



uPlanIt Workshop and Demonstration

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www.reservestudy.com

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 funding plans 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 boards or managers are currently using 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 \$399/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](#).

Click [here](#) for a Reserve Study proposal for your association, or click [here](#) to find the Association Reserves office in your region. Let the experienced Project Managers at Association Reserves guide your association towards an improved future!

WEBINAR QUESTIONS ASKED BY ATTENDEES

COST AND TIMING OF UPLANIT

Q: What is the cost to have uPlanIt after the first year?

A: \$399 per budget season or free for Association Reserves professional Reserve Study clients with every Reserve Study prepared.

Q: uPlanIt is free the first year and then costs a fee going forward?

A: It is free for Association Reserves professional Reserve Study clients, through their budget season, so they can work with their Reserve Study results during their budget preparation process. For those interested in access in the future (without getting an updated Reserve Study), they can purchase a subscription.

Q: What is this “budget season” you keep mentioning?

A: A Reserve Study is prepared in advance of the end of an association’s fiscal year, so the board can make informed budget decisions for the upcoming fiscal year. Users have uPlanIt access from the day their Reserve Study is completed (or the day they activate their subscription), through the end of their fiscal year, and then a bonus three months into the beginning of the next fiscal year.

Q: For our Dec 31 Fiscal Year End property, much of our budget development work occurs after we have received your Reserve Study (Autumn), well after the first three months of our Fiscal Year. No access after the first three months of the year creates a problem for us!

A: Your understanding of access is incorrect. You have access from the day you receive the completed Reserve Study (in Autumn, for example), through that budget season (until Dec 31), and then a bonus three months (Jan/Feb/Mar) into the beginning of the next Fiscal Year. So, you have access exactly when you are doing your budget development work for the year coming up beginning Jan 1.

Q: Please clarify: This online tool will replace the Excel modeling tool, yet only be available during the “budget season” - not year-round?

A: Correct. Budget season is a season. One obtains seasonal access to uPlanIt. It “times out” after the end of the budget season.

Q: We engage AR every 3 years for our full reserve study. Is this tool only available in the year of engagement (we have no access to it in the off years)?

A: Correct. If you wish access in years when we have not prepared a Reserve Study for your association, you can purchase a \$399 subscription to use the tool in those years.

Q: How does access to uPlanIt work when you are a loyalty member?

A: Clients in a multi-yr relationship (Loyalty Plan) with Association Reserves enjoy access the day their Reserve Study is completed, through the end of their fiscal year, and a bonus three months into the next fiscal year (when it times out). And that cycle repeats for three years. uPlanIt is not accessible during the time the Reserve Study is actually being updated by Association Reserves staff.

Q: Can you repeat the pricing?

A: Free for Association Reserves professional Reserve Study clients (in that budget season), and \$399/budget season for all other users.

Q: If uPlanIt has timed out, can the reserve study done for an association, say, 2 years ago, be accessed on the Association Reserves website?

A: Yes, your history of Reserve Studies should be preserved on our website. That's where you could find the published Reserve Study from a prior year.

GENERAL UPLANIT QUESTIONS

Q: I'm only an owner but have been learning about Reserves for 3 years. I would like to "sell" our Board on the idea of using uPlanit. Can I get a complimentary (temporary) use of the program for say 30 to 60 days?

A: No. You can show them this webinar, however (for free)!

Q: If Association Reserves has done our Reserve study, will the components already be loaded?

A: Yes

Q: Is uPlanIt the same as the "Do it yourself" Reserve Study Kit I've seen offered/mentioned online?

A: No. uPlanIt is an online tool where you get to touch/change the data. Our [\\$499 DIY Kit](#) is different in that after you create your component list and provide it to us, one of our Project Managers designs a Funding Plan based on those components and creates a Reserve Study document. uPlanIt is an online tool, you control the Funding Analysis, and its output is separate charts and tables (no "Report").

Q: Is there a limit to the number of people who have access?

A: No

Q: When it is time for the next reserve study, does your company review the client's recommendations?

A: Not unless the client makes specific mention to our Project Manager. We see uPlanIt as your budget development tool “sandbox”, creating your own “what-if” variations (good ideas and bad ideas and test cases). We do not necessarily view your uPlanIt work as a reliable record of what projects were actually done at your association, when, and for what cost.

Q: How is our most current plan shared with all owners in HOA?

A: You create pdfs and either print them out or share them electronically.

Q: We are getting ready to prepare the budget but did a reserve study back in 2017. We have hired a reserve study vendor but they will not have the information until early 2024, too late for our purposes. Is there a way to create a budget within uPlanIt with the information provided in 2017? We did have an engineer who did an evaluation on the building envelope but I do not have his analysis on what he found from his inspection. Per the 2017 Reserve Study we were only 30% funded.

