

## **RESERVE STUDY DRAFT**

*for*

***The Glen of Pacific Grove***  
HOMEOWNERS ASSOCIATION

*Date Prepared:*      06/13/00    *for Fiscal Year 2000-2001*

*Prepared By:*

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# **Reserve Study**

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This report documents the results of a reserve study performed by John D. Beatty & Company for The Glen of Pacific Grove Homeowners Association in Pacific Grove. It provides an analysis of the repair and replacement requirements for the association's major components and recommends a funding plan to meet those obligations. This study was performed in compliance with California Civil Code sections 1365 and 1365.5. The intent of this legislation is to insure that associations maintain a plan to meet all future obligations for major component maintenance. The essential elements of this legislation are:

1. Identification of the major components which the association is obligated to maintain
2. Current estimate of the useful life of each component
3. Current estimate of the remaining life of each component
4. Current estimate of the replacement cost of each component
5. Current estimate of the total annual contribution necessary to maintain the major components
6. Current estimate of the amount of cash reserves necessary to maintain the major components
7. Disclosure of the current amount of accumulated cash reserves actually funded
8. Disclosure of the percentage of reserves actually funded
9. Disclosure of any determined or anticipated special assessments
10. A general statement of methodology

## ***SCOPE***

This study is aligned with the association's fiscal year and establishes July 1, 2000 through June 30, 2030 as the period of time for which reserve expenditures and reserve fund balances are projected.

## ***METHODOLOGY***

A cash flow methodology was used to determine the annual reserve contribution. The underlying premise of this reserve funding approach is to establish a contribution level that will allow the association to maintain a positive balance in the reserve fund while meeting all anticipated maintenance obligations. The cash flow method allows the association to achieve this goal without the unnecessary overfunding of reserves. Also, as the interest earned on the reserve fund will not totally offset inflation, projections were made using the current inflation factor and an average interest rate on fully insured certificates of deposit.

In preparing this study, a comprehensive list of major components was developed and information was compiled on the type, number, age and cost of each of these components. In gathering this data, certain assumptions were made about costs, conditions, and future events and circumstances that may occur. Some assumptions inevitably will not materialize and unanticipated events and circumstances may occur subsequent to the date of this report. Therefore, the actual replacement costs and remaining lives may vary from this report and the variations could be material. All life expectancies were based on reasonable industry experience for equipment and material and, unless specifically noted, all components were in a reasonable and ordinary condition.

This study was limited to a visual inspection of the property and as such did not disturb the major components. Therefore, all common areas for which there is no access without defacement are specifically omitted. However, if sufficient historical data were available that would allow a reasonable projection of future expenditures for any unobservable components e.g., plumbing or electrical wiring, those components could be included in this report.

**Since no destructive testing was undertaken, this study does not purport to address any latent and/or patent defects, nor does it address any life expectancies that are abnormally short due to either improper design or installation, or to subsequent improper maintenance. It is assumed that all components are to be reasonably maintained for the remainder of their life expectancy.**

For a component to be included in this study, the following criteria must be met:

1. The maintenance of the component is the responsibility of the association;
2. The maintenance of the component is not included in the annual operating budget;
3. The estimated useful life of the component is greater than one year; and
4. The estimated remaining life of the component is less than 30 years.

This study is intended to reflect the estimated replacement cost of the components and is not intended to project the actual cost of the work when performed. This limitation is necessary, as it is virtually impossible to predict with any degree of certainty the myriad factors that will impact costs at a future date. Because of this qualification, it is necessary for the results of this study to be reviewed annually to reflect any meaningful changes in use or significant increases in labor and/or materials costs.

The funding for this study has a threshold margin of 10%. This means that the projected ending balance for each fiscal year is at least 10% of the projected expenditures for the same year. This margin provides for any unforeseen or out of the ordinary repair or replacement expense. Additionally, it can be used in subsequent years as a source of funds for reallocation of the life cycles should the aging of any components be abnormally accelerated.

