

RESERVE STUDY PLANNING MATRIX

<u>Information, Data and Tasks</u>	<u>Spreadsheet</u>	<u>Timeshare Reserve Study Software</u>	<u>Determine Before RS Bid Proposal</u>	<u>Timeshare Reserve Study Company</u>
Track Data:				
Common Area (CA)	X	X	X	X
Unit Interiors (UI)	X	X	X	X
Collect Data:				
Plat Map - CA / UI	X	X	X	X
Model Floor Plans - UI:	X	X	X	X
Number Units	X	X	X	X
Model Types	X	X	X	X
Inventory by Room or Area	X	X	X	X
Description	X	X	X	X
Category	X	X	X	X
Measurement Basis	X	X	X	X
Basis Cost	X	X	X	X
Quantity	X	X	X	X
Estimated Useful Life	X	X	X	X
Scope Data:				
Exclude Minimal Cost Items	X	X	X	X
Apply 80 - 20 Rule	X	X	X	X
Group Items by Estimated Useful Life	X	X	X	X
Tracking Methods:				
Fixed	X	X	X	X
Adjusted	X	X	X	X
One Time Expenditures	X	X	X	X
Timing/Scheduling:				
Phasing of Units	X	X	X	X
Cash Flow Forecast:				
Expenditures Generated From Above	X	X	X	X
Rate of Inflation	X	X	X	X
Rate of Investment	X	X	X	X
Annual Increase to Contribution	X	X	X	X
Financial "What ifs" to Determine Contribution	X	X	X	X
Special Assessments/Loans	X	X	X	X
Alternative Plans	X	X	X	X
Ownership/Contribution Type:				
Weeks, Months, Quarter Shares, etc.	X	X	X	X
Points	X	X	X	X
Calculate Contribution by Models or Points	X	X	X	X
Pictures/Notes on Reserve Items	X	X	X	X
Produce Final Report:				
Cover Page	X	X	X	X
Cover Letter	X	X	X	X
Table Contents	X	X	X	X
Financial Narrative Summary	X	X	X	X
Financial Reports	X	X	X	X
Charts	X	X	X	X
Following Year Updates	X	X	X	X

Spreadsheet - what can be done in a spreadsheet

Timeshare Reserve Study Software - what should be required in reserve study software

Determine before RS Bid Proposal - what should be determined by management and the board to be included in the timeshare reserve study report

Timeshare Reserve Study Company - what are the requirement of capabilities for producing timeshare reserve study reports