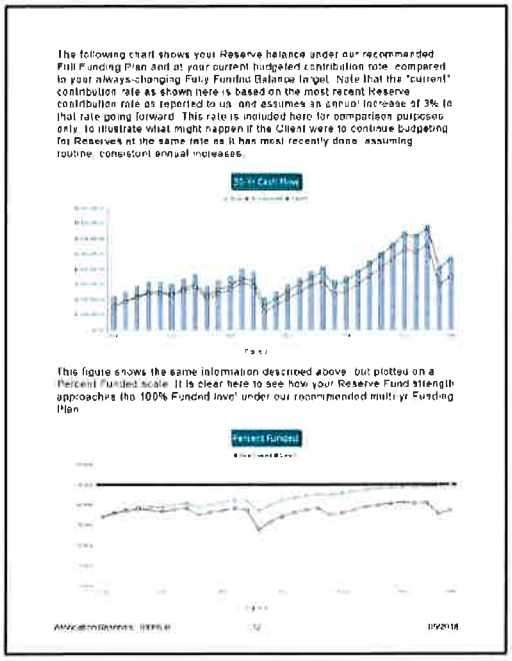
Based on this starting point, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is to increase your Reserve contributions in the upcoming fiscal year. Going forward, the contribution rate recommended here should be increased as illustrated on the 30-yr Summary Table

Reserve Funding Goals and Methodology

This Reserve Study has been prepared using the "pooled" method of Reserve funding (also known as the cash flow method). The terms "full funding" and/or "fully funding" as used in this Reserve Study are based on the National Reserve Study standards definition of full funding "setting a Reserve funding goal to attain and maintain Reserves at or near 100 percent funded." (The definition and means of calculating percent-funded are

Executive Summary

Large, color-coded charts and tables to illustrate long- term implications



The following chart shows your Reserve balance under our recommended Full Funding Plan and at your current budgeted contribution rate, compared to your always-changing Fully Funding Balance target. Note that the "current" contribution rate as shown here is based on the most recent Reserve contribution rate as reported to us, and assumes an annual increase of 3% to that rate going forward. This rate is included here for comparison purposes only, to illustrate what might happen if the Client were to continue budgeting for Reserves at the same rate as it has most recently done, assuming routine, consistent annual increases.

30-Yr Cash Flow

This figure shows the same information described above, but plotted on a Percent Funded scale. It is clear here to see how your Reserve Fund strength approaches the 100% Funded level under our recommended multi-yr Funding Plan

Percent Funded

Here's a sample of our Inventory Appendix pages. We devote a half-page summary to every single component included in your Reserve Study.

Comp #: 2343 Building Exteriors - Seal/Paint **Quantity: Approx 156,000 GSF**
Location: Building exteriors
Funded?: Yes.
History: Per records provided, exterior building was painted in 2015 for $250,000
Evaluation: Approximately 23,400 LF of sealants. Overall condition noted to be fair: Painted exterior surfaces determined to be in fair condition typically exhibit some minor to moderate signs of wear and age such as chalking, peeling, blistering, etc. Problems tend to develop in more exposed areas first. Hairline cracks may be present at this stage. Overall appearance is satisfactory. There are two important reasons for painting and waterproofing a building: to protect the structure from damage caused by exposure to the elements, and to restore or maintain good aesthetic standards for curb appeal. As routine maintenance, we recommend that regular inspections, spot repairs and touch-up painting be included in the operating budget. Typical paint cycles can vary greatly depending upon many factors including; type of material painted, surface preparations, quality of material, application methods, weather conditions during application, moisture beneath paint, and exposure to weather conditions. Proper sealant/caulking at window and door perimeters and other "gaps" in the building structure are critical to preventing water intrusion and resulting damage. The general rule of thumb is that sealant/caulking should be in place wherever two dissimilar building surfaces meet, such as window frame to concrete structure junctions. For best results, the client may want to consult with a paint company representative, building envelope specialist and/or structural engineer to specify the types of materials to be used and define complete scope of work before bidding. In our experience, cost estimates for painting and waterproofing can vary widely, even when based on the same prescribed scope of work. Estimates shown here should be updated and revised as needed based on actual bids obtained or project cost history during future Reserve Study updates.