## **FINDINGS**

The findings of this study indicate the adjustments necessary, if any, to the annual reserve contribution as shown on pages 9, 10 and 11 of this report in order to meet projected expenditures and keep pace with inflation. For fiscal year 2000-2001 an increase of 16.4% is necessary in the reserve contribution. This results in an increase of 4.6% in the overall assessment for that year. These findings are based upon the following:

1. Projected reserve fund balance as of July 1, 2000 ..... \$75,709
2. Reserve contribution for fiscal year 1999-2000..... \$44,179
3. Reserve contribution for fiscal year 2000-2001..... \$51,425
4. Assumed annual inflation rate ..... 3%
5. All "after tax" interest earned on reserve fund investments will be retained in the reserve fund.

## **DISCLOSURES**

This plan provides adequate funds to meet projected expenditures without relying on special assessments or increases in regular assessments that require a vote of the membership. Based on the assumption that the association will fund reserves in accordance with this plan, which includes those adjustments indicated above, the percent funded was calculated in the following manner:

### Accumulated Cash Reserves (Numerator)

Projected reserve fund balance as of July 1, 2000 ..... \$75,709

### Accrued Liability (Denominator)

(Refer to page 15 of this report)

Estimate of the amount of cash necessary to repair, replace, restore  
or maintain the association's major components as of July 1, 2000..... \$437,498

Percent Funded..... 17%

# Projected Expenditures

RESERVE COMPONENTS	Current Repair/Replace Cost	Estimated Usfl Life	Fiscal Year Jun 1 ...	(1) 2000	(2) 2001	(3) 2002	(4) 2003	(5) 2004	(6) 2005	(7) 2006	(8) 2007	(9) 2008	(10) 2009
Assumed Annual Inflation Rate .....	3.0%	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
<b>BUILDING EXTERIORS:</b>													
1 - Garage Doors Replace	54,000	20	9										
2 - Hardboard Siding Paint	65,842	5	4										
3 - Hardboard Siding Repair/Replace	24,581	20	4										
4 - Wood Trim Repair/Replace	23,007	20	1										
<b>FENCING/WALLS:</b>													
5 - Mail Box Kiosk Paint/Repair	400	5	3										
6 - Metal Picket Paint	1,168	5	3										
7 - Metal Picket Repair	876	15	3										
8 - Wood Deck Paint	319	20	5										
9 - Wood Deck Repair	4,200	20	5										
10 - Wood Fence Paint	2,604	5	4										
11 - Wood Fence Replace	15,624	20	5										
<b>GATES:</b>													
12 - Entry Intercom	3,200	20	5										
13 - Gate Operators	5,000	20	5										
14 - Gate Repair	1,400	10	8										
<b>LANDSCAPING:</b>													
15 - Drainage Renovation	3,000	15	1										
16 - Irrigation Timers	2,000	15	6										
17 - Irrigation Valves	4,800	15	6										
18 - Plant Stock	2,500	5	5										
19 - Tree Stock	5,000	5	5										
20 - Wood Bridge Repair	500	20	5										
<b>LANDSCAPING/WATER:</b>													
21 - Pumps	4,500	6	5										
22 - Pumps	4,500	6	2										
<b>LIGHT FIXTURES:</b>													
23 - Ground Lights	6,000	20	5										
24 - Pole Lights	6,000	20	5										
<b>PAVED SURFACES:</b>													
25 - Asphalt Repair	12%	16,443	10	1									
26 - Asphalt Seal/Stripe	4,698	5	1										
27 - Concrete Walkway Repairs	4,940	7	7										
28 - Tennis Court Overlay	8,400	21	8										
29 - Tennis Court Colorcoat	4,200	7	2										
<b>RECREATIONAL FACILITIES:</b>													
30 - Chain Link Repair	15%	885	18	9									
31 - Fence Screen	600	7	7										
32 - Tennis Net	250	7	7										

## Projected Expenditures

RESERVE COMPONENTS	Current Repair/Replace Cost	Estimated Usfl Life	Fiscal Year Jul 1 ... Jun 30 ....	(1) 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010	(2) 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010	(3) 2002 2003 2004 2005 2006 2007 2008 2009 2010	(4) 2003 2004 2005 2006 2007 2008 2009 2010	(5) 2004 2005 2006 2007 2008 2009 2010	(6) 2005 2006 2007 2008 2009 2010	(7) 2006 2007 2008 2009 2010	(8) 2007 2008 2009 2010	(9) 2008 2009 2010	(10) 2009 2010	
Assumed Annual Inflation Rate.....	3.0%													
<b>ROOFING SYSTEM:</b>														
33 - Composition Shingles	390,807	25	9											
34 - Gutters and Downspouts	45,045	25	9											
35 - Roof Inspection & Repair	4,466	5	1											
				<b>4,466</b>										
<b>TOTAL EXPENDITURES</b>	<b>721,754</b>				<b>51,614</b>	<b>8,961</b>	<b>2,593</b>	<b>101,653</b>	<b>59,475</b>	<b>18,507</b>	<b>6,914</b>	<b>19,516</b>	<b>713,676</b>	<b>9,786</b>

