

Serving the Pacific Northwest
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**ASSOCIATION
RESERVES®**

Planning For The Inevitable

Regional Offices

Arizona	Nevada
California	New Jersey
Colorado	New Mexico
Florida	North Carolina
Hawaii	Ohio
Mid-Atlantic	Texas
Midwest	Washington

January 14, 2026

16920 - 10a

The Village at Union Mills

c/o Shaun Arnett
Vantage Community Management
8290 - 28th Court NE, Suite C
Lacey WA 98509

Our History with Your Property

Expiration Date: DEC 31 2026
Level 3 - No Site Visit Update
% Funded: 31.4%

Curious About Your Percent Funded? [Click here](#)

Subject: Reserve Study Proposal for **The Village at Union Mills** (Olympia, WA)

Dear Mr. Arnett,

Thank you for being a "Loyalty Update Plan" client these past three years. It has been our privilege to serve as your Reserve planning partner. Our records show it's time to renew! As you know, this popular plan brings predictability to your operating budget and ensures you remain aligned with your Reserve obligations.

With close to 40 years of experience and more than 100,000 completed Reserve Studies, we are proud to be an industry leader. Our studies are clear, actionable, and reader-friendly-- giving you the guidance you need to make informed financial decisions. Our mission is to help you plan wisely for the future of your property.

We offer three levels of service, with both on-site and no-site-visit options, each tailored to meet your budget and compliance needs. Our Reserve Studies are designed to help you:

- Eliminate the guesswork
- Avoid special assessment
- Prevent deferred maintenance
- Preserve property values
- Maintain long-term financial health

Engaging us means gaining more than just a report-- We'll assist you in complying with any state-mandated budget & reserve disclosures, at no additional cost. Most importantly, you'll benefit from an accurate component and funding analysis that reveals the true health of your property and provides a roadmap to a more stable & secure future.

A current Reserve Study gives you clarity and confidence by answering these key questions:

What projects should be funded with Reserves?

What is the condition of our common area assets?

How much will repairs & replacements cost?

How much money should we have in Reserves at this time?

How much money should be transferred into Reserves going forward?

Will we require a "special assessment" to fund necessary projects on time?



We know you have options when it comes to Reserve Study providers—here’s why Association Reserves continues to be the trusted partner for thousands of properties just like yours.

- Founded in **1986**
Serving National and Global Clients
- \$14.2B+**
In Funding Guidance Provided
- 100,000+**
Reserve Studies Completed



Quality: Your Reserve Study will be prepared by a credentialed Reserve Specialist (RS) in accordance with the Community Association Institute’s National Reserve Study Standards (NRSS).



Customer Service: Your report will be delivered on time, with files posted online for your access any time (24/7). Your Project Manager will be available to answer any and all questions you may have.



uPlant™ Software: With each engagement, you’ll receive complimentary access to our proprietary online software that will allow you to test unlimited “what if” scenarios for your property.



Scan for more information on uPlant!



We are committed to delivering exceptional service in your ongoing reserve planning efforts. When you’re ready to take the next step, simply sign and return the Reserve Study Agreement on page 5. In the meantime, please don’t hesitate to reach out with any questions. We look forward to working with you.

Sincerely,

Jim Talaga, RS
President
jtalaga@reservestudy.com



What We Offer

With a Reserve Study from Association Reserves you'll get **the financial roadmap to a more stable and secure future.**

Single-Year Options

Level 1
Full Reserve Study
(With Site Visit)

Your component list is developed "from scratch", including new measurements and a complete photographic inventory.

\$2,400.00

Level 2
Reserve Study Update
(With Site Visit)

Previous Component List is updated based on a site visit. Measurements spot-checked. Complete photographic inventory.

\$1,680.00

Level 3
Reserve Study Update
(No Site Visit)

Previous Component List is updated without a site visit. Requires that the last site visit was performed within the past two years.

\$800.00

	Full Level 1	Update With Site Visit Level 2	Update No Site Visit Level 3
Reserve Study Reports			
Adherence to CAI's Reserve Study Standards	✓	✓	✓
Consideration For Known Legislative Requirements (If Applicable)	✓	✓	✓
Complies with Insurance, & Lender Requirements	✓	✓	✓
Client Collaboration Throughout Engagement	✓	✓	✓
Component List Development "From Scratch"	✓	✗	✗
Visual On-site Inventory and Condition Assessment	✓	✓	✗
Full color photographic inventory	✓	✓	✗
Property-Specific Component Commentary	✓	✓	✓
Evaluation of Strength of your Reserve Balance	✓	✓	✓
Recommended Multi-Year Funding Plan	✓	✓	✓

Loyalty Update Plan

BEST VALUE

Our multi-year Loyalty Update Plan includes:

A plan created just for you.

