

PENNSYLVANIA AND  
DELAWARE VALLEY CHAPTER



Address: 3000 Valley Forge Circle, Suite G-14  
King of Prussia, PA 19406  
Phone: (610) 783-1315  
Fax: (610) 783-1318  
Web: www.cai-padelval.org

### Gold Star Community® Recognition Program Community Association Application

#### SUBMISSION CRITERIA

- DEADLINES: There are two application periods each year. January 1-March 1; August 1-October 1. Applications submitted outside of these periods may be held for review until the next period.
- CAI membership is not a requirement.
- All applications must be submitted on the forms provided with required attachments.
- Applicants may be asked to supply additional supporting documentation.
- The Gold Star Community© rating is renewable every three (3) years.
- The application and attachments must be submitted to:  
Pennsylvania and Delaware Valley Chapter, CAI  
3000 W. Valley Forge Circle, Suite G-14  
King of Prussia, PA 19406

An independent review panel that may be comprised of an attorney, insurance professional, an elected association volunteer or homeowner, a certified public accountant, a community association manager and/or a contractor, will review applications. If an applying association does not qualify upon first submission, the association will be advised as to what area(s) need improvement. Associations may respond within 90 days at no additional charge. If no response is received within 90 days, the applicant may resubmit a new application with appropriate fee.

Communities who are awarded the Gold Star rating will receive an outdoor sign, a certificate suitable for framing and Gold Star Community stickers for use on their association letterhead. Each association approved as a Gold Star Community will be recognized for their achievement by the CAI.

#### DISCLAIMER

*The Gold Star Community© Program indicates to professionals, vendors, and existing and prospective homebuyers that the community follows basic and open policies and procedures. Associations participating in this or any other program sponsored by the chapter remains responsible for their own liability and the liability of their volunteers, officers, and employees. In determining that a community qualifies for the Gold Star rating, the chapter evaluates procedures and practices of the association for general conformance with industry standards based upon answers in a questionnaire developed by the chapter and certain supporting documentation. The chapter does not have the resources to investigate the accuracy of information supplied by the association and does not do so. No one is entitled to rely on the Gold Star Community program as an indicator of the fiscal soundness or proper operation of the association or for any other purpose.*

Complete name of association: \_\_\_\_\_

Township and County: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Community: Condo:  PUD:  Residential:  Commercial:   
(Check all that apply)

Managed by: Volunteers  Assoc. Staff  Mgmt Firm  Developer

Pennsylvania and Delaware Valley Chapter, Community Associations Institute  
Gold Star Community<sup>®</sup> Program Application

**Gold Star Application**

Your Community	Single Family Detached		Townhouses # of Units		2-5 Stories # of Units		Over 5 stories # of Units		Total
Number of homes:									
Existing:		+		+		+		=	
Maximum:		+		+		+		=	
							Total Units:		

**Application Fees**

Each application and Gold Star rating is valid for a period of three years and must be renewed every three years. Please send in the appropriate fee according to the chart below, and make checks payable to PADVC, CAI.

Community Size	CAI Member Fee	Non-Member Fee
Small (1-149 units)	\$75.00	\$100
Medium (150-499 units)	\$100.00	\$125
Large (500+ units)	\$125.00	\$150

Please include with this application - one copy of each of the following (application will not be accepted without the following documents):

- Insurance requirement from the association's governing documents
- Capital budget
- Operating budget
- D&O Insurance Certificate
- Component/Funding Schedules from most recent reserve study
- Most recently audited/reviewed financial statements

**Qualifying Section**

**General Characteristics**

1. Minutes are kept for Owners meetings.  Yes  No
2. Minutes are kept for Board/Trustee meetings.  Yes  No
3. The association prepares an annual budget in accordance with governing documents.  Yes  No
4. The association has annual membership meetings in accordance with governing documents.  Yes  No
5. There is an opportunity for owner input before or during meetings.  Yes  No
6. The association holds an annual election of officers  Yes  No
7. Before each board meeting, board members receive an agenda, minutes of the previous meeting, financials and other appropriate reports.  Yes  No
8. Board meetings may be attended by owners, except when the Board meets in executive session.  Yes  No
9. The association has \$ \_\_\_\_\_ of General Liability Insurance.  Yes  No  
(Please attach copy of insurance certificate)
10. This amount meets or exceeds the minimum amount stated in documents.  Yes  No
11. The association has \$ \_\_\_\_\_ of D & O Liability Insurance.  Yes  No
12. This amount meets or exceeds the minimum amount stated in documents.  Yes  No