# Projected Expenditures

	RESERVE COMPONENTS	Current Repair/Replace Cost	Estimated Usf Life	Fiscal Year Jul 1 ... Jun 30 ....	(11) 2010 2011	(12) 2011 2012	(13) 2012 2013	(14) 2013 2014	(15) 2014 2015	(16) 2015 2016	(17) 2016 2017	(18) 2017 2018	(19) 2018 2019	(20) 2019 2020
Assumed Annual Inflation Rate.....	3.0%													
<b>BUILDING EXTERIORS:</b>														
1 - Garage Doors Replace		<b>54,000</b>	<b>20</b>	<b>9</b>										
2 - Hardboard Siding Paint		<b>65,842</b>	<b>5</b>	<b>4</b>										
3 - Hardboard Siding Repair/Replace	10%	<b>24,581</b>	<b>20</b>	<b>4</b>										
4 - Wood Trim Repair/Replace	20%	<b>23,007</b>	<b>20</b>	<b>1</b>										
<b>FENCING/WALLS:</b>														
5 - Mail Box Kiosk Paint/Repair		<b>400</b>	<b>5</b>	<b>3</b>										
6 - Metal Picket Paint		<b>1,168</b>	<b>5</b>	<b>3</b>										
7 - Metal Picket Repair	15%	<b>876</b>	<b>15</b>	<b>3</b>										
8 - Wood Deck Paint		<b>319</b>	<b>20</b>	<b>5</b>										
9 - Wood Deck Repair	50%	<b>4,200</b>	<b>20</b>	<b>5</b>										
10 - Wood Fence Paint		<b>2,604</b>	<b>5</b>	<b>4</b>										
11 - Wood Fence Replace		<b>15,624</b>	<b>20</b>	<b>5</b>										
<b>GATES:</b>														
12 - Entry Intercom		<b>3,200</b>	<b>20</b>	<b>5</b>										
13 - Gate Operators		<b>5,000</b>	<b>20</b>	<b>5</b>										
14 - Gate Repair		<b>1,400</b>	<b>10</b>	<b>8</b>										
<b>LANDSCAPING:</b>														
15 - Drainage Renovation		<b>3,000</b>	<b>15</b>	<b>1</b>										
16 - Irrigation Timers		<b>2,000</b>	<b>15</b>	<b>6</b>										
17 - Irrigation Valves		<b>4,800</b>	<b>15</b>	<b>6</b>										
18 - Plant Stock		<b>2,500</b>	<b>5</b>	<b>5</b>										
19 - Tree Stock		<b>5,000</b>	<b>5</b>	<b>5</b>										
20 - Wood Bridge Repair		<b>500</b>	<b>20</b>	<b>5</b>										
<b>LANDSCAPING/WATER:</b>														
21 - Pumps		<b>4,500</b>	<b>6</b>	<b>5</b>										
22 - Pumps		<b>4,500</b>	<b>6</b>	<b>2</b>										
<b>LIGHT FIXTURES:</b>														
23 - Ground Lights		<b>6,000</b>	<b>20</b>	<b>5</b>										
24 - Pole Lights		<b>6,000</b>	<b>20</b>	<b>5</b>										
<b>PAVED SURFACES:</b>														
25 - Asphalt Repair	12%	<b>16,443</b>	<b>10</b>	<b>1</b>										
26 - Asphalt Seal/Stripe		<b>4,698</b>	<b>5</b>	<b>1</b>										
27 - Concrete Walkway Repairs	8%	<b>4,940</b>	<b>7</b>	<b>7</b>										
28 - Tennis Court Overlay		<b>8,400</b>	<b>21</b>	<b>8</b>										
29 - Tennis Court Colorcoat		<b>4,200</b>	<b>7</b>	<b>2</b>										
<b>RECREATIONAL FACILITIES:</b>														
30 - Chain Link Repair		<b>885</b>	<b>18</b>	<b>9</b>										
31 - Fence Screen		<b>600</b>	<b>7</b>	<b>7</b>										
32 - Tennis Net		<b>250</b>	<b>7</b>	<b>7</b>										

