

CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
July 30, 2019 at 7:00 p.m.
Cameron Club Henderson Room

AGENDA

Note timed agenda

I.	CALL TO ORDER/ESTABLISH QUORUM		7:00
II.	APPROVE AGENDA		7:00
III.	HEARING		8:00
IV.	GUEST SPEAKERS: Lieutenant Casey; Lieutenant Weinert (5 Minutes Each)		7:15
V.	RESIDENTS OPEN FORUM		7:25
VI.	APPROVAL OF MINUTES	TAB 1	7:30
	-- CSCA Board Meeting held on June 25, 2019		
VII.	FINANCIAL REPORT for June 2019	TAB 2	7:35
VIII.	ProFIT June 2019 Report	TAB 3	7:45
IX.	OFFICERS & COMMITTEE MINUTES/REPORTS (CCFC to report first)	TAB 4	7:55
X.	MANAGEMENT REPORT – Budget timeline	TAB 5	8:15
XI.	OLD BUSINESS		8:20
	a. City of Alexandria Update (5 minutes)		8:25
XII.	NEW BUSINESS		
XIII.	BOARD DECISION		
	a. Draft Audit and proposal for Audit & Tax Services	TAB 6	8:30
	b. Lancaster Proposals Revised California La & Duke St Wall	TAB 7	8:35
	c. Pothole Repair #9477910 electronic vote	TAB 8	8:40
	d. HVAC Repair electronic vote	TAB 9	8:45
	e. Badge Replacement Increase	TAB 10	8:55
	f. Basketball Court Floor Replacement	TAB 11	9:00
XIV.	BOARD DISCUSSION		
XV.	EXECUTIVE SESSION		
	a. Appointment of A&E Candidate	TAB 12	9:10
	b. Appointment of CAC Candidate	TAB 13	9:15
	c. Delinquency and Collection Reports	TAB 14	9:20
	d. Hearing – Request for Documents/Complaints	TAB 15	8:00
	e. Barment	TAB 16	9:25
XVI.	ADJOURNMENT		9:40

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, June 25, 2019**

The regularly scheduled monthly meeting of the Board of Directors for June was held on Tuesday, June 25, 2019. The meeting was called to order at 7:07 p.m. by President Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

BOARD ATTENDANCE

Michael Johnson	President
Martin Menez	Treasurer
Sarah Meyer Walsh	Director
Brian Sundin	Director <i>via conference call</i>

MEMBERS ABSENT

Jon Dellaria	Director
Tom Sugrue	Director

OTHERS ATTENDING

Jan Ward, Vice President, HOA Division Director, CMC
 Karen Soles, General Manager, CMC
 Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
 Kenya Cooper, Portfolio Manager, CMC
 Cameron Station Residents

APPROVE AGENDA

Move To: "Approve the Board agenda with the addition of Board applicants to be discussed in Executive Session when Legal Counsel calls into the meeting via conference phone as amended."

Moved by: Sarah Meyer Walsh

Seconded by: Martin Menez

For: All

Against: None

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

GUEST SPEAKERS

Lt. Lion with the Alexandria Police Department stated the vehicles are being randomly selected for motor safety compliance along Cameron Station Blvd and have increased patrolling the parks due to alcohol related offenses.

RESIDENTS OPEN FORUM

A Cameron Station resident brought to the Boards attention this lack of incivility by some other members of the community. There was an issue with residents that exhibited an annoyed and condescending attitude when waiting to be issued a new resident ID badge and/or showing their ID's at the fitness center and pool. The Cameron Club Operating Rules and Procedures are there for a reason and they been approved by the Board. He also stated, that this lack of incivility is disturbing and felt it was necessary that the Board understand how our Management team is being treated by our Residents on what appears to be a daily basis.

APPROVAL OF MINUTES

Move To: "Approve the minutes from the May 28, 2019 Board of Directors meeting as presented."

Moved by: Sarah Meyer Walsh

Seconded by: Martin Menez

For: All

Against: None

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

FINANCIAL REPORT FOR MAY 2019

This summary reflects the un-audited fiscal year 2019 financial entries. Please be reminded, this is a snapshot of the Association's financial situation as of May 31, 2019. 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.

February 2019

EXECUTIVE SUMMARY	Actual	Budget	Variance
Total Cash and Investments	\$2,770,189.09		
YTD Income	\$ 1,089,964.31	\$ 1,077,318.00	\$ 12,646.31
YTD Expenses	\$ 1,047,941.0	\$ 1,083,852.00	\$(35,910.96)
YTD Net Income, surplus/ (loss)	\$ 42,023.27	\$ (6,534.00)	\$ 48,557.27

The financial report was included in the BoD packet. Also, to be noted is that the delinquency rate for May 2019 was approximately 2.43%. This is below the industry standard of 3%-5%. Mr. Menez, Board Treasurer, also discussed the Association's current cash and investments, and the FAC is investigating a few variances with Management.

PRO-FIT REPORT FOR MAY 2019

Presented report as provided in BoD packet.

OFFICERS'/COMMITTEE REPORTS**Cameron Club Facilities Committee**

Deferred their increase cost for the ID badge replacements until the July Board meeting and working with Management to get two more preventative maintenance proposals for the HVAC systems for the Cameron Club. The pool season is going very well, and our pool Manager Tameka Brown with American Pool is going a fantastic job!

Activities and Events Committee

The upcoming Fourth of July Parade is scheduled, and the Annual Pool Party is slated for August 17th. The Committee is busy scheduling the vendors and calling for volunteers.

Architectural Review Committee

The ARC reported that given the Community is aging they have been receiving a lot of roof replacement applications. Some are due to leaks and deemed emergencies. The Committee has been quick to respond out of cycle of a meeting due to emergencies applications.

Common Area Committee

Two community walk throughs have been completed. These are done every year, once a month, between spring and fall, and done by quadrants. Recently the CAC awarded 4 Pride of Ownership awards to fellow residents and are in favor of the proposals on the agenda.

Communications Committee

None.

Financial Advisory Committee

None; contained within the Treasurer's report and the Reserve Study would be covered under Board Discussion.

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report- Included in Board packet for review.

OLD BUSINESS

- a. City of Alexandria Update- Mr. Johnson reported that National Night Out is scheduled for the first Tuesday in August and it will be held at the Pavilion at Tucker Elementary.

NEW BUSINESS

None.

MATTERS FOR BOARD DISCISON

Lancaster Proposal #51619

Move To: "Approve the CAC recommendation for the Lancaster Landscapes, Inc's proposal #51619 (revised 6/18/19), for proposed drainage control in the rear common area of 4910-4914 John Ticer and 4917 Barbour in the amount of \$4,590.00 to be expensed to GL6150 – Landscape Enhancements".

Moved by: Martin Menez

Seconded by: Sarah Meyer Walsh

For: All

Against: None

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

Lancaster Proposal #29964

Move To: "Table the CAC recommendation for the Lancaster Landscapes, Inc's proposal #29964, to resolve labor charges issue to regrade and replace existing steppingstones to create a walkway at Duke Street and Gardner in the amount of \$1,956.00 to be expensed to GL3280- Replacement Reserves Expenditures".

Moved by: Martin Menez

Seconded by: Sarah Meyer Walsh

For: All

Against: None

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

Pothole Repair Proposal #9477910

Move To: "Table the CAC recommendation for the pothole repair proposal #9477910 with request for two additional proposals for repairing potholes and this project to be expensed to GL6760- Street Repair and Maintenance".

Moved by: Sarah Meyer Walsh

Seconded by: Martin Menez

For: All

Against: None

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

Change of Attendance: Ms. Kristin Buck, ESQ., Rees Broome joined the meeting via conference phone at 9:20 p.m.

EXECUTIVE SESSION

Move To: “Enter Executive Session at 9:21 p.m. to discuss personnel and consult with legal counsel”.

Moved by: Sarah Meyer Walsh

Seconded by: Martin Menez

For: All

Against: None

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

Move To: “Exit Executive Session at 10:10 p.m.”.

Moved by: Sarah Meyer Walsh

Seconded by: Brian Sundin

For: All

Against: None

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

Change of Attendance: Ms. Kristin Buck, ESQ., Rees Broome exited the meeting via conference phone at 10:11 p.m.

Board of Directors Appointment

Move To: “Approve the appointment of Kimberly Canter to the Cameron Station Board of Directors to fill the vacant position until the 2020 Annual Meeting”.

Moved by: Michael Johnson

Seconded by: Sarah Meyer Walsh

Against: Martin Menez

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

Board of Directors Officers Appointment

Move To: “Approve the appointment of Sarah Meyer Walsh as Vice President to the Cameron Station Board of Directors”.

Moved by: Martin Menez

Seconded by: Brian Sundin

For: All

Against: None

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

Board of Directors Officers Appointment

Move To: “Approve the appointment of Tom Sugrue as Secretary to the Cameron Station Board of Directors”.

Moved by: Martin Menez

Seconded by: Brain Sundin

For: All

Against: None

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

MATTERS FOR BOARD DISCUSSION

Shuttle Schedule- Included in the Board packet for review.

Replacement Reserve Study- FAC Chairperson briefed the Board that several meetings have been held and a new vendor, Miller Dodson was selected for the 40-year study. Next steps are to gather the cost of independent engineers for the irrigation system and paving.

Insurance Appraisal- Included in the Board packet for review. Still pending is a discussion with the insurance agent and Counsel on the adequacy of elements of the HOA insurance.

Move To: “Adjourn the meeting at 10:20 p.m.”

Moved by: Sarah Meyer Walsh

Seconded by: Martin Menez

For: All

Against: None

Absent: Jon Dellaria and Tom Sugrue

MOTION PASSED

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

MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Karen Soles, General Manager, CMC
Deirdre Baldino, Assistant General Manager, CMC
Kenya Cooper, Portfolio Manager, CMA

DATE: July 23, 2019

RE: June 30, 2019 Financial Statement Summary

This summary reflects the un-audited fiscal year-to-date 2019 financial entries. Please be reminded, this is a snapshot of the Association's financial standing as of June 30, 2019.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 2,692,665.26		
Year to Date Income	\$ 1,313,234.35	\$1,291,663.00	\$ 21,571.35
Year to Date Expense	\$ 1,251,448.39	\$1,303,419.00	\$ (51,970.61)
Net Income Year to Date, surplus/ (loss)	\$ 61,785.96	\$ (11,756.00)	\$ 73,541.96

Investments:

On June 30, 2019 the Association had operating and investment funds totaling \$2,692,665.26. The Pacific Premier Bank (PPB) operating account had a balance of \$335,464.88. The Congressional Bank Money Market account reflects a balance of \$709,296.24, and the PPB-Merchant account has a balance of \$1.45. The Morgan Stanley Smith Barney Money Market account had a balance of \$22,465.83. There is also \$1,618,000.00 invested in laddered Certificates of Deposit managed by Morgan Stanley. Additionally, there is Accrued Interest in the amount of \$7,436.86.

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of June 30, 2019 was \$96,462.86. The Association also maintains for an Allowance for Doubtful Accounts (GL 1530) on the Balance Sheet in the amount of \$37,498.86. This reflects a net delinquency rate of approximately 2.37%, which is below

the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable $(\$96,462.86 - \$37,498.86) / \text{Total Annual Assessments: } \$2,491,524.79 = 2.37\%$.

Accrued Repair & Replacement Reserves total \$1,963,041.94 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: \$2,692,665.26 minus Liabilities \$298,791.52 minus Repair & Replacement Reserves: \$1,963,041.94 = \$430,831.80 surplus capital.)

The Capital Improvement Reserve account totals \$6,966.50 which is also fully supported by cash and investments. At the time of this report I am unaware if there are any approved Capital Improvements projects to be funded from this account. (Surplus Capital \$430,831.80 minus Capital Reserves \$6,966.50 = \$423,865.30 remaining capital after funding Capital Reserves.)

Owner's Equity*, which has a balance of \$446,041.42, is supported by cash and investments at 17.9%, which is well within the 10 – 20% recommended by the auditor. $\$446,041.42 / \$2,491,524.79 = 17.9\%$.

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

Income Statement Report:

The Income Statement Report reflects a year-to-date income of \$1,313,234.35 which is \$21,571.35 more than the budgeted amount of \$1,291,663.00.

There are several of the line items budgeted under Other Income that are significantly more than year-to-date budgeted amounts. I bring to your attention those GL line items that are below/above the budgeted allocations by \$2,500.00 or more.

Resale Processing Fees, line item #4260 is over the year-to-date budgeted number of \$2,500.00 by \$5,715.90. This is due to the quarterly processing of resale fees. Going forward, this will be processed monthly.

Charitable Donations Income, line item #4295 is over the year-to-date budgeted number of \$3,000.00 by \$8,000.00. The A&E has collected charitable donations.