Prioritize engagements in the order that fits your property's needs. Your local office will help you determine the most effective sequence.

One On Site Visit engagement, *and*

Two No Site Visit update engagements

... in any order!

Secure your multi-year rate now!

Loyalty Update Plan (3-Year Package)

\$1,090.00

per Year



**Start now and enjoy 3 years of price protection
No inflation, no hassle!**

This proposal is valid for 90 days | Terms & Conditions for all Engagements

Services: The Reserve Study will identify and address the normal deterioration of properly built and installed reserve components with predictable life expectancies. The studies will be prepared in accordance with the Community Association Institute's National Reserve Study Standards.

Exclusions: Inspecting for construction defects, destructive testing to reveal hidden issues related to plumbing, electrical, or fire systems, assessing environmental hazards (i.e., asbestos, radon, lead, etal), or damage caused by unpredictable acts of nature are all outside the scope of the Reserve Study.

Delivery: Upon completion, all Reserve Study related files will be posted online to our Client Center for password-protected access, viewing, sharing, and printing.

Fees: Fees are based on the accuracy of how the property was described in the request for proposal. If this was not found to be a true representation of common area maintenance responsibilities, we reserve the right to negotiate an adjusted fee for our services.

Revisions: We will respond to a request for revision for up to 60 days following delivery of our Report.

Schedule of Payments: All engagements require a 50% deposit upon go-ahead, with the remaining 50% balance due upon delivery. You also have the option of paying 100% of the fee upfront.

Turnaround Time: Fees are based on a turnaround of **8 weeks**. If you would like to discuss other preferred timelines, please contact our office.

Modification & Waiver: The agreement cannot be modified or waived except by a writing signed by both parties.

Assignment: The agreement shall not be assignable by either party, without the written consent of the other.

Indemnity: Client agrees to indemnify us and to hold us harmless from and against any and all liability, loss, damage, claim and expense, including reasonable attorney's fees and expenses, that may be incurred by us arising out of or related to Client's breach of the agreement, Client's violation of any law or regulation, and/or Client's intentional misconduct or gross negligence. Our liability in any matter involving this Reserve Study is limited to our fee for services rendered.

Reserve Study Agreement

The Village at Union Mills (Olympia, WA)

Please check one of the boxes below, then sign, date and return this agreement to our office.

Single-Year Engagement Options:	
<input type="checkbox"/> Level 1: Full Reserve Study (With Site Visit)	\$2,400.00
<input type="checkbox"/> Level 2: Reserve Study Update (With Site Visit)	\$1,680.00
<input type="checkbox"/> Level 3: Reserve Study Update (No Site Visit)	\$800.00
Multi-Year Engagement:	
<input type="checkbox"/> Loyalty Update Plan (3-Year Agreement)	\$1,090.00/year for 3 years

Multi-Year Engagement Terms & Conditions

Services: We will perform one With-Site-Visit Reserve Study Update and two No-Site-Visit Reserve Study Updates, in any order, delivered annually over three consecutive years.

Schedule of Payments: Client agrees to pay a flat annual fee each year, for three years.

Term: The term of this agreement is one year, with an automatic renewal for consecutive one-year terms, up to a maximum of three (3) years, unless and until Client gives us written notice of non-renewal at least thirty (30) days prior to the expiration of any given one-year term.

Non-Renewal Fee: Client understands and agrees that the annual fee for this agreement is based on the expectation that the agreement shall be renewed for three (3) consecutive one-year terms. If the Client elects not to renew after any given one-year term, the Client agrees to pay a non-renewal fee of **\$1,090.00**, payable concurrently with the giving of the notice of non-renewal.

Approved, Accepted & Agreed to on behalf of **The Village at Union Mills (Olympia, WA)**

By signing this agreement on behalf of the Client, I represent and warrant that I have the authority to do so. In addition, I am acknowledging that I have read and agree to abide by all Terms & Conditions contained in this proposal.

Print Name

Company/Title

Signature

Date

Signed proposals can be emailed to: jtalaga@reservestudy.com