A: Yes. You can keystroke in your components one-by-one or upload that 2017 Reserve Component List and begin seeing what funding is required moments later.

Q: Can we limit working capacity (right or restrictions) of each person who has access?

A: No

Q: What is planned for this tool to accommodate the SIRS study?

A: The “Structural Integrity Reserve Study” is a construct of FL legislators and has too many nuances to model effectively through uPlanIt. Please see our FAQ on FL legislation [here](#). There are many nuances and much information, so at least make sure you have a correct understanding of the situation and the legislation.

Q: To confirm, an association can subscribe even if the current reserve study was completed by another contractor?

A: Correct. Many of our uPlanIt subscription users find it very helpful to test their own changes (“what-if” cases) to the Reserve Study results provided by another company.

Q: What determines a component’s replacement cost?

A: A component’s cost should include all related costs: shipping, permits, installation, disposal, etc. In uPlanIt you get to test what total replacement cost you feel is correct.

Q: Is the interest rate assumption for the entire term of the study?

A: Yes

Q: I heard you mention we do not have to use your company for a reserve study (we already have one) to use uPlanIt. How do you ensure the calculations are correct when they are coming from an outside company?

A: We are not responsible for the calculations of another company. When you import components from the Reserve Study of another company, that's all you are importing. You do not import their calculations. We can assure you that the Reserve Fund Status and Reserve Funding calculations in uPlanIt have been validated and comply with national Reserve Study Standards. With uPlanIt, you can effectively validate the calculations of the other company, to see if they have been using National Reserve Study Standard principles (and correct coding!).

Q: How does an individual in the HOA get access to uPlanIt?

A: The Primary Contact for the association creates an account for them (see the example I use in the "general" video demonstration created below).

Q: Once we have set a UPlanIt study to the way we like it, are you able to adopt the new plan for the next year's study?

A: We don't do any adopting. You/the client are the one who set your budget and "adopts" a Reserve Funding and Spending plan for your association.

Q: What protections are there for data entered into uPlanIt and is any data persisted in the App or on your site?

A: It is password protected, and it is hosted on a secure cloud host platform, filed under an account # (not your association name). So, if a "bad actor" were to actually gain access to that data, there would be no traceability to your association. Perhaps they would learn something about responsible Reserve funding, however!

Q: Should I add a disclaimer to an edited version that I produce, to protect Association Reserves?

A: No need. The chart and table outputs from uPlanIt are unique, so they would never be confused with published Reserve Study results.

Q: Can only one user per association be logged in at the same time?

A: No, multiple users can be logged in at the same time. However, multiple users changing the data at the same time is not recommended.

Q: If I am editing a plan and another user wishes to use uPlanIt, are they locked out while I am editing?

A: No. uPlanIt is open to all users.

Q: Is there a way to keep User changes separate allowing users to compare and discuss without changing another Users work?

A: Not at this time. It is one tool, accessible to all users.

Q: When making “what-if” changes, is it by user? Meaning can multiple users make scenario changes at the same time. Can they then be saved by the user? Can that user share their scenario with the larger committee or Board?

A: It is not “by users”. uPlanIt is one tool, with one version of data. Multiple users making scenario changes at the same time will lead to undesirable results.

Q: If we plan an assessment due June 30th, does it go in as if put in on January 1st.

A: The model handles expenses averaged out to occurring halfway through the year. The same is true of special assessments.

Q: Can you export it in a spreadsheet format for our further use?

A: You can export the component list to a spreadsheet format.

Q: Instead of printing a what-if plan, can you just use the import feature and save a separate plan?

A: Yes. We have users that do that... have a “Plan A” component list, a “Plan B” component list, etc. that they switch between.

Q: Is there a way to see a summary of the changes we make during a session?

A: No. uPlanIt does not have version tracking, nor does it record an audit trail of the edits that are made.

Q: Is there tracking of who makes each change with the date it was changed?

A: No.

Q: Can you put in various options to consider with other members, and go back and forth?

A: Yes, although it is most effective to pdf/print a “Plan A”, “Plan B”, etc. and show it to others.

Q: Can you make multiple variations?

A: You can make an unlimited number of variations, but only one exists at a time. Multiple versions are not saved.

Q: You said earlier that any changes I make in uPlanIt will not change our underlying reserve study. Could you go over that again. Will my changes be saved as a separate file? A what if case?

A: The Reserve Study is the default version that appears in uPlanIt. Any changes you make are *versions* of the default that you started with. They overwrite what was there. But you can always hit the “reset” button on any page to return to the version that appeared in the published Reserve Study.

Q: I've played around maybe too much. Can I get back to the original reserve study without my changes?