Interest Earned – Reserve Funds, line item #4910 is over the year-to-date budgeted income of \$14,500.00 by \$3,947.27. This account includes interest from the Morgan Stanley accounts. Year-to-date expenses total \$1,251,448.39 which is \$51,970.61 less the budgeted amount of \$1,303,419.00. Below are a few line items that I would like to bring to your attention, as they have a variance of more than \$2,500.00 of the year-end budgeted amount.

Expense Variances Below Year-End Budget by \$2,500.00 or more:

Acct Setup/DD/Coupons, line item #5030 is under the year-to-date budgeted number of \$6,000.00 by \$3,580.50. This is due to fewer direct debit and new account setups than anticipated.

Events & Awards, line item #5200 is under the year-to-date budgeted number of \$16,071.50 by \$14,731.04. This is due to fewer community activities than anticipated.

Payroll Taxes/Benefits/Costs, line item #5340 is under the year-to-date budgeted number of \$46,596.00 by \$4,179.53.

Electric Service, line item #6000 is under the year-to-date budgeted number of \$21,500.00 by \$3,210.39. This line item varies month to month and expect it level out yearend but will monitor.

Water Service, line item #6025 is under the year-to-date budgeted number of \$14,857.00 by \$8,319.04. The irrigation system has had less usage due to the heavy rain fall.

TMP Expenses, line item #6305 is under the year-to-date budgeted number of \$107,500.00 by \$2,500.00. **Management will confirm with the City of Alexandria to ensure we are on track and this will be helpful during the 2020 projected budget process.**

Snow Removal Services, line item #6442 is under the year-to-date budgeted number of \$42,000.00 by \$16,201.00, this can be attributed to a mild winter.

Linear Park Landscape Maintenance, line item #6685 is under the year-to-date budgeted number of \$10,834.00 as there have been no expenses at the time of this report. **Management confirmed with Lancaster Landscape that they are maintaining this area spring, summer and fall. They are delayed with billing.**

Fire Suppression System, line item #6500 is under the year-to-date budgeted number of \$3,000.00 as there have been no expenses at the time of this report. **The fire suppression work is scheduled but not billed yet.**

Bad Debt, line item #5010 is under the year-to-date budgeted number of \$2,500.00 as there have been no expenses at the time of this report.

Expense Variances Above Year-to-Date Budget by \$2500

Computer Network/C3, line item #5040 which is \$6,470.10 above the year-to-date budgeted number of \$4,000.00. This is due to IT protection and service. This exceeds the annual budgeted allowance of \$8,000 by \$2,470.10.

Flower Rotation & Landscape Enhancements, line item #6150 which is \$5,738.00 above the year-to-date budgeted number of \$11,000.00. Management is reviewing all Common Area GL codes to ensure the expenses are being allocated to the correct GL codes. However, this is within the annual budgeted allowance of \$22,000.

Turf Treatment & Enhancements, line item #6155 which is \$6,115.00 above the year-to-date budgeted number of \$7,500.00. This is due to Turf and Restoration performed in October 2018 and will be adjusted after the audit. However, this is within the annual budgeted allowance of \$15,000. **Management will confirm the amount that will be adjusted.**

Reserve Studies, line item #5105 which is \$4,394.00 above the year-to-date budgeted number of \$0.00. The reserve study was not included in the 2019 Budget.

Legal Services – General Counsel, line item #7030 which is \$3,063.00 above the year-to-date budgeted number of \$15,000.00. This is due to an Increase in communications with Board and Legal. However, this is well within the annual budget allowance of \$30,000.00.

Fire Prevention & Protection, line item #6414 which is \$4,052.54 above the year-to-date budgeted number of \$3,000.00. Management will investigate this line item to ensure we are budgeting properly for the 2020 budget consideration. This exceeds the annual budgeted allowance of \$6,000.00 by \$1,052.54. **Management will review these expenses to see if any of these expenses should be coded to the Fire Suppression System GL #6500.**

Income Tax, line item #9000 which is \$4,778.00 above the year-to-date budgeted number of \$3,222.00. This exceeds the annual budgeted allowance of \$6,443.00 by \$1,557.00. **We will closely monitor and will consider the actuals in the 2020 budget preparations.**

Overall there is a positive variance between annual income and expenses in the amount of \$73,541.96 through June 30, 2019. Management will continue to closely monitor the monthly expenses of 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 2019 Financial Report

Statement prepared by: Cheryl Weaver



Investment Listing Report Cameron Station Community As of Sun Jun 30, 2019

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	335,464.88	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	9010515485 Signers: Philbin/Tsitos	Money Market	709,296.24	1.750%	07/31/2018	0	
1330 - Morgan Stanley Smith Barney MM Morgan Stanley Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Money Market	22,465.83	0.750%	09/19/2001	0	
1353 - Morgan Stanley Smith Barney Investments Morgan Stanley Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Certificate of Deposit	1,618,000.00	0.000%	09/19/2001	0	
1730 - Accrued Interest Receivable CMC	0000	Other	7,436.86	0.000%	01/01/1900	0	
Total Cash Investments:			2,692,665.26				
Total Cameron Station Community:			2,692,665.26				

Consists of multiple CDs with varying terms and interest rates. See broker statement for a detailed list of CDs.

Cheryl Weaver

Denys Cooper

Balance Sheet Report Cameron Station Community

As of June 30, 2019

<u>Assets</u>	<u>Balance Jun 30, 2019</u>	<u>Balance May 31, 2019</u>	<u>Change</u>
Cash & Investments			
1012 - PPB Merchant	1.45	1.45	0.00
1013 - Operating 3336	335,464.88	417,072.48	(81,607.60)
1302 - Congressional Bank - MM 5485	709,296.24	708,285.53	1,010.71
1330 - Morgan Stanley Smith Barney MM	22,465.83	18,175.74	4,290.09
1353 - Morgan Stanley Smith Barney Investments	1,618,000.00	1,618,000.00	0.00
1730 - Accrued Interest Receivable	7,436.86	8,653.89	(1,217.03)
Total Cash & Investments	2,692,665.26	2,770,189.09	(77,523.83)
Current Assets			
1500 - Residential Assessments Receivable	96,462.86	97,991.48	(1,528.62)
1530 - Allowance for Doubtful accounts	(37,498.86)	(37,498.86)	0.00
1600 - Prepaid Insurance	14,894.20	16,241.09	(1,346.89)
1640 - Other Prepaid Expenses	33,153.88	20,396.52	12,757.36
1725 - Insurance Receivable	(23,050.00)	(31,050.00)	8,000.00
Total Current Assets	83,962.08	66,080.23	17,881.85
Total Assets	2,776,627.34	2,836,269.32	(59,641.98)
<u>Liabilities</u>			
Current Liabilities			
2025 - Transfer Fee Payable	0.00	58.69	(58.69)
2050 - Resident Refunds	1,190.95	739.98	450.97
2200 - Income Taxes Payable	(1,700.00)	(1,700.00)	0.00
2300 - Accrued Expenses	17,375.81	21,267.42	(3,891.61)
2400 - Accrued Payroll Payable	16,319.00	(14,155.88)	30,474.88
2550 - Prepaid Assessments	265,605.76	184,317.86	81,287.90

Balance Sheet Report

Cameron Station Community

As of June 30, 2019

	Balance Jun 30, 2019	Balance May 31, 2019	Change
Liabilities			
Current Liabilities			
2560 - Future Months Assessments	0.00	207,627.00	(207,627.00)
Total Current Liabilities	298,791.52	398,155.07	(99,363.55)
Total Liabilities	298,791.52	398,155.07	(99,363.55)
Owners' Equity			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	446,041.42	446,041.42	0.00
Total Unappropriated Owners' Equity	446,041.42	446,041.42	0.00
Capital Improvement Reserves			
3362 - Capital Improvement Reserves Contr.	12,000.00	10,000.00	2,000.00
3364 - Capital Improvement Reserves Expend.	(5,033.50)	0.00	(5,033.50)
Total Capital Improvement Reserves	6,966.50	10,000.00	(3,033.50)
Repair & Replacement Reserves			
3102 - Repair & Repl Reserve Beginning Balance	1,832,694.85	1,832,694.85	0.00
3276 - Repair & Repl Reserve Contributions	166,800.00	139,000.00	27,800.00
3280 - Repair & Repl Reserve Expenditures	(36,452.91)	(31,645.29)	(4,807.62)
Total Repair & Replacement Reserves	1,963,041.94	1,940,049.56	22,992.38
Total Owners' Equity	2,416,049.86	2,396,090.98	19,958.88
Net Income / (Loss)	61,785.96	42,023.27	19,762.69
Total Liabilities and Equity	2,776,627.34	2,836,269.32	(59,641.98)

Income Statement Summary

Cameron Station Community

June 01, 2019 thru June 30, 2019

	Current Period			Year to Date (6 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	207,627.00	207,627.00	0.00	1,245,767.44	1,245,763.00	4.44	2,491,524.79
Total Other Income	15,643.04	6,718.00	8,925.04	67,466.91	45,900.00	21,566.91	94,200.00
Total Income	223,270.04	214,345.00	8,925.04	1,313,234.35	1,291,663.00	21,571.35	2,585,724.79
Total Administrative	6,428.44	7,094.00	(665.56)	48,560.66	54,273.00	(5,712.34)	111,755.00
Total Activities	(1,060.43)	5,357.00	(6,417.43)	1,340.46	16,071.50	(14,731.04)	37,500.00
Total Communications	0.00	792.00	(792.00)	7,816.42	12,500.00	(4,683.58)	25,000.00
Total Management Services	52,308.63	46,058.00	6,250.63	273,654.84	276,354.00	(2,699.16)	552,707.52
Total Trash Services	26,312.34	26,173.00	139.34	158,183.73	157,039.00	1,144.73	314,078.10
Total Common Area Maint & Services	47,348.32	54,210.50	(6,862.18)	319,080.53	347,302.00	(28,221.47)	683,460.00
Total Utilities	0.00	0.00	0.00	13.96	0.00	13.96	0.00
Total Landscaping	2,100.00	516.00	1,584.00	2,100.00	2,064.00	36.00	3,612.00
Total Repair & Maintenance	900.00	631.00	269.00	900.00	2,525.00	(1,625.00)	5,050.00
Total Professional Services	1,704.00	4,583.00	(2,879.00)	36,801.52	27,500.00	9,301.52	61,700.00
Total Cameron Club Maint & Operations	34,902.66	38,858.00	(3,955.34)	199,854.30	207,467.50	(7,613.20)	390,224.48
Total Taxes & Insurance	2,763.39	4,078.00	(1,314.61)	23,809.71	18,023.00	5,786.71	36,043.60
Total Other Expenses	2,000.00	3,416.50	(1,416.50)	12,532.26	15,500.00	(2,967.74)	31,000.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	166,800.00	166,800.00	0.00	333,600.00
Total Expense	203,507.35	219,567.00	(16,059.65)	1,251,448.39	1,303,419.00	(51,970.61)	2,585,730.70
Net Income / (Loss)	19,762.69	(5,222.00)	24,984.69	61,785.96	(11,756.00)	73,541.96	(5.91)