## Projected Expenditures

# Projected Expenditures

	RESERVE COMPONENTS	Current Repair/Replace Cost	Estimated Usfl Life	Fiscal Year Jul 1 ... Jun 30 ....	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)
Assumed Annual Inflation Rate.....	3.0%				2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>BUILDING EXTERIORS:</b>														
1 - Garage Doors Replace		54,000	20	9										
2 - Hardboard Siding Paint		65,842	5	4										
3 - Hardboard Siding Repair/Replace	10%	24,581	20	4										
4 - Wood Trim Repair/Replace	20%	23,007	20	1										
<b>FENCING/WALLS:</b>														
5 - Mail Box Kiosk Paint/Repair		400	5	3										
6 - Metal Picket Paint		1,168	5	3										
7 - Metal Picket Repair	15%	876	15	3										
8 - Wood Deck Paint		319	20	5										
9 - Wood Deck Repair	50%	4,200	20	5										
10 - Wood Fence Paint		2,604	5	4										
11 - Wood Fence Replace		15,624	20	5										
<b>GATES:</b>														
12 - Entry Intercom		3,200	20	5										
13 - Gate Operators		5,000	20	5										
14 - Gate Repair		1,400	10	8										
<b>LANDSCAPING:</b>														
15 - Drainage Renovation		3,000	15	1										
16 - Irrigation Timers		2,000	15	6										
17 - Irrigation Valves		4,800	15	6										
18 - Plant Stock		2,500	5	5										
19 - Tree Stock		5,000	5	5										
20 - Wood Bridge Repair		500	20	5										
<b>LANDSCAPING/WATER:</b>														
21 - Pumps		4,500	6	5										
22 - Pumps		4,500	6	2										
<b>LIGHT FIXTURES:</b>														
23 - Ground Lights		6,000	20	5										
24 - Pole Lights		6,000	20	5										
<b>PAVED SURFACES:</b>														
25 - Asphalt Repair	12%	16,443	10	1										
26 - Asphalt Seal/Stripe		4,698	5	1										
27 - Concrete Walkway Repairs	8%	4,940	7	7										
28 - Tennis Court Overlay		8,400	21	8										
29 - Tennis Court Colorcoat		4,200	7	2										
<b>RECREATIONAL FACILITIES:</b>														
30 - Chain Link Repair	15%	885	18	9										
31 - Fence Screen		600	7	7										
32 - Tennis Net		250	7	7										

## Projected Expenditures

	Current Repair/Replace Cost	Estimated Usfl Life	Rnng Life	Fiscal Year Jul 1 ..... Jun 30 .....	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)
RESERVE COMPONENTS					2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Assumed Annual Inflation Rate.....	3.0%				2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
ROOFING SYSTEM:														
33 - Composition Shingles	390,807	25	9											
34 - Gutters and Downspouts	45,045	25	9											
35 - Roof Inspection & Repair	4,466	5	1											
TOTAL EXPENDITURES	721,754				110,541	0	19,675	183,596	98,272	28,610	1,909	19,454	309,661	27,572

