AVERBROOK

CONDOMINIUM PROJECT QUESTIONNAIRE (FULL), DRAFT

Harborview Commons Condominium, Tampa, FL

SAMPLE - FICTIONAL COMMUNITY

Form basis: Fannie Form 1076 / Freddie Form 476 (Dec 2021) plus Addendum 1076A/476A; block map is content-verified, form numerals are not

Regime: Full Review regime for applications dated on or after 2026-08-03 (LL-2026-03)

Application date: 2026-08-11

> Draft prepared from association-provided data for the management company's review and signature. The management company is the preparer and signer of record. Informational only: no legal advice, no statutory interpretation. No output ships without the human QA pass.

Prepared by Averbrook, package standard v1.0.0

C1. Basic project information

Project legal name	Harborview Commons Condominium
Address	2500 Shorebird Lane, Tampa, FL 33611
HOA name	Harborview Commons Condominium Association, Inc.
HOA EIN	59-1234567
Management company	Gulfgate Community Management, LLC
Total units	84
Units sold/conveyed to unit purchasers	84 of 84 units (100.0%)
Year built / converted	2004
Part of a master association or larger development	No

C2. Project completion status

All units and common elements complete	Yes
Additional phasing or annexation planned	No
Completion answered from (recorded declaration, casebook item 5)	Declaration of Condominium recorded 2004 (Hillsborough County OR Book 13xxx, fictional) and amendments through 2019; no phases reserved
Declaration reserves annexation/expansion rights	No
HOA control turned over to unit owners	Yes (2006)
Conversion details	Not a conversion
Established-project status (section A)	Established: 84 of 84 units conveyed (100%), complete, no additional phasing, control turned over (B4-2.1-01 definition)

C3. Occupancy counts

Owner-occupied (principal residence)	61 of 84 units (72.6%)
Second homes	12 of 84 units (14.3%)
Investor-owned	11 of 84 units (13.1%)
Source of counts	Per association records: homestead-exemption match plus owner mailing addresses, as of 2026-08-01
Note	No occupancy concentration requirement for established projects (eliminated 2026-03-18, LL-2026-03); counts reported for the form

C4. Single-entity ownership

Any person or entity owning more than one unit	Yes, itemized below (leased and developer-retained units aggregate, dossier D10)
Investor A (fictional holding company)	3 of 84 units (3.6%), of which 2 leased

C5. Financials and reserves

Budget source (every financial answer dated, casebook item 10)	FY2026 budget adopted by the board 2025-11-18
Annual budgeted assessment income (regular)	$604,800
Excludable income still inside that figure (pass-throughs, incidental)	$0
Annual budgeted total income	$612,000
Budgeted replacement-reserve allocation (named line)	$66,528
Reserve allocation as % of assessment income	$66,528 / $604,800 = 11.0% (named replacement-reserve line; special-assessment income excluded from the denominator, dossier D4)
Funded reserve balance	$410,000
Reserve study	Completed 2025-03-10 by Meridian Reserve Advisors (fictional); highest recommended annual allocation $60,000; recommended funded balance $350,000; within 3 years of the application date

C6. Assessment delinquency

Units 60+ days past due, regular assessments	3 of 84 units (3.6%); unit counts, never dollar agings (dossier D1)
Units 60+ days past due, special assessments	No special assessments on file; not applicable

C7. Special assessments

Special assessments	None
Special assessments under discussion (not yet adopted)	No; per board meeting minutes September 2025 through July 2026 reviewed; no special assessment discussed

C8. Litigation

Pending litigation	Yes, 1 matter(s), disclosed and classified below (dossier D5: disclose, then name the carve-out)
Matter 1	Association v. unit owner 4-207, delinquent-assessment collection action filed 2026-05 in Hillsborough County (fictional docket). Classification: HOA is plaintiff in an assessment-collection or foreclosure action (B13)