Income Statement Report Cameron Station Community Consolidated

June 01, 2019 thru June 30, 2019

	Current Period			Year to Date (6 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Assessment Income								
4001 - Assesemnts - SFD/TH	0.00	0.00	0.00	720,387.66	720,378.00	9.66	1,440,755.18	720,367.52
4002 - Assessments - CONDO	0.00	0.00	0.00	436,089.54	436,090.00	(0.46)	872,179.10	436,089.56
4016 - Future Assessments - SFD/TH	120,063.00	120,063.00	0.00	0.00	0.00	0.00	0.00	0.00
4017 - Future Assessments - CONDO	72,681.50	72,681.00	0.50	0.00	0.00	0.00	0.00	0.00
4018 - Future Assessments - COMMERCIAL	2,327.00	2,327.00	0.00	0.00	0.00	0.00	0.00	0.00
4019 - Future Assessments - TMP	12,555.50	12,556.00	(0.50)	0.00	0.00	0.00	0.00	0.00
4130 - Commercial Assessments	0.00	0.00	0.00	13,962.40	13,962.00	0.40	27,924.78	13,962.38
4135 - TMP Assessments	0.00	0.00	0.00	75,327.84	75,333.00	(5.16)	150,665.73	75,337.89
Total Assessment Income	207,627.00	207,627.00	0.00	1,245,767.44	1,245,763.00	4.44	2,491,524.79	1,245,757.35
Other Income								
4245 - Newsletter Advertising	905.00	0.00	905.00	3,060.00	3,000.00	60.00	6,000.00	2,940.00
4250 - Facilities Passes/Guest Fess	195.00	200.00	(5.00)	440.00	600.00	(160.00)	600.00	160.00
4260 - Resale Processing Fees	2,464.77	417.00	2,047.77	8,215.90	2,500.00	5,715.90	5,000.00	(3,215.90)
4265 - Website Income	400.00	83.50	316.50	525.00	500.00	25.00	1,000.00	475.00
4295 - Charitable Donations Income	3,500.00	0.00	3,500.00	11,000.00	3,000.00	8,000.00	9,000.00	(2,000.00)
4400 - Room Rental Fees	1,070.00	667.00	403.00	4,320.00	4,000.00	320.00	8,000.00	3,680.00
4405 - Club Cleaning Fees	625.00	500.00	125.00	3,500.00	3,000.00	500.00	6,000.00	2,500.00
4710 - Late Fees & Interest	(125.00)	583.00	(708.00)	3,706.79	3,500.00	206.79	7,000.00	3,293.21
4720 - Legal Reimbursements	1,148.00	500.00	648.00	4,723.00	3,000.00	1,723.00	6,000.00	1,277.00
4805 - Compliance Fees	1,310.00	292.00	1,018.00	3,400.00	1,750.00	1,650.00	3,500.00	100.00
4835 - Miscellaneous Income	0.00	0.00	0.00	0.00	200.00	(200.00)	400.00	400.00
4900 - Interest Earned - Operating Funds	1,077.21	1,058.50	18.71	6,128.95	6,350.00	(221.05)	12,700.00	6,571.05
4910 - Interest Earned - Reserve Funds	3,073.06	2,417.00	656.06	18,447.27	14,500.00	3,947.27	29,000.00	10,552.73
Total Other Income	15,643.04	6,718.00	8,925.04	67,466.91	45,900.00	21,566.91	94,200.00	26,733.09
Total Income	223,270.04	214,345.00	8,925.04	1,313,234.35	1,291,663.00	21,571.35	2,585,724.79	1,272,490.44

Income Statement Report

Cameron Station Community

Consolidated

June 01, 2019 thru June 30, 2019

Expense	Current Period			Year to Date (6 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Administrative								
5015 - Bank Charges	0.00	32.00	(32.00)	137.69	188.00	(50.31)	375.00	237.31
5020 - Board Support	450.00	833.00	(383.00)	3,743.41	5,000.00	(1,256.59)	10,000.00	6,256.59
5025 - Collection Charges	225.00	250.00	(25.00)	1,135.00	1,500.00	(365.00)	3,000.00	1,865.00
5030 - Acct Setup/DD/Coupons	481.50	0.00	481.50	2,419.50	6,000.00	(3,580.50)	12,000.00	9,580.50
5035 - Architectural Comprehensives	262.42	688.00	(425.58)	1,650.81	2,752.00	(1,101.19)	6,880.00	5,229.19
5040 - Computer Network/C3	1,495.00	667.00	828.00	10,470.10	4,000.00	6,470.10	8,000.00	(2,470.10)
5070 - Parking Enforcement	840.00	1,333.00	(493.00)	6,120.00	8,000.00	(1,880.00)	16,000.00	9,880.00
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	679.86	417.00	262.86	3,704.33	2,500.00	1,204.33	5,000.00	1,295.67
5090 - Office Supplies	418.30	0.00	418.30	1,436.74	1,750.00	(313.26)	3,500.00	2,063.26
5210 - Printing & Copying	31.70	625.00	(593.30)	1,746.04	3,750.00	(2,003.96)	7,500.00	5,753.96
5215 - Postage	123.47	833.00	(709.53)	3,027.85	5,000.00	(1,972.15)	10,000.00	6,972.15
5220 - Courier Service	44.40	83.00	(38.60)	222.00	500.00	(278.00)	1,000.00	778.00
5320 - Temp Desk Coverage	240.00	500.00	(260.00)	3,235.13	3,000.00	235.13	6,000.00	2,764.87
6040 - Bundled Telecom Services	962.70	833.00	129.70	5,742.28	5,000.00	742.28	10,000.00	4,257.72
6300 - Permits & Licenses	25.00	0.00	25.00	25.00	1,333.00	(1,308.00)	4,000.00	3,975.00
6422 - Decals & Parking Passes	149.09	0.00	149.09	3,744.78	4,000.00	(255.22)	6,000.00	2,255.22
Total Administrative	6,428.44	7,094.00	(665.56)	48,560.66	54,273.00	(5,712.34)	111,755.00	63,194.34
Activities								
5200 - Events & Awards	(1,060.43)	5,357.00	(6,417.43)	1,340.46	16,071.50	(14,731.04)	37,500.00	36,159.54
Total Activities	(1,060.43)	5,357.00	(6,417.43)	1,340.46	16,071.50	(14,731.04)	37,500.00	36,159.54
Communications								
5115 - Web Site Maintenance	0.00	292.00	(292.00)	966.00	1,750.00	(784.00)	3,500.00	2,534.00
5225 - Newsletter Services	0.00	0.00	0.00	6,191.50	7,750.00	(1,558.50)	15,500.00	9,308.50
5316 - Other Communications	0.00	500.00	(500.00)	658.92	3,000.00	(2,341.08)	6,000.00	5,341.08
Total Communications	0.00	792.00	(792.00)	7,816.42	12,500.00	(4,683.58)	25,000.00	17,183.58

Income Statement Report Cameron Station Community Consolidated

June 01, 2019 thru June 30, 2019

	Current Period		Year to Date (6 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Expense						
Management Services						
5302 - Administrative Salaries	28,015.25	24,672.00	149,874.96	148,035.00	296,070.00	146,195.04
5340 - Payroll Taxes/Benefits/Costs	10,713.88	7,766.00	42,416.47	46,596.00	93,191.52	50,775.05
7015 - Management Reimbursements	209.00	250.00	1,028.00	1,500.00	3,000.00	1,972.00
7040 - Management Fees	13,370.50	13,370.00	80,335.41	80,223.00	160,446.00	80,110.59
Total Management Services	52,308.63	46,058.00	273,654.84	276,354.00	552,707.52	279,052.68
Trash Services						
6035 - Trash and Recycling Service	26,312.34	26,173.00	158,183.73	157,039.00	314,078.10	155,894.37
Total Trash Services	26,312.34	26,173.00	158,183.73	157,039.00	314,078.10	155,894.37
Common Area Maint & Services						
6000 - Electric Service	1,719.24	3,583.00	18,289.61	21,500.00	43,000.00	24,710.39
6025 - Water Service	4,162.26	3,714.00	6,537.96	14,857.00	26,000.00	19,462.04
6100 - Grounds & Landscaping - Contract	14,267.00	12,867.00	78,602.00	77,202.00	154,404.00	75,802.00
6150 - Flower Rotation & Landscape Enhancem	1,497.50	0.00	16,738.00	11,000.00	22,000.00	5,262.00
6155 - Turf Treatment & Enhancements	(1,247.50)	1,875.00	13,615.00	7,500.00	15,000.00	1,385.00
6160 - Tree & Shrub Maintenance	2,095.00	6,600.00	11,300.00	13,200.00	33,000.00	21,700.00
6200 - Watering & Supplies	0.00	30.00	0.00	90.00	150.00	150.00
6299 - Irrigation System Contract	9,627.00	0.00	9,627.00	8,319.00	16,638.00	7,011.00
6305 - TMP Expenses	17,500.00	17,917.00	105,000.00	107,500.00	215,000.00	110,000.00
6315 - Uniforms	0.00	0.00	571.26	50.00	100.00	(471.26)
6434 - Pest Control	184.00	208.00	926.00	1,250.00	2,500.00	1,574.00
6442 - Snow Removal Services	0.00	0.00	25,799.00	42,000.00	70,000.00	44,201.00
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	0.00	0.00	500.00	1,000.00	1,000.00
6600 - General Repair & Maintenance	(8,000.00)	416.50	4,390.32	2,500.00	5,000.00	609.68
6605 - General Maintenance Supplies	0.00	666.50	2,473.14	4,000.00	8,000.00	5,526.86
6640 - Lighting Supplies/Repair & Maintenance	4,691.87	2,917.00	18,043.50	17,500.00	35,000.00	16,956.50
6685 - Linear Park Landscape Maintenance	0.00	2,708.50	0.00	10,834.00	21,668.00	21,668.00
6690 - Pet Stations	851.95	708.00	4,428.40	4,250.00	8,500.00	4,071.60

June 01, 2019 thru June 30, 2019

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Income Statement Report

Cameron Station Community

Consolidated

June 01, 2019 thru June 30, 2019

	Current Period		Year to Date (6 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
<u>Expense</u>						
Cameron Club Maint & Operations						
6424 - HVAC Services	0.00	0.00	1,783.00	3,000.00	6,000.00	4,217.00
6430 - Janitorial Services	3,414.54	3,535.00	20,487.24	21,207.00	42,413.00	21,925.76
6436 - Special Cleanings	550.00	667.00	2,500.00	4,000.00	8,000.00	5,500.00
6438 - Pool Management	11,282.00	13,271.00	47,000.00	45,121.00	63,700.00	16,700.00
6440 - Safety & Security	180.00	250.00	1,555.00	1,500.00	3,000.00	1,445.00
6500 - Fire Suppression System	0.00	500.00	0.00	3,000.00	6,000.00	6,000.00
6515 - Building Repair & Maintenance	695.00	1,167.00	5,817.20	7,000.00	14,000.00	8,182.80
6525 - Community Center Improvement	0.00	167.00	0.00	1,000.00	2,000.00	2,000.00
6570 - Fitness Equipment Repair & Maintenance	0.00	792.00	2,281.18	4,750.00	9,500.00	7,218.82
6575 - Fitness Center Supplies	496.08	0.00	4,813.64	3,250.00	6,500.00	1,686.36
6590 - Access System Supplies	0.00	0.00	660.47	1,500.00	4,500.00	3,839.53
6595 - Access System Repairs	0.00	166.50	(440.00)	500.00	1,000.00	1,440.00
6700 - Pool Repair & Maintenance	0.00	1,333.00	725.00	2,666.50	4,000.00	3,275.00
6710 - Pool Supplies	111.09	0.00	1,794.86	1,667.00	5,000.00	3,205.14
9934 - Recreation Equipment	0.00	333.50	552.26	2,000.00	4,000.00	3,447.74
Total Cameron Club Maint & Operations	34,902.66	38,858.00	199,854.30	207,467.50	390,224.48	190,370.18
Taxes & Insurance						
5390 - Fidelity/Workman's Comp	154.42	184.00	1,108.67	1,103.00	2,205.00	1,096.33
5415 - D&O Insurance Premiums	433.50	438.00	2,521.00	2,626.00	5,252.00	2,731.00
5420 - Umbrella	866.22	838.00	4,963.18	5,028.00	10,056.00	5,092.82
5445 - General Liability Insurance Premiums	1,309.25	1,007.00	7,216.86	6,044.00	12,087.60	4,870.74
9000 - Income Tax	0.00	1,611.00	8,000.00	3,222.00	6,443.00	(1,557.00)
Total Taxes & Insurance	2,763.39	4,078.00	23,809.71	18,023.00	36,043.60	12,233.89
Other Expenses						
5010 - Bad Debt	0.00	1,250.00	0.00	2,500.00	5,000.00	5,000.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	12,000.00	12,000.00	24,000.00	12,000.00

Income Statement Report

Cameron Station Community

Consolidated

June 01, 2019 thru June 30, 2019

	Current Period		Year to Date (6 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
<u>Expense</u>						
Other Expenses						
9946 - Signs Expenses	0.00	166.50	532.26	1,000.00	2,000.00	1,467.74
Total Other Expenses	2,000.00	3,416.50	12,532.26	15,500.00	31,000.00	18,467.74
Reserve Contributions						
9800 - Repair & Replacement Expenses	27,800.00	27,800.00	166,800.00	166,800.00	333,600.00	166,800.00
Total Reserve Contributions	27,800.00	27,800.00	166,800.00	166,800.00	333,600.00	166,800.00
Total Expense	203,507.35	219,567.00	1,251,448.39	1,303,419.00	2,585,730.70	1,334,282.31
Net Income / (Loss)	19,762.69	(5,222.00)	61,785.96	(11,756.00)	(5.91)	(61,791.87)