Descriptive, thorough observations

Useful Life:
7 years

Remaining Life:
4 years

Easy-to-find details

Full-color photographs

Best Case: $ 320,000 Worst Case: $ 400,000

Lower estimate to seal/repaint Higher estimate

Cost Source: AR Cost Database/Client Cost History

Association Reserves, 99995-0 42 3/5/2018

Deliverables

Upon completion of the Reserve Study, the Client will receive the following:

- **Electronic copy:** A digital version of the entire Reserve Study document is delivered by email in PDF form. We also post the completed study to a complimentary, private (password-protected) account on the Client Center of our website, where Client representatives can view and download all relevant documents.

- **Complimentary hard copy:** Upon the Client's request to us, one printed and bound full-color copy is available upon request upon completion of the Reserve Study at no cost. Additional copies may be requested but will be billed in addition to the Reserve Study fee at $100.00 each.

- **Complimentary revision:** In the event there is a material error or discrepancy identified within the Reserve Study, upon the Client's written request to us, we will gladly revise the study at no charge to the Client for a period of up to 60 days following our initial delivery of the completed study. The foregoing is limited to one revision of the initial completed study. Other requests for changes, or requests made greater than 60 days following our initial delivery of the study may be approved by us in our sole discretion and potentially at an additional cost to the Client.

- **Video presentation:** we will provide a brief video presentation to help explain the process, outcomes, and other key details found within a Reserve Study. The Reserve Study document is shown on-screen, and you'll hear our staff explain key terminology, review the component list and explain how we formulate our recommendations in a study.

- **Meeting attendance:** Following completion of the Reserve Study, our staff may be available to attend meetings at the Client property. Due to our volume of requests, meeting attendance requests must be made at least 30 days prior to the actual meeting date and are subject to staff availability. Attendance fees will be billed based on actual meeting time plus "door to door" travel time for our staff at a rate of $150.00/hour, with a one hour minimum. For properties located greater than 200 miles from our Fort Lauderdale, FL office address, additional travel costs for flight, hotel, rental car and per-diem allowances may apply. If interested in meeting attendance, please contact us directly for more specific options and costs for your property.

Enjoy Free Access to our Online Software!

(Click here for an online demo of uPlanIt)

uPlanIt

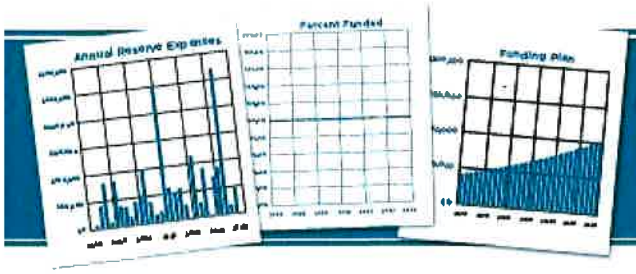
An Association Reserves Product

MORE ANSWERS, LESS HEADACHES

uPlanIt is a powerful interactive online tool that allows our Clients to run faster, jump higher, and leap tall buildings in a single bound!

Okay, maybe we're exaggerating a bit, but in the always stressful and often divisive Reserve budget process, uPlanIt can facilitate collaboration, build consensus and eliminate guesswork for Managers and Boardmembers.

Designed by experts and available FREE to our Clients with every professional Reserve Study engagement, uPlanIt gives instant answers to all your "what-if" Reserve funding scenarios. Whether you face "pushback" to funding Reserves, objections about the life expectancies or costs of certain projects, or outrage for a proposed special assessment, you'll be able to instantly foresee the outcome of alternative budget strategies.



Results are delivered in an assortment of insightful charts & tables. With uPlanIt, you can validate budget decisions, respond quickly and confidently to uncertainties, and prevent misunderstandings.

