CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
July 31, 2018 at 7:00 p.m.
Cameron Club Henderson Room

AGENDA

I.	CALL TO ORDER/ESTABLISH QUORUM		7:00
II.	APPROVE AGENDA		7:05
III.	GUEST SPEAKER:		
IV.	RESIDENTS' OPEN FORUM		7:15
V.	APPROVAL OF MINUTES	TAB 1	7:20
	-- CSCA Board Meeting held on June 26, 2018		
	-- CSCA Town Hall March 13, & July 9, 2018		
VI.	FINANCIAL REPORT for June 2018	TAB 2	7:30
VII.	ProFIT May 2018 Report	TAB 3	7:35
VIII.	OFFICERS' & COMMITTEE MINUTES/REPORTS (CCFC to report first)	TAB 4	7:40
IX.	OLD BUSINESS		7:45
	- City of Alexandria Update		
X.	NEW BUSINESS		
	XI. BOARD DECISION		
	a. Lancaster Proposal #29242-brick pavers	TAB 5	7:50
	b. Lancaster Proposal #29191- Mulch/Plant	TAB 6	7:55
	c. Reston Painting & Contracting-Brick wall on Duke St	TAB 7	8:00
	d. Dolan Contracting-Repairs to Gazebo	TAB 8	8:05
	e. Policy Resolution -Recording of Open Meeting	TAB 9	8:10
	f. DirectConnex-new computer & software for the Office	TAB 10	8:15
	g. Appoint Sali Hanna to Communication Committee	TAB 11	8:20
	h. Lancaster Proposal #29322- Prune Wisteria Donovan	TAB 12	8:25
	i. Lancaster Proposal #29323- Prune Wisteria Bessley	TAB 13	8:30
	j. Approval of the draft Audit	TAB 14	8:40
XII.	BOARD DISCUSSION		
	a. Update on John Ticer Gazebo		8:45
XIII.	MATTERS FOR BOARD REVIEW AND INFORMATION		
	b. Management Report-for your review	TAB 15	8:50
XIV.	EXECUTIVE SESSION		
	a. Delinquency and Collection Reports	TAB 16	9:10
	b. Contract		
XV.	ADJOURNMENT		9:15

DRAFT

CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING MINUTES
Tuesday, June 26, 2018

The regularly scheduled monthly meeting of the Board of Directors for June was held on Tuesday, June 26, 2018. The meeting was called to order at 7:04 p.m. by Vice President Jon Dellaria at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

Board Attendance

Margaret Brock	President via Conference Call
Jon Dellaria	Vice President
Michael Johnson	Secretary via Conference Call
Martin Menez	Treasurer
Elliott Waters	Director
Mindy Lyle	Director

Members Absent
Paul Rocchio

Others Attending
Judy Johnson, General Manager, CMC
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
Cameron Station Residents

APPROVE AGENDA
Move To: "Approve the agenda as presented".
Moved by: Mindy Lyle
Seconded: Elliott Waters
For: All
Against: None
Absent: Paul Rocchio
MOTION PASSED

GUEST SPEAKER: Kimberly Dillon, Chair of the Communications Committee was present to discuss the community 20th Anniversary party slated for September 15, 2018 located at the Kilburn/Donovan Pocket Park with a Great Gatsby theme. Ms. Dillion presented the budget for the event to the Board and Cameron Station residents that were present and answered several questions and concerns both from the Board and CS residents. Also, noted by Ms. Dillion that was there has been misinformation and inaccurate remarks on social media that have created some negative feedback and she hopes that at this meeting these inaccuracies will be answered. The A&E Committee stated they will give the Communications Committee the surplus funds from the 2018 Casino Night; she also reported additional sponsorships will has brought costs down and the actual costs for the event are very low. This event is very similar to the 10th Anniversary party which was adult oriented and considered a huge success. Local

realtors will also be donating money for the raffle that will be taking place at the Anniversary party and the donations will support the Tucker Elementary School and the Carpenter Shelter.

RESIDENTS' OPEN FORUM

40 + plus residents were in attendance during open forum and voiced their opinions, questions, and concerns to the Board of Directors. Residents were for and/or against the 20th Anniversary party. Questions that were discussed included but were not limited to, what exactly the funds would be used for and if not used for the party would the funds be rolled into the 2019 budget; several residents thought this wasn't a good use of HOA funds and should have been properly budgeted, many others felt differently and thought that this was a great way to bring the community together, also remember the 10th Anniversary party and what a memorable event it was for the community, and very disappointed to be reading the negative remarks on social media. Having the event as adult oriented brought up Fair Housing Act violations and that children should be included, or even charging each resident that attends the event to help cover the cost of the event. Also, noted if the event could be located at a different location within the community.

APPROVAL OF MINUTES

Move To: "Approve the minutes from the May 29, 2018 Board of Directors meeting as presented."
Moved by: Mindy Lyle
Seconded: Michael Johnson
For: All
Against: None
Absent: Paul Rocchio
MOTION PASSED

FINANCIAL REPORT FOR MAY 2018

This summary reflects the un-audited fiscal year 2018 financial entries. Please be reminded, this is a snapshot of the Association's financial situation as of May 31, 2018. As always, Management will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget.

EXECUTIVE SUMMARY	Actual	Budget	Variance
Total Cash and Investments	$2,659,448.79		
YTD Income	$1,063,458.74	$ 1,059,052.00	$ 4,406.74
YTD Expenses	$ 996,608.56	$ 1,054,926.87	$ (53,318.31)
YTD Net Income, surplus/(loss)	$ 66,850.18	$ 4,125.13	$ 62,725.05

Mr. Menez- Board Treasurer presented the report as included in the BoD packet. Also, to be noted that the delinquency rate listed is 0.44% which is lower than the industry standard of 3%-5%. He also reviewed updates to HOA investments.

PRO-FIT REPORT FOR MAY 2018
Presented report as provided in BoD packet.

OFFICERS'/COMMITTEE REPORTS
Cameron Club Facilities Committee
Is in favor of the pool proposal contract addendum that's on the agenda for the Board's consideration and the CCFC is reviewing proposals to replace the basket court floor that is due for replacement. There are samples of the flooring for residents to view at the fitness center desk and ProFIT plans to conduct a community survey for feedback.

Activities and Events Committee
Board member Ms. Lyle provided an update that the next event is the first Fourth of July Parade along the Linear Trail and National Night Out is Tuesday August 7th at the Tucker Elementary School. The A&E has been very busy and well underway with planning the annual pool party that is scheduled in August.

Architectural Review Committee
Nothing significant to report at this time expect that the Town Hall meeting is scheduled for Monday July 9th for the community to discuss the DMS (Design & Maintenance Standards) proposed revisions.

Common Area Committee
Updated the Board on the Lancaster Landscapes proposals that are on the agenda for the Board's consideration and announced that the CAC along with Management and Lancaster Landscapes are conducting the monthly community walk through inspections that are done in quadrants. They look for areas that need attention and/or repairs, and also look for residents' homes that currently have violations and need to be notified.

Communications Committee
Continues to work on the updates for the Cameron Station website and the revisions to the community welcome packages.

Financial Advisory Committee
Working on the Associations CD's and mixed cash and investments. Previously the interest rates for the money markets accounts were not very attractive but the rates are slowly raising. The Association currently is financially healthy and showing again a hefty surplus. Preferably the 20th Anniversary party event should've been on the 2018 budget however, the Association can financially handle it and it will cause a slight stress.

OLD BUSINESS
a. City of Alexandria Update- Ms. Lyle provided a brief update regarding the closing of the Shoppers Food Ware House and the relocation of the Giant Food Store in the West End.

NEW BUSINESS
None

MATTERS FOR BOARD DECISION
Cameron Station Community Association 20th Anniversary Party
Move To: "The Board of Directors' approve $20,500.00 towards the Cameron Station Community Association 20th Anniversary Party".
Moved by: Michael Johnson
Seconded by: Margaret Brock
For: Margaret Brock, Jon Dellaria, Michael Johnson, Martin Menez, and Mindy Lyle
Abstention: Elliott Waters
Absent: Paul Rocchio
MOTION PASSED

Change of Attendance both Board President Margaret Brock and Board Secretary Michael Johnson left the meeting via conference call at 9:09pm.

Lancaster Proposal #29214- Turf Restoration
Move to: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29214 for the Turf Restoration in the amount of $350.00 to be expensed to GL6155- Turf Treatment & Enhancements".
Moved by: Mindy Lyle
Seconded by: Elliott Waters
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Lancaster Proposal #29223- Erosion Control
Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29223 for Erosion work in the amount of $14,120.00 to be expensed to GL3364- Capital Improvements Reserve".
Moved by: Mindy Lyle
Seconded by: Martin Menez
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Lancaster Proposal #29216- Turf Restoration
Move to: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29216 for turf restoration in the amount of $755.00 to be expensed to GL6685- Park Landscape Maintenance".
Moved by: Mindy Lyle
Seconded by: Elliott Waters
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Lancaster Proposal #29218- Erosion Work
Move to: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29218 for drainage and erosion work in the amount of $1,020.00 to be expensed to GL6155- Turf Treatment & Enhancements".
Moved by: Mindy Lyle
Seconded by: Elliott Waters
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Lancaster Proposal #29256- Stepping Stones
Move to: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29256 for landscape enhancements in the amount of $780.00 to be expensed to GL3364- Capital Improvements Reserve".
Moved by: Martin Menez
Seconded by: Mindy Lyle
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Architectural Review Committee Chair Member Appointment
Move To: "Approve to the appointment of Mark Sanchez as a Chairperson of the Architectural Review Committee (ARC)".
Moved By: Elliott Waters
Seconded By: Mindy Lyle
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Architectural Review Committee Member Appointment
Move To: "Approve to the appointment of Gayle Hatheway as a member of the Architectural Review Committee (ARC)".
Moved By: Elliott Waters
Seconded By: Mindy Lyle
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Financial Advisory Committee Member Appointment
Move To: "Approve to the appointment of Sarah Walsh as a member of the Financial Advisory Committee (FAC)".
Moved By: Martin Menez
Seconded By: Mindy Lyle
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, Paul Rocchio
MOTION PASSED

NSC Proposal #52818- Cleaning of the upholstered chairs Cameron Club
Move To: "Approve the Cameron Club Facilities Committee (CCFC) recommendation for the National Service Contractor proposal #52818 for cleaning all of the upholstered chairs in the Victoria Hebert Great Room, Henderson Room, and offices in the Cameron Club in the amount of $1,815.00 to be expensed to GL6436- Special Cleanings".
Moved By: Elliott Waters
Seconded By: Mindy Lyle
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Community Pool Service Contract Addendum
Move to: "Approve the Cameron Club Facilities Committee (CCFC) recommendation for the addendum to Community Pool Service contract in the amount of $2,000.00 GL6438- Pool Management".
Moved by: Mindy Lyle
Seconded by: Elliott Waters
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

MATTERS FOR BOARD DISCUSSION

a. Update on John Ticer Gazebo- The construction for the gazebo project is scheduled to begin on July 9th and a dedicated email blast with updates is scheduled to go out to the community tomorrow.

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report- Included in Board packet for review.

EXECUTIVE SESSION

Move To: "Enter into executive session at 9:33 p.m. to discuss delinquencies and collection reports".
Moved by: Elliott Waters
Seconded: Mindy Lyle
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Move To: "Exit executive session at 9:38 p.m."
Moved by: Elliott Waters
Seconded: Martin Menez
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Move To: "Adjourn the meeting at 9:39 p.m."
Moved by: Elliott Waters
Seconded: Mindy Lyle
For: All
Against: None
Absent: Margaret Brock, Michael Johnson, and Paul Rocchio
MOTION PASSED

Minutes prepared and respectfully submitted by Deirdre Baldino, Recording Secretary, CMC

DRAFT

CAMERON STATION COMMUNITY ASSOCIATION
TOWN HALL MEETING MINUTES
Tuesday, March 13, 2018

A special Town Hall meeting of the Board of Directors'- and Residents' of Cameron Station was held on Tuesday, March 13, 2018. The meeting was called to order at 7:03 p.m. by Margaret Brock, Board of Directors' President and acting Chair of the meeting in the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304.

ATTENDANCE
Margaret Brock, President
Martin Menez, Treasurer
Michael Johnson, Secretary
Elliott Waters, Director
Mindy Lyle, Director
Paul Rocchio, Director
Judy Johnson, General Manager, CMC
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
Residents of Cameron Station Community Association

ABSENT
Jon Dellaria, Vice President

OVERVIEW OF ISSUE
Ms. Brock stated, that a Town Hall Meeting is being held to gather input and feedback from residents on the revised CSCA Pet Policy Resolution #17-02 for the community. The revised policy lifted the "no pets" regulation in all of the spine and neighborhood parks owned and maintained by the Cameron Station Community Association. Ms. Brock provided an explanation of a community Town Hall meeting and anything discussed at this meeting is not binding and is only for information gathering purposes. Also, Ms. Brock briefed the "Rules of Engagement" and asked for all residents' to sign in so there would be a record of attendance.

Change of Attendance: Board Member Mr. Waters arrived at the meeting at 7:08 p.m.

COMMON AREA COMMITTEE
Ms. Brock invited Mr. Burns, CAC Chair, to the floor to provide an overview of the CAC responsibilities and a historical back ground on the common areas and pocket parks. Mr. Burns briefed in detail that originally the "no pet signs" were installed in the pocket parks approximately in 2006 due to the fact the community at that time had no irrigation through-out pocket parks. Since then and with the support of the Board of Directors' all pocket parks are now irrigated and the turf is on a routine maintenance and treatment program with the Association's landscaper, Lancaster Landscapes. The CAC was asked to research and consider a recommendation to the CSCA pet policy in 2016 and after many meetings, several months, and discussions a recommendation was made for Board consideration, which was to lift the current pocket park pet restriction. Also noted, the CAC meets in the mornings during the months of April-October to walk each quadrant of the community and have specially been observing the

pocket parks and their soiled conditions since the revised policy took effect and nothing outside of the normal pet urine which was to be expected has yet to be detected. The CAC does not feel the pet policy revision has had any negative impact on the community or has caused any major issues to the pocket parks. The CAC will reassess the turf and soil conditions further into the spring seasons as the grass begins to grow. The committee takes everyone's concerns very seriously and wants to keep the property values high for Cameron Station and is always interested in hearing feedback and comments from residents.

Change of Attendance: Board Treasurer Martin Menez arrived to meeting at 7:47 p.m.

RESIDENTS' OPEN FORUM

Many community residents' posed questions, comments and concerns for both and against the revision of Pet Policy Resolution #17-02. Several residents suggested closing off the green area at the main gazebo located at Cameron Station Blvd-circle, provide additional pet waste stations throughout the community, more signage that say "pick-up after your pets", and many felt that having the pocket parks open to pets gave residents more of a welcoming community feeling.

NEXT STEPS

Ms. Brock thanked everyone who attended the Town Hall meeting and for providing all their feedback. The CAC will be discussing the Pet Policy Resolution #17-02 at their next meeting in April. Ms. Brock also encouraged for all residents to attend any of the CAC and Board of Directors' meetings and that all residents' are welcome. The next scheduled BOD meeting is on March 27, 2018 at 7pm at the Cameron Club- Henderson Room.

With no further business to discuss, the meeting adjourned at 7:50 p.m.

Minutes prepared, and respectfully submitted by: Deirdre Baldino, Recording Secretary, CMC

DRAFT

CAMERON STATION COMMUNITY ASSOCIATION
TOWN HALL MEETING MINUTES
Monday, July 9, 2018

A special Town Hall meeting of the Board of Directors and Residentsof Cameron Station was held on Monday, July 9, 2018. The meeting was called to order at 7:04 p.m. by Margaret Brock, Board of Directors President and acting Chair of the meeting in the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304.

ATTENDANCE
Margaret Brock, President
Martin Menez, Treasurer
Michael Johnson, Secretary
Elliott Waters, Director
Mindy Lyle, Director
Judy Johnson, General Manager, CMC
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
Residents of Cameron Station Community Association

ABSENT
Jon Dellaria, Vice President
Paul Rocchio, Director

OVERVIEW OF TOPIC
Ms. Brock opened the meeting and stated that the Board of Directors is holding a Town Hall Meeting to gather input and feedback from residents on the proposed changes to the current Design & Maintenance Standards (DMS). Ms. Brock provided an explanation of a community Town Hall meeting and anything discussed at this meeting is not binding and is only for information gathering purposes. Also, Ms. Brock briefed the "Rules of Engagement" and asked for all residents to sign in so there would be a record of attendance.

ARCHITECHUAL REVIEW COMMITTEE
Ms. Brock invited Mr. Sanchez, ARC Chair, to the floor and he provided an overview of the ARC responsibilities and the importance of the Design and Maintenance Standards (DMS) and how it is formatted to guide and assist in maintaining and enhancing Cameron Station's unique designed community. The DMS also addresses areas for homeowners that would like to make changes, additions, and or improvements to their property for which require an application to the ARC and includes a few other important maintenance related items. Mr. Sanchez also noted that the DMS proposed revisions has been an accumulation effort from the ARC, resident's feedback, and Management. The revision has been a very vigorous task that has been ongoing for about one year and that the ARC has this task taken very seriously and appreciates everyone's feedback and looks forward to hearing feedback from tonight's meeting and come to a positive completion. Ms. Diener, ARC Vice Chair, also noted that the ARC also had the proposed DMS revisions in the Cameron Station weekly emails blast for several weeks seeking for residents feedback.

RESIDENTS' OPEN FORUM

Several residents were present and interested in the topics relating to roof replacements and offered the Board and the ARC members a few editing suggestions. Other suggestions included that feeding wildlife, including feeding squirrels, should be prohibited in common areas and all areas of private lots and decks; bird feeders/bird houses are prohibited unless located in rear fenced yards; may not exceed the height of the fence line; and must be squirrel proof; the topic on exterior decorative objects, there are currently no limits on birdbaths and birdhouses and suggestion there should be a limit and that birdhouses must be squirrel proof. On the item regarding bird repellants does not equate to bug/mosquito repellants.

NEXT STEPS

Ms. Brock thanked everyone who attended the Town Hall meeting and for providing all their feedback. The ARC will be discussing the DMS revisions again at their next meeting on July 10th, located at the Cameron Club-Henderson Room. Ms. Brock also encouraged all residents to attend any of the ARC and Board of Directors meetings and that all residents are welcome. The next scheduled BOD meeting is on July 31, 2018 at 7pm at the Cameron Club- Henderson Room.