JUNE FY19 Financial Budget Report – Common Area

Product or Service	Line Item	2019 Budgeted Amount	Expenses (JUNE)	YTD Expenses	Remaining Amount	2018 Budgeted Amount
Grounds & Landscaping Contract	6100	\$154,404.00	\$14,267.00	\$78,602.00	\$75,802.00	\$155,196.00
Flower Rotation & Landscape Enhancement	6150	\$22,000.00	\$1,497.50	\$16,738.00	\$5,262.00	\$25,000.00
Turf Treatment & Enhancements	6155	\$15,000.00	-\$1,247.50	\$13,615.00	\$1,385.00	\$15,000.00
Tree & Shrub Maintenance	6160	\$33,000.00	\$2,095.00	\$11,300.00	\$21,700.00	\$28,000.00
Watering & Supplies	6200	\$150.00	\$0.00	\$0.00	\$150.00	\$750.00
Irrigation System Contract	6299	\$16,638.00	\$9,627.00	\$9,627.00	\$7,011.00	\$18,000.00
Uniforms	6315	\$100.00	\$93.50	\$571.26	-\$471.26	\$100.00
Snow Removal Services	6442	\$70,000.00	\$0.00	\$25,799.00	\$44,201.00	\$70,000.00
Fountain/Repair/Maintenance	6585	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$2,200.00
General Repair & Maintenance	6600	\$5,000.00	-\$8,000.00	\$12,390.32	\$1,890.32	\$5,000.00
General Maintenance & Supplies	6605	\$8,000.00	\$0.00	\$2,473.14	\$5,526.86	\$6,500.00
Linear Park Landscape Maintenance	6685	\$21,668.00	\$0.00	\$0.00	\$21,668.00	\$21,668.00
Pet Stations	6690	\$8,500.00	\$851.95	\$4,428.40	\$4,071.60	\$8,500.00
Street Repair & Maintenance	6760	\$6,500.00	\$0.00	\$2,739.34	\$3,760.66	\$6,500.00
Total in Operating Budget		\$361,960.00	\$19,184.45	\$178,283.46	\$192,957.18	\$362,414.00

Note, GL 6160 & 6600 had expenses re-coded in June

JUNE FY19 Financial Budget Report – Cameron Station Facilities

Product or Service	Line Item	2019 Budgeted Amount	Expenses (JUNE)	YTD Expenses	Remaining Amount	2018 Budgeted Amount
Safety and Security	6440	\$3,000.00	\$180.00	\$1,555.00	\$1,445.00	\$2,500.00
Fire Suppression System	6500	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
Building Repair and Maintenance	6515	\$14,000.00	\$695.00	\$5,817.20	\$8,182.80	\$14,000.00
Community Center Improvements	6525	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Fitness Equipment Repair/Maint	6570	\$9,500.00	\$0.00	\$2,281.18	\$7,218.82	\$8,000.00
Fitness Center Supplies	6575	\$6,500.00	\$496.08	\$4,317.56	\$1,686.36	\$6,000.00
Access System Supplies	6590	\$4,500.00	\$0.00	\$660.47	\$3,839.53	\$4,500.00
Access Center Repairs	6595	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$500.00
Pool Repair and Maintenance	6700	\$4,000.00	\$0.00	\$725.00	\$3,275.00	\$4,000.00
Pool Supplies	6710	\$5,000.00	\$111.09	\$1,794.86	\$3,205.14	\$5,000.00
Pool Management	6438	\$63,700.00	\$11,282.00	\$47,000.00	\$16,700.00	\$59,900.00
Health Club Management	5318	\$165,111.48	\$13,759.29	\$82,555.74	\$82,555.74	\$169,189.00
Recreation Equipment	9934	\$4,000.00	\$0.00	\$552.26	\$3,447.74	\$4,000.00
Total in Operating Budget		\$288,311.48	\$26,523.46	\$147,259.27	\$140,556.13	\$285,589.00

Reserve Expenditures						
Exercise Equipment	3280	\$30,900.00	\$4,807.62	\$13,999.52	\$16,900.48	\$33,400.00

Note, the line item highlighted in YELLOW is the RESERVES NOT OPERATING

Cameron Station
Replacement Reserves 504-xxx344

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 366	0.75%	\$ 2.75	-
CAPITAL ONE NA - MCLEAN, VA	\$ 100,000	2.00%	\$ 2,000.00	09/30/19
BANK OF AMERICA - NC	\$ 100,000	2.70%	\$ 2,700.00	12/05/19
WELLS FARGO BANK - SD	\$ 100,000	2.75%	\$ 2,750.00	01/14/20
MS BANK - UT	\$ 75,000	2.50%	\$ 1,875.00	03/16/20
JP MORGAN BANK - OH	\$ 75,000	2.40%	\$ 1,800.00	04/30/20
MS PRIVATE BANK - NY	\$ 90,000	2.85%	\$ 2,565.00	06/08/20
JP MORGAN BANK - OH	\$ 100,000	1.35%	\$ 1,350.00	06/24/20
COMENITY BANK - UT	\$ 100,000	2.90%	\$ 2,900.00	10/13/20
DISCOVER BANK - DE	\$ 100,000	1.90%	\$ 1,900.00	12/21/20
DISCOVER BANK - DE	\$ 75,000	2.70%	\$ 2,025.00	03/15/21
SALLIE MAE BANK - UT	\$ 75,000	2.80%	\$ 2,100.00	04/19/21
SYNCHRONY BANK - UT	\$ 100,000	1.50%	\$ 1,500.00	06/17/21
SALLIE MAE BANK - UT	\$ 73,000	2.05%	\$ 1,496.50	07/19/21
CAPITAL ONE NA - MCLEAN, VA	\$ 100,000	2.25%	\$ 2,250.00	12/29/21
GOLDMAN SACHS - NY	\$ 100,000	2.35%	\$ 2,350.00	03/15/22
AMERICAN EXPRESS BANK - UT	\$ 75,000	2.35%	\$ 1,762.50	05/03/22
TOTAL	\$ 1,438,366		\$ 33,326.75	

as of 7/18/19

Cameron Station
Operating Reserves 504-xxx163

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 1,480	0.75%	\$ 11.10	-
HOME EXCHANGE BANK - MO	\$ 50,000	2.25%	\$ 1,125.00	08/26/19
21st CENTURY BANK - MN	\$ 53,000	2.30%	\$ 1,219.00	09/17/19
21st CENTURY BANK - MN	\$ 50,000	2.30%	\$ 1,150.00	10/21/19
FIDELITY BANK - KS	\$ 50,000	1.90%	\$ 950.00	11/29/19
TOTAL	\$ 204,480		\$ 4,455.10	

as of 7/18/19

This information and data is being provided at your request and is from sources considered reliable, but their accuracy and completeness is not guaranteed. It has been prepared for illustrative purposes only and is not intended to be used as a substitute for the transaction statements you receive from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your transaction statements to verify its accuracy. This information is based upon the market value of your account as of the close of business on July 17, 2019 and is subject to daily market fluctuation.

Prices and yields are as of July 18, 2019 and subject to change and availability.

Morgan Stanley Smith Barney. Member SIPC.



Cameron Club Monthly Report

June 2019

Attendance and Usage

June – 9,119

- Average usage per day- 303

Previous month:

- April– 5,012
- Average usage per day- 167

Facility & Operations

Group Exercise Class Program

- Vinyasa Yoga was the most attended classes this month, with Stretch and Core coming in second.
- We saw an increase in 1 out of 11 classes from last month.

Exercise and Facilities Equipment

- We have 1, Star Trac treadmill that is down and Heartline has been called in and parts are on order.

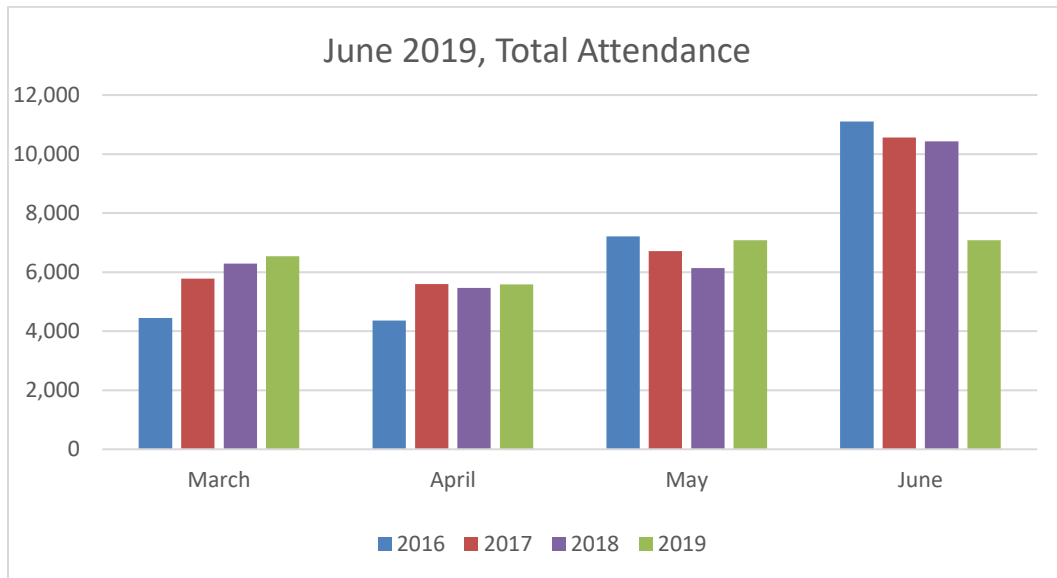
Personal Training

- For the month of June there were 2 new clients.

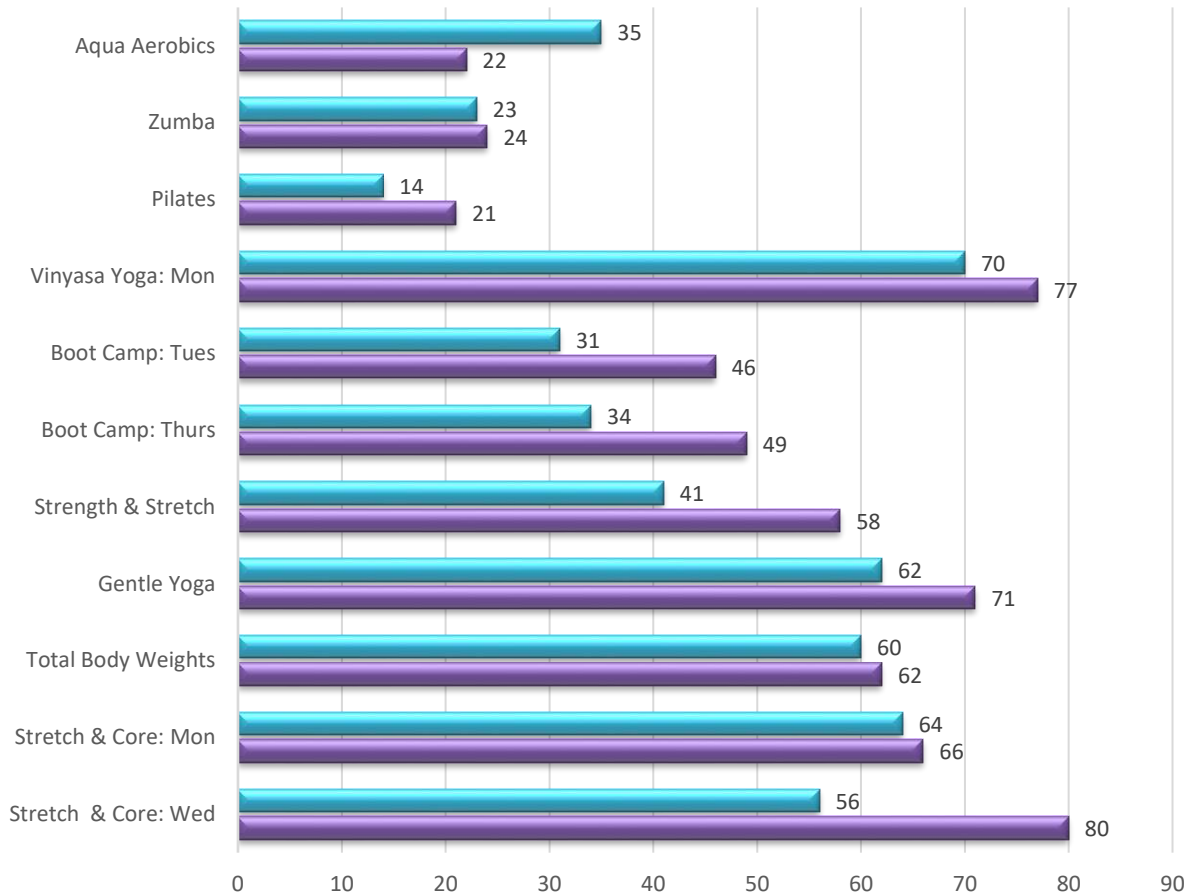
Upcoming Goals & Events

- The swim lap challenge, which started May 25th, and ended June 29th had 16 participants. The challenge was based on who can do the fastest lap time and was open to all Cameron Residents. The fastest lap time was 33 seconds, set by Steven Butcher. The next challenge which started July 6th, will be the Pull-up/Chin-up challenge. It will be based on who can do the most pull-ups or Chin-ups. The winner of the challenge will receive 2 movie tickets to the Hoffman theater. This challenge will end August 3rd.