- **Free for our professional Reserve Study clients during their budget season**
- **Year-to-Year (and Board-to-Board) continuity with one centralized data bank**
- **24-7 access to play with the numbers during budget meetings!**

References and Testimonials

You don't get to be in business for 30 years and counting without building a great reputation. Here's what some of our clients have had to say about us recently:

- *"As the owner of a fairly large property management company, I have been using Association Reserves since the firm was founded. Excellent staff, timely responses, easy to understand reports, and changing reports has never been problematic! I cannot recommend Association Reserves highly enough."*

- *"Association Reserves provides incredible service, knowledge and professionalism."*

- *"Until now, I had yet to see a Reserve Study whose overview so "user" friendly. Any novice may pick it up and understand the concepts behind a Reserve Study. Very impressive. To add to that, our Project Manager could not be more responsive in answering any of our questions and bending over backwards to work with us."*

- *"I have been in this business since 1998 and not everyone understands how HOAs and Boards work. Association Reserves employees do, which makes my job easier."*

- *"Our Board could not be more pleased with the report we have received and the manner in which the study was conducted. We highly recommend Association Reserves to prepare your Reserve Study."*

- *"We have worked with Association Reserves for several years. This is a process which can be very cumbersome to say the least, but Association Reserves has streamlined the process and with their help it has been painless and very successful."*

- *"Association Reserves far exceeded my expectations in terms of ease of access to our Reserve Study report on the internet, and quality of service."*

- *"The Association Reserves representatives have been very friendly and professional and have been very responsive to our needs."*

ASSOCIATION RESERVES™

Planning For The Inevitable™

Standard Terms and Conditions

The following terms and conditions, the attached "Schedule & Fees", and the attached "Deliverables" (collectively, "Agreement") set forth the terms of the services that Association Reserves-Florida, LLC ("Association Reserves", "us", "our" or "we") will provide to **Berkshire Lakes Master Association, Inc.** ("Client", "you" or "your"). By accepting this Agreement, Client hereby agrees to all of the terms and conditions set forth below.

1. Professional Services

William G. Simons, RS is the President of Association Reserves-Florida, LLC and is a credentialed Reserve Specialist (#190). All work done by Association Reserves-Florida, LLC is performed under his Responsible Charge and is performed in accordance with National Reserve Study Standards (NRSS). Association Reserves will provide oversight and assume responsibility for all work performed. Association Reserves' services may be performed by Association Reserves employees or contractors working for Association Reserves.

The scope of work for this Agreement includes visual inspection of accessible areas and components, and does not include any destructive or other means of testing. We do not inspect or investigate for construction defects, hazardous materials, or latent issues such as plumbing or electrical problems, or problems with sub-surface drainage system components. Information provided to us about historical or upcoming projects, including information provided by the Client's vendors and suppliers, will be considered reliable. Any on-site inspection should not be considered a project audit or quality inspection. Our opinions of component useful life, remaining useful life, and cost estimates assume proper original installation/construction, adherence to recommended preventive maintenance guidelines and best practices, a stable economic environment, and do not consider the frequency or severity of natural disasters. Our opinions of component useful life, remaining useful life and current and future cost estimates are not a warranty or guarantee of the actual costs and timing of any component repairs or replacements. The actual or projected total reserve account balance(s) presented in the Reserve Study will be based upon information provided and such information is not audited by Association Reserves. Because the physical condition of the Client's components, the Client's reserve balance, the economic environment, and the legislative environment are subject to change, the Reserve Study is limited by such outside influences and changes. Accordingly, Association Reserves expects that after the completion of the Reserve Study, a number of adjustments may be necessary to the cost and timing of our expense projections and the funding necessary to prepare for those estimated expenses. Because Association Reserves has no control over future events or outside influences, we do not expect that all the events we anticipate for purposes of the Reserve Study will occur exactly as planned.

2. Cooperation and Information

In connection with our work, Client agrees to cooperate with us and to promptly provide, to the extent reasonably possible, all relevant information as requested. Client agrees to notify us immediately in writing if Client learns that any information provided to us is inaccurate or incomplete in any material respect. Client also agrees to continuously advise us of any material developments or facts that occur or come to its attention which might reasonably be considered to affect our work.