C9. Usage and commercial space

Commercial / non-residential share	non-residential 4,200 sq ft / total 88,200 sq ft = 4.8% (by square footage; hotel and rental-apartment space count as commercial, dossier D9)
Commercial sq ft (retail/office/other)	4,200
Hotel sq ft (counts as commercial)	0
Rental-apartment sq ft (counts as commercial)	0
Hotel-type operations	None: no front desk, no daily rentals, no rental pooling, no mandatory rentals, no hotel branding, answered literally (dossier D8)
Short-term rentals permitted	No
Non-incidental business income	$0

C10. Restrictions

Right of first refusal	No
Age restrictions	No
Resale restrictions	None reported
Leasehold estate	No
Mandatory third-party memberships	No
Recreational leases	No
Assessment lien priority (B11)	6 months of regular assessments may prime the first mortgage

C11. Insurance

Carrier	Meridian Bay Mutual Insurance Company (fictional)
Carrier rating	AM Best A- (B7-3-01 screen in INS-09)
Policy number	MBM-CP-204418
Expiration	2027-04-01
Coverage amount	$24,150,000 (100% of estimated replacement cost $24,150,000 per insurer replacement-cost valuation dated 2026-03-15)
Replacement-cost evidence	insurer replacement-cost valuation dated 2026-03-15, dated 2026-03-15; coinsurance: none
Policy form	Special (all-risk) form: Yes; replacement-cost loss settlement: Yes; roof settlement: replacement cost
Per-occurrence deductible	$100,000 (0.4% of coverage; limit 5%)
Per-unit deductible	$25,000 per unit (cap $50,000 for applications on or after 2026-07-01); borrower HO-6 policy required: noted
Deductible schedule by peril	all other perils: $100,000, per_occurrence (per dec page, policy MBM-CP-204418 (fictional)); named storm: $25,000, per_unit (per dec page, policy MBM-CP-204418 (fictional))
Deductible buy-back layers	None
Endorsements	insurance trustee recognition: Yes; waiver of subrogation vs unit owners: Yes; master policy primary: Yes; building ordinance: Yes
Boiler and machinery	central HVAC: Yes; boiler and machinery $2,000,000 (lesser of $2M or replacement cost required)
Flood	in SFHA: Yes; flood coverage: Yes $24,150,000
Liability	$1,000,000 per occurrence
Fidelity/crime	$460,000

C12. Financial controls

Separate bank accounts for operating and reserve funds	Yes
Management agreement	Professional management agreement with Gulfgate Community Management, LLC through 2027-12-31
Funds custody	Gulfgate Community Management, LLC as managing agent; accounts titled to the Association
Fidelity coverage for funds custodian	Yes

C13. Building safety addendum (1076A/476A)

Last inspection	2025-06-18, Milestone structural inspection, by Bayline Engineering Group (fictional), licensed professional engineer
Findings and repairs (answered from the report, dossier D6)	Based on the 2025-06-18 Milestone structural inspection by Bayline Engineering Group (fictional), licensed professional engineer: no critical repairs needed, no evacuation orders, no outstanding regulatory actions or violations.
Unfunded repair cost per unit, next 12 months	$0 (B14 trigger: $10,000)
Evacuation orders	No
Regulatory actions / violations	No

C14. Preparer

Prepared by	Dana Whitfield (fictional), Community Association Manager
Relationship to HOA	Employee of Gulfgate Community Management, LLC, managing agent for the Association
Date prepared	2026-08-11
Signature	DRAFT - unsigned. The management company is the preparer and signer of record.

Review

CLEAN 40 pass, 0 to resolve, 0 awaiting a document

Check	Result	What the review found
`FIN-01-RESERVE-PCT` Reserve allocation percentage	PASS	$66,528 / $604,800 = 11.0%, meets the 10% (current) floor
`FIN-02-RESERVE-STUDY` Reserve study substitute	PASS	valid substitute available: study dated 2025-03-10 (within 3 years of application), budget $66,528 funds the highest recommended allocation $60,000
`FIN-03-DELINQ-REGULAR` Delinquency, regular assessments	PASS	3 of 84 units (3.6%) 60+ days past due on regular assessments; limit 15%
`FIN-04-DELINQ-SPECIAL` Delinquency, special assessments	PASS	no special assessments on file; the special-assessment delinquency test is not applicable
`FIN-05-BUDGET-ADEQUACY` Budget adequacy	PASS	assessments established ($604,800 budgeted) with a named replacement-reserve line ($66,528); reserve floor graded in FIN-01; qualitative items for the human QA pass: budget consistent with the nature of the project, line items appropriate to project type and status, adequate funding for insurance deductibles (no formula in the Guide)

