

# Reserve Specialist<sup>®</sup> (RS<sup>®</sup>) Designation Application

## Background Requirements of Candidates

All candidates must satisfy at least one of the following:

- College bachelor level degree in construction management, architecture or engineering
- Four years prior related experience (prior to and in addition to direct reserve study experience) in construction or a field serving community associations (e.g., accounting, association management, etc.)
- Trade school diploma and two years prior related experience (prior to and in addition to direct reserve study experience).
- Other college bachelor level degree and three full years (36 months) working under the direction of an active RS designee.

## Application Instructions

- Fill in this application with Adobe Acrobat Reader or print clearly in ink. To work in Reader: save the file on your computer's desktop, complete the form, and save again using your last name in the filename (e.g., RS\_Jones.pdf) before printing. If additional pages are needed, please label them clearly and attach them to this application.
  - Be honest, accurate and thorough in completing all sections of this application.
  - In addition to the application, the following prerequisites for all applicants must be provided as described within attachments A, B, and C:
    - Appendix A: Detailed Client Reference.** Complete reference forms from two different Level I or Level II reserve study clients. These two should be included in the list of five Level I or Level II Reserve Study clients that are to be provided within this application (See References section below) for potential contact by CAI staff.
    - Appendix B: Volume of Experience.** List of at least 30 reserve study clients over last three years (36 months). A minimum of 20 of the studies listed must be Level I or Level II.
    - Appendix C: Sample Work Product.** One sample Level I Full reserve study must be submitted to demonstrate that minimum report requirements and disclosures have been met. Must be an actual report prepared recently by the applicant for a client. These reports are to be prepared in conformance with the CAI Reserve Study Standards in effect at the time of the report preparation.
  - Submit completed application including Attachment B and Attachment C with non-refundable application fee.
    - If paying by check: mail to P.O. Box 748562, Atlanta, GA 30374-8562
    - If paying by credit card, e-mail to [payments@caionline.org](mailto:payments@caionline.org).
- The application and Attachments B & C **must** be submitted at the same time.  
Fees: \$320 for business partner members of CAI and \$590 for non-members  
*CAI reserves the right to modify the RS fees and criteria as stated above.*

# General Information

If you are paying by credit card, please complete this form and then submit the application by e-mail to [payments@caionline.org](mailto:payments@caionline.org) with the required attachments. If you are paying with a check, please complete and print this form, sign, and mail it with your payment to the address shown on page 1.

## Candidate Information

▼ CAI MEMBER NUMBER

▼ FIRST NAME AND MIDDLE INITIAL

▼ LAST NAME AND SUFFIX

▼ HOME ADDRESS

▼ CITY

▼ STATE

▼ ZIP

▼ CURRENT TITLE

▼ FIRM/ASSOCIATION

▼ BUSINESS ADDRESS

▼ CITY

▼ STATE

▼ ZIP

▼ PREFERRED E-MAIL ADDRESS

▼ HOME PHONE

▼ MOBILE PHONE

▼ BUSINESS PHONE

## Payment Information

MEMBER \$320 (BUSINESS PARTNER MEMBERSHIP REQUIRED FOR MEMBER APPLICATION RATE)  NON-MEMBER \$590

CHECK ENCLOSED (PAYABLE TO CAI)  VISA  MASTERCARD  AMEX  DISCOVER

▼ CARD NUMBER

▼ EXP. DATE

▼ NAME ON CARD

▼ BILLING ADDRESS

▼ CITY

▼ STATE

▼ ZIP

▼ SIGNATURE

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# Background Requirements

All applicants must satisfy at least one of the following criteria. Complete relevant section(s) to indicate which of the minimum background criteria you meet.

**College bachelor level degree in construction management, architecture, or engineering. (The completion of this requirement is prior to and in addition to direct reserve study experience.)**

DEGREE \_\_\_\_\_  
INSTITUTION \_\_\_\_\_  
COMPLETION DATE \_\_\_\_\_

**Four years prior related experience (prior to and in addition to direct reserve study experience) in construction or a field serving community associations (e.g., accounting, association management, etc.)**

DESCRIBE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Trade school diploma and two full years prior related experience (The completion of this requirement is prior to and in addition to direct reserve study experience)**

DESCRIBE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other college bachelor level degree and three full years Reserve Study preparation experience working under the direction of an active RS designee.**

DEGREE \_\_\_\_\_  
INSTITUTION \_\_\_\_\_  
COMPLETION DATE \_\_\_\_\_

## ACTIVE RS DESIGNEE INFORMATION

NAME \_\_\_\_\_  
RS NUMBER \_\_\_\_\_  
YEARS WORKED TOGETHER  FROM DATE (MM/YY)  TO DATE (MM/YY)  
*RS designation must be active for all three full years.*

# References

Provide five references from different clients or client representatives for whom Level I or Level II reserve studies have been prepared. Please note those who are completing the **Appendix A: Detailed Client Reference** forms should be listed in this section.