3. Professional Fees

Our fees and expenses are in no way contingent upon the results of our analysis, the content or conclusions in our report, the consummation of an event or transaction, or your acceptance or rejection of our opinions, reports or conclusions. Any invoice remaining unpaid for 30 days shall bear interest at the rate of 15% per annum from the date of the invoice until paid in full. We reserve the right to defer rendering further services until payment is received on past due invoices. We may suspend all work if an invoice is past due. In any event, all fees incurred to date must be paid prior to our issuance of our final report.

4. Limitation on Warranties

Association Reserves warrants that it will perform services under the Agreement in good faith, with qualified personnel in a competent and workmanlike manner in accordance with applicable industry standards. Association Reserves disclaims all other warranties, either express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose. Association Reserves does not warrant or predict results or final developments in this matter.

5. Undue Influence / Right to Withdraw

Association Reserves reserves the sole right to decide the methodology to be employed as well as the extent of review, research and other preparation to perform such analyses. If the Client or their agents attempt to influence our work,

directly or indirectly, or if we are instructed to limit work or employ methods with which we disagree, we have the absolute right to terminate work performed pursuant to this Agreement. Upon withdrawal, we will have no further obligation to perform work or to provide work product and shall be entitled to immediately receive payment for our services.

6. Confidentiality

Except as required in the performance of our services and work under this Agreement, we agree to keep confidential all information provided to us by you unless such information (a) is already known to us before disclosure by you, (b) is subsequently disclosed to us by a third party not known by us to be violating a duty of confidentiality to you, (c) becomes publicly available through no fault of ours or (d) is required by law, court order or regulatory authority or agency to be disclosed. We may also disclose information to our officers, members, employees, agents, contractors and advisors for purposes of providing our services. This Agreement may be disclosed to any court in connection with any attempt by us to enforce the terms of this Agreement, including seeking payment for services rendered to Client. Client gives Association Reserves the right to discuss this matter with attorneys, accountants, representatives, and other agents for the Client. This extends to other parties that we may designate as well as other individuals designated by Association Reserves including any colleagues of Association Reserves from whom professional information or services are sought.

7. Association Reserves' Reliance

In performing our work, we will be relying on the accuracy, reliability, and completeness of the information Client or its agents provide, including contracts, financial, and non-financial information. We will attempt to obtain and compile the data used in this engagement from reliable sources, but cannot guaranty the accuracy or completeness of third party information. In accordance with National Reserve Study Standards, information provided by Client or its agents regarding financial details, component physical details and/or quantities, or historical issues/conditions will be deemed reliable for use in preparing the Reserve Study, and is not intended to be used for the purpose of performing any type of audit, quality/forensic analysis, or background checks of historical records. For "Full" Reserve Study levels of service, we attempt to establish measurements and component quantities within 5% accuracy through a combination of on-site measurements and observations, review of any available building plans or drawings, and/or any other reliable means. For "Update, With Site Visit" and "Update, No Site Visit" Reserve Study levels of service, the Client is considered to have deemed previously developed component quantities as accurate and reliable, including quantities that may have been established by other individuals or firms.

8. Client's Reliance

Our engagement is not intended to and cannot be relied upon to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist. Client understands that we will not audit, review, compile any financial statements, forecasts or other information, and we will not express an opinion or any form of assurance on them.

9. Limitations on Use of Our Work

Any documents and work product (regardless of form) generated by Association Reserves pursuant to this engagement are the sole and exclusive property of Association Reserves. Such documents and work product are not intended for general circulation or publication, nor are they to be reproduced, copied, quoted or used for any other purpose without prior written permission from Association Reserves in each specific instance.

10. Document/Evidence Retention

It is not our practice to retain working papers, notes, or data files that have been updated or superseded. If you wish us to follow a different retention practice, please indicate your specific request(s) in writing when returning a copy of this Agreement. The working papers and other materials created by us during this engagement are our property. Association Reserves shall have no duty to retain any copies of documents provided to us for more than 90 days after the termination of this Agreement, or 90 days after the date the final Reserve Study is submitted to you, whichever is earlier. At the Client's expense, we will return original materials and documents supplied to us by the Client if a written request to do so is received by Association Reserves within the 90 days after the termination of this Agreement, or 90 days after the date the final Reserve Study is submitted to you, whichever is earlier.