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**Qualifying Section, Cont.**

**General Characteristics**

- 13. The association maintains a Book of Resolutions and is current.  Yes  No
- 14. Resolutions are incorporated within meeting minutes.  Yes  No
- 15. The association provides information kits to new owners as required by law.  Yes  No
- 16. The board provides information kits to new board members.  Yes  No
- 17. Contracts are competitively bid as a general procedure.  Yes  No
- 18. Contractors are required to present a current copy of their certificate of insurance before commencement of work.  Yes  No
- 19. The association has active committees that provide reports to the board.  Yes  No
- 20. The community association has adopted CAI's Rights and Responsibilities.  Yes  No  
(A "no" answer on this question will not cause the community to fail to achieve Gold Star status.)

**Financial**

- 1. The association has adopted an annual budget and, at least 30 days prior to implementation, has provided a written copy to all owners.  Yes  No
- 2. **A.** Has the association received any of the following documents from an Auditor: 1) SAS 112 Letter; 2) Management Recommendation Letter; 3) Clients Advisory Comments Letter.  Yes  No  
(Please provide copies)
- B.** If yes, has your community taken any steps to address any internal control weaknesses as noted by the auditor? Note: Any internal control weakness may cause the community to fail this application.  Yes  No
- 3. The association has a fidelity bond for persons handling association funds.  Yes  No
- 4. The association has performed or updated a Reserve Study in the past three years.  Yes  No
- 5. The association is funding reserves as detailed in the Reserve Study.  Yes  No
- 6. The total amount currently in the association's reserves is \$ \_\_\_\_\_ .
- 7. The association has had a non-weather related special assessment in the past three years. (If yes, please list amount of assessment \$ \_\_\_\_\_)  Yes  No
- 8. If yes, please note the age of the community and reason for assessment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 9. The association contracts for audit or accounting services in accordance with the governing documents.  Yes  No  
Please check which services are required by the governing documents:  
 Audit  Review  Compilation  Other. Please specify: \_\_\_\_\_ (Please provide copies)
- 10. As of \_\_\_\_\_ there are \_\_\_\_\_ more than sixty days overdue with assessments.  
(date) (# of owners)  
Total overdue assessments from above is \$ \_\_\_\_\_.
- 11. How many signatures are required on association checks? \_\_\_\_\_

**Qualifying Section, Cont.**

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**Rules Enforcement, Architectural Control, and Communication**

- 1. The association has written rules other than those contained in the Declaration and By-laws.  Yes  No  N/A
  
- 2. The association has written architectural control guidelines.  Yes  No  N/A
  
- 3. The association has written policies for handling rules enforcement.  Yes  No  N/A
  
- 4. The association affords alleged violators an opportunity for due process.  Yes  No  N/A
  
- 5. The association informs owners of rules and rule revisions by the following methods:  
 Resale Packages    Welcome Packets    Meetings    Meeting Minutes    Newsletters    Website  
 Auto phone/text message system    Other \_\_\_\_\_
  
- 6. The association informs non-owner occupants of rules and rule revisions by the following methods:  
 Resale Packages    Welcome Packets    Meetings    Meeting Minutes    Newsletters    Website  
 Auto phone/text message system    Other \_\_\_\_\_

Questions 7 and 8 attempt to identify special programs or services which the association offers to improve the quality of life in the association, and/or make your community stand apart and worthy of the Gold Star award. *If not applicable, please explain. Responses are required for Questions 7 and 8.*

- 7. Please describe what special educational, environmental, recreational, social, and/or special events/programs the association sponsors. Attach additional pages if necessary.

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- 8. Please describe what special community services such as transportation, town watch, in-unit repairs, security, etc., the association provides. Attach additional pages if necessary.

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**Verification**

The information submitted on this application has been reviewed and verified by an elected officer of the association, whose signature appears below:

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Name Signature

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Elected office held Date of Application

This application was prepared by:

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Name

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Title Phone