## Funding Plan

### Projected Cash Balance

# Component Quantification

RESERVE COMPONENTS	Assumed Annual Inflation Rate.....	3.0%	Repair/Replace Cost	Current Usfl	Estimated Rmng Life	Quantity	Unit of Measurement	Unit Cost	Year Done	Notes
<b>BUILDING EXTERIORS:</b>										
1 - Garage Doors Replace			54,000	20	9	60	doors	900.00	1984	Wood frame overhead door
2 - Hardboard Siding Paint			65,842	5	4	87,789	square feet	0.75	1997	Hardboard lap siding and wood trim
3 - Hardboard Siding Repair/Replace	10%		24,581	20	4	87,789	square feet	2.80	1984	Repair program
4 - Wood Trim Repair/Replace	20%		23,007	20	1	20,915	linear feet	5.50	1984	Repair program
<b>FENCING/WALLS:</b>										
5 - Mail Box Kiosk Paint/Repair			400	5	3	4	units	100.00	1997	Paint and repair program for wood kiosk
6 - Metal Picket Paint			1,168	5	3	292	linear feet	4.00	1997	Repaint metal fencing
7 - Metal Picket Repair	15%		876	15	3	292	linear feet	20.00	1984	Repair metal fencing
8 - Wood Deck Paint			319	20	5	336	square feet	0.95	1984	Repaint wood deck at tennis court
9 - Wood Deck Repair	50%		4,200	20	5	336	square feet	25.00	1984	Repair wood deck at tennis court
10 - Wood Fence Paint			2,604	5	4	744	linear feet	3.50	1997	Repaint wood fences at patios
11 - Wood Fence Replace			15,624	20	5	744	linear feet	21.00	1984	Replace wood fences
<b>GATES:</b>										
12 - Entry Intercom			3,200	20	5	1	unit	3,200.00	1984	Entry gate phone system
13 - Gate Operators			5,000	20	5	2	operators	2,500.00	1984	Entry gate mechanical operators
14 - Gate Repair			1,400	10	8	2	gates	700.00	1997	Repair to metal gates
<b>LANDSCAPING:</b>										
15 - Drainage Renovation			3,000	15	1	1	fund	3,000.00	1984	Program for improving and repairing drainage
16 - Irrigation Timers			2,000	15	6	2	timers	1,000.00	1984	Replace electronic irrigation controllers
17 - Irrigation Valves			4,800	15	6	24	valves	200.00	1984	Replace remote control valves
18 - Plant Stock			2,500	5	5	1	fund	2,500.00	1999	Program for replacement of plant material
19 - Tree Stock			5,000	5	5	1	fund	5,000.00	1999	Program for major tree trimming and removal
20 - Wood Bridge Repair			500	20	5	1	bridge	500.00	1984	Repairs to bridge
<b>LANDSCAPING/WATER:</b>										
21 - Pumps			4,500	6	5	1	pumps	4,500.00	1998	Replace and/or repair pump motors for water feature
22 - Pumps			4,500	6	2	1	pumps	4,500.00	1995	Replace and/or repair pump motors for water feature
<b>LIGHT FIXTURES:</b>										
23 - Ground Lights			6,000	20	5	60	fixtures	100.00	1984	Replacement light fixtures
24 - Pole Lights			6,000	20	5	24	fixtures	250.00	1984	Replacement light fixtures (not poles)
<b>PAVED SURFACES:</b>										
25 - Asphalt Repair	12%		16,443	10	1	39,150	square feet	3.50	1984	Major repair to private drive and parking
26 - Asphalt Seal/Stripe			4,698	5	1	39,150	square feet	0.12	1984	Reseal and striping program
27 - Concrete Walkway Repairs	8%		4,940	7	7	12,350	square feet	5.00	1999	Program for repairs to concrete improvements
28 - Tennis Court Overlay			8,400	21	8	8,400	square feet	1.00	1984	New asphalt over court
29 - Tennis Court Colorcoat			4,200	7	2	8,400	square feet	0.50	1995	Application of colorcoat and striping
<b>RECREATIONAL FACILITIES:</b>										
30 - Chain Link Repair			885	18	9	295	linear feet	20.00	1984	Repair to fence around tennis court
31 - Fence Screen			600	7	7	120	linear feet	5.00	1999	Replace wind screen
32 - Tennis Net			250	7	1	1	net	250.00	1999	Replace net

## Component Quantification

RESERVE COMPONENTS	Assumed Annual Inflation Rate.....	3.0%	Current Repair/Replace Cost	Estimated Usfl Life	Rmng Life	Quantity	Unit of Measurement	Unit Cost	Year Done	Notes
<hr/>										
ROOFING SYSTEM:										
33 - Composition Shingles			390,807	25	9	111,659	square feet	3.50	1984	Replace with 40 yr composition shingle
34 - Gutters and Downspouts			45,045	25	9	6,930	linear feet	6.50	1984	Replace ranguitter and downspouts
35 - Roof Inspection & Repair			4,466	5	1	111,659	square feet	0.04	1984	Routine inspection and repair program