▼ CONTACT PERSON/NAME \_\_\_\_\_  
▼ ASSOCIATION NAME \_\_\_\_\_ ▼ REPORT DATE \_\_\_\_\_  
▼ ASSOCIATION CITY \_\_\_\_\_ ▼ STATE \_\_\_\_\_  
▼ PHONE \_\_\_\_\_ LEVEL OF SERVICE PERFORMED  LEVEL I  LEVEL II  
▼ EMAIL \_\_\_\_\_



# Experience

Please complete the following certification:

By signing below, I certify the following:

- I have at least three years (36 months) of experience preparing reserve studies.
- At least 30 reserve studies for community associations based on visual on-site observations were prepared by me or under my direction, over the last three years (36 months). Of those 30, a minimum of 20 are Level I or Level II. No other RS applicant will claim these same associations under their experience qualification.

I personally have the skill and training to perform, and have performed, the five basic tasks of a reserve study as defined in the RS Designation Background Information and CAI Reserve Study Standards document, "Level I. Full" study. If the work is done under my responsible charge, this work has been performed by professionals who have the appropriate skills.

If accepted to receive my Reserve Specialist designation, I agree to abide by the designation's Code of Ethics.

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SIGNATURE

DATE

**Attach Appendix B: Volume of Experience.** Provide a list including the following information for at least 30 Reserve Study (in which a minimum of 20 of the studies shall be Level I or Level II) clients over the last three years (36 months):

- Community association name
- Location (city and state)
- Date prepared
- Reserve study level of service

No other RS applicant will claim these same associations under their volume of experience qualification.

# Work Product

**Attach Appendix C: Sample Work Product.** Please attach one **Level I Full** reserve study work product.

One sample **Level I Full** reserve study must be submitted to demonstrate that minimum report requirements and disclosures have been met. This Report must be an **actual report** prepared recently by the applicant (or under their responsible charge) for a client, not a marketing sample. The submission shall identify the version of CAI Reserve Study Standards which are the basis for this report. By submitting this work product, the applicant confirms it has been prepared in accordance with the standard of care defined within the Reserve Study Standards previously identified.

- Remove or disguise any names or logos (including company letterhead) identifying your firm or the client.
- Attach the list of required contents and disclosures as noted in Appendix C, complete with page numbers identified. Applications that are missing any required contents or disclosures automatically will be rejected.
- Note that all required information and disclosures must be contained within the Reserve Study document, not in cover letters or separate transmittal letters.

# Community Associations Institute

## Professional Reserve Specialist Code of Ethics

The Reserve Specialist Shall:

1. Comply with current standards and practices as may be established from time to time by CAI, the Reserve Specialist (RS) Designation Review Board, subject to all federal, state and local laws, ordinances, and regulations, if any, in effect where the RS practices;
2. Participate in continuing professional education through CAI and other industry related organizations as required;
3. Act in the best interests of the client; refrain from making inaccurate or misleading representations or statements; not knowingly misrepresent facts to benefit the Specialist;
4. Undertake only those engagements that they can reasonably expect to perform with professional competence;
5. Exercise due care and perform planning and supervision as specified in the written client engagement agreement;
6. Disclose all relationships in writing to the client regarding any actual, potential or perceived conflict of interest between the Specialist and other vendors, including, but not limited to, management companies, insurance carriers, contractors and legal counsel.
7. Provide written disclosure of any compensation, gratuity or other form of remuneration from individuals or companies who act or may act on behalf of the client.
8. Conduct himself or herself in accordance with the Reserve Specialist requirements;
9. Not represent to anyone as being a Reserve Specialist designee until such time as he or she receives written confirmation from the Reserve Specialist Designation Review Board or CAI of receipt of the designation;
10. Recognize the original records, files, plats and surveys that are the property of the client are returned to the client at the end of the Specialists engagement; maintain the duty of confidentiality to all current and former clients.
11. Refrain from criticizing competitors or their business practices; Act in the best interests of their Employers; Maintain a professional relationship with our peers and industry related professionals.
12. Conduct themselves in a professional manner at all times when acting in the scope of their employment.
13. Not engage in any form of price fixing, anti-trust, or anti-competition.
14. Not use the work products of colleagues or competing Reserve Specialist firms that are considered proprietary without the expressed written permission of the author or the reserve specialist firm.
15. Abide by the re-designation policy of CAI.

