



uPlanIt Workshop and Demonstration

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Miss the webinar? Watch it [here](#).

We want you to make informed decisions about your Reserve Study. If you are wondering “what happens if we...”, then that’s exactly why we created uPlanIt. We describe uPlanIt as a revolutionary new tool



that takes a Reserve Study, which has been a printout or pdf file, and makes it interactive. All of a sudden, you can change some figures and test different contributions or different expense scenarios. No worries, your Reserve Study is not affected. You can print out your ideas, save and show others, or clear all your edits/changes and revert to the version that was originally “published”.

In this webinar, we “kick the tires” and demonstrate using uPlanIt like we expect a board or manager would want to use it... trying different things and seeing what happens. No more guessing!

Brought to you exclusively by Association Reserves. uPlanIt access is free with every Full, Update With-Site-Visit, or update No-Site-Visit Reserve Study by Association Reserves, or available for \$149/budget season on a subscription basis.

More questions? See more webinars [here](#), and subscribe (and like!) what you see on our [YouTube video channel](#). Or find more useful information about Reserve Studies on the Resources tab of our website [here](#).

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Webinar Questions Asked by 2021 Attendees

Please see [this](#) video where I answer the following questions (much easier to show you than use many, many words!):

- Q: How do I save the what ifs scenarios I simulate, besides printing them on the spot?
- Q: Can we only print, or can one export report/data?
- Q: Can you save different funding plans without printing them?
- Q: How do you give access to the board members?
- Q: Can you show us how to add additional unfunded components?
- Q: When a component is unfunded, does it still appear on the detail component list in the report?
- Q: Can you explain / go through the "solver" tools in Funding.
- Q: Let's say I want to create a "Threshold" funding limit with a minimum reserve balance of \$25,000 (or \$50,000). How do I do that?
- Q: How do I change the monthly reserve contribution?
- Q: How do you find out what is causing a year with high costs? Which items are responsible for that on the graph with green columns?
- Q: Can you lower the inflation rate?
- Q: Does uPlanIt support modeling of loans as part of the financial funding plan?
- Q: What happened in your demo, when you "reset" the components page and those components you had been working with did not reset as you expected?**
- A: Turns out those were customized components I had created for use in a prior demonstration. So after I pressed "reset", those components were correctly deleted. The software did the right thing!
- Q: The numbers were too small, making them hard to read. Can you change that?**
- A: Yes, just adjust the "zoom" setting on your browser. You can make the screen display as large as you desire. I learned that what's good for me, on my monitor, does not necessarily look good to all our webinar attendees!

Q: When you save a change, do you override the original?

A: No, the original “published” Reserve Study is never overwritten. That original/published version can always be restored to view by pressing the “reset” button.

Q: When you "reset" on a page, does it reset all values on all pages that you changed, or just the values on the current page where you pressed "reset"?

A: Just the customized values on that page.

Q: Does leaving uPlanIt and coming back in reset to the existing plan? Or have a way to get back to the base/actual Reserve funding plan? Can you save different “scenarios”?

A: When you return to uPlanIt, it appears as it was last saved. If nothing was saved, it appears with original/published information. You can only save one scenario at a time. If you wish to ponder multiple scenarios, print those scenarios so they can be recreated.

Q: Is there a way to save the edited versions so other users can make additional changes, such as during the budgeting process?

A: Absolutely. Just press “save” on the page where you’ve made changes or edits that you’d like to save.

Q: Looks like you have to print out to make a record of any changes you tested?

A: You can “save” one version at a time. You can try something and save it. Or you can try something else that you like better and save it. But if you wish to compare multiple scenarios, printing the alternate scenarios is current “best practice”.

Q: I heard was that saving a scenario overrides all other changes (except the original). You can’t save alternative scenarios. Correct?

A: Correct. You can only save one version/scenario at a time.

Q: What is the subscription fee for access to uPlanIt? Is there a discount for Association Reserves clients?

A: uPlanIt access comes free for the remainder of that budget season for all Association Reserves Full, With Site-Visit, and No-Site-Visit clients. For non-clients (or clients from former years), the fee for budget-year access is \$149.

Q: Is uPlanIt access free if you do our reserve study?

A: Yes!

Q: If we get reserve studies from you each year, why does uPlanIt expire?

A: It needs to be “inaccessible” when we are working on your Reserve Study (we don’t want to publish the updated version and overwrite something you are actively working on), and to encourage boards to work on their budget during the appropriate “budget time of year”.