Graphs



Class Attendance May 2019/June 2019



	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	56	64	60	62	41	34	31	70	14	23	35
May	80	66	62	71	58	49	46	77	21	24	22

■ June ■ May

DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, JULY 11, 2019

The following individuals attended the meeting:

Ray Celeste, CCFC Chair (arrived after item 4 below)

Dick Shea, CCFC Vice Chair

Dan Ogg, CCFC Recording Secretary

Brendan Hanlon, CCFC Member

John Burton, CCFC Member

Karen Soles, CMC Management, Manager

Todd Branson, contractor to CMC

Sanchesh Risal, American Pool, Regional VP

Alek Kostic, American Pool, Supervisor

Tameka Green, American Pool, Lifeguard

PsyniiGianni Scott, ProFIT Fitness Center Manager/Activities Director

The following individuals were absent:

Jon Dellaria, BODs Representative to the CCFC

1. The Cameron Club Facilities Committee meeting was called to order by Dick Shea at 7:02 p.m.
2. Dick Shea noted an addition to the agenda would be the cleaning contract, in agenda item VIII. Also we will add an item on a gym complaint to New Business. Dan Ogg made a motion to approve the meeting agenda. The motion was seconded by John Burton and it passed unanimously.
3. Residents' Open Forum: No residents attended.
4. John Burton made a motion to approve the CCFC's meeting minutes for June. The motion was seconded by Brendan Hanlon and it passed unanimously.
5. Community Pool Status. Sanchesh Risal and Tameka Green provided the update.
 - a) American Pools is recommending three proposals for upgrading pool equipment and they provided quotes for all three:
 - 1) An automated pool chemical controller system, which would be mounted in the pump room next to the pool. This system would maintain a more consistent chemical concentration in the pool and would save on annual chemical usage. The CCFC asked American Pools to provide an estimate of the chemical savings that could be achieved by using the automated system.
 - 2) An automatic (robot) pool vacuum system. The system would operate during the night and significantly reduce the cleaning time required by the lifeguards.

- 3) A battery-operated chair lift to assist persons in and out of the pool. This is recommended by American Pool, but not required at our pool.

The CCFC will consider these proposals and take any required action at the next CCFC meeting.

- b) Two Lap lane dividers have been ordered and will arrive soon.

6. BOD's Update. Ray Celeste provided the BOD update.

- a) Ray Celeste raised to the BOD the issue of the lack of civility exhibited by some community residents. The Board discussed the issue.
- b) Ray mentioned that John Burton will brief the BOD on the ID card system during their July meeting and on the CCFC's motion to increase the cost of replacement ID cards.

7. FY 2020 Operating Budget Recommendations.

- a) Dick Shea noted that there are six line-items in the Cameron Station annual budget that fall under the category of Cameron Club Maintenance and Operations but are not included in the portfolio of line items that the CCFC monitors. Some examples are "HVAC Maintenance" and "Cleaning Contract". Dick suggested that the six line-items be added to the CCFC portfolio. However after further discussion, the CCFC decided that recommended funding levels for these types of items are best handled by CMC Management.
- b) CCFC operating budget line item review and recommendations.
 - 1) Safety & Security (GL 6440) – recommend \$5,500.00 up from \$3,000.00 in FY 2019, to accommodate operations of new security equipment expected to be installed in FY 2019 and FY 2020.
 - 2) Fire Suppression (GL 6500) – recommend \$6,000.00, same as FY 2019.
 - 3) Building Repair and Maintenance (GL 6515) – recommend \$14,000, same as FY 2019.
 - 4) Community Center Improvements (GL 6525) – recommend \$2,000.00, same as FY 2019
 - 5) Fitness Equipment Repair and Maintenance (GL 6570) – recommend \$12,000.00; up from \$9,500.00 in FY 2019, in order enter a new contract with Heartline Fitness for more frequent preventive maintenance and to ensure quicker turnaround on equipment repair and maintenance.

- 6) Fitness Center Supplies (GL 6575) – recommend \$6,000.00, down from \$6,500.00 in FY 2019.
- 7) Access System Supplies (GL 6590) – recommend \$4,500.00, same as FY 2019.
- 8) Access System Repairs (GL 6595) – recommend \$2,000.00, up from \$1,000.00 in FY 2019, for optimization of the current system.
- 9) Pool Repair and Maintenance (GL 6700) – recommend \$4,000.00, same as FY 2019.
- 10) Pool Supplies (GL 6710) – recommend \$5,000.00, same as FY 2019.
- 11) Pool Management (GL 6438) – (contract signed and fixed for FY 2020 – no change). The expense in FY 2019 was \$63,700.00.
- 12) Health Club Management (GL 5318) – (contract signed and fixed for FY 2020 – no change). The expense in FY 2019 was \$165,111.48.
- 13) Recreation equipment (GL 9934) – recommend \$4,000.00, same as FY 2019.

Dick Shea made a motion to present to the Board of Directors the recommended CCFC Operating budget for FY 2020, as delineated above in item 7.b. John Burton seconded the motion and it passed unanimously.

8. CMC Management report. Karen Soles provided the CMC Management update.

- a) CMC Management provided several quotes for the basketball court floor replacement from five companies. CMC also provided a comparison chart of the key features of each bid.

John Burton made a motion for the Board to approve a contract with Weyer's Floor Service to install a new hardwood floor in the basketball court for a cost of \$28,568.00, to be paid out of the Replacement Reserve account, Item # 115, which budgeted \$34,125.00. Dick Shea seconded the motion and it passed on a 3 to 1 vote, with Brendan Hanlon voting no. Brendan Hanlon preferred Option 1 from Play-on Courts for a synthetic court surface, at a cost of \$32,140.00.

- b) CMC provided an updated "Cameron Club Facilities Log" that lists the status of repair and maintenance action items.
- c) CMC obtained two quotes for the replacement of the clubhouse audio system. The quotes include roughly the same scope of work, but the prices are very different. The CCFC asked that CMC obtain a third quote, and to ensure that all quotes include the same scope of work. CCFC requested that CMC management do a Request for Proposal (RFP) on the item.

- d) Cleaning Contract. CMC management is arranging new cleaning services contract. The CCFC agreed to allow management to proceed with the contract as they normally do.

9. ProFIT Report:

- a) Psy Scott provided the ProFIT monthly report. Attendance in June was 9,119 (303 per day) compared to May's attendance of 7,078 (228 per day).
- b) ProFIT started a pull-up challenge on July 6 that will end on August 3. The winner will receive two free tickets to Hoffman movie theaters.
- c) Psy Scott noted again that the gym is too crowded, and ProFIT is recommending the removal of the oldest StarTrac upright bike, one recumbent bike, and the old Precor elliptical with no moving arms. The CCFC directed that ProFIT work with Heartline to have those three pieces of equipment removed as soon as possible.
- d) The small table in the fitness center will be replaced by a wooden cubby storage unit.
- e) The CCFC discussed offering a training course for using the Automatic External Defibrillator (AED) possibly combined with CPR training
- f) Work on designs for the locker rooms replacement is still waiting on floor plans for the locker rooms.
- g) The CCFC noted that a resident has openly and defiantly challenged Psy Scott's authority to ask for an identification card when the resident comes to the fitness center. The resident has done this four times and has made threatening body language towards Psy Scott. The resident has done this in front of his spouse who has a current resident identification card. Psy Scott expressed his concern about this resident's lack of civility and lack of willingness to follow the Cameron Club Rules and Procedures. The CCFC advised Psy Scott to file a formal complaint against the resident. The concern of the CCFC is that this situation could result in an altercation where the authorities will have to get involved.

10. Old Business.

- a) John Burton gave an update on the Cameron Club security audit. The security survey has been completed and the contractor is preparing a report, which has been delayed due to the unavailability of contractor personnel (medical issues).

Todd Branson, contractor to CMC, provided an update on the operations of the badging system and made suggestions for improving the system; including preventing the system from automatically deleting resident records because the system is at its limit for number of records. Much additional work is needed as the system is over maximum capacity (7000 names). It currently contains more than 7,200 names. A

total “scrubbing” of the database needs to happen to ensure only CURRENT residents are in the system. This will be accomplished by reconciling the settlement documents of residences sold with the current occupying residents. All other residents who no longer live in Cameron Station will be deleted. This is an issue that has been identified by CMC Management and the CCFC, and the issue must be rectified to ensure only current residents have access to Cameron Station amenities such as the pool, clubhouse, fitness center, and the shuttle.

John Burton made a motion for the Board to approve an extra 120 hours (on the contract for Todd Branson), to continue work on the badging system for a cost of \$3,600.00 to be paid out of Access System Supplies (GL 6590). GL 6590 had \$3,839.00 remaining as the end of May 2019. Dick Shea seconded the motion and it passed unanimously.

- b) The cover for flat screen TV in the Great Room went missing several months ago. CCFC agreed that CMC Management should purchase a new cover for the TV for a cost of approximately \$750.00.

11. New Business:

- a) CMC Management provided the CCFC with a copy of a complaint form filed by a resident regarding another resident who spent approximately one hour on one treadmill, even though there is a posted 30-minute time limit. When approached, the resident on the treadmill was rude and made a vulgar gesture. **A resident has filed a formal complaint against the resident who displayed a total lack of civility which could have resulted in an altercation. This complaint has been forwarded to CMC Management/BODs for action.**

The CCFC discussed this and other cases of residents exhibiting a lack of civility to the persons at the front desk, to the persons issuing ID cards, and to the lifeguards at the pool. CMC Management has begun taking action by adding notes about this topic to the weekly email blast. The CCFC will consider further action if the rude behavior continues.

- 12. Adjournment: Dan Ogg made a motion to adjourn the meeting. Dick Shea seconded the motion and it passed unanimously. The meeting was adjourned at 10:14 p.m.

A&E Committee Meeting Minutes

Call to order

A meeting of Cameron Station Activities & Events Committee was held at 5199 Brawner Pl on July 3, 2019.

Attendees

Attendees included Andrew Yang, Ritah Karera, Rebecca Stalnaker, Amanda Wilkinson, Megan Porter, Catherine Ricketson, Mindy Lyle, and Sarah Meyer Walsh

Members not in attendance

none

Approval of minutes

Last month's minutes were approved.

Upcoming Events

Patriotic Parade (Thurs, July 4, 9:30 am, parade starts 10:30):

- Rebecca - Ryan will pickup food from Rockland's BBQ
- Amanda, bring watermelon into clubhouse refrigerator, use small clear sample cups
- Water jugs collected by Sarah, will fill and leave two near start of parade, move both towards end of parade when parade is finished
- Andy brought sidewalk chalk from closet, giant connect 4 and cornhole boards near finish
- Setup 3 canopies at start and 2 at end of parade (no weights if not windy)
- At least 1 table at start, 2 at end for food, 1 for judges table
- Prizes use West End prizes and books, 3 judges

Outdoor Happy Hour (Friday, July 19, 6:30-8:30 pm):

- Mindy will check La Casa for food for 50
- Option for pizza or Chick-Fil-A nuggets
- Advertise as event BYOB, provide select beer from storage closet

Pool Party (Saturday, August 17, 12-3 pm):

- Removed gazebo area, waiting to hear back from city of Alexandria if need permits
- Face Painter can go on Kilburn St near food vendor
- Possible activities, water balloon toss, limbo, hula hoop, cornhole, yard games
- Andy will check Big Country Amusements, Party Co for chair/table rental quote

- Rebecca contact food vendors
- Andy can buy softdrinks again this year, need water too
- Swag bags, Sarah will reach out to gold and silver members
- Amanda can ask about bags
- Possibly put beach balls (uninflated) inside bags
- Ice Cream from Scoops2U like last year, possibly order less quantity

Horse Carriage (Sunday, December 15, 12:30-2:30 pm):

- \$750 for regular carriage because red carriage not available

Past Events

Movie Night/Happy Hour

- Event went smoothly, 60 people, not many people outside pool area
- Need to let facilities committee know if open access to pool area through kitchen

**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday, July 2, 2019**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for July was held on Tuesday, July 2, 2019. The meeting was called to order at 7:04 p.m. by ARC Chair, Karen Diener, located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

ARC MEMBERS IN ATTENDANCE

Karen Diener- ARC Chair
Sharon Wilkinson- ARC Member
Stephen Pearson- ARC Member
Jeremy Drislane- ARC Member

MEMBERS ABSENT

Gayle Hatheway- ARC Vice Chair
Chuck Schuck- ARC Member
Kevin Devaney- ARC Member

OTHERS IN ATTENDANCE

Bethlehem Kebede, Covenants Administrator, CMC
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
Cameron Station Residents

APPROVE AGENDA

MOVE TO: "Approve the agenda as presented."

