

Developer Checklist

In order to make sure that the Projected First Year Operating Budget and Schedule of Replacement Reserves is as accurate as possible, please forward the following items, if available:

- Declaration
- By-laws
- Site Survey
- Site plan
- Building Plans
- Water & Sewer Agreement

In addition, please take the time to answer the following questions:

1. What jurisdiction (State, County, City) is the project in?
2. Is this new construction or conversion of an existing building?
3. How many Units/Lots?
4. What are the anticipated Common Elements and Limited Common Elements?
5. How are the Common Elements and Limited Common Elements heated and cooled?
6. What service contracts do you anticipate having to place in year one (elevator, boiler, entry system, trash compactor, etc)?
7. What type(s) of elevator(s) are there?
8. What significant site features are there (entrance signs, walls, fences, tot lot, pool)?
9. What sorts of amenities are the there (concierge, fitness room, meeting room)?
10. What parking arrangements are there? Are the spaces separately deeded? Do you anticipate having a separate parking space fee?
11. Is there a front door entry system?

12. Do you anticipate any on-site staff (site manager, engineer, etc.)
13. Are there any special security arrangements to include in the budget?
14. Is the Developer furnishing the lobby, office, common areas, etc?
15. Who (community/homeowner/city) is responsible for:
 - A. Water & Sewer
 - B. Electric
 - C. Gas
 - D. Streets- maintenance and plowing
 - E. Landscaping
 - F. Trash pickup
 - G. Cable TV-some communities have contracted w/the cable company
16. Are there "after-market" submeters for utilities that need to be read by a contractor and billed to the owners?
17. Is the developer charging a "working capital contribution" or "reserve contribution" at settlement? Some bylaws allow for two times the monthly dues charged at settlement, some ask for more.
18. Anything else that might help?

Please return this to

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