Q: If we are an AR client, did you say that we can only access uPlanIt for 3 months after we receive our current study?

A: No. You have access to uPlanIt through the remainder of that budget planning season, and three months into the next Fiscal Year. For instance, let’s presume your Fiscal Year is Jan 1 – Dec 31. Let’s presume we prepare your Reserve Study at this time (July 2021) for your 2022 Fiscal Year. As soon as it is completed, you have uPlanIt access. And you’ll have access up through March 31, 2022 (at least three months longer than you should be working on your 2022 budget!).

Q: It was stated the uPlanIt tool is free with a paid engagement. Question - Is there a time limit on the tool? Does the feature expire after X year(s)?

A: There is a time limit. Access is not in perpetuity. Clients have access through the budget season in which we were hired (up through the first three months of the following budget year).

Q: We update our study every three years. How long will we have access to uPlanIt?

A: For the remainder of the budget season in which we updated your Reserve Study. If you wish access to uPlanIt in “years two and three” between our updates, it will cost \$149/budget season.

Q: Who can have access to this? If more than one, can each have their own version of the tool?

A: The Reserve Study is one per association, and uPlanIt is one version per association. Access is shared by anyone with Primary Contact, Secondary Contact, or a Privileged User access credentials. Note that the Primary Contact can manage the list of Privileged Users for the association.

Q: Three people will have access to this software, able to make changes. Can each person save a copy of their changes?

A: No. The Reserve Study is one per association, and uPlanIt is one version per association. Each time someone “saves” a version, it overwrites the version previously saved by yourself or a different person.

Q: Can each board member have a unique sign in and create a unique scenario?

A: Each board member should have unique access credentials to our Client Center, but since there is only one Reserve Study per association, there is only one uPlanIt version per association.

Q: If multiple people have access, are entries tracked by who is logged in and made the changes?

A: No. Simply one version of uPlanIt per association.

Q: When you have multiple board members testing ideas and saving, is only the latest version saved?

A: Correct. One version of uPlanIt per association. The last “save” overwrites prior “saves”.

Q: What is the reason to have a component in the study that is unfunded?

A: For completeness - to let the reader know it was not “forgotten”.

Q: Do your studies have a separate section of unfunded items?

A: No. They appear in the Component Detail Report in component order as unfunded components.

Q: How do we use uPlanIt to help us with budget planning when we don't get access to our Reserve Study in the tool until after our budget is drafted?

A: You gain access as soon as the Reserve Study is completed. The completed Reserve Study is key information that you need to have in order to work on your budget. Before the Reserve Study is completed, there would be no information in uPlanIt... nothing for you to begin to test.

Q: Is this strictly a component method? Will uPlanIt work for pooled method as well?

A: uPlanIt is strictly a Cash Flow (pooled) computational method tool. Straight Line (component) method contribution calculations are not advantageous to the association. Please see more in our Reserve Studies 103 webinar [here](#).

Q: Are the funds locked to the component or can pooling be used?

A: uPlanIt is a Cash Flow (pooling method) computational tool. In other words, funds are not locked in (associated) with a particular component. Please see more in our Reserve Studies 103 webinar [here](#).

Q: Does uPlanIt take the place of the previous financial software or will both uPlanIt and the financial software be available to clients?

A: uPlanIt is more powerful, more accessible, and more user-friendly than the spreadsheet files previously provided to clients. uPlanIt replaces those spreadsheet files.

Q: Adding, deleting or modifying components: Is it a good idea to add editor's initials in order to identify who made the changes?

A: Yes – great tip!

Q: If you import your own file, does it stay if you hit "reset" or does reset delete it?

A: Reset returns the model to the original version when the Reserve Study was published or the subscription was launched. So if it started out as “blank”, hitting the “reset” button will reset the model to blank.

Q: Once we have decided on our plan how do we get the info from our uPlanIt into your system?

A: Print out and provide the Funding Plan to whomever is responsible for your budget. In addition, note that you can export the component list as a spreadsheet if you wish.

Q: Can you edit contribution rate for increases by dollar amounts instead of percentage amounts?

A: Yes. You can do that on the Funding Plan Override tab.

Q: For the 30-year Summary that you showed, is there a way to show that table in landscape mode?

A: No. We feel that one-page presentation is best in “portrait” mode. You can print out the Cash Flow Detail report, however, which is in “landscape” mode because that is a more suitable layout for a multi-page report.