With no further business to discuss, the meeting adjourned at 7:28 p.m.

Minutes prepared, and respectfully submitted by: Deirdre Baldino, Recording Secretary, CMC

Associa®
Community Management Corporation

MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Judy Johnson, General Manager
Deirdre Baldino, Asst. Manager

DATE: July 18, 2018

RE: June 30, 2018 Financial Statement Summary

This summary reflects the un-audited fiscal year 2018 financial entries. Please be reminded, this is a snapshot of the Association's financial situation as of June 30, 2018.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	**$ 2,665,618.74**		
Year to Date Income	**$ 1,275,021.29**	**$ 1,059,052.00**	**$ 3,415.29**
Year to Date Expense	**$ 1,189,087.37**	**$ 1,266,054.18**	**$ (76,966.81)**
Net Income Year to Date, surplus/ (loss)	**$ 85,933.92**	**$ 5,551.82**	**$ 80,382.10**

Investments:

On June 30, 2018 the Association had operating and investment funds totaling $2,665,618.74. The Pacific Premier Bank (PPB) operating account had a balance of $981,638.34. The PPB-Money Market account reflects a balance of $66,577.17, and the PPB-Merchant account has a balance of $1.45. Based upon this statement, the Morgan Stanley Smith Barney Money Market account had a balance of $57,062.61. There is $1,550,000.00 invested in laddered CDs and investment funds. Additionally, there is $10,339.17 in accrued interest.

Balance Sheet:

The Accounts Receivable for Residential Assessments account (GL 1500) as of June 30, 2018 was $39,034.83. This amount represents the total value of owner assessments due before June 30 (generally payable 90 days earlier on April 1) that remained unpaid on the statement date. At **1.6%** of annual Assessment Income ($2,465,931.00), this amount is within the range of **0%-3%** considered reasonable by our independent auditors. Unofficial "Industry standards" are reported to cover a broader range of **up to 5%**. We work to ensure that all of these assessments are paid, but recognize that circumstances for a small percentage of (often former) residents might make full collection unrealistic. Therefore, we also maintain an offsetting allowance on our balance sheet (GL1530) for these "doubtful accounts." For 2018, this allowance is $31,097.11. An alternative measure of the Association's exposure to loss from unpaid assessments is to figure the *difference* between these two accounts as a percentage of annual Assessment Income. That is, as of June 30, (Receivables of

$39,034.83 – Allowance of $31,097.11)/Total Annual Assessments of $2,465,931.00 = **0.32%**), which compares even more favorably to industry standards.

Accrued Repair & Replacement Reserves total $1,875,571.81 and are fully supported by cash and investments based on the following calculation. (Total Cash & Investments: $2,665,618.74 minus Current Liabilities of $331,863.12 minus Repair & Replacement Reserves: $1,875,571.81 = $458,183.80 of surplus capital.

The Capital Improvement Reserve account totals $20,306.49 which is also fully supported by cash and investments. (Excess Capital above of $458,183.30 minus Capital Improvement Reserves of $20,306.49 = $437,876.81 remaining surplus capital after funding Capital Reserves.)

Owners' Equity*, which has a balance of $393,740.61, is fully supported by cash and investments. Remaining Excess Capital of **$437,876.81**, minus Owner's Equity $393,740.61 = **$44,136.20** surplus capital.

**The Association's Unappropriated Prior Year Owners' Equity is the cumulative amount of net income or losses from the inception of the Association to the end of the most completed fiscal year. Each year, the net income (or loss) is added to (or subtracted from) this amount. Auditors recommend that it is healthy for Associations to have between 10-20% of the Association's annual assessments in Owners' Equity.*

Income Statement Report:

The Income Statement Report reflects a year-to-date income of $1,275,021.29 which is $3,415.29 more than the budgeted amount of $1,271,606.00. This can be attributed to several of the line items budgeted under Other Income that are significantly below the year-to-date budgeted amounts as well as the spread of the quarterly assessments. I bring your attention that there are two GL line items below the budgeted allocations by $1,500 or more.

Resale Processing fee, line item #4260 which is $2,500.00 below the budgeted number of $2,500.00. Management is looking into why there is no income in this line item.

Charitable Donations Income, line item #4295 which is $1,439.02 below the budgeted number of $3,060.98. Management is looking into why there is no income in this line item.

Compliance Fees, line item #4805 which is $1,750.00 below the budgeted amount of $1,750.00. Due to no fees collected at this time.

The year-to-date expenses total $1,189,087.37 which is $76,966.81 above the budgeted amount of $1,266,054.18 Below are a few line items that I would like to bring to your attention, as they have a variance of more than $1,500.00 of the year-to-date budgeted amount.

Variances Below Year-to-Date Budget by $1500 or more:

Architectural Comprehensives, line item #5035 which is $2,752.00 below the budgeted number of $2,752.00. Due to no inspections being scheduled at this time. CMC will begin again in August.

Printing & Copying, line item #5210 which is $2,241.48 below the budgeted number of $3,750.00

Postage, line item #5215 which is $2,303.49 which is below $4,800.00

Other Communications, line item #5316 which is $4,980.51 below the budgeted number of $6,550.00.

Administrative Salaries, line item #5302 which is $5,999.17 below the budgeted number of $145,133.00. Due staffing turnover with the Covenants Administrator from earlier in 2018.

Payroll Taxes/Benefits/Costs, line item #5340 which is $8,006.86 below the budgeted number of $46,443.00. Due staffing turnover with the Covenants Administrator from earlier in 2018.

Water Service. Line item #6025 which is $11,926.58 below the budgeted number of $14,857.00

Flower Rotation & Landscape Enhancements, line item #6150 which is $5,419.00 below the budgeted number of $12,500.00. Due to lower activity this period.

Turf Treatment & Enhancements, line item #6155 which is $4,175.00 below the budgeted number of $7,500.00. Due to lower activity this period.

Snow Removal Services, line item #6442 which is $33,143.00 below the budgeted amount of $52,500.00. Due to a mild winter season.

Linear Park Maintenance, line item #6685 which is $4,445.00 below the budgeted number of $10,834.00. Work has been done but not invoiced at this time.

Street Repair & Maintenance, line item #6760 which is $3,250.00 which is below the budget number of $3,250.00. Street Sweeping is not competed and have not invoiced.

Legal Services-General, line item #7030 which is $5,608.00 below the budgeted number of $15,000.00.

Health Club Management/Staff, line item #5318 which is $3,657.50 below the budgeted number of $84,595.00. Due to the spread for Jan., Feb. and March.

Fire Prevention & Protection, line item #6414 which is $4,724.75 below the budgeted number of $5,000.00.

Building Repair & Maintenance, line item #6515 which is $4,635.30 below the budgeted number of $7,000.00. Due to low maintenance work at this time.

Access System Supplies, line item #6590 which is $2,250.00 below the budgeted number of $2,250.00. This will balance out recently ordered supplies waiting for invoice for ID badges.

Pool Repair & Maintenance, line item #6700 which is $2,000.00 below budgeted number of $2,000.00. Due to no work needed at this time.

Recreation Equipment, line item 9934 which is $2,000.00 below the budgeted number $2,000.00. This should balance out recently ordered supplies waiting on the invoice.

Variances above Year-to-Date Budget by $1500

Legal Reimbursements, line item #4720 is $2,306.29 above the year- to-date budget of $3,000.00. Legal fee collected by the Association attorney.

Miscellaneous Income, line item #4835 is $1,628.27 above the year-to-date budget of $200.00. Management is investigating the coding on the deposits.

Interest Earned, line item #4910 is $6,121.16 above the year-to-date budget of $11,040.00.

Acct Setup/DD/Coupons, line item 5030 is $3,976.50 above the year-to-date budget of $4,086.00. This is due to the spread in the budget $5,538.50 was for 2018 coupons booklets. An audit adjustment will be done for any 2017 expenses.

Computer Network/C3, line item #5040 is $6,757.75 above the year-to-date budget of $3,250.00. Management was invoiced from the Associations IT support company for several outstanding invoices. An audit adjustment will be done for any 2017 expenses. Also, the server for the Cameron Club crashed earlier in 2018.

Event & Awards, line #5200 is $1,761.12 above the year-to-date budget of $7,511.12. Due to POO awards

Irrigation System Contract, line item #6299 is $2,282.50 above the year-to-date budget of $6,000.00. This is due to the spring start up. And miscellaneous repairs.

General Maintenance Supplies, line item #6605 is $1,494.01 above the year-to-date budget of $3,250. Due to supplies for touch paint for the Cameron Club and special foam soap for the locker rooms.

Audit & Tax Service, line item #7000 is $750.00 above the year-to-date budget of $3,350.00. Management is investigating this line item.

Janitorial Services, line item #6430 is $6,592.56 above the year-to-date budgeted of $21,207.00. Management received October & December invoices late and past the deadline for the year end. The auditor will make an adjustment to bring the expenses into 2017.

Fire Suppression System, line item #6500 is $1,554.46 above the year-to-date budget of $3,000.00. This account is over budget due to repairs in the amount of $2,124.52 and the annual back flow testing and repairs.

Fitness Equipment Repairs & Maintenance, line item #6570 is $10,695.50 above the year-to-date budget of $4,000.00. Due to coding for reserve expenditure of $8,474.39 that will be fixed in the July financials.

Income Tax, line item #9000 is $3,300.00 above the year-to-date budget of $1,500.00. This was spread for April and paid in May.

Overall there is a positive variance between year-to-date income and expenses in the amount of $85,933.92 through June 30, 2018. This result is considerably more favorable than the budget projection for the same date of $5,551.82. As always, Management will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget. Please let me know if you have any questions regarding this information.

Cameron Station Community Association

June 2018
Financial Report

Statement prepared by: Cheryl Weaver

Associa®
Community Management Corporation

Investment Listing Report
Cameron Station Community
As of Sat Jun 30, 2018

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Cash & Investments							
1012 - PPB Merchant Pacific Premier Bank	1171003237 Signers: N.Mazzarella / S.Philbin Signers: John Tsitos	Operating/Checking	1.45	0.000%	06/15/2016	0	
1013 - Operating 3336 Pacific Premier Bank	1171000142 Signers: N.Mazzarella / S.Philbin Signers: John Tsitos	Operating/Checking	981,638.34	0.000%	01/01/1900	0	
1100 - PPB MM Pacific Premier Bank	1172000794 Signers: N.Mazzarella / S.Philbin Signers: John Tsitos	Money Market	66,577.17	0.350%	07/31/2012	0	
1330 - Morgan Stanley Smith Barney Fund Morgan Stanley Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Money Market	57,062.61	0.050%	09/19/2001	0	
1353 - Morgan Stanley Smith Barney Investments Morgan Stanely Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Certificate of Deposit	1,550,000.00	0.000%	09/19/2001	0	
	Consists of multiple CDs with varying terms and interest rates. See broker statement for a detailed list of CDs.						
1730 - Accrued Interest Receivable	Account is not setup		10,339.17				
		Total Cash Investments:	**2,665,618.74**				
		Total Cameron Station Community:	**2,665,618.74**				

Cheryl Weaver

Balance Sheet Report
Cameron Station Community
As of June 30, 2018

	Balance Jun 30, 2018	Balance May 31, 2018	Change
Assets			
Cash & Investments			
1012 - PPB Merchant	1.45	1.45	0.00
1013 - Operating 3336	981,638.34	978,972.92	2,665.42
1100 - PPB MM	66,577.17	66,563.49	13.68
1330 - Morgan Stanley Smith Barney Fund	57,062.61	52,761.42	4,301.19
1353 - Morgan Stanley Smith Barney Investments	1,550,000.00	1,550,000.00	0.00
1730 - Accrued Interest Receivable	10,339.17	11,149.51	(810.34)
Total Cash & Investments	**2,665,618.74**	**2,659,448.79**	**6,169.95**
Current Assets			
1500 - Residential Assessments Receivable	39,034.83	42,054.93	(3,020.10)
1530 - Allowance for Doubtful accounts	(31,097.11)	(31,097.11)	0.00
1600 - Prepaid Insurance	12,913.62	14,058.65	(1,145.03)
1640 - Other Prepaid Expenses	23,528.48	24,216.49	(688.01)
1725 - Insurance Receivable	(2,957.61)	(2,957.61)	0.00
1799 - Clearing Account	375.00	350.00	25.00
Total Current Assets	**41,797.21**	**46,625.35**	**(4,828.14)**
Total Assets	**2,707,415.95**	**2,706,074.14**	**1,341.81**
Liabilities			
Current Liabilities			
2015 - Unclaimed Funds	322.74	322.74	0.00
2025 - Transfer Fee Payable	3,679.12	1,898.60	1,780.52
2050 - Resident Refunds	2,064.89	(204.88)	2,269.77
2200 - Income Taxes Payable	886.00	886.00	0.00
2300 - Accrued Expenses	13,925.22	15,850.25	(1,925.03)
2400 - Accrued Payroll Payable	11,845.99	23,413.99	(11,568.00)
2550 - Prepaid Assessments	299,139.16	130,723.33	168,415.83

Balance Sheet Report
Cameron Station Community
As of June 30, 2018

	Balance Jun 30, 2018	Balance May 31, 2018	Change
Liabilities			
Current Liabilities			
2560 - Future Months Assessments	0.00	205,448.02	(205,448.02)
Total Current Liabilities	**331,863.12**	**378,338.05**	**(46,474.93)**
Total Liabilities	**331,863.12**	**378,338.05**	**(46,474.93)**
Owners' Equity			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	393,740.61	393,740.61	0.00
Total Unappropriated Owners' Equity	**393,740.61**	**393,740.61**	**0.00**
Capital Improvement Reserves			
3015 - Capital Improvement Reserves Beg.Bal.	13,418.68	13,418.68	0.00
3362 - Capital Improvement Reserves Contr.	12,000.00	10,000.00	2,000.00
3364 - Capital ImprovementReserves Expend.	(5,112.19)	(5,112.19)	0.00
Total Capital Improvement Reserves	**20,306.49**	**18,306.49**	**2,000.00**
Repair & Replacement Reserves			
3102 - Repair & Repl Reserve Beginning Balance	1,755,855.87	1,755,855.87	0.00
3276 - Repair & Repl Reserve Contributions	160,399.00	133,666.00	26,733.00
3280 - Repair & Repl Reserve Expenditures	(40,683.06)	(40,683.06)	0.00
Total Repair & Replacement Reserves	**1,875,571.81**	**1,848,838.81**	**26,733.00**
Total Owners' Equity	**2,289,618.91**	**2,260,885.91**	**28,733.00**
Net Income / (Loss)	**85,933.92**	**66,850.18**	**19,083.74**
Total Liabilities and Equity	**2,707,415.95**	**2,706,074.14**	**1,341.81**

Income Statement Summary
Cameron Station Community
June 01, 2018 thru June 30, 2018

	Current Period			Year to Date (6 months)			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Total Assessment Income	205,448.02	205,447.00	1.02	1,232,978.90	1,232,966.00	12.90	2,465,931.00
Total Other Income	6,114.53	7,107.00	(992.47)	42,042.39	38,640.00	3,402.39	76,080.00
Total Income	211,562.55	212,554.00	(991.45)	1,275,021.29	1,271,606.00	3,415.29	2,542,011.00
Total Administrative	7,948.83	8,527.00	(578.17)	49,913.20	49,780.00	133.20	113,661.00
Total Activities	1,520.13	900.00	620.13	7,511.12	5,750.00	1,761.12	37,500.00
Total Communications	125.80	1,384.00	(1,258.20)	7,738.83	15,800.00	(8,061.17)	31,600.00
Total Management Services	41,995.85	43,093.00	(1,097.15)	259,205.01	273,299.00	(14,093.99)	546,595.00
Total Trash Services	27,712.12	24,927.00	2,785.12	151,818.08	149,561.00	2,257.08	299,122.00
Total Common Area Maint & Services	39,114.02	55,854.50	(16,740.48)	293,603.99	352,939.00	(59,335.01)	678,914.00
Total Repair & Maintenance	0.00	0.00	0.00	400.00	0.00	400.00	0.00
Total Professional Services	9,926.00	8,016.00	1,910.00	28,723.61	31,350.00	(2,626.39)	62,700.00
Total Cameron Club Maint & Operations	32,853.12	36,566.50	(3,713.38)	199,731.71	199,744.00	(12.29)	390,928.00
Total Taxes & Insurance	2,549.94	3,126.31	(576.37)	18,018.38	15,431.18	2,587.20	31,191.00
Total Other Expenses	2,000.00	2,000.00	0.00	12,024.44	12,000.00	24.44	29,000.00
Total Reserve Contributions	26,733.00	26,733.00	0.00	160,399.00	160,400.00	(1.00)	320,800.00
Total Expense	192,478.81	211,127.31	(18,648.50)	1,189,087.37	1,266,054.18	(76,966.81)	2,542,011.00
Net Income / (Loss)	19,083.74	1,426.69	17,657.05	85,933.92	5,551.82	80,382.10	0.00

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Income Statement Report
Cameron Station Community
Consolidated