Moved By: Sharon Wilkinson

Seconded By: Stephen Pearson

For: All

Against: None

Absent: Gayle Hatheway, Chuck Schuck, and Kevin Devaney

MOTION PASSED

RESIDENTS OPEN FORUM

Residents were present and discussed their Exterior Modification Applications that had submitted and answered any questions that the ARC had regarding their applications. They were not present for open forum.

MOVE TO: "Approve the June 4, 2019 ARC meeting minutes as presented."

Moved By: Sharon Wilkinson

Seconded By: Stephen Pearson

For: All

Against: None

Absent: Gayle Hatheway, Chuck Schuck, and Kevin Devaney

MOTION PASSED

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
4908 Donovan Drive	Retroactive Application for Pavers	APPROVED: as submitted Moved By: Sharon Wilkinson Seconded By: Stephen Pearson For: All Against: None Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED
5054 Kilburn Street	Waiver Request for Tree Replacement	DISAPPROVED Moved By: Jeremey Drislane Seconded By: Stephen Pearson For: All Against: None Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED
5012 Waple Lane	Color Change Request for Shutters	APPROVED: with stipulation that all shutters are the color black and same size and design as original. Moved By: Stephen Person Seconded By: Sharon Wilkinson For: All Against: None Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED

250 Murtha Street	Roof Replacement- Ratify Only	APPROVED: as submitted Moved By: Stephen Pearson Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED
238 Murtha Street	Roof Replacement	APPROVED: as submitted Moved By: Sharon Wilkinson Seconded By: Stephen Pearson For: All Against: None Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED
5260 Colonel Johnson Lane	Modification of the Appearance of the Property on the Rear Side	Request for more information Moved By: Sharon Wilkinson Seconded By: Stephen Pearson For: All Against: None Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED
387 Livermore Lane	Roof Replacement	APPROVED: as submitted Moved By: Stephen Pearson Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED
5234 Brawner Place	Install New Windows	APPROVED: as submitted Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED
5228 Tancreti Lane	Landscaping	APPROVED: with stipulation that the wall and plants.... Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED

172 Barrett Place	Install New Windows	APPROVED: as submitted Moved By: Jeremey Drislane Seconded By: Stephen Pearson For: All Against: None Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED
277 Murtha Street	Retroactive Tree Replacement	APPROVED: as submitted Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Gayle Hatheway, Craig Schuck, and Kevin Devaney MOTION PASSED
		APPROVED: as submitted Moved By: Seconded By: For: All Against: None Absent: MOTION PASSED

MATTERS FOR DISCUSSION, INFORMATION & ACTION TOPICS

Board Update- Next scheduled Board meeting is Tuesday, July 30th.

HEARINGS

None.

NEW BUSINESS

None.

Covenants Report – June 2019

- The number of Comprehensive Inspections conducted in June is 96.
- The number of Resale Inspections conducted in June is 9.
- The number of Exterior Modification Applications reviewed in June is 15.
- In June there were no vehicles towed.
- In June 177 violation letters were mailed.
- The next meeting of the Architectural Review Committee will be on August 6, 2019, application due date for this meeting is July 28, 2019.

EXECUTIVE SESSION

MOVE TO: "Enter Executive Session at 8:30 p.m. to discuss delinquencies and fines."

Moved By: Sharon Wilkinson

Seconded By: Stephen Pearson

For: All

Against: None

Absent: Gayle Hatheway, Chuck Schuck, and Kevin Devaney

MOTION PASSED

MOVE TO: "Exit Executive Session at 8:33 p.m."

Moved By: Jeremey Drislane

Seconded By: Stephen Pearson

For: All

Against: None

Absent: Gayle Hatheway, Chuck Schuck, and Kevin Devaney

MOTION PASSED

MOVE TO: "Approve to assess fines as discussed in executive session for accounts 00436-5217, #00328-6614, and #00319-3545 for failure to comply with the Association's Policies."

Moved By: Stephen Pearson

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Gayle Hatheway, Chuck Schuck, and Kevin Devaney

MOTION PASSED

ADJOURNMENT

MOVE TO: "Adjourn the meeting at 8:40 p.m."

Moved By: Stephen Pearson

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Gayle Hatheway, Chuck Schuck, and Kevin Devaney

MOTION PASSED

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

Cameron Station Communications Committee
Meeting Minutes
July 16, 2019

Members Present: Kimberly Dillon, Tricia Hemel, Susan Klejst, Mary Rulien, David Thorpe

Subcommittee Members Present: Pat Sugrue (*Compass*)

Absent: Rebecca Pipkins, Tom Sugrue (Board Liaison)

Call to Order: The meeting was called to order at 7pm.

May Meeting Minutes

Approved. (June meeting cancelled due to lack of quorum.)

New Communications Committee Chair

Committee members offered their heartfelt thanks to Kimberly Dillon, who is retiring from the chairmanship after serving for 4 years. Tricia Hemel has agreed to take over the position, and she was approved by unanimous vote. Kimberly has agreed to stay on as a voting member. One additional member is still needed.

Welcome Committee

The committee is proposing the addition of a fourth subcommittee: a Welcome Committee. (Other subcommittees are the Newsletter, Public Relations, and Website.) Tricia is spearheading this initiative, which will be presented to the Board for approval. Committee members will be solicited through email blasts and *The Compass* newsletter.

Welcome Kit

Main Street Retailers and other local businesses, including sponsors of the 20th Anniversary Celebration, will be solicited by committee members to provide coupons and/or menus to be included in a Welcome Bag that will be distributed to new residents by the Welcome Committee.

New Compass Editor-in-Chief

Many thanks to Megan Skinner, who is retiring from the editorship of the community newsletter after two and a half years. *Compass* staff member Marian Cavanaugh will assume the position of Editor-in-Chief with the September/October 2019 issue.

Meeting Adjourned

The meeting was adjourned at 8:20pm.

Respectfully Submitted,
Pat Sugrue

Cameron Station Community Association
Financial Advisory Committee Meeting
June 24, 2019
Cameron Club Henderson Room

MEETING MINUTES

I, Call to Order

- a. The meeting was called to order at 7:07 PM.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Fred Blum, Jeff Gathers, Joan Lampe (via telecom).

Others Present: Martin Menez, Board Treasurer and Board Liaison: Michael Johnson, Board President; Karen Soles, Community Manager: Kenya Cooper, Portfolio Manager CMC.

II. Approval of Agenda and Previous Month's Minutes

- a. The agenda was approved unanimously.
- b. The May 22, 2019 meeting minutes were approved as is unanimously.

III. Resident Open Forum

- a. No residents were present.

IV. Review of Financial Results

The monthly financial results were sent to the FAC on 6/19 versus 6/15 as previously agreed upon. The delay was due to analysis of variances. For future months Karen agreed to send financials without variance report with variance report to follow when completed.

Item#6155 turf treatment: \$9200: Some funds were expended in 10/2018, so a 2018 adjustment needs to be made. More research needed and auditors consulted for change. More details needed on invoice timing and actual expenditures for 2019 YTD numbers.

Item#4910 Interest earned: Over budget due to both higher balances and higher interest rates earned. JG suggested the use of "we" versus "I" as the report has three co-authors.

Item#6299 Irrigation System Contract: The budget numbers need to be spread differently to capture the monthly maintenance charges in addition to seasonal start up and shut down (current). Karen will review.

Item#5040 Computer Network/C3: Admin purchased new equipment (computers, etc.) last year with more needed. Marty indicated a security system audit has been conducted and that the current systems are patchwork and suggested a budget line item increase for 2020 budget will be necessary to bring system security up to par.

Item#6600 General Repair: Currently all general repairs are to fix roof leaks and repair drywall. We asked whether some of the costs incurred could be chargeable to reserves not current year expenses. Karen will check.

V. Old Business

Ongoing Reserve Projects Status Report Update: Kenya Cooper explained the draft of the proposed tables for monitoring Reserve Projects, Capital Improvement Projects and Special Projects. By tracking individual projects this new report will help the FAC better manage cash needs, particularly our CD ladder. Reviewing the draft Chairman Taousakis suggested eliminating page 1 and concentrating on the bottom part of page 2, which should show active projects, money committed, money spent versus budget (as in reserve study).

Resale Fees: Kenya indicated that the fee rate can change annually (by State Law) making it harder to track fees. Jamie Valentine (sp?) at CMC has tracked fees since 2013. She has been on vacation, so Kenya will reach out to her before the next meeting. Bill B. compared 2019 fees paid YTD with sales statistics from a prominent realtor and they appear to match, BUT 2018 seems far off (lower fees than home sales would suggest).

VI. New Business

Reserve Study: The next 2 hours was spent reviewing version 22 of the Miller Dodson 2019 Reserve Study

The study recommends a funding for 2019 of \$354,992 increasing to \$378,120 in 2020. This is above the minimum recommended annual reserve account balance. By contrast, the current level of funding, based upon the existing reserve study is \$333,600. Even though all project costs are in present dollars the study uses a 2.3% rate of inflation throughout the 40 year study life to project overall construction costs.

The study recommends a minimum balance of reserves be approved by the board of approximately \$351,000, which is the average annual expenditure for the 40 year study period.

Roads: The first major and most impactful change from previous versions is spreading the timing of road milling and overlays to years 2020-2023. The Chair offered a city street map which indicated that Woodland Hills Alley and Yarrow Lane (?) were city owned property. We need to determine whether they are condo, city or CMCA responsibility. Currently, Woodland Hills Alley is not included in the reserve study.

The road Sealcote has been removed from the study as it represents significant cost, great community disruption, and offers no demonstrated road lifetime improvement.

CMC should ask other large private communities that have repaved roads about their experiences including any differences between reserve study estimates, bid costs, and final actual expenditures, so that we may more accurately forecast our project costs. Can we get such input from up to 5 different communities (Karen to evaluate)?

Karen has recommended that given the size and cost of the road project that we hire an engineer to help manage the project, either as a consulting engineer or project manager.

We should begin to solicit bids now for a 3 year fixed price construction project. Negotiated payment terms can be a part of the ultimate contract.

Sidewalk Repairs: Brick sidewalk repairs on the three city owned streets are the city's responsibility and we all have observed recent repair work underway on Breneman. The Chair has recommended an annual budget for brick repairs of \$45,000/year, which is double the actual 2018 expenditure level. Sidewalks in front of the condos are their responsibility, but are they excluded from the study, and are the condo's aware of it?

Mark has recommended that when repairs are made that a large section of sidewalk (a full block at a time) be removed and reset (with broken bricks replaced in a random pattern) at one time. Karen will review various repair methods with Mark.

Mike wants to make sure that CAC does NOT authorize any sidewalk repairs on city streets without first speaking to Karen.

Irrigation System: The total cost has been reduced to \$310,000 from \$350,000, the project was separated into two components (\$210,000 for piping, valves, etc. and \$100,000 for controls and instrumentation), and useful life extended, so that the bulk of the costs are incurred only once in the study period. But, given that roads would need to be torn up to install new irrigation pipes, it is strongly recommended that the project be done before street milling and overlay. The project will take six months to complete. Karen should also begin the bid solicitation process.

Pedestal Mailboxes: The cost to replace is \$1800 per unit (\$108,000 total). The post office owns but we can replace as long as it meets their minimum standards. Project is scheduled in year 17 of study (2035).

Locker Room Renovations: Karen has recommended that we delay the project until after the roads have been completed.

Storm water Management: Study includes \$100,000 in cost and we have no further information on necessity, timing, and project at this time.

Tree Replacement: Study estimate of \$25,000/year is reasonable and acceptable.

Other Projects: Karen will review and “tweak” timing, necessity, and costs on other projects including: swimming and wading pool coping, exercise equipment, locker room equipment, and basketball court floor.

We all then discussed the overall ability to fund the study’s recommended projects in their entirety over the study period. It was concluded that it appears that, given the cash flow impact of the changes made to date, we would be reasonably well positioned to fund the projects with modest (as yet to be calculated) increases in HOA fees and without special assessments.

Meeting was adjourned at 9:42 PM.

CAMERON STATION COMMUNITY ASSOCIATION
Ad Hoc Management Search Committee

Draft Meeting Minutes – Thursday July 11, 2019
Cameron Station Clubhouse – Great Room

The following members attended the meeting:

Mindy Lyle (Chair)
Robert Burns
Joan Lampe
Dick Shea
Andrew Hill
Marty Menez (Board Liaison)

The meeting was called to order by Mindy Lyle at 8:03 AM.