11. Termination

Our engagement is terminable at any time upon written notice by you or by Association Reserves. Additionally, we will refuse to perform any requested act that we deem a violation of law, public policy, or our professional ethical standards, and may, as a result withdraw from the engagement without penalty. If we withdraw from this engagement, or the Client terminates our services for any reason or for no reason, the Client shall immediately pay Association Reserves for all services performed, and all expenses incurred by Association Reserves. If we are unable to complete the engagement for any reason caused by the Client, the Client shall immediately pay Association Reserves for all services performed, and all expenses incurred by Association Reserves.

12. Limitation on Damages; Contribution and Limitation on Actions

(a) Association Reserves will not be liable to the Client for any actions, damages, claims, liabilities, costs, expenses or losses in any way arising out of or relating to the services performed under the Agreement for an aggregate amount in excess of the fees paid or owing to Association Reserves for services rendered by Association Reserves under the Agreement. In no event, will Association Reserves be liable to the Client for consequential, special, indirect, incidental, punitive or exemplary damages, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs). The provisions of this Section will apply regardless of the form of action, damage, claim, liability, cost, expense, or loss, whether in contract, statute, tort or otherwise.

(b) In circumstances where all or any portion of the foregoing provisions of this Section are finally judicially determined to be unavailable, Association Reserves' aggregate liability for any actions, damages, claims, liabilities, costs, expenses or losses arising out of or relating to the services performed under the Agreement will not exceed an amount that is proportional to the relative fault that Association Reserves' conduct bears to all other conduct giving rise to such actions, damages, claims, liabilities, costs, expenses or losses.

(c) No action, regardless of form, arising out of or relating to this Agreement, may be brought by the Client against Association Reserves more than one year after the cause of action has accrued.

(d) To the fullest extent of the law, Client shall indemnify, defend and hold harmless Association Reserves, its officers, employees, agents, representatives, affiliates, consultants, and contractors from and against any and all losses, costs, penalties, fines, damages, claims, actions, expenses (including attorney's fees) or liabilities arising out of, resulting from, or in connection with the services contemplated by this Agreement.

(e) You agree to pay our attorneys' fees and costs incurred in the event we have to retain an attorney and/or initiate litigation to collect any unpaid balance for our services.

(f) In the event that Association Reserves is requested pursuant to subpoena, or other legal process, to provide testimony or produce its documents relating to this engagement in judicial or administrative proceedings to which Association Reserves is not a party, Client shall reimburse us at standard billing rates for our professional time and expenses, including reasonable and necessary attorney's fees and costs incurred by Association Reserves responding, resisting, and/or complying with such request(s). We reserve the right to engage our own counsel to respond, resist, and/or comply with such request(s), and Client shall reimburse Association Reserves for such attorney's fees and costs incurred by Association Reserves responding, resisting, and/or complying with such request(s).

13. Force Majeure.

Association Reserves will not be liable for any delays resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority.

14. Governing law.

The laws of the State of Florida shall govern the construction, interpretation and enforcement of this Agreement. You agree that venue and jurisdiction for any suit arising under this Agreement shall be exclusively in the state courts located in Broward County, Florida, to the exclusion of all other courts, federal or otherwise.

15. Waiver of Jury Trial.

EXCEPT AS PROHIBITED BY LAW, NO PARTY TO THIS AGREEMENT, SHALL SEEK A JURY TRIAL IN ANY LAWSUIT, PROCEEDING OR COUNTERCLAIM BASED UPON, OR ARISING OUT OF THIS AGREEMENT, THE SERVICES PROVIDED HEREUNDER, THE FINANCIAL OBLIGATIONS ARISING HEREUNDER OR THE RELATIONSHIP BETWEEN ANY OF THE PARTIES TO THIS AGREEMENT.