June 01, 2018 thru June 30, 2018

	Current Period			Year to Date (6 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Income								
Assessment Income								
4001 - Assessemnts - SFD/TH	0.00	0.00	0.00	713,358.80	713,355.00	3.80	1,426,710.91	713,352.11
4002 - Assessments - CONDO	0.00	0.00	0.00	431,837.58	431,838.00	(0.42)	863,675.18	431,837.60
4016 - Future Assessments - SFD/TH	118,892.67	118,892.00	0.67	0.01	0.00	0.01	0.00	(0.01)
4017 - Future Assessments - CONDO	71,972.93	71,973.00	(0.07)	0.00	0.00	0.00	0.00	0.00
4018 - Future Assessments - COMMERCIAL	2,273.09	2,273.00	0.09	0.00	0.00	0.00	0.00	0.00
4019 - Future Assessments - TMP	12,309.33	12,309.00	0.33	(0.01)	0.00	(0.01)	0.00	0.01
4130 - Commercial Assessments	0.00	0.00	0.00	13,916.70	13,917.00	(0.30)	27,833.41	13,916.71
4135 - TMP Assessments	0.00	0.00	0.00	73,865.82	73,856.00	9.82	147,711.50	73,845.68
Total Assessment Income	**205,448.02**	**205,447.00**	**1.02**	**1,232,978.90**	**1,232,966.00**	**12.90**	**2,465,931.00**	**1,232,952.10**
Other Income								
4245 - Newsletter Advertising	700.00	1,200.00	(500.00)	3,400.00	3,600.00	(200.00)	6,000.00	2,600.00
4250 - Facilities Passes/Guest Fess	125.00	150.00	(25.00)	475.00	300.00	175.00	600.00	125.00
4260 - Resale Processing Fees	0.00	500.00	(500.00)	0.00	3,000.00	(3,000.00)	6,000.00	6,000.00
4265 - Website Income	0.00	125.00	(125.00)	0.00	750.00	(750.00)	1,500.00	1,500.00
4295 - Charitable Donations Income	0.00	750.00	(750.00)	1,439.02	4,500.00	(3,060.98)	9,000.00	7,560.98
4400 - Room Rental Fees	350.00	667.00	(317.00)	4,480.00	4,000.00	480.00	8,000.00	3,520.00
4405 - Club Cleaning Fees	975.00	500.00	475.00	3,850.00	3,000.00	850.00	6,000.00	2,150.00
4710 - Late Fees & Interest	0.00	583.00	(583.00)	4,102.65	3,500.00	602.65	7,000.00	2,897.35
4720 - Legal Reimbursements	500.00	500.00	0.00	5,306.29	3,000.00	2,306.29	6,000.00	693.71
4805 - Compliance Fees	0.00	292.00	(292.00)	0.00	1,750.00	(1,750.00)	3,500.00	3,500.00
4835 - Miscellaneous Income	(40.00)	0.00	(40.00)	1,828.27	200.00	1,628.27	400.00	(1,428.27)
4910 - Interest Earned	3,504.53	1,840.00	1,664.53	17,161.16	11,040.00	6,121.16	22,080.00	4,918.84
Total Other Income	**6,114.53**	**7,107.00**	**(992.47)**	**42,042.39**	**38,640.00**	**3,402.39**	**76,080.00**	**34,037.61**
Total Income	**211,562.55**	**212,554.00**	**(991.45)**	**1,275,021.29**	**1,271,606.00**	**3,415.29**	**2,542,011.00**	**1,266,989.71**
Expense								
Administrative								
5015 - Bank Charges	10.00	32.00	(22.00)	10.00	188.00	(178.00)	375.00	365.00

Income Statement Report
Cameron Station Community
Consolidated

June 01, 2018 thru June 30, 2018

	Current Period			Year to Date (6 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Administrative								
5020 - Board Support	720.98	833.00	(112.02)	4,331.48	5,000.00	(668.52)	10,000.00	5,668.52
5025 - Collection Charges	170.00	417.00	(247.00)	2,210.00	2,500.00	(290.00)	5,000.00	2,790.00
5030 - Acct Setup/DD/Coupons	500.00	681.00	(181.00)	8,062.50	4,086.00	3,976.50	10,000.00	1,937.50
5035 - Architechtural Comprehensives	0.00	688.00	(688.00)	0.00	2,752.00	(2,752.00)	6,880.00	6,880.00
5040 - Computer Network/C3	1,488.50	542.00	946.50	10,007.75	3,250.00	6,757.75	6,500.00	(3,507.75)
5070 - Parking Enforcement	2,760.00	1,333.00	1,427.00	8,130.00	8,000.00	130.00	16,000.00	7,870.00
5080 - Annual Meeting Expenses	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
5085 - Office Equipment Lease	632.10	400.00	232.10	2,782.77	2,400.00	382.77	4,800.00	2,017.23
5090 - Office Supplies	39.55	470.00	(430.45)	2,280.67	2,816.00	(535.33)	5,631.00	3,350.33
5210 - Printing & Copying	564.29	625.00	(60.71)	1,508.52	3,750.00	(2,241.48)	7,500.00	5,991.48
5215 - Postage	70.00	800.00	(730.00)	2,496.51	4,800.00	(2,303.49)	12,000.00	9,503.49
5220 - Courier Service	222.00	40.00	182.00	453.64	238.00	215.64	475.00	21.36
5320 - Temp Desk Coverage	566.90	500.00	66.90	2,162.14	3,000.00	(837.86)	6,000.00	3,837.86
6040 - Bundled Telecom Services	149.31	833.00	(683.69)	4,415.06	5,000.00	(584.94)	10,000.00	5,584.94
6300 - Permits & Licenses	55.20	333.00	(277.80)	1,062.16	2,000.00	(937.84)	4,000.00	2,937.84
6422 - Decals & Parking Passes	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
Total Administrative	**7,948.83**	**8,527.00**	**(578.17)**	**49,913.20**	**49,780.00**	**133.20**	**113,661.00**	**63,747.80**
Activities								
5200 - Events & Awards	1,520.13	900.00	620.13	7,511.12	5,750.00	1,761.12	37,500.00	29,988.88
Total Activities	**1,520.13**	**900.00**	**620.13**	**7,511.12**	**5,750.00**	**1,761.12**	**37,500.00**	**29,988.88**
Communications								
5115 - Web Site Maintenance	60.80	292.00	(231.20)	167.05	1,750.00	(1,582.95)	3,500.00	3,332.95
5225 - Newsletter Services	0.00	0.00	0.00	6,002.29	7,500.00	(1,497.71)	15,000.00	8,997.71
5316 - Other Communications	65.00	1,092.00	(1,027.00)	1,569.49	6,550.00	(4,980.51)	13,100.00	11,530.51
Total Communications	**125.80**	**1,384.00**	**(1,258.20)**	**7,738.83**	**15,800.00**	**(8,061.17)**	**31,600.00**	**23,861.17**

Income Statement Report
Cameron Station Community
Consolidated

June 01, 2018 thru June 30, 2018

	Current Period			Year to Date (6 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Management Services								
5302 - Administrative Salaries	23,567.14	22,328.00	1,239.14	139,133.83	145,133.00	(5,999.17)	290,264.00	151,130.17
5340 - Payroll Taxes/Benefits/Costs	4,871.21	7,145.00	(2,273.79)	38,436.14	46,443.00	(8,006.86)	92,885.00	54,448.86
7015 - Management Reimbursements	187.00	250.00	(63.00)	1,412.04	1,500.00	(87.96)	3,000.00	1,587.96
7040 - Management Fees	13,370.50	13,370.00	0.50	80,223.00	80,223.00	0.00	160,446.00	80,223.00
Total Management Services	**41,995.85**	**43,093.00**	**(1,097.15)**	**259,205.01**	**273,299.00**	**(14,093.99)**	**546,595.00**	**287,389.99**
Trash Services								
6035 - Trash and Recycling Service	27,712.12	24,927.00	2,785.12	151,818.08	149,561.00	2,257.08	299,122.00	147,303.92
Total Trash Services	**27,712.12**	**24,927.00**	**2,785.12**	**151,818.08**	**149,561.00**	**2,257.08**	**299,122.00**	**147,303.92**
Common Area Maint & Services								
6000 - Electric Service	3,258.78	3,583.00	(324.22)	22,965.88	21,500.00	1,465.88	43,000.00	20,034.12
6025 - Water Service	167.09	3,714.00	(3,546.91)	2,930.42	14,857.00	(11,926.58)	26,000.00	23,069.58
6100 - Grounds & Landscaping - Contract	12,740.00	12,933.00	(193.00)	77,986.50	77,598.00	388.50	155,196.00	77,209.50
6150 - Flower Rotation & Lanscape Enhancem	(2,800.00)	0.00	(2,800.00)	7,081.00	12,500.00	(5,419.00)	25,000.00	17,919.00
6155 - Turf Treatment & Enhancements	0.00	1,875.00	(1,875.00)	3,325.00	7,500.00	(4,175.00)	15,000.00	11,675.00
6160 - Tree & Shrub Maintenance	4,250.00	5,600.00	(1,350.00)	10,200.00	11,200.00	(1,000.00)	28,000.00	17,800.00
6200 - Watering & Supplies	0.00	150.00	(150.00)	0.00	300.00	(300.00)	750.00	750.00
6299 - Irrigation System Contract	0.00	3,000.00	(3,000.00)	8,282.50	6,000.00	2,282.50	18,000.00	9,717.50
6305 - TMP Expenses	17,500.00	17,917.00	(417.00)	106,506.64	107,500.00	(993.36)	215,000.00	108,493.36
6315 - Uniforms	0.00	0.00	0.00	0.00	50.00	(50.00)	100.00	100.00
6434 - Pest Control	0.00	208.00	(208.00)	184.00	1,250.00	(1,066.00)	2,500.00	2,316.00
6442 - Snow Removal Services	0.00	0.00	0.00	19,357.00	52,500.00	(33,143.00)	70,000.00	50,643.00
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	0.00	0.00	0.00	1,100.00	(1,100.00)	2,200.00	2,200.00
6600 - General Repair & Maintenance	1,573.00	416.50	1,156.50	3,889.21	2,500.00	1,389.21	5,000.00	1,110.79
6605 - General Maintenance Supplies	0.00	541.50	(541.50)	4,744.01	3,250.00	1,494.01	6,500.00	1,755.99
6640 - Lighting Supplies/Repair & Maintenanc	(3,234.00)	2,500.00	(5,734.00)	15,213.73	15,000.00	213.73	30,000.00	14,786.27
6685 - Linear Park Landscape Maintenance	4,842.50	2,708.50	2,134.00	6,389.00	10,834.00	(4,445.00)	21,668.00	15,279.00
6690 - Pet Stations	816.65	708.00	108.65	4,549.10	4,250.00	299.10	8,500.00	3,950.90

Income Statement Report
Cameron Station Community
Consolidated

June 01, 2018 thru June 30, 2018

	Current Period			Year to Date (6 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Common Area Maint & Services								
6760 - Street Repair & Maintenance	0.00	0.00	0.00	0.00	3,250.00	(3,250.00)	6,500.00	6,500.00
Total Common Area Maint & Services	**39,114.02**	**55,854.50**	**(16,740.48)**	**293,603.99**	**352,939.00**	**(59,335.01)**	**678,914.00**	**385,310.01**
Repair & Maintenance								
6695 - Plumbing Supplies/Repair & Maintenan	0.00	0.00	0.00	400.00	0.00	400.00	0.00	(400.00)
Total Repair & Maintenance	**0.00**	**0.00**	**0.00**	**400.00**	**0.00**	**400.00**	**0.00**	**(400.00)**
Professional Services								
7000 - Audit & Tax Services	6,100.00	3,350.00	2,750.00	6,100.00	3,350.00	2,750.00	6,700.00	600.00
7010 - Engineering Services	0.00	83.00	(83.00)	0.00	500.00	(500.00)	1,000.00	1,000.00
7020 - Legal Services	300.00	333.00	(33.00)	3,243.00	2,000.00	1,243.00	4,000.00	757.00
7025 - Legal Services - Collections	1,701.00	1,750.00	(49.00)	9,988.61	10,500.00	(511.39)	21,000.00	11,011.39
7030 - Legal Services - General Counsel	1,825.00	2,500.00	(675.00)	9,392.00	15,000.00	(5,608.00)	30,000.00	20,608.00
Total Professional Services	**9,926.00**	**8,016.00**	**1,910.00**	**28,723.61**	**31,350.00**	**(2,626.39)**	**62,700.00**	**33,976.39**
Cameron Club Maint & Operations								
5195 - Miscellaneous Expenses	309.92	83.00	226.92	405.76	500.00	(94.24)	1,000.00	594.24
5318 - Health Club Management/Staff	13,489.50	14,100.00	(610.50)	80,937.50	84,595.00	(3,657.50)	169,189.00	88,251.50
6075 - Clubhouse Utilities	2,936.72	2,833.00	103.72	18,002.50	17,000.00	1,002.50	34,000.00	15,997.50
6408 - Elevator Services	332.50	0.00	332.50	2,025.32	1,963.00	62.32	3,926.00	1,900.68
6414 - Fire Prevention & Protection	95.25	833.00	(737.75)	275.25	5,000.00	(4,724.75)	10,000.00	9,724.75
6424 - HVAC Services	0.00	500.00	(500.00)	3,509.96	3,000.00	509.96	6,000.00	2,490.04
6430 - Janitorial Services	3,414.54	3,535.00	(120.46)	27,799.56	21,207.00	6,592.56	42,413.00	14,613.44
6436 - Special Cleanings	0.00	667.00	(667.00)	2,850.00	4,000.00	(1,150.00)	8,000.00	5,150.00
6438 - Pool Management	8,557.00	8,557.00	0.00	34,647.75	34,229.00	418.75	59,900.00	25,252.25
6440 - Safety & Security	180.00	208.00	(28.00)	1,957.35	1,250.00	707.35	2,500.00	542.65
6500 - Fire Suppression System	0.00	500.00	(500.00)	4,554.46	3,000.00	1,554.46	6,000.00	1,445.54
6515 - Building Repair & Maintenance	0.00	1,167.00	(1,167.00)	2,364.70	7,000.00	(4,635.30)	14,000.00	11,635.30
6525 - Community Center Improvement	0.00	167.00	(167.00)	469.80	1,000.00	(530.20)	2,000.00	1,530.20

Income Statement Report
Cameron Station Community
Consolidated

June 01, 2018 thru June 30, 2018

	Current Period			Year to Date (6 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Cameron Club Maint & Operations								
6570 - Fitness Equipment Repair & Maintenan	1,974.34	667.00	1,307.34	14,695.50	4,000.00	10,695.50	8,000.00	(6,695.50)
6575 - Fitness Center Supplies	992.16	500.00	492.16	3,633.05	3,000.00	633.05	6,000.00	2,366.95
6590 - Access System Supplies	0.00	375.00	(375.00)	0.00	2,250.00	(2,250.00)	4,500.00	4,500.00
6595 - Access System Repairs	265.00	41.50	223.50	430.00	250.00	180.00	500.00	70.00
6700 - Pool Repair & Maintenance	0.00	666.50	(666.50)	0.00	2,000.00	(2,000.00)	4,000.00	4,000.00
6710 - Pool Supplies	306.19	833.00	(526.81)	1,173.25	2,500.00	(1,326.75)	5,000.00	3,826.75
9934 - Recreation Equipment	0.00	333.50	(333.50)	0.00	2,000.00	(2,000.00)	4,000.00	4,000.00
Total Cameron Club Maint & Operations	**32,853.12**	**36,566.50**	**(3,713.38)**	**199,731.71**	**199,744.00**	**(12.29)**	**390,928.00**	**191,196.29**
Taxes & Insurance								
5390 - Fidelity/Workman's Comp	187.66	176.00	11.66	627.24	1,040.00	(412.76)	2,100.00	1,472.76
5415 - D&O Insurance Premiums	413.50	421.86	(8.36)	2,233.12	2,470.83	(237.71)	5,002.00	2,768.88
5420 - Umbrella	807.70	807.45	0.25	4,692.36	4,732.35	(39.99)	9,577.00	4,884.64
5445 - General Liability Insurance Premiums	1,141.08	971.00	170.08	5,665.66	5,688.00	(22.34)	11,512.00	5,846.34
9000 - Income Tax	0.00	750.00	(750.00)	4,800.00	1,500.00	3,300.00	3,000.00	(1,800.00)
Total Taxes & Insurance	**2,549.94**	**3,126.31**	**(576.37)**	**18,018.38**	**15,431.18**	**2,587.20**	**31,191.00**	**13,172.62**
Other Expenses								
5010 - Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	12,000.00	12,000.00	0.00	24,000.00	12,000.00
9946 - Signs Expenses	0.00	0.00	0.00	24.44	0.00	24.44	0.00	(24.44)
Total Other Expenses	**2,000.00**	**2,000.00**	**0.00**	**12,024.44**	**12,000.00**	**24.44**	**29,000.00**	**16,975.56**

Income Statement Report
Cameron Station Community
Consolidated

June 01, 2018 thru June 30, 2018

	Current Period			Year to Date (6 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Reserve Contributions								
9800 - Repair & Replacement Expenses	26,733.00	26,733.00	0.00	160,399.00	160,400.00	(1.00)	320,800.00	160,401.00
Total Reserve Contributions	**26,733.00**	**26,733.00**	**0.00**	**160,399.00**	**160,400.00**	**(1.00)**	**320,800.00**	**160,401.00**
Total Expense	**192,478.81**	**211,127.31**	**(18,648.50)**	**1,189,087.37**	**1,266,054.18**	**(76,966.81)**	**2,542,011.00**	**1,352,923.63**
Net Income / (Loss)	**19,083.74**	**1,426.69**	**17,657.05**	**85,933.92**	**5,551.82**	**80,382.10**	**0.00**	**(85,933.92)**

Cameron Station Community Association
FY18 YTD Budget Report
Common Area Committee

Product or Service	Line Item	FY2018 Budgeted Amount	YTD Expense Amount (June)	Remaining Amount	FY2017 Budgeted Amount	YTD Expen Amount (Decembe
Grounds & Landscaping-Contract	6100	$155,196.00	$77,986.50	$77,209.50	$151,368	$154,399.0
Linear Park Landscape Maintenance	6685	$21,668.00	$6,389.00	$15,279.00	$21,668	$21,066.00
Flower Rotation & Landscape Enhancement	6150	$25,000.00	$7,081.00	$17,919.00	$25,000	$21,082.20
Irrigation System Contract	6299	$18,000.00	$8,282.50	$9,717.50	$18,000	$10,037.00
Tree/Shrub Maintenance	6160	$28,000.00	$10,200.00	$17,800.00	$27,000	$31,482.00
Turf Treatment Enhancements	6155	$15,000.00	$3,325.00	$11,675.00	$15,000	$11,450.75
Watering/Supplies	6200	$750.00	0.00	$750.00	$750	$0
Snow Removal	6442	$70,000.00	$19,357.00	$50,643.00	$70,000	$22,955.25
Street Repair/Maintenance	6760	$6,500.00	0.00	$6,500.00	$6,500	$0
Pet Stations	6690	$8,500.00	$4,549.00	$3,950.90	$7,800	$10,726.94
General Repair & Maintenance	6600	$5,000.00	$3,889.21	$1,110.79	$5,000	$6,251.65
General Maintenance Supplies	6605	$6,500.00	$4,744.01	$1,755.99	$7,500	$7,472.96
Maintenance Uniforms	6315	$100.00	0.00	100.00	$600	$42.01
Fountain Repair/Maintenance	6585	$2,200.00	0.00	$2,200.00	$2,200	$240.00

FY18 Total Budget report YTD June Financials

Cameron Station Community Association
FY 2018 Budget Report
Cameron Club Facilities Committee