# Accrued Liability

RESERVE COMPONENTS	Assumed Annual Inflation Rate.....	3.0%	Current Repair/Replace Cost	Estimated Usfl Life	Rmng Life	Annual Liability	Accrued Liability	Proration Percentage
<b>BUILDING EXTERIORS:</b>								
1 - Garage Doors Replace			54,000	20	9	2,700	29,700	5.65%
2 - Hardboard Siding Paint			65,842	5	4	13,168	13,168	27.57%
3 - Hardboard Siding Repair/Replace	10%		24,581	20	4	1,229	19,665	2.57%
4 - Wood Trim Repair/Replace	20%		23,007	20	1	1,150	21,856	2.41%
<b>FENCING/WALLS:</b>								
5 - Mail Box Kiosk Paint/Repair			400	5	3	80	160	0.17%
6 - Metal Picket Paint	15%		1,168	5	3	234	467	0.49%
7 - Metal Picket Repair			876	15	3	58	701	0.12%
8 - Wood Deck Paint			319	20	5	16	239	0.03%
9 - Wood Deck Repair	50%		4,200	20	5	210	3,150	0.44%
10 - Wood Fence Paint			2,604	5	4	521	521	1.09%
11 - Wood Fence Replace			15,624	20	5	781	11,718	1.64%
<b>GATES:</b>								
12 - Entry Intercom			3,200	20	5	160	2,400	0.33%
13 - Gate Operators			5,000	20	5	250	3,750	0.52%
14 - Gate Repair			1,400	10	8	140	280	0.29%
<b>LANDSCAPING:</b>								
15 - Drainage Renovation			3,000	15	1	200	2,800	0.42%
16 - Irrigation Timers			2,000	15	6	133	1,200	0.28%
17 - Irrigation Valves			4,800	15	6	320	2,880	0.67%
18 - Plant Stock			2,500	5	5	500	0	1.05%
19 - Tree Stock			5,000	5	5	1,000	0	2.09%
20 - Wood Bridge Repair			500	20	5	25	375	0.05%
<b>LANDSCAPING/WATER:</b>								
21 - Pumps			4,500	6	5	750	750	1.57%
22 - Pumps			4,500	6	2	750	3,000	1.57%
<b>LIGHT FIXTURES:</b>								
23 - Ground Lights			6,000	20	5	300	4,500	0.63%
24 - Pole Lights			6,000	20	5	300	4,500	0.63%
<b>PAVED SURFACES:</b>								
25 - Asphalt Repair	12%		16,443	10	1	1,644	14,799	3.44%
26 - Asphalt Seal/Stripe			4,698	5	1	940	3,758	1.97%
27 - Concrete Walkway Repairs	8%		4,940	7	7	706	0	1.48%
28 - Tennis Court Overlay			8,400	21	8	400	5,200	0.84%
29 - Tennis Court Colorcoat			4,200	7	2	600	3,000	1.26%
<b>RECREATIONAL FACILITIES:</b>								
30 - Chain Link Repair			885	18	9	49	443	0.10%
31 - Fence Screen			600	7	7	86	0	0.18%
32 - Tennis Net			250	7	7	36	0	0.07%

## Accrued Liability

RESERVE COMPONENTS	Assumed Annual Inflation Rate.....	3.0%	Current Repair/Replace Cost	Estimated Usfl Rmng Life	Annual Liability	Accrued Liability	Proration Percentage
<hr/>							
ROOFING SYSTEM:							
33 - Composition Shingles	390,807	25	9	15,632	250,116	32,73%	
34 - Gutters and Downspous	45,045	25	9	1,802	28,829	3.77%	
35 - Roof Inspection & Repair	4,466	5	1	893	3,573	1.87%	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	721,754		47,764	<b>437,498</b>	100.0%		



## John D. Beatty & Company

315 Diablo Road, Suite 222, Danville, CA 94526

• (925) 831-1803

• (925)-831-2493 (FAX)

(925) 831-2501

### FACSIMILE MEMO

**DATE:** JUNE 13, 2000

**TIME:** 3:43 PM

**TO:** Jack Rutherford

**FAX #:** 831-373-3732

**TEL #:** 408-812-1268

**RE:** The Glen of Pacific Grove  
Reserve Study

**FROM:** John D. Beatty & Company

**FAX #:** 831.661.0492

**TEL #:** 831.661.0491

**SENDER:** Bob Cox

**RESPONSE/  
REQUEST:** This is the initial reserve study draft—call me if you additional info