Q: Does uPlanIt replace the need for Reserve Study updates? Or does the use of an updated uPlanIt program decrease the cost of an updated study?

A: uPlanIt does not replace the value a credentialed Project Manager brings to the association, evaluating all your life and cost assumptions, and crafting a custom multi-yr Funding Plan. It is a significant amount of work to update a Reserve Study (line by line). So attempting to update a Reserve Study with uPlanit is not for the faint of heart.

Q: Do added or deleted components automatically make it into subsequent reserve studies by Association Reserves?

A: No. uPlanIt is a workspace for clients. It is, however, an easy way for clients to point out what they've done and suggest some changes to their Association Reserves Project Manager in subsequent years.

Q: When you've spent money on a particular component, such as painting, should we be making any adjustments in uPlanIt?

A: No. uPlanIt is designed as a budget tool, not an archival tool. If you spend money on a project, note the cost, date, provider of that service, and log it into your list of Reserve projects for that year. That log is what you should be providing to your Reserve Study professional for the subsequent update.

Q: I believe you said that the study is based on national figures/estimates. Is it modified for local pricing in some way?

A: Cost estimates you find in uPlanit come from your Reserve Study, which is prepared by one of our credentialed Project Managers based on pricing and circumstances unique to your association. I believe what you heard is that all calculations and presentations (disclosures of results) in uPlanIt are based on National Reserve Study Standards.

Q: Am I understanding that our current study that is on an Excel spreadsheet can be imported into the program in its entirety?

A: No. You can import your Component List. uPlanIt takes it from there (after you enter your starting Reserve balance and estimates for interest and inflation).

Q: What if you find fundamental changes you want to make starting with the next fiscal year (add/remove components, change project dates, etc.)?

A: Advise your Reserve Study Project Manager in advance of your next update.

Q: Is "save" equivalent to "save" or "save as"?

A: There are no "versions" to differentiate between. So there is no "save as". "Save" means simply "save".

Q: On your website do you have examples of how to perform various function on uPlanIt?

A: The purpose of the webinar was to show actual usage. Every page/tab in uPlanIt has a custom tutorial outlining the features on that page.

Q: When adjusting the Funding Plan, can you put in future special assessments in order to keep the monthly contributions at a lower rate?

A: That can be done, but we recommend against that practice. Per National Reserve Study Standards, funding should be evenly distributed over the years, with everyone paying their fair share, not going from one (inherently unfair) special assessment to another.

Q: Can you import from a DIY plan done with AR?

A: You can, but you may be charged a nominal fee for a Project Manager to find your file and export your Component List in a spreadsheet format (from which you can copy-paste into the uPlanIt Importer file).

Q: Is there a list of the variables that impact the study?

A: Components, starting balance, interest, inflation, and Funding Goal.

Q: How can I print a list like in the original study with the totals for each grouping with the new changes?

A: Print the Component Detail report (on the Components Tab).

Q: How much consulting help do we get with DIY and uPlanIt?

A: The “DIY Reserve Study Kit” is fundamentally a process where you get to do whatever you want with the components, and we are hired to create a Funding Plan and Report document. That is not a consulting engagement where we answer questions and “help”. It is similar with uPlanIt. It is a user-friendly tool for you to interact with your completed Reserve Study. Our Project Managers can be retained for their counsel generally at the rate of \$200/hr, with a one-hour minimum to help with any of your custom Reserve Study planning.

Q: An asset was replaced with reserve funds. When we sell the replaced asset, do the funds go into the operating fund or the reserve funds?

A: If it was a Reserve asset (a truck), generally those funds are transacted into the Operating Fund, but only temporarily, because those funds are presumably used to purchase a replacement asset (a new truck). Transactions generally happen through Operating, using Reserve funds.

Q: What data sources are you using to determine cost?

A: Our Project Managers make their estimates using a combination of association history, the actual cost experience of adjacent and similar associations, research calls with association vendors, etc.

Q: How often is it required for Florida Condo renew the reserve study?

A: Please direct your legal questions to a local attorney specializing in community association law.

Q: Does a reserve analysis have to be prepared by a third party in order to satisfy the FASB's financial reporting requirement for audited financial statements or can the reserve analysis be prepared by the HOA Treasurer with an accounting and finance background?

A: Our understanding of FASB requirements is that audits disclose the knowledge of, content of, and author/credentials of a Reserve Study, disclosing that information as “unaudited”. I have not seen an audit where the auditor expressed an opinion on the credibility of that Reserve Study information that is disclosed. That is left to the reader.