



November 14, 2023

Dear Cameron Station Owners:

At the board meeting held October 24, 2023, the Board approved the budget for 2024 which includes an increase of 2.54% for Single-family, Townhouses, and Condominiums and a 2.1% increase for Commercial units. The budget and Reserve Component Schedule are attached for your reference. The new quarterly assessment rates are reflected below for your reference.

Unit Type	2023 Rate	2024 Rate	2024 Rate Increase in \$ / %	
Single Family and Townhouses	\$ 422.10	\$ 432.80	\$ 10.70	2.54%
Condominiums	\$ 337.68	\$ 346.24	\$ 8.56	2.54%
Commercial	\$ 363.89	\$ 371.53	\$ 7.64	2.10%

Together, the Finance Committee and the Board performed a diligent review of the Association's expenses over a series of meetings with the committee chairs. The Board determined an increase was necessary to maintain the Community's services and grounds while balancing the financial needs with the future state of the Association's financial operations.

The 2024 Budget includes an increase to the Association's "Other" income of \$38,293, due to an increase in the Reserve interest income of almost \$7,416 and Operating interest income of \$26,423. Further, the following expenses were adjusted to ensure adequate allowances for 2024: the Reserve Contribution for the future repair and replacement of common elements, Grounds and Landscaping, TMP Expenses, Administrative Salaries, and pool management. The Board is focused on ensuring the Association receives the best service at competitive rates and will continue to address contracts over the coming year that may provide opportunities for savings as well. Most recently, the shuttle bus, pool management, Fitness Center management, insurance, HVAC, and Fire Safety PM and monitoring contracts were rebid to ensure the community is partnering with service providers that have the best-negotiated price and highest values for Cameron Station.

The Association continues to utilize the prior year's savings for TMP (Transportation Management Plan) realized during COVID when the shuttle services were not operational. As a result, \$45,000 will be used in 2024 to offset these specific expenses within the parameters provided by the City of Alexandria. It is expected that the Association will utilize most, if not all, of the savings in 2024, which will then likely require an increase in the 2025 assessments.

In the coming weeks, you will receive a new coupon book with the adjusted assessment rate. If you currently pay via direct debit, the new amount will automatically be deducted on or about the 3<sup>rd</sup> business day of the month. **If you use a bill payer service, please ensure you update the payment information to reflect the new assessment rate to avoid receiving future notifications.**

Please contact CAMP's Customer Service at 855-477-CAMP (2267) if you have any questions regarding your account. You may also contact the site office at [managers@camerestation.org](mailto:managers@camerestation.org) for additional assistance.

