

**Management Proposal
Information Request
Condominium Association**

1. Total number of units and buildings.
2. Breakdown of units by building.
3. Number of employees if any and their job description (could include on site manager, maint. and/or gate guards). If employees are required hours of operation or time required on site.
4. Contract labor to oversee and supervise i.e. pool, landscaper, etc.
5. Number of pools and or recreational facilities.
6. Pool fob, gate access or recreational access system to be monitored and/or maintained.
7. Communications i.e. newsletters, e-mail, etc.
8. Annual operating budget and reserve status.
9. Current financial report including owners involved in collection or legal status.
10. Assessment payments i.e. monthly, quarterly or annually.
11. Weighted or equal assessments.
12. Licenses required, i.e. pool, elevator, etc.
13. Number of board members.
14. Frequency, time and location of board meetings.
15. Number of committees, committee meetings and management responsibility.
16. Are there any special assessments due or anticipated within the next year?
17. Are there any capital projects underway or anticipated within the next year?
18. Is the association involved in or anticipating any legal or litigation within the next year?
19. Does the association require lease or sale approval and is the process in place?