Check	Result	What the review found
FIN-06-RESERVE-DENOMINATOR Reserve denominator recompute	PASS	$66,528 / ($604,800 - $0 excludable) = 11.0% on the pure denominator; consistent with the stated-figure ratio 11.0% and the claimed 11.0% relative to the 10% (current) floor
FIN-07-DELINQ-NORMALIZER Delinquency ledger normalizer	PASS	ledger 3 of 84 units (3.6%) minus 0 post-transfer stale entries = 3 of 84 units (3.6%) reconciled; aging basis 60 days; ledger and reconciled figures sit on the same side of the 15% limit
OCC-01-OCCUPANCY Owner-occupancy concentration	PASS	no occupancy concentration requirement for established projects (eliminated 2026-03-18 by LL-2026-03); counts reported for the form
OWN-01-SINGLE-ENTITY Single-entity ownership limit	PASS	largest holder Investor A (fictional holding company): 3 of 84 units (3.6%), including 2 leased (leased and developer-retained units aggregate, dossier D10); within the limit 20.0% for a 21+ unit project
OWN-02-REO-OWNER-OF-RECORD REO / lender-held owner-of-record	PASS	no REO / lender-held / association-foreclosure holdings reported
NEW-01-PRESALE New-project presale and completion	PASS	not applicable: established project (84 of 84 units conveyed (100%), complete, no additional phasing, control turned over)
LEGAL-01-PHASING-MASTER Legal phasing and master association	PASS	completion answered from Declaration of Condominium recorded 2004 (Hillsborough County OR Book 13xxx, fictional) and amendments through 2019; no phases reserved; no annexation rights reserved; not part of a master association
CHAR-01-COMMERCIAL Commercial space share	PASS	non-residential (commercial 4,200) = 4,200 sq ft of 88,200 total (4.8%); limit 35%
CHAR-02-CONDOTEL Hotel/condotel operations	PASS	no hotel-type operations reported
CHAR-03-INELIGIBLE-TYPES Ineligible project types	PASS	no ineligible project type reported
CHAR-04-PRIORITY-LIEN Priority lien exposure	PASS	6 months of regular assessments may prime the lien; limit 6
LIT-01-DISQUALIFYING Litigation disqualification screen	PASS	all 1 pending matter(s) disclosed and classified within the B13 carve-outs
LIT-02-CLASSIFICATION Litigation carve-out classification	PASS	(1) MINOR: HOA is plaintiff in an assessment-collection or foreclosure action (B13)
LIT-03-COMPLETENESS Litigation intake completeness	PASS	all 1 matter(s) carry proceeding type and the carve-out facts (type, insurer-defending posture, limits vs demand where applicable)
COND-01-CRITICAL-REPAIRS Critical repairs / deferred maintenance	PASS	no critical repairs or significant deferred maintenance reported, and unfunded 12-month repairs are $0 per unit (limit $10,000)
COND-02-EVACUATION Evacuation order	PASS	no evacuation order