Warm regards,  
Cameron Station Board of Directors

**Cameron Station Community Association  
2024 Operating Budget- APPROVED 10-24-23**

	2023	2024
	Budget	Budget
<b>Assessment Revenue</b>		
Assessments - SFD/TH	\$ 1,700,232	\$ 1,743,381
TMP Assessments	\$ -	\$ -
Bad Debt Adjustment	\$ (7,200)	\$ (7,200)
<b>Total Assessment Revenue</b>	<b>\$ 1,693,032</b>	<b>\$ 1,736,181</b>
<b>Commercial Assessments</b>		
Commercial Assessments	\$ 35,370	\$ 36,076
<b>Total Commercial Assessments</b>	<b>\$ 35,370</b>	<b>\$ 36,076</b>
<b>Condo Assessment</b>		
Condo Assessment	\$ 1,029,257	\$ 1,055,336
<b>Total Condo Assessment</b>	<b>\$ 1,029,257</b>	<b>\$ 1,055,336</b>
<b>Total Assessments</b>	<b>\$ 2,757,659</b>	<b>\$ 2,827,593</b>
<b>Other Income</b>		
Late Fees & Interest	\$ 8,500	\$ 8,500
Legal Reimbursements	\$ 10,500	\$ 10,500
Newsletter Advertising	\$ 3,000	\$ 5,500
Sponsorship Income	\$ 4,000	\$ 2,400
Club Cleaning Fees	\$ 4,800	\$ 7,800
Website Income	\$ 1,200	\$ 1,200
Returned Payment Fees	\$ -	\$ -
HOA Compliance Fees	\$ 1,200	\$ 1,200
Interest Earned - Operating	\$ 800	\$ 27,223
Interest Earned - Reserves	\$ 36,584	\$ 44,000
Room Rental Fees	\$ 4,800	\$ 7,800
Facilities passes/Guest Fees	\$ 650	\$ 650
Resale Processing Fees	\$ -	\$ -
Miscellaneous Income	\$ -	\$ -
<b>Total Other Income</b>	<b>\$ 76,034</b>	<b>\$ 114,273</b>
<b>Reserve Contributions</b>		
Repair & Replacement Expenses	\$ (395,010)	\$ (424,470)
Capital Improvement Expenses	\$ -	\$ -
<b>Total Reserve Contributions</b>	<b>\$ (395,010)</b>	<b>\$ (424,470)</b>
<b>Total Revenue</b>	<b>\$ 2,438,683</b>	<b>\$ 2,517,396</b>
<b>Expenses</b>		
<b>Operating Expenses</b>		
<b>Common Area Maintenance &amp; Services</b>		
Electricity	\$ 35,000	\$ 30,000
Irrigation Water	\$ 20,000	\$ 30,000
Grounds & Landscape Contract	\$ 183,946	\$ 185,075
Flower Rotation & Pocket Park Enhancements	\$ 42,000	\$ 22,000
Turf Treatment & Enhancements	\$ 25,000	\$ 25,000
General Repair & Maintenance	\$ 23,000	\$ 25,000
General Maintenance Supplies	\$ 4,000	\$ 4,000
Irrigation System Contract	\$ 14,420	\$ 15,500
Irrigation Repairs	\$ 3,000	\$ 3,000
TMP Expenses	\$ 220,500	\$ 235,125
TMP Offset	\$ (45,000)	\$ (45,000)
Lighting Supplies/ Repair & Maintenance	\$ 8,000	\$ 3,000
Linear Park Landscape Maintenance	\$ 17,000	\$ 18,837
Pest Control	\$ 5,270	\$ 6,500
Pet Stations	\$ 11,000	\$ 11,000
Tree & Shrub Maintenance	\$ 41,000	\$ 41,000
Street Repair & Maintenance	\$ 6,500	\$ 6,500
Fountain Maintenance	\$ 1,093	\$ 1,070
Snow Removal Services	\$ 50,000	\$ 50,000
Pride of Ownership Gift Cards	\$ 1,400	\$ 1,400
Watering Supplies	\$ 2,500	\$ 3,500
<b>Total Common Area Maintenance &amp; Services</b>	<b>\$ 669,629</b>	<b>\$ 672,707</b>
<b>Landscape Repair &amp; Maintenance</b>		
Erosion Control	\$ 8,600	\$ 6,000
Storm Recover Repair & Maintenance	\$ -	\$ -
<b>Total Landscaping Repair &amp; Maintenance</b>	<b>\$ 8,600</b>	<b>\$ 6,000</b>
<b>Cameron Club Maintenance &amp; Operation</b>		
Access System Repairs	\$ 1,000	\$ 1,000
Access System Supplies	\$ 4,500	\$ 4,500
Building Repair & Maintenance	\$ 15,000	\$ 15,000
Clubhouse Utilities	\$ 38,425	\$ 38,425
Community Center Improvements	\$ 2,000	\$ 2,000
Elevator Services	\$ 4,250	\$ 5,242
Fire Prevention & Protection	\$ 8,000	\$ 6,500
Fire Suppression System	\$ 5,700	\$ 5,000
Fitness Center Supplies	\$ 7,000	\$ 8,388
Fitness Equipment Repair & Maintenance	\$ 8,500	\$ 8,500

