

## **RESERVE FUND ASSESSMENT REPRESENTATION LETTER**

Date: [Insert Date]

To: [Insert Board of Directors/Management Company Name]

[Insert Association Name]

[Insert Address]

[Insert City, State, Zip Code]

**Re: Formal Representation Regarding Reserve Fund Assessment for Unit [Insert Unit Number]**

Dear Board of Directors,

I am writing this letter in response to the notice dated [Insert Date of Notice] regarding the proposed special assessment for the Reserve Fund in the amount of \$[Insert Amount].

I would like to submit the following representations for your consideration regarding this assessment:

[Insert specific concerns or points here, such as:]

- Financial hardship regarding the payment schedule.
- Requests for a breakdown of the Reserve Study findings.
- Inquiry into alternative funding options or loan possibilities.
- Comments on the necessity or timing of the proposed capital repairs.

I request that this letter be formally entered into the records of the next Board Meeting. I am committed to maintaining the long-term value of our community and look forward to your response regarding [Insert specific request, e.g., a payment plan or further documentation].

Thank you for your time and consideration of my position.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]