Product or Service	Line Item	FY2018 Budgeted Amount	YTD Expense Amount (June)	Remaining Amount	FY2017 Budgeted Amount	YTD Expens (December)
Safety and Security	6440	$2,500.00	$1,957.35	$542.65	$2,500	$2,384.62
Fire Suppression System	6500	$6,000.00	$4,554.46	$1,445.54	$5,500	$9,105.00
Building Repair and Maintenance	6515	$14,000.00	$2,364.70	$11,635.30	$10,000	$10,695.26
Community Center Improvements	6525	$2,000.00	$469.80	$1,530.20	$1,200	$939.00
Fitness Equipment Repair and Maintenance	6570	$8,000.00	$6,221.11	$1,778.89	$7,500	$8,276.51
Fitness Center Supplies	6575	$6,000.00	$3,633.05	$2,366.95	$6,000	$6,188.59
Access System Supplies	6590	$4,500.00	$0.00	$4,500.00	$4,500	$4,953.59
Access Center Repairs	6595	$500.00	$430.00	$70.00	$1,000	$0
Pool Repair and Maintenance	6700	$4,000.00	$0.00	$4,000.00	$4,000	$1,460.00
Pool Supplies	6710	$5,000.00	$1,173.25	$3,826.75	$6,100	$4,411.46
Pool Management	6438	$59,900.00	$34,647.75	$25,252.25	$57,000	$55,000.00
Health Club Management	5318	$169,189.00	$80,937.50	$88,251.50	$164,260	$159,720.4
Recreation equipment	9934	$4,000.00			$5,000	$3,050.92

FY18 Total Budget report YTD June financials

			RESERVE EXPENDITURES		2018	
ITEMS				**ACCT**	**ACCT**	
				#3280	**#3364**	
R.E.Electric-light poles	1/30/2018			$15,456.00		
BE-fitness center	1/30/2018				$3,104.69	
Lancaster-cupola light	1/30/2018				$900.00	
Kolb-light @Livermore Ln	1/30/2018				$2,055.00	
fitness equipment(9)	1/30/2018			$29,445.00		
Lancaster-drainage Grimm	Feb-18				$1,845.00	
Lancaster-drainage Grimm	4/24/2018				3,985.00	
Lancaster-tree replacement	4/24/2018			$2,100.00		
Lancaster-tree replacement	5/29/2018			$1,175.00		
Lancaster-swale	5/29/2018				$2,700.00	
Lancaster-erosion	6/26/2018				$14,120.00	
Lancaster-stepping stone	6/26/2018				$780.00	
Kolb Electric	6/28/2018				$2,004.00	

Cameron Club Monthly Report

June 2018

Attendance and Usage

June – 10, 429

- Average usage per day- 348

Previous month:

May – 6,135

- Average usage per day- 198

Facility & Operations

Group Exercise Class Program

- Gentle Yoga and Total Body Weights were the most attended classes this month.
- Aqua Aerobics started this month. It had a good turn out with 40 participants.

Exercise and Facilities Equipment

- The Peloton bike has been delivered.
- We are waiting for board approval to either repair or buy a new treadmill.
- The Free Motion treadmill screen has been repaired.
- Due to technical difficulties, we have been unable to install the BVE system.
  Once we do, an email blast will be sent out on how to use the new system, along with signage at the front desk.

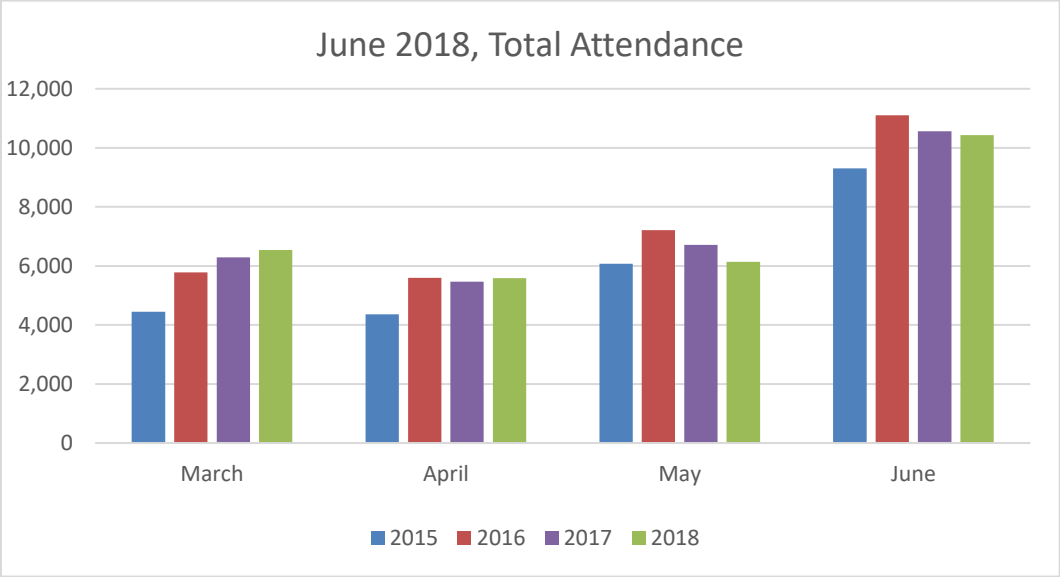
Personal Training

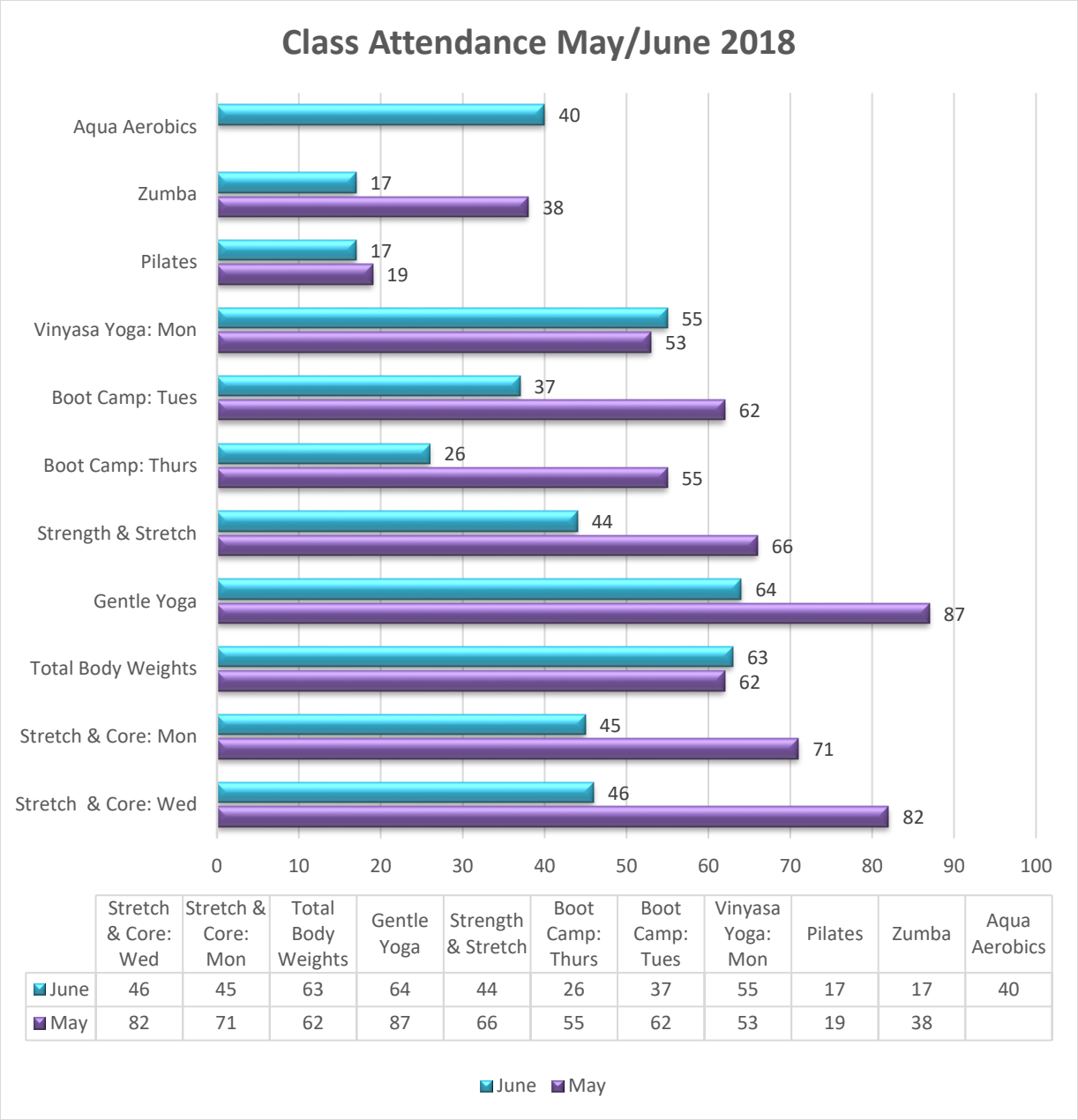
- Victoria Gravini, our new female trainer, has 6 new clients!

Upcoming Goals & Events

- Vicky Gravini's nutrition seminar had 6 attendees.
- Battle Rope Challenge: July-August

Graphs


June 2018, Total Attendance
12,000
10,000
8,000
6,000
4,000
2,000
0
March
April
May
June
2015
2016
2017
2018



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Strength & Stretch	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Pilates	Zumba	Aqua Aerobics
June	46	45	63	64	44	26	37	55	17	17	40
May	82	71	62	87	66	55	62	53	19	38	

DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY JULY 12, 2018

The following individuals attended the meeting:
Ray Celeste, Chair
Dick Shea, Vice Chair
Brendan Hanlon, Member
Susana Carrillo, Acting Recorder
Judy Johnson, CMC Manager
Deirdre Baldino, CMC Assistant Manager
Ben Rogers, Manager, Community Pool Service (CPS)
Orlando Lebert , Cameron Station Pool Manager

Absent: Dan Ogg, Recorder and Jon Delaria, Board Representative

1. The Facilities Committee meeting was called to order by Ray Celeste at 7:02 p.m.

2. The agenda was approved by Brendan Hanlon and seconded by Susana Carrillo and passed unanimously.

3. No one attended the residents' open forum.

4. The June 14 minutes of meeting were approved by a motion by Dick Shea and seconded by Brendan Halon. The motion was approved unanimously.

5. Pool Update:

a) The Board of Directors suggested the implementation of a "pool survey" for residents before the 2018 pool season is over. The objective of the survey is to measure the level of satisfaction with the pool management company and its services. It was agreed that Ben Rogers, Regional Manager, CPS will send a draft survey to CCFC members for inputs/edits by **Monday July 16**. Once approved by CCFC members, the survey will be distributed at the front desk, at the pool registration, via the CS Email Blast, and ProFIT's Cameron Station email newsletter. The survey will run from **August 6 to 17.** Susana Carrillo volunteered to analyze responses to the survey.

b) Ben Rodgers, CPS, will make sure the Lifeguards' room at the pool will be cleaned up and organized. T**he committee noted that it is the responsibility of the pool management company to organize this space.**

c) The big umbrella at the kid's pool is broken again. It will be replaced by a regular umbrella. Both of the broken large umbrellas will be removed from the pool deck.

d) It was clarified that lap swim during the week from 6:00 am to 8:00 am is open for all ages as long as the swimmer is doing laps. It was also clarified to Orlando Lebert that per the Cameron Club Operating Rules and Procedures only residents eighteen and over can bring guests to the pool or the Fitness Center.

e) Management pointed out that there have been some isolated instances where people who identified themselves as board members or committee members had given directions to pool lifeguard staff. This is a management responsibility. Any performance issues are to be brought to management attention.

6. BODs' Update:

a) The proposed addendum to the contract with the pool management company (CPS) was approved. The addendum confirmed and allotted $2000 for the increase of lifeguards on duty from 3 to 4 during weekends and holidays.

7. CMC Management report:

a) Stability Balls holder: The stability balls holder has arrived. The parts for installation have been ordered and should be arriving soon.

b) Painting touch up in the gym was partially completed. Some of the touch ups were done without covering holes on the walls. Susana Carrillo shared recent pictures of pending retouches, including walls in the basketball court, by the water fountain.

c) Locker rooms renovation: A motion was made and seconded that the allocated amount in the Reserves be moved to 2019 and that the recommended amount ~~by the CCFC will~~ be increased to $100K upon approval from the Financial Advisory Committee.

d) Exercise equipment: A motion was made and seconded that the amount in the Reserves for Capital Improvement be increased from $30,900 to $40,000 upon approval from the Financial Advisory Committee.

7. ProFIT Report:

a) Ray Celeste accepted a written report from ProFIT, as they were attending a seminar. He noted the attendance figures, that the free motion treadmill screen had been replaced and that the BVE system had not yet been installed. -

b) Management suggested and the committee agreed that Profit should request a detailed report from Heartline on the state of the maintenance of all of our equipment less the free weights. This will help to better predict when equipment might fail and help plan for capital improvements.

c) Peloton Bike: feedback has been positive on the newly installed peloton bike.

d) Ray Celeste will be leading a "running clinic" for kids' age 9-12 years old. The clinic will be announced via CS Email Blast, ProFIT's email blast and the electronic bulletin board.

e) Basketball Court Survey is ongoing and will end on 3 August.

f) Stretching mats: Management will ship back the wrong size mat that was received. **Motion for Management: Thirteen Ecofit XL black mats (24x72, 0.5-inch-thick) will**

be ordered for a total of $835.79 (including shipping costs). GL 9934. Ray Celeste made the motion, Dick Shea seconded the motion and it passed unanimously.

g) Old Business: None.

h) New Business: FY 2019 Operating Budget Proposal: Attached. Changes of note: The CCFC recommends that the line item # 6570, Fitness Equipment Repair and Maintenance, be increased by $4,000, from $8,000 in FY 2018, to $12,000 in FY 2019 to account for heavier equipment use and more expensive repairs. The CCFC recommends increasing line item #6438, Pool Management, by $3,800, from $59,900 in FY 2018, to $63,700 in FY 2019, to account for the addition of more lifeguards (as discussed in agenda item #6 above).

i) Adjournment: The meeting was adjourned at 8:40 p.m

DRAFT

Cameron Station Communications Committee
Meeting Minutes
June 19, 2018

Members Present: Kimberly Dillion, Dan Cassil, Rebecca Pipkins, Donna Gathers
Members Absent: David Thorpe
Others Present: Pat Sugrue, Sali Hama

Call to Order: Meeting was called to order at 7:02pm.

May Minutes
Motion to approve by Kimberly Dillion, seconded by David Thorpe.

Activities & Events Committee Collaboration
Rebecca Stalnaker, a member of the Activity & Events Committee, came to the meeting to discuss coordinating efforts for promoting CS and providing future new events. Ms. Stalnaker suggested creating a master list of vendors to reduce duplication of effort, which she volunteered to create. Ms. Stalnaker suggested creating a monthly speakers series on topics of interest to residents, such as gardening and landscaping, patio gardens, realtors, small businesses, meditation/mindfulness, home maintenance, babysitter listserve, the Alexandria Library, a pet care exchange or listserve, Fun Runs, CS golfers, Halloween Door Contest, and creating a CS Pride Community Awareness campaign. She suggested the development of a plan for realtors to sponsor events through an annual list of planned activities. Ms. Stalnaker proposed that ComCom and Activities and Events have joint bi-annual meetings for planning and coordination. Rebecca Pipkins volunteered to assist with creating a resident survey that is user friendly and obtains valuable feedback.

20th Anniversary Celebration
The Activities & Events Committee has stated that they will give ComCom surplus funds from the Casino Night. Kim reported that additional sponsorships will possibly bring costs down to as low as $1000-$1400. Kim is still working on getting confirmed Sponsors and will report at the Board meeting on 6/26/18. Irina Babb has donated $3000 as a sponsor to the Activities & Events Committee and the Board is still discussing how to disperse that money. Dan Cassil volunteered to contact local businesses for possible Sponsors. It was noted that this event will support donations to Tucker and Carpenter Shelter through $500 donations from four realtors, as

well as donations during a raffle on the day of the event. Misinformation and inaccurate remarks on social media have created some negative feedback, which will be addressed at the board meeting. Kim will have more budget information, which is expected to show a very low cost for the event. She will focus on the desire to promote and celebrate Cameron Station. This event is very similar to the 10-year anniversary which was adult oriented and considered a huge success. Committee members were encouraged to attend the board meeting on June 26.

Meeting adjourned at 7:52pm.

Submitted by Barbara Boblin

MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE

Monday, July 9, 2018

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, July 9, 2018. The meeting was called to order at 6:02 PM by Robert Burns, CAC Chairman, in the Henderson Room of the Cameron Club, Cameron Station.

Members Present:	Robert Burns, CAC Chairman	Kathy McCollom, CAC Vice Chairman
	Jeanne Brasseur, CAC Secretary	Linda Greenberg, CAC Member
	Wendy Ulmer, CAC Member	Mindy Lyle, CS Board Liaison
Members Absent:	Allen Brooks, CAC Member	
Others in Attendance:	Judy Johnson, CMC	
	Deirdre Baldino, CMC	
	Joel Owen, Lancaster Landscapes	
	Peter Miller, Lancaster Landscapes	

OLD BUSINESS:

Move to: Approve Meeting Minutes – June 2018
Moved by: McCollom
Seconded By: Greenberg
For: All
Against: None
Motion Passed

Updates: None

NEW BUSINESS:

Resident Open Forum: None

Board Update: None

Common Area Applications: None

Proposal Considerations: The CAC reviewed CS budget for each proposal to ensure adequate funding to cover the costs prior to a final vote or determining to hold the proposal.

Mulch & Plant Installation between 395 & 401 CS Boulevard (29191):
The total cost is: $862.50 (Budget Line: 6150)

- Replace thin/bare turf in the area with material that is suitable to the shade.

Move to: Approve Mulch & Plant Installation
Moved by: McCollom
Seconded By: Greenberg

For: All
Against: None
Motion Passed

Brick Repair & Replacement throughout the Community (29242):
The total cost is: $22,732.50 (Budget Line: 3280)

- This work is in-line with scheduled maintenance as outlined by the CS budget and funded through reserves.