**Cameron Station Community Association  
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	2023	2024
	Budget	Budget
Health Club Management/Staff	\$ 178,722	\$ 189,120
HVAC Services	\$ 5,000	\$ 8,632
Janitorial Services	\$ 44,196	\$ 44,862
Miscellaneous Expense	\$ 500	\$ 500
Pool Management	\$ 92,905	\$ 99,315
Pool Repair & Maintenance	\$ 6,500	\$ 6,500
Pool Supplies	\$ 5,000	\$ 5,000
Recreational Equipment	\$ 2,500	\$ 2,500
Safety & Security	\$ 5,000	\$ 5,482
Special Cleanings	\$ 5,800	\$ 9,800
Uniforms	\$ 800	\$ 1,000
<b>Total Cameron Club Maintenance &amp; Operations</b>	<b>\$ 441,298</b>	<b>\$ 467,266</b>
<b>Trash &amp; Recycling</b>		
Trash & Recycling Services For 2022, Trash Pick-up Main Only	\$ 376,433	\$ 396,233
Recycle Services	\$ -	\$ -
Trash - Main Street	\$ -	\$ -
<b>Total Trash &amp; Recycling</b>	<b>\$ 376,433</b>	<b>\$ 396,233</b>
<b>Other Expenses</b>		
Other Expenses		\$ -
Sign Expenses	\$ 2,500	\$ 5,000
<b>Total Other Expenses</b>	<b>\$ 2,500</b>	<b>\$ 5,000</b>
<b>Total Direct Operating Expenses</b>	<b>\$ 1,498,460</b>	<b>\$ 1,547,206</b>
<b>General and Administrative Expenses</b>		
<b>Professional Services</b>		
Audit & Tax Services	\$ 7,525	\$ 7,424
Reserve Studies	\$ 2,950	\$ -
Legal Services - General Counsel	\$ 45,000	\$ 45,000
Legal Services	\$ 4,000	\$ 4,000
Legal Services - Collections	\$ 25,000	\$ 25,000
Consulting Services		\$ -
<b>Total Professional Services</b>	<b>\$ 84,475</b>	<b>\$ 81,724</b>
<b>Activities</b>		
Events and Awards	\$ 33,000	\$ 33,000
Activity Charges		\$ -
<b>Total Activities</b>	<b>\$ 33,000</b>	<b>\$ 33,000</b>
<b>Communications</b>		
Other Communications	\$ 3,000	\$ 3,000
Newsletter Services	\$ 15,300	\$ 13,000
Web Site Maintenance	\$ 4,900	\$ 4,900
Social Media (new)	\$ 6,000	\$ 4,882
<b>Total Communications</b>	<b>\$ 29,200</b>	<b>\$ 25,782</b>
<b>Insurance</b>		
D&O Premiums	\$ 5,925	\$ 6,303
General Liability Insurance	\$ 5,526	\$ 10,908
Umbrella Insurance	\$ 5,571	\$ 4,449
Worker's Compensation	\$ 676	\$ 682
Crime Protection Coverage	\$ 5,042	\$ 3,870
Cyber Liability \$1 Million Coverage	\$ 2,000	\$ 3,145
Insurance Expenses for Reimbursement	\$ -	\$ -
<b>Total Insurance</b>	<b>\$ 24,740</b>	<b>\$ 29,537</b>
<b>Management Services</b>		
Administrative Salaries	\$ 408,690	\$ 428,923
Payroll Taxes/Benefits/Costs	\$ 69,533	\$ 71,723
Management Reimbursements	\$ -	\$ -
Management Fees	\$ 151,272	\$ 153,511
<b>Total Management Services</b>	<b>\$ 629,495</b>	<b>\$ 654,157</b>
<b>Administration</b>		
Bank Charges	\$ 500	\$ 500
Meeting Expense	\$ 10,500	\$ 10,500
Acct Setup/DD/Coupons		\$ -
Collection Charges	\$ 4,000	\$ 2,000
<b>IT SUPPORT Computers &amp; Network</b>	<b>\$ 21,600</b>	<b>\$ 21,600</b>
Licenses and Permits	\$ 2,200	\$ 2,200
Architectural Comprehensives	\$ 3,000	\$ 0
Office Supplies	\$ 7,000	\$ 6,000
Postage	\$ 6,000	\$ 6,000
Printing & Copying	\$ 8,000	\$ 6,000
Office Equipment Lease	\$ 6,000	\$ 6,000
Bundled Telecom Services	\$ 11,192	\$ 10,800

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2024 Operating Budget- APPROVED 10-24-23**

Annual Meeting Expense	\$ 5,000	\$ 5,000
Temp Desk Coverage	\$ 3,000	\$ 3,000
	2023	2024
	Budget	Budget
Parking Enforcement	\$ 33,696	\$ 46,440
Courier Service	\$ 150	\$ 150
Software Licenses	\$ 1,900	\$ 1,200
Decals & Parking Passes	\$ 7,500	\$ 3,000
Miscellaneous		\$ -
<b>Total Administrative</b>	<b>\$ 131,238</b>	<b>\$ 126,952</b>
<b>Total General and Administrative</b>	<b>\$ 932,148</b>	<b>\$ 950,972</b>
<b>Income Taxes</b>		
Income Tax	\$ 8,075	\$ 19,218
<b>Total Income Taxes</b>	<b>\$ 8,075</b>	<b>\$ 19,218</b>
<b>Total Expenses</b>	<b>\$ 2,438,683</b>	<b>\$ 2,517,396</b>
<b>NET SURPLUS (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>