



RESERVE READINESS CHECKLIST

PLANNED CONTRIBUTIONS, NOT PANIC ASSESSMENTS | TWIN CITIES METRO

A reserve study is the difference between planned contributions and panic assessments. Walk this list at your next board meeting, with the study on the table.

THE STUDY

- ☐ **Pull your most recent reserve study or three-year reevaluation, and note the date.**
Minnesota law (Minn. Stat. 515B.3-1141) requires adequate replacement reserves, reevaluated at least every three years. Confirm how MCIOA applies to your community with association counsel.
- ☐ **Find your percent funded.**
Above 70 percent generally signals a strong position, 30 to 70 fair, below 30 weak. Read the number against your near-term replacements, not in isolation.
- ☐ **Decide your funding target with the study in hand.**
Full, threshold, or baseline, chosen by the board, and set the contribution to match it.

THE COMPONENT LIST

- ☐ **Confirm decks, balconies, and railings appear with real quantities.**
Linear feet of railing and number of decks, not a vague grounds line.
- ☐ **Confirm the big items carry realistic useful-life entries.**
A 25-year roof installed 18 years ago has a remaining useful life of about 7 years.

THE SAFETY WALK

- ☐ **Walk your highest and oldest elevated structures with a documentation checklist.**
Anything questionable goes to a licensed professional now, not next budget season.

THE CALENDAR AND THE PROVIDER

- ☐ **Put the next reevaluation on the calendar before you close the meeting.**
- ☐ **When hiring a provider, look for the credential.**
The Reserve Specialist (RS) designation from CAI and APRA membership signal training to the national standards. Ask whether the study conforms to the CAI standards and includes a real site visit.

RESERVE NUMBERS DUE FOR A FRESH LOOK?

A first call takes about fifteen minutes and costs nothing, 612-440-8660. The full guide: trupointhoa.com/knowledge-center/reserve-studies-capital-planning