Move to: Approve Brick Repair & Replacement
Moved by: McCollom
Seconded By: Greenberg
For: All
Against: None
Motion Passed

Restore Brick Wall along Duke Street
USA Contractors:
- Repair: $3,300.00
- Restore: $23,400.00

Reston Painting and Contracting:
- Repair: $5,100.00
- Restore: $24,200.00

AssociaOnCall:
- Repair: $4,250.00
- Restore: $21,975.00

- CMC received three proposals to repair or restore the brick wall struck by a hit and run driver. Based on the discussion, the CAC determined that the best course of action was to recommend restoring the wall rather than simply making a repair that would only be temporary as the wall would ultimately need to be restored from the footing up. This recommendation would use funds allocated in the reserve funds (3280). The CAC voted to approve Reston for the contract given the warranty that would be associated with the work.

Move to: Approve Reston Painting and Contractors to Restore Brick Wall along Duke Street
Moved by: Brasseur
Seconded By: Ulmer
For: All
Against: None
Motion Passed

Structural Repair of Gazebo
The total cost is: $2,660.00 (Budget Line: 3364)

- Remove and replace a rotted structural post and install new matching trim and molding. This will include prep, caulk, prime and paint of newly installed materials and any existing material affected by the repair.

Move to: Approve Structural Repair of Gazebo
Moved by: Greenberg
Seconded By: Ulmer
For: All
Against: None
Motion Passed

The following proposals are being held pending more information. Once the necessary information is available, the CAC can proceed with review/adjudication:

Plant Removal & Replacement, 152 Barrett (29192): Remove dead and declining Yews to include the stumps and replace with Euonymus "Greenspire". The CAC asked Lancaster Landscapes to provide photos of the current area to help visualize the additional work.

Erosion Control at 5272 Colonel Johnson Lane (29233): Install stone, mulch and plant material (Liriope) to control water erosion in the area. The CAC asked Lancaster Landscapes to remove the Crape Myrtle from the proposal and ensure the amount of stone and plant material proposed is necessary and not excessive.

Discussion:

CAC Vacancy – CAC would like to extend an invite to Mr. Stevenson Walsh, applicant for vacant CAC position, to the August CAC meeting as part of the selection process.

Pride of Ownership Awards – Linda submitted an article to *The Compass* for inclusion in the next issue.

Pet Policy – The CAC requested that CMC have the lawyer review the legal ramifications of the proposed cameras approved by the CAC during the June 2018 CAC meeting. Additionally, the CAC discussed issues regarding identifying possible pet waste violators as well as the additional workload the review and monitoring of the footage would put on CMC.

Community Walk-Thru – The next walk-thru will be Thursday, July 19 at 8:00 AM.

Compass Update – Kathy is working on and article regarding the volunteer gardeners for the next issue.

2019 Budget – Work will begin on the CAC submission to the 2019 CS budget. The CAC Chair asked that Wendy and Allen begin work on those submissions. Additionally, a member of the CAC will need to attend the Financial Advisory Committee meeting on August 23, 2018.

The next meeting will be on August 13, 2018 in the Cameron Club.

The meeting adjourned at 6:48 PM.

Cameron Station Community Association, Inc.
Board Decision
May 29, 2018

Motion:
"I move to approve the CAC recommendation for the Lancaster Proposal #29242 for brick repair and replacement in the amount of $22,723.50 to be expensed to GL3280- Repair and Replacement Reserve Expenditure".
Second:

Summary:
To repair and replace brick pavers on the following streets: Cameron Station Blvd, Matrin Ln, Dike St, Knapp, Donovan, Kilburn, Minda, Donovan Pocket Park

CMC Recommendation:
The Board to approve the CAC recommendation for Lancaster proposal #29242

Budget Consideration:
GL3280- Repair and Replacements Reserve Expenditure

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

LANCASTER LANDSCAPES, INC.
5019-B Backlick Rd ◆ Annandale, VA 22003
Phone: 703-846-0944 ◆ Fax: 703-846-0952

PROPOSAL NO.
29191

May 15, 2018

CUSTOMER # 229
Judy Johnson
Cameron Station Community Association
5060 Minda Court
Alexandria, VA 22304
DBaldino@cmc-management.com
cc: robertbruceburns@yahoo.com

Dear Judy,

Thank you for giving Lancaster Landscapes an opportunity to bid on your current job at the **Cameron Station**. Lancaster Landscapes, Inc. offers to perform the following services:

MULCH AND PLANT INSTALLATION

AREA BETWEEN 395-401 CSB (THIN/BARE TURF AREA):

- IN EXISTING PLANTING BED, INSTALL (1) REPANDEN YEW 18-24". $125.00

- DEFINE AREA AND INSTALL (5) YDS. OF HARDWOOD MULCH @ $75/YD..... $375.00

- INSTALL (25) 1 GAL. VARIEGATED LIRIOPES @ $14.50/EA. $362.50

TOTAL PROPOSAL PRICE: $ 862.50

Payment terms: All payments are due within 30 days of invoice date unless otherwise specified. A 1.5% per month late charge will be applied to payments not made within 30 days of their due date. In the event that this contract is placed in the hands of an attorney, whether or not suit is instituted, the client agrees to pay all reasonable attorneys fees involved in such collection efforts.

Lancaster Landscapes, Inc. offers a one year warranty on all newly installed plant materials and trees, excluding annuals and sod. The warranty period commences upon date of installation through and until one year from that date. Warranty is not valid if plants have (1) not been properly maintained (watered) (2) are damaged due to incidents not precipitated by contractor or its forces such as weather conditions, pedestrian traffic, animal damage, etc. (3) if invoice for services rendered has not been paid in full within the 30 day time allowance. Properties requiring re-installations will be inspected. Plant materials meeting warranty requirements will be listed and replaced, in mass, at the end of the warranty period, unless agreed to otherwise by contractor and client. This will ensure that all plants requiring replacements are installed under the best possible conditions and in compliance with current industry standards. Subsurface obstructions are not covered by proposal.

Disclaimer. Trees inherently pose a certain degree of hazard and risk from breakage, failure or other causes and conditions. Recommendations that are made by Lancaster Landscapes are intended to minimize or reduce hazardous conditions that may be associated with trees. However, there is and there can be no guarantee or certainty that efforts to correct unsafe conditions will prevent breakage or failure of the tree. Our recommendations should reduce the risk of tree failure but they cannot eliminate such risk, especially in the event of a storm or any act of God. Some hazardous conditions in landscapes are apparent while others require detailed inspection and evaluation. There can be no guarantee or certainty that all hazardous conditions will be detected.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature: **CARLOS RIOS**
This proposal may be withdrawn by us if not accepted within 30 Days.

ACCEPTANCE OF PROPOSAL:
The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE:_____

SIGNATURE:_____

Cameron Station Community Association, Inc.

Board Decision

May 29, 2018

Motion:
"I move to approve the CAC recommendation for the Lancaster Proposal #29191 for Mulch and plant installation in the amount of $862.50 to be expensed to GL6150- Flower Rotation & Enhancements".
Second:

Summary:
Area between 395-401 Cameron Station Blvd. in the existing planting bed install one Repanden Yew and twenty-five variegated liriopes and five yard of hardwood mulch.

CMC Recommendation:
The Board to approve the CAC recommendation for Lancaster proposal #29191

Budget Consideration:
GL6150- Flower Rotation & Enhancements

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

Cameron Station Community Association, Inc.
Board Decision
May 29, 2018

Motion:
"I move to approve the CAC recommendation for the Reston Painting & Contracting for the replacement of the brock wall on Dike Street in the amount of $24,200.00 to be expensed to GL3280- Repair and Replacement Reserve Expenditure".
Second:

Summary:
Remove and dispose of exiting damaged section of brick wall in front of community on the left side. Restore footer attachment and set new block wall for brick veneered surface on both sides of wall.

CMC Recommendation:
The Board to approve the CAC recommendation for Reston Painting & Contracting proposal #061517

Budget Consideration:
GL3280- Repair and Replacement Reserve Expenditure

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

PROPOSAL / CONTRACT

3280

RESTON
Painting & Contracting

619 Carlisle Drive
Herndon, VA 20170
Office 703-904-1702
Fax 703-904-0248

CMC Management
Cameron Station
4840 Westfields Blvd Suite 300
Chantilly VA 20151

June 15 2017

703.631.7200
Kgilboy@cmc-management.com

David Hamilton **hereby submits specifications and estimation for:**

All surfaces prepared in a manner which meets professional standards (please see page 2 of this contract).

Cameron Station Monument Signage

Repair Option

Front Entrance monument signage. Repair mortar joints in wall where cracked. Approx. 80 ln ft. Replace damaged brick – Approx. 12 bricks. Colors blend mortar to match existing as close as possible. Complete job clean-up.

$5100.00

Restoration Option

Remove and dispose of existing damaged section of monument wall in front of community on left side. Restore footer attachment and set new block wall for brick veneered surface on both sides of wall. Include decorative capping and build out at base. Match existing mortar color as best possible

Final landscape to be done by others.

Note –. Provide material submittal for approval prior to commencement. **$24,200.00**

We Propose: to hereby furnish all materials and labor in accordance with above specifications. All materials are guaranteed. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Customer to carry fire, tornado and other necessary insurance.

David Hamilton: _____

I Accept: the above prices, specifications and conditions of this Proposal / Contract including page 2 as mentioned above. You are authorized to perform the work as specified. A deposit of 1/3 will be remitted along with this signed proposal and I understand that the remaining balance will be due upon completion of work.

Cameron Station_____

Date of Acceptance: _____

Reston Painting & Contracting's Standards & Policies

Quality Assurance and Workmanship:
Workmanship shall be of best quality performed by a skilled mechanics. A full-time uniformed foreman will be on-site throughout job duration. All RPC employees are full-time and professionally trained. No subcontractors will be used. **All applicable standards adopted by the PDCA shall be incorporated into this document.**

Surface Preparation:
Perform preparation and cleaning procedures in accordance with paint manufacturer's instructions. Painted surfaces shall be carefully inspected for evidence of deterioration and surface imperfections. Glossy or very hard surfaces of old paint film must be clean and dull before repaint. Drywall repairs, wood rot and other surfaces not meeting minimum standards shall be repaired prior to painting.

Caulking:
All existing loose caulk shall be removed and the area cleaned prior to re-caulking with acrylic / silicon caulk to assure desired adhesion to both surfaces. New caulk lines will be clean and straight. All construction joints, expansion joints, window and door perimeters, siding, wood, metal and masonry joints shall be inspected and re-caulked in accordance with PDCA standards if adjoining surface is repainted.

Materials:

- Quality: RPC will provide the best quality grade of paint of various types of coatings applicable to substrate being coated.
- Storage & Delivery: Delivery of materials will be made to job site in its original, new and unopened package. Store all unused material in tightly covered containers. Protect from freezing when necessary.

Finished Coats: Provide finished coats which are compatible with prime coats used. All materials shall be applied in complete accordance with manufacturer's recommendations and instructions. A finished surface is one that is uniform in color and sheen, free of foreign material, lumps, skins, sags, holidays, misses or insufficient coverage. Touch up paints shall be labeled and left for customers use.

Site Protection / Clean up
Protect all finished surfaces on the building against damage due to the work of this proposal, protect landscaping, shrubbery, grass, paving, private property and unpainted surfaces with plastic sheeting and drop clothes. All trash and debris will be cleaned up and removed on a daily basis.

Paint Schedule / Notices:
All work will be done during normal working hours 7:30 AM to 7:30 PM Monday through Friday and 9:00 AM to 5:00 PM on Saturday if necessary. Homeowners shall be notified in advance of the work schedule for their property. A timeline shall be set and adhered to.

Carpentry:
Extent of wood rot cannot be fully assessed until work is in progress. Additional carpentry, wood rot, not identified within this scope of work shall be billed at an hourly rate of $65.00 per man hour, plus cost of materials. All new material shall be of uncut length where available. Replaced wood to be primed and sealed on all edges, ends, face and backside. Fasteners shall be of size and type required by local building codes.

Change Orders:
The contract work shall be for a fixed fee. Hidden pre-existing damage to the building is not the responsibility of Reston Painting & Contracting. Repair of previously existing damages shall be per mutual agreement between homeowner and RPC. (See time and material rate for carpentry).

Access:
The contractor shall be given free and complete access to all areas necessary for the performance of the work. The owner shall secure permission to work on or over adjoining property at no cost to the contractor. The owner shall furnish at no cost to the contractor an appropriate space of the premises in which to store materials and equipment and to supply all necessary utilities.

Warranty:
We guarantee our craftsmanship for 2 years upon date of completion. (See attached warranty or "Seal of Excellence" on or website).

Payment Terms: No credits or adjustments to the agreement sum shall be made unless mutually agreed by the contractor and owner. Overdue payments will bear interest at 1½ % per month. The contractor shall be entitled to recover its cost of collection of any sums not paid when due including reasonable attorney's fees whether or not suit is filed. **1/3 deposit required upon acceptance, balance due net 15 days.**

Cameron Station Community Association, Inc.
Board Decision
May 29, 2018

Motion:
"I move to approve the CAC recommendation for Dolan Contracting Proposal #5253 for gazebo repairs in the amount of $2,660.00 to be expensed to GL3364- Capital Improvements Reserve Expenditure".
Second:

Summary:
This is to remove and replace a rotted post
CMC Recommendation:
The Board to approve the CAC recommendation for Dolan Contracting proposal #5253

Budget Consideration:
GL3364- Capital Improvements Reserve Expenditure

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

CAMERON STATION COMMUNITY ASSOCIATION

POLICY RESOLUTION NO. 18-_____

(Policy for Recording of Open Meetings of the Association, Board of Directors and Committees)

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors with all of the powers necessary for the administration of the affairs of the Home Owner's Association ("HOA") in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the HOA's membership to approve; and

WHEREAS, Section 55-510 (a) of the Virginia Property Owners' Association Act ("Act") requires that all meetings of the Board of Directors, including any subcommittee or other committee thereof, shall be open to all members of record; and

WHEREAS, Section 55-510 (B) of the Act states that any member may record any portion of a meeting required to be open; and

WHEREAS, Section 55-510 (B) of the Act further authorizes the Board to adopt rules governing the placement and use of equipment necessary for recording a meeting to prevent interference with the proceedings and requiring the owner recording the meeting to provide notice that the meeting is being recorded; and

WHEREAS, the Board deems it in the best interest of the Association to establish and publish such rules.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following policy governing recording meetings of the Association's Board, subcommittees and other committees:

A. Any owner may make a recording of an open portion of a meeting of the Association, Board, subcommittee or any other committee by audio or visual means provided the owner:

1. Provides 24 hours' written notice in advance of the start of a meeting of the owner's intention to record the meeting. Written notice may be in letter or email form and directed to management representatives.

2. Complies with all requests of the Officer or Chair presiding over the meeting concerning the placement and use of the equipment to prevent interference with the proceeding and view of other meeting attendees. In general:

   i. Recording equipment and equipment operators must be positioned at the rear or sides of the meeting area and not in front of meeting attendees, or otherwise disruptive to the meeting;

   ii. Recording of the executive session portion of any meeting is

strictly prohibited; and

iii. Recordation of the meeting via any means of concealment or without prior notice shall be strictly prohibited.

B. The Officer or Chair presiding over the meeting may announce to all attendees that the meeting is being recorded at any time during the meeting and may post notices within the meeting area advising attendees that the meeting is being recorded by audio or visual means.

C. Durable c~~C~~opies of any recordings must be available to the Association, at their request, for review and/or for the Association's records.

D. Any recording of a Board, Committee or membership meeting produced by an Owner may not be used, edited or distributed in any manner which violates applicable law. No part of any recording may be placed upon, reproduced, modified, converted to another form, made into visual stills, distributed or transmitted in any form or by any means, electronic or mechanical, including photography, partial or full transcription, email, internet website, app or social media platform, communications platform or any other digital or other location to include, but not limited to, the owner's personal website or social media site(s) without the prior expressed written permission of the Board of Directions.

E. Violations of this Resolution may be enforced pursuant to the Association's due process policies and procedures, including without limitation, the right of the Board to suspend membership privileges, the power to impose monetary penalties, and the right to file suit to compel compliance. This Resolution shall not be deemed to be an election of remedies. In addition to the enforcement mechanisms described in this Resolution, the Association reserves the right to pursue any and all enforcement options available under the Association's governing documents or those available at law or in equity.

This Resolution shall be effective upon its adoption and shall supersede and replace any previous Resolution or rules governing the recording of meetings.

This Resolution is effective this _____ day of _____, 2018.

Cameron Station Community Association

By: _____
Jon Dellaria, President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Policy Resolution was published, mailed or hand-delivered to the members of the Cameron Station Community Association on this ___ day of _____, 2018.

_____
Judy Johnson, Community Manager

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 18- _____

Duly adopted at a meeting of the Board of Directors held _____.

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
_____ President	_____	_____	_____	_____
_____ Vice President	_____	_____	_____	_____
_____ Secretary	_____	_____	_____	_____
_____ Treasurer	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____
_____ Director	_____	_____	_____	_____

DirectConneX

MANAGED SERVICES PROVIDER

STATEMENT OF WORK

PREPARED FOR

CAMERON STATION

VERSION 6.2

06/21/2018

PRESENTED BY:

FAHAD A. MALIK

Time & Materials

Client name	Cameron Station
Client's administrator	Judy Johnson
Project name	Office Workstation Replacement
Engagement duration	12 Hours
Begin date	TBD
End date	TBD

Deliverables

Item description	*Delivery schedule (Business days)*	*Quantity*	*Item Cost*	*Total Cost*
Win10 Pro, i7 Quad Core, 16GB DDR4, 1TB+240GB SSD HDD	3-5 Days-Std.-TBD	4	$1,249.00	$4,996.00
Project Time	N/A	12 Hours	$125.00	$1,500.00

Payment Terms

Phase	*Completion date*	*Payments due*
Deliverables	TBD	$4,996.00
Project Time	TBD	$1,500.00
Delivery and Misc.	N/A	$0.00
Total		**$6,496.00**

Statement of Work

Assumptions/Dependencies

DirectConneX LLC ("DCX"), through its Service and Support Team has been engaged by "Cameron Station" to provide replacements for four workstations. DCX will install and configure workstations on their network, install software (per licenses as provided by Cameron Station), map network drives on new PCs and test connection for each user.

- Services will be performed between normal business hours (8a.m. – 5 p.m.)
- Customer will provide all access to all spaces necessary for completion of the SOW as detailed within the agreement.
- Payment for all deliverables due upon agreement of SOW.

