

Survey - General Information and Physical Components of Your Association

Use this survey and its data as a starting point for resolving the issue of the need for Reserve Studies. By conducting a thorough inspection of the property and answering the survey questions, you will realize the complexity of your association and recognize what areas you are responsible for as a board member.

It is possible to do the majority of the inspection on your own, as a group. So, not only are you educating yourselves but you are saving association dollars to be put towards: hiring consultants to expand on the inspections, and working with engineers, contractors, and other professionals to solve the problems identified.

Autumn is an ideal time to stroll through your complex AND, at the same time, assess the property using the survey questions provided below.

Part I: General Information

1. What type of Association? Condo TH HOA CO-OP
2. Is your Association subject to the Illinois Condominium Property Act? Yes No
3. Total no. of Board Members _____ 4. Total no. of Units _____
5. Size of Complex: No. Buildings _____ Acres _____ Sq. Ft. _____
6. No. of Floors per Bldg. _____ 7. Units per Floor _____
8. Largest Unit: (1) BR (2) BR (3) BR (4) BR (5) BR
9. Sq. Ft. of Smallest Unit _____ 10. Sq. Ft. of Largest Unit _____
11. Parking: Private Garages Outside Underground
12. Does your Association have a Newsletter? Yes No
13. Which of the following are included in your Monthly Assessments?
 - Reserves Landscaping Snow Plowing Trash Removal
 - Heat/Gas Heat/Electric Air Conditioning Electricity
 - Water Sewer Janitorial Com. El. Main.
 - Legal Management Accounting Insurance
 - Recreation Golf Membership Pool Membership Other: _____
14. Does your Association have any of the following amenities?
 - Clubhouse Pool/Indoor Pool/Outdoor Tennis Courts
 - Craft Room Sauna Steam Room Exercise Room
 - Marina Golf Course Jogging Path Putting Greens
15. What are the most costly continuous maintenance items in your Assn.?
 - External Structure Asphalt Concrete Roof
 - Interior Structure Plumbing Heating Glass
 - Recreation Areas Pool Grounds Elevators
 Other: _____
16. Has your Assn. had a Useful Life Study (Capital Reserve Study)?
 - Yes No
17. Does your Assn. have a Reserve Account? Yes No
18. Approximate: Operating Budget _____ Yearly Reserve Budget _____

Part II: Physical Structure

1. Driveways & Parking Lots:
 - Concrete Brick Asphalt Gravel Flagstone
2. Sidewalks & Exterior Steps:
 - Concrete Brick Asphalt Gravel Flagstone
3. Exterior of Building:
 - Brick Aluminum Wood Stucco Block
4. Floor Coverings in the Common areas:
 - Carpet Tile Vinyl Tile Wood Brick
5. Wall Coverings in the Common areas:
 - Painted Wallpaper Wood Paneling Mirrors
 - Acoustical Paneling
6. Ceilings in the Common areas:
 - Acoustical Tile Drywall Wood Other _____
7. Interior structure of Walls & Ceiling/Roof Supports:
 - Wood Studs Metal Studs Wood Trusses Steel
8. Exterior structural supports for Balconies or Patios:
 - Wood Steel Concrete
9. Type of Windows: VINYL WOOD ALUMINUM
 - Sliders Casement Double Hung Stationary Glass
 - Single Pane Thermal Pane
10. Type of Doors:
 - Hollow Wood Solid Wood Hollow Metal Glass
11. Exterior Entry & Unit Entry Frames:
 - Wood Hollow Metal Aluminum
12. Basements:
 - Individual Common None
13. Foundations:
 - Poured Concrete Precast Block
14. Water Seepage & Leakage: Does your Assn. use any of the following?
 - Waterproofing Window Well Covers Downspouts Gutters
 - Sump Pumps/Electric Sump Pumps/Battery

15. Heating & Ventilating: COMMON or INDIVIDUAL
 - a) Forced Air or Boiler b) Gas or Electric
16. Air Conditioning: COMMON or INDIVIDUAL
 - Central in Unit or Window/Wall Units Gas or Electric
17. Plumbing & Water Lines: CENTRAL METERS or INDIVIDUAL METER
 - a) Are water lines Galvanized or Copper?
 - b) Is water softened? Hot Cold c) Water is Descaled or Delim
18. Electrical & Lighting: a) Common Areas: Incandescent Fluoresce
 - HP Sodium b) Do you have Power Surges Surge Protectors?
 c) Wiring: Aluminum Copper
19. Type of Roof: Shingle Tar/Gravel Single Rubber Ply
 - Single-Ply Vinyl Flat Peaked
20. Roof & Wall Insulation: Foam Barring None
21. Total number of Elevators in Association? _____
22. Fire & Security: Does your Association have any of the following?
 - a) SECURITY: Security Entry Security Guard Monitored C
 - b) FIRE: Smoke Alarms Heat/Smoke Sprinklers
 - Private Monitored System Connected to Fire Department Non
23. Laundry Facilities: COMMON or INDIVIDUAL
 - a) DRYERS: Electric or Gas b) Extra Laundry Room Equipment
 - c) Extra Duct Work
24. Does your Association use any of the following?
 - Extensive Landscaping Lawn Service Tree Pruning
 - Horticultural Design Chemical Applications
25. Does your Association maintain any of the following?
 - Swimming Pool Clubhouse Golf Course Tennis Courts
 - Other: _____
26. Does your Association retain any of the following?
 - Insurance Agent Accountant Attorney Landscaper
 - Management Co. On-Site Manager Maintenance Personnel