16. Non-Waiver.

There is to be no change or waiver of any provisions of this Agreement unless the change is in writing and signed by all parties to this Agreement.

17. Miscellaneous.

(a) Communications. Association Reserves may communicate with the Client by electronic mail or otherwise transmit documents in electronic form during the course of this engagement. The Client accepts the inherent risks of these forms of communication, including the security risks of interception of or unauthorized access to such communications, the risks of corruption of such communications and the risks of viruses or other harmful devices.

(b) A facsimile or electronic copy hereof shall be considered binding and legally sufficient for all purposes. The terms of this Agreement are subject to change if not executed and returned to us within 180 days of the date of this Agreement.

(c) Independent Contractor. It is understood and agreed that each of the parties hereto is an independent contractor and that neither party is or will be considered an agent, distributor or representative of the other. Neither party will act or

represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

(d) Entire Agreement. This Agreement constitutes the entire agreement between Association Reserves and the Client with respect to this engagement and supersedes all other oral and written representations, understandings or agreements concerning the subject matter hereof.

(e) Severability. Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of this Agreement.

Scope of Work, Schedule & Fees

Scope of Work (Full Reserve Study):

A Full Reserve Study is required when the Client has no prior Reserve Study, or wishes to start "from scratch" with a completely new study. This level of service is defined by National Reserve Study Standards as an engagement during which the following five Reserve Study tasks are performed for the first time: Component Inventory, Condition Assessment (based upon on-site visual observations), Life and Valuation Estimates, Fund Status and Funding Plan.

Schedule & Next Steps (TBD 2023):

Your Reserve Study process will begin in 2023. If you choose the "Smart Start" option listed on the following page, your inspection will be schedule between January 1 and March 21, 2023. Otherwise, your study will be scheduled after April 1, 2023. Prior to scheduling your site inspection date, our office will request a 50% deposit of the fee, a copy of your Association's governing documents, and will also provide Reserve Study Information Forms for you to complete. Upon receipt of the completed Forms and deposit, your Project Manager will contact you to schedule your site inspection. The Reserve Study will be delivered no later six weeks from the date of our site inspection of the property.

Payment Terms:

Payment is required in two installments: 50% of the fee will be invoiced upon acceptance of this proposal. The remaining 50% balance will be invoiced following initial delivery of the Reserve Study. Refer to "Additional Services" in the Deliverables section of this proposal for more information.

Save money by taking advantage of our Smart Start Program!

The fact that 90+% of Community Associations have the same December 31st fiscal year-end date means that most budgets (and therefore most Reserve Studies) are prepared during the busy season of the summer and fall. So, to try and spread out our workload over the entire year, we offer a 10% discount on our fees, simply for beginning your Reserve Study earlier in the year.

Interested in getting your Reserve Study completed early in the year AND saving money? We think that's a win-win!

SMART START PROGRAM

Scope of Work, Schedule & Fees

Proposal Date: August 1, 2022

Client Name: Berkshire Lakes Master Association, Inc.
Proposal Number: 45930-0

Instructions:

Choose options below.

Full Reserve Study (To be completed in 2023)

☐ ***$4,032 Smart Start Fee (Includes Discount)****

☐ ***$4,480 Standard Fee***

***If the Smart Start option is chosen, the Reserve Study will be completed in early 2023, and the deposit fee will be payable at that time. Please return your signed proposal as soon as possible so that we can schedule your site inspection for early 2023.**

Note: The proposal can be returned in Fall 2022 for advance scheduling; however, the signed proposal must be returned to our office no later than March 31, 2023 to receive the discounted price.

By signing below, the person signing this agreement on behalf of Client represents and warrants that he/she has the authority to do so, and agrees to the Standard Terms and Conditions attached hereto. Signed proposals can be emailed to wsimons@reservestudy.com, or faxed to (954) 210-7926.

Approved, Accepted and Agreed to on behalf of Berkshire Lakes Master Association, Inc.:

Print Name: _____ Title: _____

Signature: _____ Date: _____