Additional Hardware/Software & Accessories

- Dispalys (Monitors) are not included
- Software (Microsoft Office, Adobe Suite, etc.) are not included
- Wireless accessories (keyboards, mouse, adapters, etc.) are not indcluded

Change Management Process

- DCX will provide services as described in the deliverables and a change in process will need to be in writing and accepted by both DCX and Cameron Station resulting in additional charges if necessary.

Engagement Related Expenses

Cameron Station will remit payment for the workstations upon signing this agreement equaling $4,996.00. The remaining amount of $1,500.00 will be due 30 days from signing of this agreement. No other charges will incurr pertaining this agreement.

Professional Services Agreement

The following detailed service parameters are the responsibility of the Service Provider in the ongoing support of this Agreement.

- Cameron Station will own the hardware and any software configured upon signing this agreement.
- No other responsibilities will be assigned to DCX upon completion of this agreement for any hardware or software provided by DCX.
- Any maintenance, support (remote or on-site) or upgrades will be billed separately pertaining to items in this agreement.

Acceptance and Authorization

The terms and conditions of the Professional Services Agreement apply in full to the services and products provided under this Statement of Work.

The parties hereto each acting with proper authority have executed this Statement of Work upon signing the agreement.

Judy Johnson	Fahad Malik (Authorized by DCX)
Full name	Full name
General Manager	Senior Solutions Engineer
Title	Title
Signature	Signature
Date	Date

Customer hereby acknowledges that it has requested DirectConneX LLC ("DCX") to install certain software or hardware products (the "Products") on customer's computer hardware, peripherals, network hardware, and network software (the "Computer"). Customer acknowledges that DCX has no knowledge or control over the type of software currently on customer's computer or the environment in which it operates and that some software, including the existing software on the customer's computer, may contain configurations or algorithms that are incompatible with the products. Customer acknowledges that because of these and other factors that are beyond the control of DCX, there are risks associated with the installation or service of the products, including, without limitation, the risk that data on the computer may be damaged or deleted.

Customer acknowledges that it is advisable and the sole responsibility of the customer prior to installation or service of the products to back up all data contained on the computer which customer, in its sole discretion, deems necessary including, without limitation, all directories, sub-directories and partitions. If any data is damaged or deleted, customer is responsible for restoring such data to the computer.

In consideration of DCX agreeing to perform such installation, customer agrees for itself, its employees, agents, successors and assigns, to hereby release and forever discharge DCX and its employees, agents, successors and assigns from any and all claims, debts, liabilities, costs, expenses (including attorney's fees), damages, actions and causes of action of every kind and nature, in law and in equity, related to or arising from the installation, service, maintenance, function or use of the products and the actions of any employees or agents of DCX related to the installation, maintenance, function or use of the software or hardware.

Cameron Station Community Association, Inc.
Board Decision
May 29, 2018

Motion:
"I move to approve the CMC recommendation for the DirectConnex Proposal #62118 for Four new computer and software the office in the amount of $6,496.00 to be expensed to GL3280-Repair & Replacement Reserve Expenditure".
Second:

Summary:
This is for four new computers and software the office.
CMC Recommendation:
The Board to approve the CMC recommendation for DirectConnex proposal #612118

Budget Consideration:
GL32800- Repair and Replacements Reserve Expenditure"

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

CAMERON STATION COMMUNITY ASSOCIATION, INC.

Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: Sali Hama

Home Address: 400 Cameron Station Blvd Apt #428

Email Address: Sali-hama@gmail.com

Telephone Number: 703-343-0237 (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

- ☐ Carlton Place Condominium
- ☑ Condominiums at Cameron Station Blvd.
- ☐ Main Street Condominium
- ☐ Oakland Hall Condominium
- ☐ Residences at Cameron Station
- ☐ Woodland Hall Condominium

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):
   - ☐ Architectural Review Committee
   - ☐ Activities & Events Planning Committee
   - ☐ Cameron Club Facilities Committee
   - ☐ Common Area Committee
   - ☑ Communications Committee
   - ☐ Financial Advisory Committee

2) Provide a brief statement describing your qualifications (you may attach any pertinent information):

   I have a background in law, advertising/media, and PR. For the past five years, I have been working at an advertising agency in DC.

3) State your reasons why you would like to join this committee:

   I would like to be more involved in the neighborhood, and have a better understanding of board decision-making.

Thank you for your time and interest.

Cameron Station Community Association, Inc. 200 Cameron Station Boulevard, Alexandria, Virginia 22304
Phone (703) 567-4881 Fax (703) 567-4883

Cameron Station Community Association, Inc.

Board Decision Request

July 31, 2018

Motion:
"I move to approve the appointment of Sali Hanna as a member of the Communication Committee."

2nd:

Summary:
Sali Hanna's committee application included in the Board packet for review.

CMC Recommendation:
Board to approve the Committee's recommendation.

Budget Consideration:
None.

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Martin Menez				
Elliott Waters				
Mindy Lyle				
Paul Rocchio				

LANCASTER LANDSCAPES, INC.
5019-B Backlick Rd ◆ Annandale, VA 22003
Phone: 703-846-0944 ◆ Fax: 703-846-0952

PROPOSAL NO.
29322

July 11, 2018

CUSTOMER # 229
Judy Johnson
Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Judy,

Thank you for giving Lancaster Landscapes an opportunity to bid on your current job at the **Cameron Station**. Lancaster Landscapes, Inc. offers to perform the following services:

WISTERIA PRUNING

DONOVAN POCKET PARK

- PRUNE WISTERIA TO REDUCE SIZE BY 30%.
- DISPOSE OF ALL RELATED DEBRIS OFFI SITE.

TOTAL PROPOSAL PRICE: $ 1,450.00

Payment terms: All payments are due within 30 days of invoice date unless otherwise specified. A 1.5% per month late charge will be applied to payments not made within 30 days of their due date. In the event that this contract is placed in the hands of an attorney, whether or not suit is instituted, the client agrees to pay all reasonable attorneys fees involved in such collection efforts.

Lancaster Landscapes, Inc. offers a one year warranty on all newly installed plant materials and trees, excluding annuals and sod. The warranty period commences upon date of installation through and until one year from that date. Warranty is not valid if plants have (1) not been properly maintained (watered) (2) are damaged due to incidents not precipitated by contractor or its forces such as weather conditions, pedestrian traffic, animal damage, etc. (3) if invoice for services rendered has not been paid in full within the 30 day time allowance. Properties requiring re-installations will be inspected. Plant materials meeting warranty requirements will be listed and replaced, in mass, at the end of the warranty period, unless agreed to otherwise by contractor and client. This will ensure that all plants requiring replacements are installed under the best possible conditions and in compliance with current industry standards. Subsurface obstructions are not covered by proposal.

Disclaimer. Trees inherently pose a certain degree of hazard and risk from breakage, failure or other causes and conditions. Recommendations that are made by Lancaster Landscapes are intended to minimize or reduce hazardous conditions that may be associated with trees. However, there is and there can be no guarantee or certainty that efforts to correct unsafe conditions will prevent breakage or failure of the tree. Our recommendations should reduce the risk of tree failure but they cannot eliminate such risk, especially in the event of a storm or any act of God. Some hazardous conditions in landscapes are apparent while others require detailed inspection and evaluation. There can be no guarantee or certainty that all hazardous conditions will be detected.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature: **Carlos Rios**
This proposal may be withdrawn by us if not accepted within 30 Days.

ACCEPTANCE OF PROPOSAL:
The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE:_____

SIGNATURE:_____

LANCASTER LANDSCAPES, INC.
5019-B Backlick Rd ◆ Annandale, VA 22003
Phone: 703-846-0944 ◆ Fax: 703-846-0952

PROPOSAL NO.
29323

July 11, 2018

CUSTOMER # 229
Judy Johnson
Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Judy,

Thank you for giving Lancaster Landscapes an opportunity to bid on your current job at the **Cameron Station**. Lancaster Landscapes, Inc. offers to perform the following services:

WISTERIA PRUNING

BESSLEY POCKET PARK

- PRUNE WISTERIA TO REDUCE SIZE BY 30%.
- DISPOSE OF ALL RELATED DEBRIS OFFI SITE.

TOTAL PROPOSAL PRICE: $ 1,450.00

Payment terms: All payments are due within 30 days of invoice date unless otherwise specified. A 1.5% per month late charge will be applied to payments not made within 30 days of their due date. In the event that this contract is placed in the hands of an attorney, whether or not suit is instituted, the client agrees to pay all reasonable attorneys fees involved in such collection efforts.

Lancaster Landscapes, Inc. offers a one year warranty on all newly installed plant materials and trees, excluding annuals and sod. The warranty period commences upon date of installation through and until one year from that date. Warranty is not valid if plants have (1) not been properly maintained (watered) (2) are damaged due to incidents not precipitated by contractor or its forces such as weather conditions, pedestrian traffic, animal damage, etc. (3) if invoice for services rendered has not been paid in full within the 30 day time allowance. Properties requiring re-installations will be inspected. Plant materials meeting warranty requirements will be listed and replaced, in mass, at the end of the warranty period, unless agreed to otherwise by contractor and client. This will ensure that all plants requiring replacements are installed under the best possible conditions and in compliance with current industry standards. Subsurface obstructions are not covered by proposal.

Disclaimer. Trees inherently pose a certain degree of hazard and risk from breakage, failure or other causes and conditions. Recommendations that are made by Lancaster Landscapes are intended to minimize or reduce hazardous conditions that may be associated with trees. However, there is and there can be no guarantee or certainty that efforts to correct unsafe conditions will prevent breakage or failure of the tree. Our recommendations should reduce the risk of tree failure but they cannot eliminate such risk, especially in the event of a storm or any act of God. Some hazardous conditions in landscapes are apparent while others require detailed inspection and evaluation. There can be no guarantee or certainty that all hazardous conditions will be detected.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature: **Carlos Rios**
This proposal may be withdrawn by us if not accepted within 30 Days.

ACCEPTANCE OF PROPOSAL:
The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE:_____

SIGNATURE:_____

Cameron Station Community Association, Inc.
Board Decision
May 29, 2018

Motion:
"I move to approve the CAC recommendation for the Lancaster Proposal #29322 & 29323 for pruning the Wisteria in Bessley & Donovan pocket parks in the amount of $2,900.00 to be expensed to GL6100- Grounds & Landscaping Contract".
Second:

Summary:
Prune wisteria at both the Bessley and Donovan Pocket Parks
CMC Recommendation:
The Board to approve the CAC recommendation for Lancaster proposal #29322 & 29323

Budget Consideration:
GL6100- Ground & Landscaping Contract

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

Cameron Station Community Association, Inc.
Board Decision
July 31, 2018

Motion:
"I move to approve the Goldklang Group 2017 Draft audit for Cameron Station Community Association for the years ended December 31, 2017 and 2016."
Second:

Summary:
The 2017 draft audit for the Association is attached.

CMC Recommendation:
The Board approve the 2017 draft audit conducted by the Goldklang Group. **Also make a motion to file the taxes using the Corporate method.**

Budget Consideration:
GL7000-Audit & Tax Services

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Martin Menez				
Elliott Waters				
Mindy Lyle				
Paul Rocchio				

Goldklang Group® CPAs, P.C.

Principals
Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Managers
Allison A. Day, CPA
Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

June 25, 2018

Board of Directors
Cameron Station Community Association, Inc.

Dear Board Members:

Enclosed, please find the draft audit for Cameron Station Community Association, Inc. for the years ended December 31, 2017 and 2016.

- Please sign and date the enclosed representation letter. The letter should be signed by either the President or Treasurer of the Association and the management agent representative. **This letter needs to be returned to our office before the audit can be finalized.**
- Please send the Association's most recent financial statements (which should include the balance sheet and income statement) to our office with the signed representation letter. We are requesting this information to comply with auditing standards.
- **Please return the signed representation letter and most recent financial statements to our office within 60 days from the date of this letter**. This information can be mailed, faxed or emailed to our office. Our email address is RLs@GGroupCPAs.com.

If we do not receive the above information within 60 days from the date of this letter, we may need to perform additional audit procedures to satisfy ourselves that no material events have occurred from the date that we completed our audit fieldwork through the date that we receive the signed representation letter. These additional procedures would include examining the bank statements, minutes, financial statements, general ledger and would also include inquiries of management and the board of directors. **We will bill the Association for these additional audit procedures at our hourly rates.**

Please do not hesitate to contact us if there are any questions regarding the draft audit.

Sincerely,

Goldklang Group CPAs, P.C.

GOLDKLANG GROUP CPAs, P.C.

phone 703 391 9003 fax 703 391 9004 www.GGroupCPAs.com

Goldklang Group® CPAs, P.C.

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INFORMATION INCLUDED WITH THE AUDIT

COVER LETTER - The audit report is issued in draft for the Association to review. The cover letter explains what information must be returned to our office before the audit report (and other letters) can be finalized.

INDEPENDENT AUDITOR'S REPORT - This is our report on the Association's financial statements. Once finalized, the Association may distribute this document, along with the audited financial statements, notes to financial statements and any supplementary information in its entirety to members, potential members, etc.

MANAGEMENT LETTER - The management letter is not a required communication under auditing standards, but is a by-product of the audit. We generally issue a management letter to communicate our comments and recommendations. Use of this letter is restricted to the board of directors and management.

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE UNDER AU-C §260 - Under the Clarified Statements of Auditing Standards AU-C §260 we are required to communicate audit matters that, in our professional judgment, may be significant and relevant to those charged with governance of the Association. Use of this letter is restricted to the board of directors and management.

COMMUNICATION OF SIGNIFICANT DEFICIENCIES AND/OR MATERIAL WEAKNESSES UNDER AU-C §265 - Under the Clarified Statements of Auditing Standards AU-C §265, we are required to communicate in writing any significant deficiencies and/or material weaknesses in the Association's internal controls. Use of this letter is restricted to the board of directors and management. If we did not note any significant deficiencies or material weaknesses, no letter will be issued.

REPRESENTATION LETTER - The representation letter is a letter from the Association to us confirming that to the best of your knowledge and belief all information was provided or disclosed to us. This letter needs to be signed by the President or Treasurer of the Association and the management agent representative. The letter needs to be returned to our office before the audit can be finalized.

ADJUSTED TRIAL BALANCE AND ADJUSTING JOURNAL ENTRIES - These are the proposed audit adjustments for the period under audit.

Goldklang Group® CPAs, P.C.

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Independent Auditor's Report

To the Board of Directors of
Cameron Station Community Association, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of Cameron Station Community Association, Inc., which comprise the balance sheets as of December 31, 2017 and 2016, and the related statements of income, members' equity and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cameron Station Community Association, Inc. as of December 31, 2017 and 2016, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Disclaimer of Opinion on Required Supplementary Information

Accounting principles generally accepted in the United States of America require that information on future major repairs and replacements on page 12 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Reston, Virginia

Draft

CAMERON STATION COMMUNITY ASSOCIATION, INC.
BALANCE SHEETS
DECEMBER 31, 2017 AND 2016

	2017	2016
ASSETS		
Cash and Cash Equivalents	$ 1,098,820	$ 838,990
Interest-Bearing Deposits	1,275,000	1,325,000
Assessments Receivable - Net	10,128	13,045
Accounts Receivable - Other	-	1,668
Income Taxes Receivable	87	-
Accrued Interest	5,212	4,981
Prepaid Expenses	41,363	46,667
Total Assets	$ 2,430,610	$ 2,230,351
LIABILITIES AND MEMBERS' EQUITY		
Accounts Payable	$ 72,222	$ 83,079
Income Taxes Payable	112	1,111
Deferred Insurance Proceeds	2,958	2,958
Prepaid Assessments	219,582	278,312
Total Liabilities	$ 294,874	$ 365,460
Replacement Reserves	$ 1,767,084	$ 1,603,222
Unappropriated Members' Equity	368,652	261,669
Total Members' Equity	$ 2,135,736	$ 1,864,891
Total Liabilities and Members' Equity	$ 2,430,610	$ 2,230,351

Draft

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF INCOME
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	2017	2016
INCOME:		
Assessments	$ 2,239,291	$ 2,232,746
Transportation Management Plan	143,923	142,526
Declarant Settlement	-	136,911
Cable Agreement	-	49,000
Construction Easement	-	15,000
Interest	22,789	17,267
Newsletter	6,300	8,130
Resale Packages	6,012	9,838
Legal Fees	12,359	9,235
Other	32,842	41,114
Total Income	$ 2,463,516	$ 2,661,767
EXPENSES:		
Management Fees	$ 160,823	$ 160,603
Management Reimbursements	3,089	4,101
Legal, Audit and Tax Preparation	60,260	62,216
Engineer/Consulting	3,521	2,683
Insurance	26,952	30,548
Community Activities	30,885	38,893
Payroll and Related Costs	336,222	367,868
Communications	16,587	19,788
Administrative	102,233	116,018
Trash Removal	285,172	267,188
Health Club	213,367	233,334
Shuttle Bus	215,000	216,280
Landscaping	257,732	344,769
Janitorial	45,468	53,338
Pool	60,871	77,645
Utilities	107,061	109,530
Common Area Maintenance	87,225	150,422
Bad Debt	8,840	4,846
Income Taxes	2,725	58,811
Total Expenses	$ 2,024,033	$ 2,318,881
Net Income before Contribution to Reserves	$ 439,483	$ 342,886
Contribution to Reserves	(332,500)	(338,059)
Net Income	$ 106,983	$ 4,827

See Accompanying Notes to Financial Statements

Draft

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF MEMBERS' EQUITY
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	Replacement Reserves	Unappropriated Members' Equity	Total Members' Equity
Balance as of December 31, 2015	$ 1,266,996	$ 396,842	$ 1,663,838
Additions:			
Contribution to Reserves	338,059		338,059
Net Income		4,827	4,827
Inter-Equity Transfer	140,000	(140,000)	
Deductions:			
Brick Repairs	(1,112)		(1,112)
Computer	(2,163)		(2,163)
Electric	(5,433)		(5,433)
Fitness Equipment	(29,582)		(29,582)
Golf Cart	(6,774)		(6,774)
Irrigation	(2,100)		(2,100)
Pool	(68,781)		(68,781)
Walkway	(25,888)		(25,888)
Balance as of December 31, 2016	$ 1,603,222	$ 261,669	$ 1,864,891
Additions:			
Contribution to Reserves	332,500		332,500
Net Income		106,983	106,983
Deductions:			
Benches	(6,915)		(6,915)
Brick Repair	(56,761)		(56,761)
Drainage	(10,977)		(10,977)
Electric	(11,013)		(11,013)
Fire Hydrants	(5,825)		(5,825)
Fitness Equipment	(34,908)		(34,908)
Irrigation	(11,180)		(11,180)
Landscaping	(5,350)		(5,350)
Painting	(17,000)		(17,000)
Pet Stations	(2,329)		(2,329)
Pool	(5,450)		(5,450)
Windows	(930)		(930)
Balance as of December 31, 2017	$ 1,767,084	$ 368,652	$ 2,135,736

Draft

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES:		
Net Income	$ 106,983	$ 4,827
Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities:		
Bad Debt Expense	8,840	4,846
Decrease (Increase) in:		
Assessments Receivable	(5,923)	(8,071)
Accounts Receivable - Other	1,668	(353)
Income Taxes Receivable	(87)	1,778
Accrued Interest	(231)	657
Prepaid Expenses	5,304	(13,227)
Increase (Decrease) in:		
Accounts Payable	(21,262)	44,354
Income Taxes Payable	(999)	1,111
Deferred Insurance Proceeds	-	2,958
Prepaid Assessments	(58,730)	16,931
Net Cash Flows from Operating Activities	$ 35,563	$ 55,811
CASH FLOWS FROM INVESTING ACTIVITIES:		
Received from Assessments (Reserves)	$ 332,500	$ 338,059
Disbursed for Reserve Expenditures	(158,233)	(141,833)
Received from Interest-Bearing Deposits	225,000	325,000
Disbursed for Interest-Bearing Deposits	(175,000)	(400,000)
Net Cash Flows from Investing Activities	$ 224,267	$ 121,226
Net Change in Cash and Cash Equivalents	$ 259,830	$ 177,037
Cash and Cash Equivalents at Beginning of Year	838,990	661,953
Cash and Cash Equivalents at End of Year	$ 1,098,820	$ 838,990
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash Paid for Income Taxes	$ 5,700	$ 57,700

See Accompanying Notes to Financial Statements

Draft

NOTE 1 - NATURE OF OPERATIONS:

The Association is organized under the laws of the Commonwealth of Virginia for the purposes of maintaining and preserving the common property of the community. The Association is located in Alexandria, Virginia. The Association's Board of Directors administers the operations of the community. The Association consists of the following types of members:

Single-family and Townhomes	1,007 members
Cameron Station Condominium	120 members
Woodland Hall Condominium	60 members
Oakland Hall at Cameron Station	92 members
Carlton Place	144 members
Main Street Condominium	198 members
Residences at Cameron Station	148 members
Commercial Units	1 member

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NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES:

A) Method of Accounting - The financial statements are presented on the accrual method of accounting in which revenues are recognized when earned and expenses recognized when incurred, not necessarily when received or paid.

