

PRCC 2017 Reserve Study

Project/Task Name	Status	% Complete	Start Date	End Date	Est Cost	Actual Cost	Assigned To	Comments
1 PRCC 2017 Reserve Study	Active		10/03/16		\$3,500.00	\$4,000.00	Board	California statute requires that a Reserve Study be conducted every 3 years. The study is a tool to assist the BOD in establishing Reserve funding and expenditures in future years. Each year the the study will be adjusted to reflect the current year actual repairs, replacements, etc.
2 <input type="checkbox"/> Phase 1 - Planning								
3 PRCC Board Vote	Complete		10/03/16	10/03/16			Board	
4 Solicit Bids	Complete		10/10/16	10/21/16			Associa	Jennifer (Associa) contacted 3 companies for bids. She recommended SCT Consultants to the BOD, based on prior experience and satisfaction with the company and their product.
5 Select Contractor	Complete		10/25/16	10/25/16			Board	SCT Reserve Consultants awarded contract
6								
7 <input type="checkbox"/> Phase 2 - Implementation								
8 Prepare questionnaire from SCT	Complete		10/31/16	11/03/16			Fin Comm	
9 Set date for site inspection	Complete		11/04/16	11/04/16			Fin Comm	
10 Meet with contractor to discuss scope & process of site inspection and answer questions related to the property	Complete		12/12/16	12/12/16			Fin Comm	Stan and Pam met with Joe Kulick (SCT) for 4 hours to discuss the scope of the inspection, planned projects for 2017 and beyond & the current Reserve Budget. (Funding & Expenditures)
11 Conduct site inspection	Complete		12/12/16	12/12/16			Contractor	
12 Prepare the written document	Complete		12/13/16	01/17/17			Contractor	The first draft will take 2-3 weeks to prepare
13 Submit first draft to PRCC	Complete		01/17/17	01/17/17			Contractor	
14 Review draft document and make changes, corrections, etc	Complete		01/19/17	02/02/17			Fin Comm	The BOD and Finance Committee will work jointly
15 Meet with contractor to discuss content and submit any changes	Complete		02/06/17	02/06/17			Fin Comm	Requested that worksheets reflect different funding amounts...no meeting required
16 Prepare the final document with any revisions	Complete		02/08/17	02/08/17			Contractor	
17 Submit to PRCC	Complete		02/08/17	02/08/17			Contractor	
18								
19 Phase 3 - Completion								
20 PRCC Board Review/Acceptance	Complete						Board	
21 PRCC Finance Committee Review	Complete		03/15/17	03/15/17			Fin Comm	