**Compliance with the Professional Reserve Specialist Code of Ethics is further amplified in the Code Clarification Document provided by Community Associations Institute.**

# Code Clarification Document

## A. Authority

The Code derives its authority from the Community Associations Institute (CAI). CAI's Board of Trustees has established a minimum standard of professional ethical performance for those individuals who receive recognition or designations from CAI.

Those individuals or entities that have received professional Reserve Specialist (RS) designation from CAI are subject to this Code.

## B. Definitions

The Code shall apply in any Reserve Specialist-client relationship where the RS receives some form of compensation for professional services offered or provided to the client.

**Reserve Specialist (RS)**—a singular term which shall apply to all of the following persons or entities providing or offering some form of reserve studies, transition warranty inspections, construction defect reports and other facility inspection reports or consulting services to one or more clients:

- a. A single practitioner functioning as a client employee, or
- b. A single practitioner employed by a firm contracted by one or more clients, or
- c. A principal or supervisory staff member for a firm which is contracted by one or more clients, or
- d. A firm, which is contracted by one or more clients, whether it is organized as a corporation, partnership, or other entity.

Because the Code is designed to establish a standard of conduct for the practice of preparing and providing the services and products mentioned above to community association clients, it is equally applicable to individuals and firms. An individual who agrees to abide by this Code shall also be responsible to see that any other person or firm under his/her supervision shall comply with the Code.

**Client**—a singular term applying to one or more community association properties (condominium, homeowner association, cooperative, PUD, PRD, etc.) and their governing body. The client may employ the Reserve Specialist directly or be under some form of independent contract with the Reserve Specialist.

## C. Amplification

*CAI to further explain and define the Code of Ethics provides the following information.*

**The following explanations correspond to the numbered paragraphs in the Professional Reserve Specialist Code of Ethics:**

1. **Current standards or practices** are those numbered one through fourteen in the Code. Reserve Specialists who practice in states with legislative requirements must comply with those laws. Reserve Specialists shall not discriminate in any relationship, with any individual or firm, based upon race, color, religion, sex, national origin, familial status, or handicap and shall comply with all federal, state and local laws concerning discrimination. Reserve Specialists shall not engage in any form of price fixing, anti-trust, or anti-competition with other Reserve Specialists or Vendors.
2. **Continuing professional education** requirements are consistent with that Reserve Specialists designation. While CAI membership is not mandatory, the Reserve Specialist must satisfy the designation requirement in order to use said designation. Additionally the Reserve Specialist has a duty to remain informed on relevant matters affecting the industry.
3. **Act in the best interests of the client; Not make any inaccurate or misleading representations or statements to a prospective client; Not knowingly misrepresent facts to benefit the Reserve Specialist;** the Reserve Specialist has a fiduciary duty/responsibility to the client and should at all times act in the best interests of the client. Reserve Specialists should avoid exaggeration, misrepresentation, concealment, and knowingly distributing misinformation.