Check	Result	What the review found
COND-03-SA-REMEDIATION Special assessment remediation	PASS	no special assessments on file
COND-04-INSPECTION Inspection report screen	PASS	inspection dated 2025-06-18 (within 3 years): no critical repairs needed, no evacuation orders, no outstanding regulatory actions
COND-05-SA-PURPOSE Special assessment purpose consistency	PASS	no special assessments on file
INS-01-PROPERTY Master property coverage	PASS	coverage $24,150,000 equals or exceeds 100% of estimated replacement cost $24,150,000 per insurer replacement-cost valuation dated 2026-03-15; Special form; replacement-cost loss settlement (roof may be non-RCV)
INS-02-DEDUCTIBLES Deductibles	PASS	per-occurrence deductible $100,000 is 0.4% of coverage (limit 5%); per-unit deductible $25,000 (cap $50,000, applications on or after 2026-07-01); borrower HO-6 noted: must cover at least the greater of interior-restoration cost or the per-unit deductible (LL-2026-03)
INS-03-ENDORSEMENTS Endorsements and boiler	PASS	trustee recognition, subrogation waiver, and master-primary confirmed; building-ordinance coverage in place; boiler and machinery $2,000,000 meets the lesser of $2M or replacement cost
INS-04-FLOOD Flood coverage	PASS	flood coverage $24,150,000 meets the B7-3-06 building floor: at least the lesser of 80% of replacement cost ($19,320,000) or the maximum NFIP coverage per unit; deductible (not an intake field) may not exceed the NFIP RCBAP maximum; verify on the evidence of insurance
INS-05-LIABILITY Liability coverage	PASS	liability coverage $1,000,000 meets the B7-4-01 minimum of $1,000,000 per single occurrence; confirm on the evidence of insurance: severability of interests / separation of insureds (or the specific endorsement), coverage of HOA-owned commercial spaces and common-element operations, HOA as named insured with premiums a common expense
INS-06-FIDELITY Fidelity/crime coverage	PASS	fidelity/crime coverage $460,000 meets the B7-4-02 minimum of $151,200 (three months of assessments on all units ($604,800 x 3/12 = $151,200; financial controls adhered to)); policy covers the management agent's acts
INS-07-PERIL-DEDUCTIBLES Per-peril deductible schedule	PASS	2 layer(s) transcribed with peril, basis, application, and source: (1) all other perils: $100,000 = 0.4% of coverage; (2) named storm: $25,000 per unit
INS-08-DEDUCTIBLE-BUYBACK Deductible buy-back disclosure	PASS	no deductible buy-back layers reported; base deductibles govern (INS-02, INS-07)
INS-09-CARRIER-ELIGIBILITY Carrier eligibility and FAIR-plan conditionality	PASS	master carrier Meridian Bay Mutual Insurance Company (fictional): AM Best A- meets B7-3-01
INS-10-LOSS-SETTLEMENT Loss-settlement sweep	PASS	replacement-cost settlement throughout, roof included; no ACV carve-outs to disclose
INS-11-RCV-EVIDENCE Replacement-cost evidence and coinsurance	PASS	evidence: insurer replacement-cost valuation dated 2026-03-15, dated 2026-03-15 (149 days before application); no coinsurance clause
PROV-01-PROVENANCE Answer provenance	PASS	material answers sourced and dated: occupancy per association records: homestead-exemption match plus owner mailing addresses, as of 2026-08-01; no assessments

Check	Result	What the review found
		under discussion per board meeting minutes September 2025 through July 2026 reviewed; no special assessment discussed; financials per FY2026 budget adopted by the board 2025-11-18; lease terms per Declaration art. 14.2 (fictional): leases no shorter than 180 days, no more than twice per year
PROC-01-CPM-STATUS CPM project status	PASS	CPM status: Approved by Fannie Mae (checked 2026-08-10)
PROC-02-CPM-CERT CPM certification currency	PASS	CPM status confirmed 2026-08-10; certification must remain unexpired and the project eligible as of the note date (lender-side, note date not yet known)
PROC-03-REGIME Review regime applicability	PASS	application dated 2026-08-11: Full Review regime applies; Limited Review and short-form 1077/477 are retired (D12)
PROC-04-REGIME-ROUTER Application-date regime router	PASS	application dated 2026-08-11 selects: per-unit deductible: $50,000 cap + HO-6 cure (on/after 2026-07-01); review regime: Full Review, Limited Review and short-form 1077/477 retired (on/after 2026-08-03); reserve study: highest-recommendation funding mandatory, baseline method banned (on/after 2026-08-03); reserve floor: 10% (before 2027-01-04); effective-immediately items in force since 2026-03-18: investor-concentration limit retired, inflation-guard retired, roof may settle ACV, waiver expanded to <=10-unit projects