B) Member Assessments - Association members are subject to assessments to provide funds for the Association's operating expenses, future capital acquisitions, and major repairs and replacements. Assessments receivable at the balance sheet date represent fees due from homeowners. The Association's policy is to assess late and interest charges and to retain legal counsel and place liens on the properties of owners whose assessments are delinquent. Any excess assessments at year-end are retained by the Association for use in future years. The Association utilizes the allowance method to account for bad debt.

C) Common Property - Real property and common areas acquired from the declarant and related improvements to such property are not recorded in the Association's financial statements since the property cannot be disposed of at the discretion of the Board of Directors. Common property includes, but is not limited to, land, recreational facilities and site improvements.

D) Estimates - The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions. Such estimates affect the reported amounts of assets and liabilities. They also affect the disclosure of contingent assets and liabilities, at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

E) Cash Equivalents - For purposes of the statement of cash flows, the Association considers all highly liquid interest-bearing deposits and investments with an original maturity date of three months or less to be cash equivalents.

NOTE 3 - REPLACEMENT RESERVES:

The Association's governing documents require that funds be accumulated for future major repairs and replacements. Accumulated funds are generally not available for expenditures for normal operations.

The Association had a reserve study conducted by Reserve Advisors, Inc. during 2016. The table included in the Supplementary Information on Future Major Repairs and Replacements is based on this study.

The study recommends a contribution of $318,200 for 2017. For 2017, the Association budgeted for and contributed $332,500 to replacement reserves.

Funds are being accumulated in replacement reserves based on estimates of future needs for repair and replacement of common property components. Actual expenditures may vary from the estimated future expenditures and the variations may be material; therefore, amounts accumulated in the replacement reserves may or may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.

As of December 31, 2017 and 2016, the Association had designated $1,767,084 and $1,603,222, respectively, for replacement reserves. These designated reserves were funded by cash and interest-bearing deposits.

NOTE 4 - INCOME TAXES:

For income tax purposes, the Association may elect annually to file either as an exempt homeowners association or as an association taxable as a corporation. As an exempt homeowners association, the Association's net assessment income would be exempt from income tax, but its interest would be taxed. Electing to file as a corporation, the Association is taxed on its net income from all sources (to the extent

NOTE 4 - INCOME TAXES: (CONTINUED)

not capitalized or deferred) at normal corporate rates after corporate exemption, subject to the limitation that operating expenses are deductible only to the extent of income from members. For 2017 and 2016, the income taxes were calculated using the corporate method.

The Association's policy is to recognize any tax penalties and interest as an expense when incurred. The Association's federal and state tax returns for the past three years remain subject to examination by the Internal Revenue Service and the Commonwealth of Virginia.

NOTE 5 - CASH AND INTEREST-BEARING DEPOSITS:

As of December 31, 2017, the Association maintained its funds in the following manner:

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Institution	Cash and Cash Equivalents	Interest-Bearing Deposits
Pacific Premier	$ 978,709	$ -
Morgan Stanley (Various Institutions)	120,111	1,275,000
	$ 1,098,820	$ 1,275,000

As of December 31, 2017 and 2016, the Association had $903,134 and $732,877, respectively, in the Pacific Premier Bank repurchase agreement sweep account. The funds in the sweep account are backed by U.S. Government Securities; however, the account is not covered by FDIC insurance, or any other insurance. The funds are subject to investment risk, including possible loss of principal.

Cash and securities held at a SIPC member brokerage firm are insured by the SIPC for up to $500,000, which includes $250,000 limit for cash. The Association maintains funds in a brokerage account which are subject to SIPC limits.

NOTE 6 - ASSESSMENTS RECEIVABLE - NET:

The Association utilizes the allowance method of accounting for bad debt. Individual receivables are written off as a loss when a determination is made that they are non-collectible. Under the allowance method, collection efforts may continue and recoveries of amounts previously written off are recognized as income in the year of collection.

	2017	2016
Assessments Receivable	$42,218	$36,295
Less: Allowance for Doubtful Assessments	(32,090)	(23,250)
Assessments Receivable - Net	$10,128	$13,045

NOTE 7 - DECLARANT SETTLEMENT:

During 2016, the Association received $136,911 related to a settlement agreement with the Declarant. In prior years, the Declarant had received commissions from cable vendors in exchange for cable services provided to residents of the Association. The Association argued that it was entitled to receive these cable commissions paid to the Declarant in prior years. The Declarant agreed to pay the Association 20% of the cable commissions the Declarant received in prior years, less interest and attorney's fees. The final amount agreed to by the Association and the Declarant was $136,911. Effective January 1, 2016, the Association entered into a separate agreement with Comcast to provide broadband services to members of the Association, as described in Note 8.

NOTE 8 - CABLE AGREEMENT:

During 2016, the Association received $49,000 from Comcast for a service agreement between the two parties. The agreement allows Comcast to provide broadband communication services to the three condominiums which are members of the Association. The agreement does not include language which would otherwise require the Association to forfeit the amount received, up until a specific date, if the agreement was cancelled. Therefore, the entire amount received, $49,000, was recognized as income for 2016.

NOTE 9 - CONSTRUCTION EASEMENT:

During 2016, the Association received $15,000 from JBG/Cameron Park LLC (JBG) for a temporary construction easement. The easement granted JBG access to the Association's property in order to construct a retaining wall on JBG's property adjacent to the Association's property. The agreement includes language requiring JBG to restore, at its own expense, the Association's property to its original condition.

NOTE 10 - RELATED PARTY TRANSACTIONS:

The Association is managed by Community Management Corporation (CMC). CMC is owned by Associa. Officers of Associa are stockholders in Pacific Premier Bank. In addition, the President/Chief Executive Officer of Associa serves on the bank's board of directors. The Association maintains funds at Pacific Premier Bank.

NOTE 11 - SUBSEQUENT EVENTS:

In preparing these financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through [date to be inserted upon finalization], the date the financial statements were available to be issued.

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CAMERON STATION COMMUNITY ASSOCATION, INC.
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR
REPAIRS AND REPLACEMENTS
DECEMBER 31, 2017
(UNAUDITED)

The Association had a replacement reserve study review conducted by Reserve Advisors, Inc. during 2016 to estimate the remaining useful lives and the replacement costs of the components of common property. Replacement costs were based on the estimated costs to repair or replace the common property components at the date of the study. The estimated replacement costs presented below do not take into account the effects of inflation between the date of the study and the date the components will require repair or replacement; however, the Association's replacement reserve study does take inflation into consideration when evaluating future expenditures and recommended contribution to reserves.

The following has been extracted from the Association's replacement reserve study and presents significant information about the components of common property.

Component	2016 Estimated Remaining Useful Life (Years)	2016 Estimated Replacement Cost
Property Site Elements	0-30+	$ 6,746,195
Pool Elements	0-10	91,300
Reserve Study Update	2	4,500
Exterior Building Elements	1-25	197,020
Interior Building Elements	0-22	432,045
Building Service Elements	2-30	228,500

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Management Letter

This communication is intended solely for the information and use of management and the board of directors and is not intended to be and should not be used by anyone other than these specified parties.

June 25, 2018

Board of Directors
Cameron Station Community Association, Inc.

Dear Board Members:

In planning and performing our audit of the financial statements of Cameron Station Community Association, Inc. as of December 31, 2017 and for the year then ended, in accordance with auditing standards generally accepted in the United States of America, we considered the Association's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

However, during our audit, we became aware of matters that are opportunities for strengthening internal controls and improving operating efficiency. This letter summarizes our comments and suggestions regarding those matters.

Association Specific Comments

Financial Analysis

Associations budget their income evenly over a twelve-month period. When assessments become delinquent, cash flow problems develop and the Association may have problems paying its monthly expenses. Assessments receivable at a level of 3% or less of annual assessments indicates good collection procedures and has a positive impact on cash flow, whereas a balance of more than 3% of annual assessments suggests the Association may have future cash flow problems. As of December 31, 2017, the Association's assessments receivable balance of $42,218 (before deducting the allowance for doubtful assessments of $32,090) was equal to 2% of annual assessments. We recommend the Association continue to aggressively pursue all delinquent accounts.

As of December 31, 2017, the Association had a surplus of $368,652 in unappropriated members' equity (excess operating funds). This represents 16% of annual assessments. We commend the Association on accumulating excess operating funds to a level of 10% to 20% of annual assessments. This procedure will decrease the chance that potential operating deficits will consume funds designated for replacement reserves.

The designated replacement reserves of $1,767,084 as of December 31, 2017 were funded by cash and interest-bearing deposits.

Income Taxes

For 2017, we recommend the Association file using the corporate method.

Credit Cards

The Association has credit cards that it uses on a regular basis. During 2017, we noticed late fees incurred on some of the credit card statements. We recommend the Association ensure the credit card balances are paid in a timely manner to avoid late fees and finance charges. We also recommend that the Association adhere to the following internal controls regarding the use of the credit cards:

- Purchases using the credit card should be limited to situations where payment cannot be made by check. Using the credit card bypasses the Association's established internal control procedures.
- Original receipts should be submitted with the statements.
- The original statements should be mailed to the management company's office and a copy should be sent to the property manager to reconcile.
- The credit card should be kept in a secure location and used only by authorized individuals.
- The Association should periodically review the credit limits and should keep the credit limits at a minimum amount.

Draft

Industry Standard Comments

Insurance

We recommend the Association meet with its insurance agent at least annually to discuss insurance coverage. The Association should make sure the insurance policies provide the necessary and appropriate protection. In addition to all of the standard coverage that is usually recommended, the Association should maintain appropriate crime and directors & officers (D&O) coverage. At a minimum, the Association should maintain crime coverage that equals or exceeds the total of its funds or as required by state law. It should be structured to include a defalcation or misappropriation committed by a Board member, an employee of the Association, or employees of the management company, including principals.

Investment Policy

The Association should have a conservative investment policy, which is structured around three elements, in order of importance 1) safety, 2) liquidity and 3) yield. Because safety and liquidity are of prime importance to any association, we recommend investments be limited to instruments of the federal government, which are backed by its full faith and credit, and money market accounts and certificates of deposit at insured institutions.

Periodically, the Association should monitor its accounts for FDIC and SIPC coverage. The FDIC insurance limit is $250,000 per financial institution. Cash and securities held at a SIPC member brokerage firm are insured by the SIPC for up to $500,000, which includes $250,000 limit for cash. The Association should also periodically check the ratings for all financial institutions used by the Association.

We shall be pleased to discuss our comments and recommendations in greater detail and we are always available to give advice on any financial matter. Please do not hesitate to contact us if there are any questions regarding proper accounting procedures or the implementation of our suggested changes.

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.

Draft

Goldklang Group® CPAs, P.C.

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Communication with Those Charged with Governance under AU-C §260

This communication is intended solely for the information and use of management and the board of directors and is not intended to be and should not be used by anyone other than these specified parties.

June 25, 2018

Board of Directors
Cameron Station Community Association, Inc.

Dear Board Members:

We have audited the financial statements of Cameron Station Community Association, Inc. as of December 31, 2017 and for the year then ended and have issued our report thereon. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility for the supplementary information required by the Financial Accounting Standards Board, as described by professional standards, is to apply certain limited procedures to the information about management's methods of preparing the information; however, we will not express an opinion or any assurance on the information.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Association and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and

to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Association are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Association during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

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Allowance for Doubtful Assessments

The Association's estimate of the allowance for doubtful assessments was established by reviewing the receivables for collectability. We evaluated key factors and assumptions used to develop the allowance for doubtful assessments in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no significant disclosures to the financial statements for the year under audit.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The adjusting journal entries have been provided to the Association and will be posted to the

Association's accounts, if appropriate. The journal entries are material, either individually or in the aggregate, to the financial statements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Association's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

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Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Association's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Required Supplementary Information

With respect to the supplementary information required by the Financial Accounting Standards Board, we applied certain limited procedures to the information, including inquiring of management about their methods of preparing the information; comparing the information for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements; and obtaining certain representations from management, including about whether the required supplementary information is measured and presented in accordance with prescribed guidelines.

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.

Goldklang Group® CPAs, P.C.

Principals
Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Managers
Allison A. Day, CPA
Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Communication of Significant Deficiencies and/or Material Weaknesses under AU-C §265

This communication is intended solely for the information and use of management and the board of directors and is not intended to be and should not be used by anyone other than these specified parties.

June 25, 2018

Board of Directors
Cameron Station Community Association, Inc.

Dear Board Members:

In planning and performing our audit of the financial statements of Cameron Station Community Association, Inc. as of December 31, 2017 and for the year then ended, in accordance with auditing standards generally accepted in the United States of America, we considered the Association's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses or other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Association's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in the Association's internal control to be material weaknesses or significant deficiencies:

Accounts Payable

We proposed an adjustment in the amount of $42,720 to record additional accounts payable as of December 31, 2017. This adjustment corrects a material misstatement in the Association's financial statements and is considered a material weakness. If the Association does not have controls in place to ensure that accounts payable is properly stated, then a material misstatement of the financial statements could occur that would not be prevented, or detected and corrected, by the Association's internal control.

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.

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Representation Letter

This letter needs to be signed by the Board President or Treasurer and management representative, if applicable, and returned to our office within 60 days.

Cameron Station Community Association, Inc.

GOLDKLANG GROUP CPAs, P.C.
1801 Robert Fulton Drive, Suite 200
Reston, Virginia 20191

Dear Auditors:

The representation letter is provided in connection with your audits of the financial statements of **Cameron Station Community Association, Inc.** which comprise the balance sheets as of **December 31, 2017 and 2016**, and the related statements of income, members' equity and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, **to the best of our knowledge and belief**, the following representations made to you during your audits:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements. In regard to the non-attest services outlined in our engagement letter to be performed by you, we have –
    - Assumed all management responsibilities.
    - Designated an individual with suitable skill, knowledge, or experience to oversee the services.
    - Evaluated the adequacy and results of the services performed.
    - Accepted responsibility for the results of the services.

- The financial statements referred to above are fairly presented in conformity with U.S. GAAP.

- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

- We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Association's accounts, if appropriate.

- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning pending litigation, claims, or assessments.

- Material concentrations have been properly disclosed in accordance with U.S. GAAP.

- Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

- Transfers or designations of equity balance or inter-equity borrowings have been properly authorized and approved and have been properly recorded or disclosed in accordance with U.S. GAAP.

- Uncollectible inter-equity loans have been properly accounted for and disclosed in accordance with U.S. GAAP.

Information Provided

- We have provided you with:
    - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
    - Additional information that you have requested from us for the purpose of the audit.
    - Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.

- We have provided you with minutes of meetings of the Board of Directors.

- We have provided you with communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, if any.

- All material transactions have been recorded in the accounting records and are reflected in the financial statements.

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
    - Management,
    - Employees who have significant roles in internal control, or
    - Others where the fraud could have a material effect on the financial statements.

- We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, regulators, or others.

- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.

- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning pending litigation, claims, or assessments.

- We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions of which we are aware.

- Except as made known to you and disclosed in the notes to the financial statements, the Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral. If applicable, we have reviewed our long lived assets for impairment.

- Assessments receivable recorded in the financial statements represent valid claims against debtors for assessments or other charges arising on or before the balance sheet date and have been reduced to their estimated realizable value.

- We have reviewed with our insurance agent the adequacy of our insurance coverage, including compliance with any statutory or documentary requirements.

- We acknowledge our responsibilities for presenting the required supplementary information (RSI) in accordance with U.S. GAAP. The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI. The Association had a study conducted in 2016. Amounts accumulated in the replacement reserves may or may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.

- We understand that the Association is responsible for the choice of income tax filing method and the consequences thereof. The Association's allocation of expenses against membership and non-membership income conforms to IRS rules, which require that the allocation be made "on a reasonable and consistently applied basis." We have adequately documented such allocation. If the Association has excess membership income in the current year the Association, for tax purposes, has elected to either (a) offset it against next year's assessments or (b) refund it to members. We have adequately documented such election in the current year.