The purpose of the meeting was to narrow the list of companies which submitted proposals from six to two or three in preparation for subsequent oral presentations.

Since the committee was to discuss confidential management company staffing, rates and other proprietary information, a motion was made by Mindy Lyle, seconded by Dick Shea and unanimously approved to adjourn into Executive Session at 8:04 AM.

Following Executive Session discussions, the Committee reentered Open Session at 8:50 AM

The following decisions were approved unanimously during Open Session.

1. Motion by Robert Burns and seconded by Joan Lampe to establish the short list of companies to make presentation to the AD Hoc Committee for further consideration as: Cardinal Management, CMC and Legum/Norman.
2. Motion by Robert Burns and seconded by Dick Shea to invite the foregoing companies to make an independent presentation to the Committee on July 29 commencing at 6:30 PM. Each individual session to consist of not more than a 30 minute oral presentation followed by 15 minutes of Q & As from the Committee. The presentations will be open to membership, but any questions will come only from the Committee. The order of presentations to be determined.
3. Motion made by Joan Lampe and seconded by Dick Shea that all committee members are to forward their list of questions for the three management companies requested to present as finalists to Mindy Lyle as soon as possible. Mindy will forward the information to CSCA attorney Todd Sinkins by July 19 (ten days prior to the presentation date) for Todd to send to the management companies for further comment.

Following a motion by Joan Lampe, seconded by Dick Shea and unanimously approved, the Committee adjourned at 8:56 AM

CAMERON STATION COMMUNITY ASSOCIATION

FY 2020 Budget Dates

June 2019

25 Management provided Budget Request forms to the Committees

July 2019

17 Due date for Committee Request

31 Management begins completion of 1st draft of FY 2020 Budget

August 2019

14 Budget Meeting – Committee Chairs meet with FAC and Board

- * Presentation of 1st draft of FY 2020 Budget
- * Committee Chairs to present the Committee budget request
- * General Q&A with Manager

22 FAC Meeting

- * Budget review and discussion

25-31 Management prepares 2nd draft of FY2020 Budget with FAC's recommendations

- Provide to the Board, FAC, and Committees

September 2019

12 Budget Meeting with Board, FAC and Committee Chairs

- * Review FAC'S recommendations
- * General Discussion

13 Update draft FY2020 Budget and provide to Board, FAC and Committees

19 FAC Meeting

- * Budget review and discussion

24 BoD Meeting

- * Approval of the 2020 Budget

November 2019

5 Distribution of 2020 Annual Budget to Membership

Cameron Station Community Association General Manager's Report July 30, 2019

Prepared by Karen Soles – General Manager, **Next Board Meeting**: Tuesday, August 27, 2019

Alexandria Police Liaison: Barment request by resident, legal prepared response/barment signed President.

City of Alexandria: Management met with Mindy and City representatives to review flooding concerns on city property adjacent to Cameron Station.

Monthly Financial Report: The June Financial Report is included in the Board package. This information has been reviewed by FAC and the Board Treasurer.

Management: Revising ARC letters with a softer tone. Met with Jessica Lawless, with collections to review collection status. Notice to JT residents requesting gazebo input for Board consideration. Management would like to CAC and Board to replace all remaining old benches to match existing new ones.

Lancaster Landscaping: Regular meetings are held every week. CAC members and management performed the July common area inspection. CAC and management held meeting with Lancaster Landscape to review pocket park designs for consideration and discussed future planning. Management continues to use the landscape tracking log for easy reference and to track pending and completed community wide landscape projects. These matters include irrigation, lighting, street signs, drainage concerns and other common area matters. Lancaster has provided proposals that have been recommended by CAC and are included in this package for Board action.

John Ticer Gazebo: AOC has completed the gazebo work, the independent engineer has performed his final inspection, John Ticer residents have provided their input and the Board has completed their final inspection.

Cameron Club: Proposals for the basketball court floor replacement were reviewed by CCFC and included in this package for Board consideration. CMC is having the badging system updated. Management is obtaining 3 proposals for HVAC preventive maintenance. One of the HVAC units has been repaired with Board electronic approval. Request has been made for a proposal to insulate the gym facility. Management obtained the CAD files from the Cameron Station renovation project. 3 sets of drawings have been made and onsite. Management is obtaining 2 additional proposals for outdoor lighting for the exterior of the Cameron Clubhouse. The front doors need to be re-stained. The final work will be completed soon, weather permitting. Management is working with 3 contractors to obtain audio upgrade proposals. The audio scope of work to be modified with John Burton. Carpet has been spot cleaned, as included in the contract. Leak in men's room has been repaired. Leak come from under building. Drywall has been dried and repaired. The pool is being well managed and maintained. We are borrowing the A&E water container for the guards to use to keep hydrated during these hot days. Many residents are bringing refreshments to our guard staff. Ray treats them like family. A couple of the lane lines and have replaced. The small lifeguard umbrellas need to be replaced, they are cheap and light. They will be replaced with better quality to match the existing deck umbrellas. Six new pool facility replacement tables have been ordered. We have ordered 2 additional table for the wading pool area. One table top was broken, and a replacement glass has been ordered. The tables look great and are a perfect match with our existing chairs.

Activities: Management worked with Tricia Hemel, our comcom volunteer and now chair, on her request for welcoming new residents to the Cameron Station Community. We discussed revising the Cameron Station map to include trails and community amenities that would be a helpful resource for new residents. We also discussed "Welcome Package" ideas i.e. total bags, handouts, local coupons etc. Holiday hayride has been set up for 12/15 from 12:30-2:30 pm. More to follow.

Fitness Club: Psy to provide an update on the lap swim challenge and the chin-up/pull-up challenge. The new televisions have all been installed. New cubbies have been ordered for the facility. Magazines will be provided.

Proposal for Audit & Tax Services



Working *harder*
for your association
with ***unparalleled***
expertise.

Who We Are

Goldklang Group CPAs is the area's leading CPA firm specialized in providing audit, tax, budget, and consulting services to Common Interest Realty Associations (CIRAs).

With more than 40 years of experience, our firm possesses superior knowledge and understanding of the unique accounting needs and operations of homeowners associations, condominiums and cooperatives. This expertise and experience allows us to deliver exceptional personalized service to our clients that assist them in achieving their goals.

Our accountants are passionate about what they do and committed to working with our clients to achieve the best outcome. They possess superior knowledge of the accounting and tax issues facing community associations. We pride ourselves on this and in providing clients with quality products that far exceed industry standards.

The Goldklang Advantage



Our firm is 100% dedicated to providing audit and tax services to Common Interest Realty Associations (CIRA).



Superior knowledge of audit and tax issues facing community associations with an exceptional understanding of how community associations operate.



Our accountants deliver a high-degree of personalized, hands-on service working closely with on-site and off-site property management representatives and Board of Directors in conducting field work.



Consistently at the forefront of any tax law changes and interpretations that may affect our clients.



Proactive corporate philosophy to always deliver more by providing guidance in specialized areas that are unique to our clients.



Our work has been independently peer reviewed since 1991 by the American Institute of Certified Public Accountants (AICPA) Private Companies Practice Section (PCPS) – receiving the highest rating available of “pass” every time.



Contact Information

1801 Robert Fulton Drive, Ste 200
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800-934-7006 toll-free
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www.GGroupCPAs.com



Our Expertise

Auditing

Goldklang Group CPAs follows generally accepted auditing standards (GAAS) to perform audits, but we go above and beyond these standards by performing certain procedures that are extremely beneficial to our clients. Some of the procedures include examining a large percentage of the paid invoices and reconciling payments made to vendors to the signed contracts. Often, we are the last ones to look at the Association's records and we find duplicate payments or overpayments that result in savings for our clients.

Taxation

Our tax department strives to keep informed of any tax law changes that may affect homeowner associations, condominiums, or cooperatives. We are dedicated to providing accurate tax returns to our clients in a timely manner, and to filing tax extensions on time. We provide guidance in specialized areas that are unique to our clients, such as the treatment of declarant warranty settlements and proceeds for the condemnation of common area land. Since we are solely focused on CIRAs, we have developed a unique expertise and go above and beyond providing tax services to our clients

Consulting

We are available to consult with our clients in areas such as these:

- Budget Development Consultation
- Guidelines for Capitalization of Assets
- Investment Procedures and Guidelines
- Accounting Procedures
- Analyzing Bank Loan Options

“ We are a large luxury high rise condo - well managed and well financed with a sterling reputation. Goldklang has been our partner for well over a decade and has kept us sailing a steady course through many a choppy sea. You couldn't have a better partner for this journey.

Board President

“ Our firm manages over 150 community associations. Goldklang Group is the auditor and tax provider of choice for most of our portfolio. Not because they are the biggest, but because they are the best. Prompt, professional and thorough, we count on Goldklang Group to work with integrity and focus for our clients. The information they provide greatly assists us in providing excellent financial advice to our Boards of Directors.

Property Manager

“ The accountants at Goldklang provide superior and professional accounting service to their clients and are always available to address particular accounting and tax questions that may arise. They take pride in doing high quality accounting and tax work on a timely basis. I recommend them highly.

Attorney

What to Expect from the Audit Process

The Engagement

Our firm is engaged to perform the services outlined in this proposal once the engagement letter is signed and returned to our office. Once we receive the signed engagement letter, we will contact the previous auditing firm, if any, for required information we will need to begin the audit. We will also work with the board of directors and management agent representative for any necessary information we may need in order to begin the fieldwork.

We're more than your accountant – we're your partner who brings a unique combination of specialized experience and skills to the table, as well as accounting expertise that can help you enhance your operations.

Fieldwork

Our audit fieldwork will begin once the financial statements for the period under audit have been prepared. If the draft or final audit is needed by a certain date, please let us know in advance, so that we can make every effort to accommodate the request.

Audit Report - Draft

Once we complete the audit, a draft copy of the audit will be provided to the Association for review. The draft package will include the following information:

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.

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, and returned to our office before the audit can be finalized.

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 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 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.

Adjusted Trial Balance and Adjusting Journal Entries – These are the proposed audit adjustments for the period under audit.

Audit Report - Final

After the board and the management company have reviewed and accepted the audit, the representation letter will need to be signed and returned to our office. Once we process the completed representation letter, the audit will be finalized. Our office will provide you with a copy of the final audit in electronic format. Bound copies will be provided upon request.

As an added service to our clients, we are available to meet with the board and management to present the final audit and answer any questions you may have. Additional fees apply. Additionally, even though we audit your financial statements on an annual basis, we are available throughout the year for questions. We do not charge for routine questions and are happy to be a resource for board members and managers.





Howard A. Goldklang, CPA, MBA

Howard Goldklang is founder and president of Goldklang Group CPAs, P.C. He has been active in the auditing of condominiums and community associations since 1974. Howard is a founder and a past president of the Washington Metropolitan Chapter of Community Associations Institute (CAI). On CAI's national level, he is immediate past President of the Foundation for Community Association Research. Howard is the author of CAI's GAP report "The Role of the Association Treasurer", co-editor and one of the authors of the CAI GAP report "A Guide to Replacement Reserve Funds and Long-Term Reserve Funding", and is contributing financial editor to CAI's magazine, Common Ground. He is a member of CAI's Property Management Development Program Faculty and a member of its "Task Force for Transition from Developer to Association Control". Howard is licensed in Virginia, Maryland, North Carolina, Texas, and the District of Columbia.



Donald E. Harris, CPA

Donald Harris has been in public accounting and a member of Goldklang Group CPAs, P.C. since 1982. Admitted as a shareholder in 1991, he now serves as the firm's principal in charge of quality control. Don has extensive experience in accounting and tax preparation for common interest realty associations. Since becoming certified in 1985, Don has been a member of national, state, and local CPA societies. He has served on the Community Association Institute's Membership/ Chapter Advisory Committee and was a member of its National Accountant's Committee. He has served on the Audit and Accounting Committee for the Virginia Society of CPAs. Don has also published articles for the Ledger Quarterly accountants' magazine. He has been involved with the George Mason University Alumni Association, serving as past treasurer. He has also served as his homeowner's association treasurer. Don is licensed in Virginia, Maryland and the District of Columbia.



Anne M. Sheehan, CPA

Anne Sheehan, CPA began her career with Goldklang Group CPAs, P.C. in January 1991, and was admitted as a shareholder in January 2004. She received her Bachelor of Science degree in Accounting from George Mason University in Fairfax, Virginia. Anne has developed a thorough expertise in the auditing of common interest realty associations. She is actively involved in the audits of many of the largest and most complex associations in the Washington

Meet our Principals

Metropolitan area. Anne has also developed the firm's innovative process for our association ballot counting service. Anne maintains her CPA license in Virginia, Maryland and the District of Columbia.