## Code Clarification Document (continued)

4. **Undertake only those engagements that they can reasonably expect to perform with professional competence;** the Reserve Specialist shall provide accurate information within his area of expertise and refrain from the unauthorized practice of other professions. No Reserve Specialist should provide any service or advice that is outside his or her field of competence which includes dispensing of professional advice that falls under the auspices of other disciplines such as legal representatives, certified engineers and contractors. The Reserve Specialist should not undertake engagements that he/she cannot perform in the required time-frame and with professional competence.
5. **Exercise due care and exhibit planning and supervision as specified in the written client engagement agreement.** The intent of this statement is for the Reserve Specialist to make a good faith effort to operate within the framework of the applicable engagement agreement and to abide by the terms of said agreement. The Reserve Specialist must plan his or her own work and adequately supervise his or her employees' work to ensure the work is performed with professional competence.
6. **Disclosure of any possible conflict of interest is the key here.** An example may be of assistance. A Reserve Specialist (individually or through a company) may have financial interest in a service contractor, supplier, or professional firm that is being considered by that Reserve Specialist's client. Disclosure must be in writing and sufficiently in advance of the selection process to allow full consideration of the possible conflicts and any alternatives. The fact that the client may still choose the Reserve Specialist's related entity is not a violation of the Code, provided ample disclosure was given.
7. **Provide written disclosure to the client any compensation, gratuity or other form of remuneration from individuals or companies who act or may act on behalf of the client.** Written disclosure shall be made to the client by the Reserve Specialist, confirming receipt of all commissions, rebates, discounts, payments, or other benefits received in excess of \$200.00 annually by the Reserve Specialist from any vendor or vendor related client.
8. **Original records, files, plats, plans and surveys** are those items that were given to the Reserve Specialist at any time prior to, during or at the conclusion of his or her engagement or were developed by the Reserve Specialist and/or the client during the period of the Reserve Specialist's engagement. This definition may be further expanded by the engagement agreement. Unless provided in such an agreement or otherwise, the Reserve Specialist has no obligation to provide the client with client-related computerized data unless the client owns the computer and software and such data can be separated from that data and software which are proprietary to the Reserve Specialist. Those items that the Reserve Specialist brought to and used during the engagement, such as operation or procedure manuals, remain the property of the Reserve Specialist.
9. The Reserve Specialist shall maintain **a duty of confidentiality to all current and former clients,** commencing the effective start date of the relationship and continuing through infinity.
10. **Refrain from criticizing competitors or their business practices; Act in the best interests of their Employers; Maintain a professional relationship with our peers and industry related professionals.**  
Self-explanatory.
11. **Shall conduct themselves in a professional manner when acting in the scope of their employment.**  
Self-explanatory.
12. Work products that are posted on the internet, e-mailed, presented as part of an education session or industry related networking exchange are not considered proprietary unless they are clearly labeled as proprietary documents or subject to further protection under the copyright or registration. Lists of clients along with their contact and confidential contract information that are maintained by a Reserve Specialist or Engineering Company are considered proprietary.



## Code Clarification Document (continued)

### **D. Future**

The Board of Trustees may expand application of this Code, and CAI reserves the right to update, or amend both the Professional Reserve Specialist Code of Ethics and the Code Clarification Document. Any such revision, updating or amendment shall be promptly promulgated to CAI Reserve Specialist members and, after due notice, will apply to all members subject to the Code.

### **E. Disciplinary Action**

After an internal investigation and hearing as provided in CAI's Ethics Enforcement Procedures Policy, a Reserve Specialist found to be in violation of this Code shall face a sanction in accordance with the enforcement policies adopted by the CAI Board of Trustees. The extent of such sanction shall be commensurate with the nature, severity, and intent of the violation. In a situation where a firm, principal(s) or supervisory staff are involved, sanctions may be imposed on more than one individual or the firm itself.

# Code Clarification Document (continued)

**Please answer the following questions.**

Have you ever been involved in reorganization for the benefit of creditors or in bankruptcy as a debtor? *If yes, attach a detailed explanation.*  YES  NO

Have you ever been convicted of a felony or misdemeanor (equivalents thereof), or imprisoned under sentence for any felony or misdemeanor (except traffic violations)? *If yes, attach a detailed explanation.*  YES  NO

Have you been found liable or had a judgment or consent decree entered against you in civil court related to any business or professional matter or in any other civil case (with the exception of any domestic or family law, e.g., divorce or child custody)? *If yes, attach a detailed explanation and include a copy of the judgment entered against you.*  YES  NO

Have you ever been convicted of fraud, misrepresentation, misappropriation of funds or property? *If yes, attach a detailed explanation.*  YES  NO

Do you know of any reason why you would be unable to obtain bonding? *If yes, attach a detailed explanation.*  YES  NO

Have you ever been subject to disciplinary action by any professional organization? *If yes, attach a detailed explanation.*  YES  NO

**Signature**

By signing below, I agree to abide by the CAI Professional Reserve Specialist Code of Ethics and to be subject to disciplinary action as adopted by the Board of Trustees. All of the information provided by me is complete and correct to the best of my knowledge and belief. If I made or at any time make statements with knowledge of its falsity, I understand that it shall be cause for denial or revocation of the designation.

Further, if any circumstance changes my answer to any of the questions above, I will notify CAI Credentialing Department by providing a written statement and detailed explanation within 30 days. I will address the statement and detailed explanation to: CAI Credentialing Department, 6402 Arlington Blvd., Suite 500, Falls Church, VA 22042 or caieducation@caionline.org.

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PRINTED NAME

SIGNATURE

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FIRM NAME (IF EMPLOYED BY A FIRM OR ARE A PRINCIPAL OR SUPERVISORY STAFF MEMBER OF THE FIRM)

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PRINTED NAME AND SIGNATURE OF AN OFFICER OF THAT FIRM, IF APPLICABLE



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