- We have disclosed to you all material events, if any, that would require adjustments to, or disclosure in, the financial statements. In addition, we represent that no other material events have occurred since you completed your audit fieldwork on June 13, 2018 and through the date of this letter. Examples of material events include, but are not limited to, contracts for replacement reserve expenditures, losses due to a fire, changes in ongoing litigation or new litigation and approval of special assessments. Material events that have occurred are:

_____

_____

_____

Cameron Station Community Association, Inc.
December 31, 2017 and 2016
Management Representative:

_____	_____	_____
Signature	Printed Name	Date

President/Treasurer:

_____	_____	_____
Signature	Printed Name	Date

Account # / Description	Prior Period (Adjusted) 12/31/2016	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpa Refere
1012 PPB Merchant	1,001.45	1,001.45			1,001.45	B-5
1013 PPB Operating	721,825.30	909,097.34			909,097.34	B-1
1014 PPB Google Account	2,115.65	2,115.65			2,115.65	B-2
1100 PPB MM	66,328.68	66,494.69			66,494.69	B-3
1330 Smith Barney Money Fund	47,718.60	120,110.72			120,110.72	B-4
1353 Smith Barney Investments (CDs)	1,325,000.00	1,275,000.00			1,275,000.00	B-4
1500 A/R Residential Assessments	36,295.34	42,218.16			42,218.16	E-1
1530 Allowance for Doubtful Accounts	(23,250.04)	(32,090.07)			(32,090.07)	F-1
1600 Prepaid Insurance	5,152.67	5,064.08			5,064.08	G-1
1635 Prepaid Taxes			AJE-9	87.00	87.00	T-1
1640 Prepaid Expense	41,513.82	32,857.74	AJE-8	3,441.45	36,299.19	G-2
1725 Insurance Receivable	(2,957.61)	(2,957.61)			(2,957.61)	N-3
1730 Interest Receivable	4,981.48	5,212.38			5,212.38	B-4
1735 A/R Other	1,667.51					
1799 Clearing Account		1,177.92			1,177.92	
2000 A/P Trade	(6,362.97)	(175.36)	AJE-7	(42,719.70)	(42,895.06)	N-1
2015 Unclaimed Funds	(322.74)	(322.74)			(322.74)	
2025 Transfer Fee Payable	(437.28)	(501.91)			(501.91)	
2050 Resident Refunds	(69.83)	225.00			225.00	
2200 A/P Income Taxes	(1,111.00)	(1,111.00)	AJE-9	999.00	(112.00)	T-1
2300 Accrued Expenses	(62,167.98)	(15,364.00)			(15,364.00)	N-2
2400 Accrued Payroll	(13,717.71)	(25,455.55)	AJE-6	10,914.99	(14,540.56)	O-1
2550 Prepaid Residential Assessments	(278,312.26)	(219,581.73)			(219,581.73)	E-1
2560 Future Months Assessments	(0.03)					
3000 Prior Year Owner's Equity	(256,843.18)	(261,668.92)			(261,668.92)	***

Account # / Description	Prior Period (Adjusted) 12/31/2016	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpa Refere
3015 Capital Reserve Beg Balance	(8,790.18)	(8,790.18)	AJE-2	(4,628.50)	(11,918.68)	R-1
			AJE-4	1,500.00		
3102 Repair & Repl Reserve Beginning Balance	(1,594,431.95)	(1,594,431.95)	AJE-2	(161,423.92)	(1,755,165.35)	R-1
			AJE-3	(3,232.75)		
			AJE-4	(1,500.00)		
			AJE-5	(4,982.00)		
			AJE-7	10,405.27		
3276 Repair & Repl Reserve Contributions		(308,500.00)	AJE-2	308,500.00		
3280 Repair & Repl Reserve Expenditures		147,076.08	AJE-2	(147,076.08)		
3362 Capital Reserves Contribution		(24,000.00)	AJE-2	24,000.00		
3364 Capital Reserve Expenditure		19,371.50	AJE-2	(19,371.50)		
(Profit) Loss	(4,825.74)	(132,071.69)		25,086.74	(106,984.95)	
	0.00	0.00		0.00	0.00	

Account # / Description	Prior Period (Adjusted) 12/31/2016	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpa Refere
4001 Residential Assessments - SFD/TH	(1,374,474.44)	(1,377,898.24)			(1,377,898.24)	Y-1
4002 Assessments - Condo	(832,061.56)	(834,116.28)			(834,116.28)	Y-1
4016 Future Assessments - SFD/TH	(0.05)					
4017 Future Assessments - CONDO	0.04					
4018 Future Assessments - COMMERCIAL		(0.03)			(0.03)	
4019 Future Assessments - TMP	0.04					
4130 Assessments - Commercial	(26,210.16)	(27,277.04)			(27,277.04)	Y-1
4135 TMP Assessments	(142,525.88)	(143,923.04)			(143,923.04)	Y-1
4245 Newsletter Advertising	(8,130.00)	(6,300.00)			(6,300.00)	
4250 Facilities Passes/Guest Fees	(250.00)	(630.00)			(630.00)	
4260 Resale Processing Fees	(9,837.90)	(6,012.05)			(6,012.05)	
4265 Website Income	(1,300.00)	(1,200.00)			(1,200.00)	
4295 Charitable Donations Income	(6,700.00)	(11,031.99)			(11,031.99)	
4400 Room Rental Fees	(8,565.00)	(6,880.00)			(6,880.00)	
4405 Club Cleaning Fees	(6,500.00)	(5,000.00)			(5,000.00)	
4710 Late Fees	(7,458.54)	(7,770.62)			(7,770.62)	
4720 Legal Fees	(9,235.24)	(12,358.50)			(12,358.50)	
4805 Compliance Fees	(8,682.71)	(284.23)			(284.23)	
4835 Miscellaneous Income	(1,657.44)	(45.00)			(45.00)	
4860 Declarant Settlement Income	(136,910.99)					
4870 Cable Agreement Income	(49,000.00)					
4880 Construction Easement Income	(15,000.00)					
4910 Interest Income	(17,267.31)	(22,789.03)			(22,789.03)	Y-2
5010 Bad Debt	4,846.20	8,858.04	AJE-1	(18.00)	8,840.04	F-1
5015 Bank Charges	235.83	45.00			45.00	

Account # / Description	Prior Period (Adjusted) 12/31/2016	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpa Refere
5020 Board/Committee Expenses	10,580.90	8,138.39	AJE-7	528.00	8,666.39	
5025 Cost of Collections	4,605.62	2,848.65	AJE-7	840.00	3,688.65	
5030 Acct Setup/DD/Coupouns	9,762.00	3,596.00	AJE-7	5,838.50	9,434.50	
5035 Architechtural Comprehensives	4,871.11	3,696.44			3,696.44	
5040 Computer Network/C3	11,950.40	3,088.75	AJE-7	3,776.25	6,865.00	
5070 Parking Enforcement	8,366.96	13,699.52	AJE-7	360.00	14,059.52	
5080 Annual Meeting Expenses	2,467.25	1,938.51			1,938.51	
5085 Office Equipment Lease	5,492.76	5,792.35			5,792.35	
5090 Office Supplies	8,692.71	2,977.30			2,977.30	
5105 Reserve Study	1,775.00					
5115 Website Maintenance	1,366.57	809.50			809.50	
5195 Miscellaneous	1,009.78	595.05			595.05	
5200 CAC Events & Awards	38,892.83	30,884.54			30,884.54	X-1
5210 Printing/Copying	12,763.33	14,161.27			14,161.27	
5215 Postage	10,951.71	9,910.01	AJE-7	1,066.30	10,976.31	
5220 Courier/Delivery Service	717.40	500.47			500.47	
5225 Newsletter	14,169.92	13,236.82			13,236.82	
5302 Administrative Payroll	286,992.83	275,621.18	AJE-6	(10,914.99)	264,706.19	X-2
5316 Other Communications	4,250.82	2,540.14			2,540.14	
5318 Health Club Management/Staff	158,109.96	159,720.46			159,720.46	X-1
5320 Temp Desk Coverage	3,878.20	4,559.25	AJE-7	191.80	4,751.05	
5340 Payroll Taxes/Benefits/Costs	80,874.55	70,015.82	AJE-7	1,500.00	71,515.82	X-2
5390 Fidelity/Workman's Comp	1,835.18	2,072.76			2,072.76	G-1
5415 D & O Insurance	4,840.57	4,843.43			4,843.43	G-1
5420 Umbrella Insurance	13,221.53	9,553.49			9,553.49	G-1

Account # / Description	Prior Period (Adjusted) 12/31/2016	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpa Refere
5445 Liability/Property Insurance	10,649.87	10,483.45			10,483.45	G-1
6000 Electric Service	44,617.28	42,706.23			42,706.23	X-1
6025 Water Service	26,056.92	22,598.25	AJE-1	18.00	22,616.25	X-1
6035 Trash and Recycling Service	267,188.06	285,172.14			285,172.14	X-1
6040 Bundled Telecom Services	9,389.04	11,104.92			11,104.92	
6075 Clubhouse Utilities	38,856.11	41,739.03			41,739.03	X-1
6100 Grounds & Landscaping - Contract	149,568.00	154,399.00			154,399.00	X-1
6150 Flower Rotation & Landscape Enhancements	32,990.00	21,082.20			21,082.20	
6155 Turf Treatment and Enhancements	27,415.16	11,450.75	AJE-3	1,984.00	14,683.50	
			AJE-3	1,248.75		
6160 Tree and Shrub Maintenance	81,603.00	31,482.00			31,482.00	X-1
6200 Watering & Supplies	840.00					
6299 Irrigation System Contract	26,724.00	10,037.00	AJE-5	4,982.00	15,019.00	
6300 Permits and Licenses	4,665.21	2,121.51			2,121.51	
6305 TMP Expenses	216,279.92	215,576.58	AJE-8	(576.66)	214,999.92	X-1
6315 Uniforms	265.50					
6408 Elevator Contract	3,857.49	4,233.83			4,233.83	
6414 Fire Prevention & Protection	3,698.62	1,247.09			1,247.09	
6422 Decals & Parking Passes	5,621.13	858.24			858.24	
6424 HVAC Contract	7,032.57	3,290.20	AJE-7	642.00	3,932.20	
6430 Janitorial Services	40,392.96	33,660.80	AJE-7	7,382.16	41,042.96	X-1
6434 Pest Control Contract	2,343.00	1,805.00	AJE-7	184.00	1,989.00	
6436 Special Cleanings	12,945.00	3,675.00	AJE-7	750.00	4,425.00	
6438 Pool Management Contract	55,200.00	55,000.00			55,000.00	X-1
6440 Safety & Security	6,754.83	2,384.62			2,384.62	
6442 Snow Removal Contract	72,901.50	22,955.25	AJE-7	3,416.00	26,371.25	

Account # / Description	Prior Period (Adjusted) 12/31/2016	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpa Refere
6500 Fire Supression System	8,128.44	9,105.00	AJE-8	(2,864.79)	6,240.21	
6515 Building Repair/Maint	18,733.82	10,695.26			10,695.26	
6525 Community Center Improvement	3,598.41	939.00			939.00	
6545 Electrical Supplies/R&M	252.90					
6555 Equipment Rental/Repair & Maintenance	394.83					
6570 Fintess Equipment Repair & Maintenance	8,852.29	8,276.51	AJE-7	1,008.00	9,284.51	
6575 Fitness Center Supplies	10,203.77	6,188.59	AJE-7	496.08	6,684.67	
6585 Fountain/Pond/Lake Repair & Maintenance	1,980.00	240.00			240.00	
6590 Access System Supplies	4,198.84	4,953.59			4,953.59	
6595 Access System Repairs	165.00					
6600 General Repairs/Maint	7,264.00	6,251.65			6,251.65	
6605 General Maintenance Supplies	9,153.15	7,472.96	AJE-7	1,777.83	9,250.79	
6640 Lighting Suplplies/Repair & Maintenance	43,243.40	32,394.57			32,394.57	X-1
6685 Linear Park Landscape Maintenance	25,628.50	21,066.00			21,066.00	
6690 Pet Stations	7,473.49	10,726.94			10,726.94	
6700 Pool Equipment Repair/Maint	5,980.49	1,460.00			1,460.00	
6710 Pool Supplies	16,465.29	4,411.46			4,411.46	
6760 Street/Curb/Gutter Repair & Maint	5,150.00					
7000 Audit/Tax Returns	6,485.00	6,500.00			6,500.00	X-1
7010 Engineering Services	907.51	3,521.44			3,521.44	X-1
7015 Management Reimbursements	4,100.50	3,005.15	AJE-7	84.00	3,089.15	
7020 Legal Services	3,375.00	5,452.50	AJE-7	807.00	6,259.50	X-1
7025 Legal Fees - Collections	31,829.40	29,833.09	AJE-7	1,666.51	31,499.60	X-1
7030 Legal Fees - General Counsel	20,527.28	15,999.50			15,999.50	X-1
7040 Management Fees	160,603.00	160,823.00			160,823.00	X-1

Adjusted Trial Balance
for the period ended December 31, 2017

Account # / Description	Prior Period (Adjusted) 12/31/2016	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpa Refere
9000 Income Taxes	58,811.00	3,811.00	AJE-9	(1,086.00)	2,725.00	T-1
9106 Capital Improvements Reserve	45,844.00	24,000.00			24,000.00	R-1
9800 Repair/Repl Reserves	292,215.00	308,500.00			308,500.00	R-1
9934 Recreation Equipment		3,050.92			3,050.92	
(Profit) Loss	(4,825.74)	(132,071.69)		25,086.74	(106,984.95)	

Account #	Account Name / Description	Debits	Credits
12/31/2017	AJE 1		
6025	Water Service	18.00	
5010	Bad Debt		18.00
To reclassify water invoice.			
12/31/2017	AJE 2		
3102	Repair & Repl Reserve Beginning Balance		161,423.92
3276	Repair & Repl Reserve Contributions	308,500.00	
3280	Repair & Repl Reserve Expenditures		147,076.08
3015	Capital Reserve Beg Balance		4,628.50
3362	Capital Reserves Contribution	24,000.00	
3364	Capital Reserve Expenditure		19,371.50
To combine reserve accounts for financial statement presentation.			
12/31/2017	AJE 3		
6155	Turf Treatment and Enhancements	1,984.00	
6155	Turf Treatment and Enhancements	1,248.75	
3102	Repair & Repl Reserve Beginning Balance		3,232.75
To reclassify prior year accrued expense reversal to follow invoices.			
12/31/2017	AJE 4		
3015	Capital Reserve Beg Balance	1,500.00	
3102	Repair & Repl Reserve Beginning Balance		1,500.00
To correct client entry to reclassify $750 invoice from 3280 to 3364 (entry was done backwards).			
12/31/2017	AJE 5		
6299	Irrigation System Contract	4,982.00	
3102	Repair & Repl Reserve Beginning Balance		4,982.00

Account #	Account Name / Description	Debits	Credits
	To reverse client entry - amount was recorded twice.		
12/31/2017	AJE 6		
2400	Accrued Payroll	10,914.99	
5302	Administrative Payroll		10,914.99
	To reverse client entry for 9/29 payroll.		
12/31/2017	AJE 7		
5340	Payroll Taxes/Benefits/Costs	1,500.00	
3102	Repair & Repl Reserve Beginning Balance	10,405.27	
5020	Board/Committee Expenses	528.00	
5025	Cost of Collections	840.00	
5030	Acct Setup/DD/Coupouns	5,838.50	
5040	Computer Network/C3	3,776.25	
5070	Parking Enforcement	360.00	
5215	Postage	1,066.30	
5320	Temp Desk Coverage	191.80	
6424	HVAC Contract	642.00	
6430	Janitorial Services	7,382.16	
6434	Pest Control Contract	184.00	
6436	Special Cleanings	750.00	
6442	Snow Removal Contract	3,416.00	
6570	Fintess Equipment Repair & Maintenance	1,008.00	
6575	Fitness Center Supplies	496.08	
6605	General Maintenance Supplies	1,777.83	
7015	Management Reimbursements	84.00	
7020	Legal Services	807.00	
7025	Legal Fees - Collections	1,666.51	
2000	A/P Trade		42,719.70
	To record additional accounts payable per auditor's search.		
12/31/2017	AJE 8		
6305	TMP Expenses		576.66
6500	Fire Supression System		2,864.79
1640	Prepaid Expense	3,441.45	

Account #	Account Name / Description	Debits	Credits

To adjust client prepaid expenses as of 12/31/17.

12/31/2017 AJE 9

1635	Prepaid Taxes	87.00	
2200	A/P Income Taxes	999.00	
9000	Income Taxes		1,086.00

To record 2017 income tax expense, refund receivable and amount payable and reclassify prior year tax payments.

Totals	400,394.89	400,394.89

Cameron Station Community Association
Community Manager's Report
July 31, 2018
Prepared by Judy Johnson, General Manager

Next Board Meeting: Tuesday, August 28, 2018 at 7 PM

Alexandria Police Liaison: We have not been assigned a new liaison as of this time.

Monthly Financial Report: The June Financial Report will be provided in the board package. Information has been sent to Jeff Gathers and FAC.

Lancaster Landscaping: Regular scheduled weekly meetings are being held with Management

Pool: Everything seem to be going fine now

Street Sweeping: Not happy with the work needs to come back out and complete the work

Paving: Management is working on getting a second list for final patching

John Ticer Gazebo: Weather permitting the project will start on Tuesday, July 24th. They will remove the dome and columns on Tuesday, next the soil contractor will come in to test the soil.

Cameron Club – We had the front door and the fitness center door re-finished and order new kick plates for both doors.

Pro-Fit: Full monthly report will be discussed at the board meeting by Pro-Fit.

Staff: The monthly CMC Manager Meeting is held the first Wednesday of every month and the Assistant CMC Managers meeting are quarterly at the CMC corporate office.

- Both Deirdre and myself continue to prepare the committee packets each month and attend several committee meetings monthly.
- The CAC has begun their morning grounds walk with Management and Lancaster and Deirdre and myself conduct our own grounds inspections.
- Manager to attend CAC, CCFC and ARC meeting for a while
- Management has finished the 2019 budget for the CAC & CCFC
- Management has started the budget for 2019
- Management but out RFP for HVAC unit the office
- Management is working on RFP for milling and paving for community
- Management has send the budget date to FAC for budget meetings