A: Yes. Just hit the “reset” button on any page/tab. That restores the information from the published Reserve Study.

Q: How do you save various scenarios while always maintaining the Final Reserve Study Report?

A: The underlying published Reserve Study is always there... that's what returns when you hit “reset” on any page/tab.

Q: Can you save the adjustments you make to be able to refer back to it vs having to download it like what was mentioned? And if I make adjustments, can another person with access see/access my version or do they have their own 'version'?

A: You can save your changes. They will remain until someone (yourself or someone else) makes further changes. Every user has the same power to see what is there and make changes. Thus, a short list of users is recommended.

Q: Do you plan on creating the ability to save different funding plan scenarios that would allow users to look at existing, previously saved scenarios without changing our “best case” funding plan?

A: Not at this time. We're trying to keep it simple!

Q: Interest rate - how to reflect that interest includes only a portion of reserve balance (e.g., purchase CDs but keep some cash) or balances have different interest rate?

A: Use a “weighted average”. For instance, if you have \$250,000 in Reserves, with \$50,000 in “savings” earning 1% interest and the remaining \$200,000 in other investment vehicles earning 4%, the equation is: $(\$50,000 \times .01 + \$200,000 \times .04) / \$250,000 = .034$, or a 3.4% weighted average of earned interest. Use this same type of equation for as many accounts with as many different interest earning rates as you have.

Q: Can you get the "percent funded" view on individual line items to tinker with funding choices that are most desirable?

A: No. Percent Funded is an evaluation of the entire Reserve Fund, not an evaluation on a component-by-component basis.

Q: Can we import our reserve study detail (photographs, cost history, notes) into uPlanIt?

A: No. It is a simple calculator tool, not an exhaustive database/library.

Q: Association Reserves provided us with a Reserve Study report in July of 2012. Since that time we have been updating our plans in a DIY manner. Would it be possible for us to import our 2012 reserve study info into uPlanIt?

A: That's old enough that we may no longer have that information electronically, so it would not be a simple request. Association Reserves does not take responsibility for uploading data into uPlanIt for its users. For information that old, you may need to find a volunteer (or two) to keystroke that component data into the uploader file.

Q: When you make the changes to components or funding, does the information stay in that form moving forward for years to come?

A: Yes, until it is overwritten by another user, or overwritten by a more recently published Reserve Study by Association Reserves.

Q: Regarding the Acct/Tax Summary table... if uPlanIt uses the Pooled Method (Cash Flow) Method of calculating Reserve Funding, is there any purpose to the columns labeled Current Fund Balance and the Proportional Reserve Contribution for each and every component?

A: Insightful question! Yes, in the "Cash Flow" Method, Reserves are one pool of funds. There are no "roof funds" or "asphalt funds". There are only "Reserves". This table provides a proportionate breakdown (not a real breakdown) for your tax preparer, should they wish this type of information if they are filing an 1120 (not 1120-H) tax form for your association. Those individual line item breakdowns have no basis in reality.

UPLANIT VIDEO DEMONSTRATION – GENERAL

See [here](#) (9:23 min) where the following questions are answered:

Q: Can the view be expanded to "page width" view? There's a lot of wasted space on the left & right margins.

Q: How do you give board members access to this tool for their association?

- Q: How do I set up a user ID and password?
- Q: We have completed our reserve study, and want to change you has access to this tool, how do we do that?
- Q: Can you save it as a spreadsheet?
- Q: Would also like to see the plan's planned expenditures for the first couple or few years, and how to manipulate that data if necessary.
- Q: Is there a way to preview the report by Year and each Component item that needs to be addressed within each year?

UPLANIT VIDEO DEMONSTRATION – COMPONENTS TAB

See [here](#) (13:14 min) where the following questions are answered:

- Q: Item 206 - is that because it's at end of life?
- Q: Can you fund an unfunded component?
- Q: Can those with "view only" permission leave notes for other users with editing permission?
- Q: Are the notes visible to everyone with access or just to the person who added the note?
- Q: Can you sort the Component columns say, if you want to see everything that has to be done this year?
- Q: Can you set component numbers/Change the order of them?
- Q: Can you drag-and-drop to move items on the list, rather than change the item number?
- Q: can you move a component from 1 chapter to another?
- Q: Can a component that has a Remaining Useful Life of "X" be split into separate components to cover this over multiple years?
- Q: To phase a component, must one have different components, or use a "Remaining Useful Life" range?
- Q: When you change the Funding from Yes to No, do you also have to remove the life and cost estimates?

Q: Why would you add a component? Shouldn't it already be on the list because it was on the reserve study? Or is it the result of new capital improvement added to the association?

UPLANIT VIDEO DEMONSTRATION – RECOMMENDATIONS TAB

See [here](#) (9:18 min) where the following questions are answered:

Q: Is "Reserve Funding" a monthly figure or annual?

Q: Can we establish a 70% fully funded goal?

Q: If you demonstrated threshold funding, I missed it. We would also appreciate how to build a plan from scratch.

Q: This seems low... is this per month?

Q: What is the difference between full solver and recalculate?

Q: Can the tool help in allocating reserve funding when everything can't be allocated on a per-unit basis (% of ownership applies in select cases)?

Q: In the RECOMMENDATIONS tab, how can we make the view to be "side-by-side" with the charts on the right side?

Q: So full solver gets you to a positive balance at 30 years?

MISCELLANEOUS RESERVE QUESTIONS

Q: **Our Reserve Study indicates we're going to need \$1,000,000 to coat/repair the concrete in our parking garage IN 10 YEARS. Does that opinion/estimate account for the fact that newer Building Codes include more stringent requirements for concrete durability?**

A: Estimated costs should provide sufficient funds for the project to be accomplished in compliance with current codes. If the code exists now, the estimated cost should provide for compliance with that code.

Q: **As President of the board, I have had older board members indicate we should borrow money from reserves for a project. We are financially strong, and I disagree with borrowing from reserves. What is your opinion?**

- A: Spending Reserves on non-Reserve projects only depletes the Reserve fund, reducing the chance your Reserves will have sufficient funds to repair and replace Reserve projects. Borrowing from Reserves (without a strict repayment plan) is always inappropriate.
- Q: Is the goal of Association Reserves to have every reserve study equal 100% at 30 years?**
- A: One of the National Reserve Study Standards “Funding Principles” is that the Funding Plan be fiscally responsible. At Association Reserves, we interpret that to mean guiding our clients to be 100% Funded (Fully Funded), where they are mathematically “ready”. Due to project timing or cash flow considerations, that may occur much sooner than 30 years.
- Q: If we need to add a component since our study was completed, do we just contact our representative?**
- A: Please discuss with your Reserve Study provider.
- Q: What is the best time of year to update the reserve study? We have a normal fiscal year.**
- A: It is best to launch a Reserve Study update project approximately six months in advance of your Fiscal Year End.
- Q: Do many associations you see invest their Reserves in equities or is it all fixed income investments?**
- A: Equities are never recommended for Reserve planning, as they could result in loss of capital.
- Q: How do you know what the dollar amount is in order to claim you are 100% Funded?**
- A: There is a calculation in National Reserve Study Standards defining the target, and that target balance is called the Fully Funded Balance. See the equation [here](#).
- Q: For our FL association, does your Reserve Study meet the statutory requirements for Structural Integrity Reserve Study (SIRS) and Non-SIRS components? What is your typical Funding Goal, and do you incorporate inflation?**
- A: Yes, our FL reports are compliant with SIRS requirements. Our standard goal is to provide sufficient cash for all SIRS (mandatory) projects, with additional funding for all Non-SIRS components, so the association eventually becomes Fully Funded. And yes, we incorporate interest and inflation factors into our analysis.

Q: Currently your FL Structural Integrity Reserve Study (SIRS) report separates all the data into two categories, SIRS and Non-SIRS (mandatory and non-mandatory). I understand that you want to show the data/funding plan separately to support separate accounting of these requirements, but it would also be very helpful to show all the data consolidated into one funding plan as that is how the budget item is presented to owners. Can you add a consolidated presentation of data within your Reserve Study going forward?

A: We actually have two ways of handling SIRS funding compliance for our FL clients. Please speak to your Project Manager about this. What you describe is the “separate” method. There is also the more optimal “stacked” method, which provides funding for all the mandatory components (at a minimum), with non-mandatory components funded in addition to those mandatory components in one Reserve fund. That provides for the “all in one” funding plan it sounds like you’d like to see.

Q: If we did our Reserve Study almost two years ago, is there an inflation factor percentage you would recommend in order to update estimated cost values? Our association is in the northeast New York vicinity.

A: Sorry, that’s a very difficult question to answer. Your component costs could easily have increased 20-50% over the last few years.

Q: How often do you suggest an association update their reserve study?

A: National “Best Practice” is to update your Reserve Study on the basis of a diligent visual site inspection (a “With-Site-Visit Update”) at least every third year. Annual No-Site-Visit updates are recommended in the in-between years.

Q: If your association uses a "pooled" funding of Reserves how do you determine if a component is funded or not?

A: Look at the funding plan. That’s where you’ll find if there are sufficient funds in Reserves to handle the projected expenditures.

Webinar Questions Asked by Prior Year 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?
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- 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!
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- 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.