S. Gail Moore, CPA

Gail Moore, CPA was admitted as a shareholder in January 2004. She received her Bachelor of Science degree in Accounting in May 1991 from George Mason University in Fairfax, Virginia. She joined the firm in January 1992. During her years with our firm, she has been responsible for the audits of some of the largest and most complex associations in the Washington Metropolitan area. Gail currently manages the Tax Department, which includes federal and state income tax return preparation for all of our firm's clients as well as tax research for firm clients. She has also continued her involvement in the audit process by supervising audit staff and completing audits. Gail is licensed in Virginia, Maryland and the District of Columbia.



Jeremy W. Powell, CPA

Jeremy Powell joined the firm in 1998 after earning a B.B.A. in Accounting from Averett University. He obtained his CPA license in 2001 and is currently licensed in Virginia, Maryland and the District of Columbia. Jeremy is a member of the Virginia Society of CPAs and the American Institute of Certified Public Accountants (AICPA).



Renee L. Watson, CPA

Renee Watson joined the firm in 1999 after earning a B.B.A. in Accounting from James Madison University. She obtained her CPA license in 2003 and is currently licensed in Virginia, Maryland and the District of Columbia. Renee is a member of the local chapter of Community Associations Institute (CAI) and has served as a committee member. She is also a member of the Virginia Society of CPAs and the American Institute of Certified Public Accountants (AICPA).

**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

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Engagement Letter

June 27, 2019

Board of Directors and Management
Cameron Station Community Association, Inc.

Dear Board of Directors and Management:

We are pleased to confirm our understanding of the services we are to provide for Cameron Station Community Association, Inc. for the years ended December 31, 2019 and 2020. The following pages of this engagement letter outline the objectives of the engagement and professional fees.

We will audit the financial statements of Cameron Station Community Association, Inc., which comprise the balance sheets as of December 31, 2019 and 2020, and the related statements of income, members' equity and cash flows for the years then ended, and the related notes to the financial statements. The document we submit to you will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB) if the Association has a replacement reserve study. Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it. Also, if the Association wishes to present supplementary information accompanying the financial statements, that information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the Association's financial statements. Our report will be addressed to the Board of Directors of the Association. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur

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related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit and before the audit can be finalized, we will require certain written representations from you about the financial statements and related matters.

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. 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 will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether 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.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

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. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

Other Services

We will also prepare the Association's federal and state income tax returns for the years ended December 31, 2019 and 2020. During our audit, if applicable, we will provide certain non-attest services such as the preparation of the financial statements and related notes to the financial statements in conformity with U.S. generally accepted accounting principles, reconciliation of general ledger account balances, cash to accrual conversions, and depreciation and amortization calculations based on information provided by you. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants.

The other services are limited to the non-attest and tax services previously identified. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise you with regard to tax positions taken in the preparation of the tax return, but responsibility for the tax returns remains with you.

Management Responsibilities

You are responsible for designing, implementing and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the association from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for the tax services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Discontinuation of Services

Should the Association decide to terminate this agreement for any reason after completion of the first year's engagement, but prior to the commencement of audit fieldwork for the second or subsequent year, notice must be provided in email or by mail. The Association will be invoiced for 20% of the annual fee for the engagement, in consideration of, but not limited to, tax planning, scheduling disruption, and periodic consulting.

If we elect to terminate our services for nonpayment, inability to obtain necessary financial records, or for any other reason provided for in this letter, our engagement letter will be deemed to have been completed upon written notification of termination. You will be invoiced for time expended through the date of termination.

In the event we have not received the signed engagement letter within 120 days of issuance, the engagement letter will be voided. You may thereafter request reissuance of an engagement letter, which will be dated as per the date of reissuance.

Engagement Administration, Fees, and Other

We understand that you and your management agent will provide all documents and other evidence requested by our firm to complete our audit.

Anne M. Sheehan, CPA is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for the preparation of the December 31, 2019 and 2020 audits will be \$6,300 and \$6,400, respectively. Our fee for the preparation of the federal and state income tax returns will be \$500 per year.

The fees above are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Fee adjustments may be needed due to management or financial reporting changes, such as change in management agents, special assessments or borrowings, etc. We will bill for changes to the draft audit that are at the request of the Association. If the Association requests us to attend meetings, we will bill for such meetings at our hourly rates.

Our fees for audit services will be billed when we issue the draft audit report and for tax services when the tax returns are prepared, if applicable. We reserve the right to progress bill. Invoices are payable upon receipt. A late payment fee of 2% may be charged to all balances not paid within 30 days of invoice date. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent.

Representation Letter and Issuance of Final Audit

An audit representation letter will be included with the draft audit. This letter is required by auditing standards and is needed to finalize the audit. It must be signed by the Board President or Treasurer and a management representative. The signed letter must be returned to our office within 60 days of the date of the draft audit with most recent financial statements to our office. If not received within 60 days, we will bill the Association for additional audit procedures at our standard hourly rates. These additional audit procedures are required if the representation letter is past due. Once the audit has been finalized, we will provide you with an electronic copy of the audit report.

If we do not receive the signed engagement letter before the income tax extension filing deadline, we will automatically prepare income tax extensions. If the engagement letter is subsequently not accepted, we will bill \$100 for the income tax extension preparation.

The signed engagement letter must be submitted by email, fax, or mail to:

Goldklang Group CPAs, PC
1801 Robert Fulton Drive, Suite 200
Reston, Virginia 20191
Email: cpas@ggroupcpas.com
Fax: 703.391.9004

We appreciate the opportunity to serve you and look forward to working with you in the upcoming year. We believe this letter accurately summarizes the significant terms of our engagement. If the above is acceptable to you, please sign below and return this letter to us, retaining a copy for your files.

Please contact us with any questions.

Very truly yours,



GOLDKLANG GROUP CPAs, P.C.

RESPONSE:

This letter sets forth the understanding of Cameron Station Community Association, Inc.:

Board Representative:

Signature
1619 E1219 1220

Printed Name

Date



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

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Reston, VA 20191

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Acknowledgment of Management Responsibilities

June 27, 2019

Management Agent for
Cameron Station Community Association, Inc.

Dear Management Agent:

We are pleased to confirm your acknowledgment of management responsibilities for the services we are to provide for Cameron Station Community Association, Inc. for the years ended December 31, 2019 and 2020.

We will audit the financial statements of Cameron Station Community Association, Inc., which comprise the balance sheets as of December 31, 2019 and 2020, and the related statements of income, members' equity and cash flows for the years then ended, and the related notes to the financial statements. We will also prepare the Association's federal and state income tax returns for the years ended December 31, 2019 and 2020. During our audit, if applicable, we will provide certain non-attest services such as the preparation of the financial statements and related notes to the financial statements in conformity with U.S. generally accepted accounting principles, reconciliation of general ledger account balances, cash to accrual conversions, and depreciation and amortization calculations based on information provided by you. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants.

Management Responsibilities

You are responsible for designing, implementing and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities under your control; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the company from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected

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misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls for the activities under your control to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Where applicable, you also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for nonattest services we provide (not including tax services); oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Very truly yours,



GOLDKLANG GROUP CPAs, P.C.

RESPONSE:

This letter sets forth the acknowledgment of management responsibilities for the services we are to provide for Cameron Station Community Association, Inc.:

Management Representative:

Signature
1619 E1219 1220

Printed Name

Date

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

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

June 25, 2019

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, 2018 and 2017.

- 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.

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

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

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.

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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, 2018 and 2017, 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.

Exclusively serving Homeowners, Condominiums and Cooperative Associations in MD, DC and VA since 1974.

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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, 2018 and 2017, 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 11 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, which 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

CAMERON STATION COMMUNITY ASSOCIATION, INC.

BALANCE SHEETS

DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 982,749	\$ 1,098,820
Interest-Bearing Deposits	1,615,000	1,275,000
Assessments Receivable - Net	6,159	10,128
Income Taxes Receivable	-	87
Accrued Interest	5,538	5,212
Prepaid Expenses	<u>26,643</u>	<u>41,363</u>
 Total Assets	 <u>\$ 2,636,089</u>	 <u>\$ 2,430,610</u>
<u>LIABILITIES AND MEMBERS' EQUITY</u>		
Accounts Payable	\$ 106,744	\$ 72,222
Income Taxes Payable	1,552	112
Deferred Insurance Proceeds	30,050	2,958
Prepaid Assessments	<u>237,610</u>	<u>219,582</u>
Total Liabilities	<u>\$ 375,956</u>	<u>\$ 294,874</u>
 Replacement Reserves	 \$ 1,804,610	 \$ 1,767,084
Unappropriated Members' Equity	<u>455,523</u>	<u>368,652</u>
Total Members' Equity	<u>\$ 2,260,133</u>	<u>\$ 2,135,736</u>
 Total Liabilities and Members' Equity	 <u>\$ 2,636,089</u>	 <u>\$ 2,430,610</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF INCOME
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
<u>INCOME:</u>		
Assessments	\$ 2,318,226	\$ 2,239,291
Transportation Management Plan	147,732	143,923
Interest	33,899	22,789
Newsletter	6,080	6,300
Resale Packages	5,574	6,012
Legal Fees	8,869	12,359
Other	33,063	32,842
Total Income	<u>\$ 2,553,443</u>	<u>\$ 2,463,516</u>
<u>EXPENSES:</u>		
Management Fees	\$ 160,446	\$ 160,823
Management Reimbursements	2,090	3,089
Legal, Audit and Tax Preparation	55,278	60,260
Engineer/Consulting	-	3,521
Insurance	28,350	26,952
Community Activities	64,783	30,885
Payroll and Related Costs	341,462	336,222
Communications	16,795	16,587
Administrative	113,925	102,233
Trash Removal	306,425	285,172
Health Club	216,907	213,367
Shuttle Bus	212,083	215,000
Landscaping	264,013	257,732
Janitorial	50,145	45,468
Pool	69,577	60,871
Utilities	92,387	107,061
Common Area Maintenance	113,688	87,225
Bad Debt	7,069	8,840
Income Taxes	6,352	2,725
Total Expenses	<u>\$ 2,121,775</u>	<u>\$ 2,024,033</u>
Net Income before Contribution to Reserves	\$ 431,668	\$ 439,483
Contribution to Reserves	<u>(344,797)</u>	<u>(332,500)</u>
Net Income	<u>\$ 86,871</u>	<u>\$ 106,983</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF MEMBERS' EQUITY
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	Replacement Reserves	Unappropriated Members' Equity	Total Members' Equity
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
Additions:			
Contribution to Reserves	344,797		344,797
Net Income		86,871	86,871
Deductions:			
Asphalt	(13,109)		(13,109)
Benches	(35,431)		(35,431)
Brick Repair	(43,530)		(43,530)
Drainage	(49,856)		(49,856)
Electric	(17,460)		(17,460)
Fences	(13,755)		(13,755)
Fitness Equipment	(25,790)		(25,790)
Gazebo	(29,192)		(29,192)
HVAC	(12,350)		(12,350)
Irrigation	(15,152)		(15,152)
Landscaping	(8,579)		(8,579)
Office	(11,267)		(11,267)
Pool	(7,600)		(7,600)
Signage	(24,200)		(24,200)
Balance as of December 31, 2018	<u>\$ 1,804,610</u>	<u>\$ 455,523</u>	<u>\$ 2,260,133</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>		
Net Income	\$ 86,871	\$ 106,983
Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities:		
Bad Debt Expense	7,069	8,840
Decrease (Increase) in:		
Assessments Receivable	(3,100)	(5,923)
Accounts Receivable - Other	-	1,668
Income Taxes Receivable	87	(87)
Accrued Interest	(326)	(231)
Prepaid Expenses	14,720	5,304
Increase (Decrease) in:		
Accounts Payable	12,019	(21,262)
Income Taxes Payable	1,440	(999)
Deferred Insurance Proceeds	27,092	-
Prepaid Assessments	18,028	(58,730)
Net Cash Flows from Operating Activities	<u>\$ 163,900</u>	<u>\$ 35,563</u>

CASH FLOWS FROM INVESTING ACTIVITIES:

Received from Assessments (Reserves)	\$ 344,797	\$ 332,500
Disbursed for Reserve Expenditures	(284,768)	(158,233)
Received from Interest-Bearing Deposits	1,230,000	225,000
Disbursed for Interest-Bearing Deposits	(1,570,000)	(175,000)
Net Cash Flows from Investing Activities	<u>\$ (279,971)</u>	<u>\$ 224,267</u>

Net Change in Cash and Cash Equivalents \$ (116,071) \$ 259,830

Cash and Cash Equivalents at Beginning of Year 1,098,820 838,990

Cash and Cash Equivalents at End of Year \$ 982,749 \$ 1,098,820

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:

Cash Paid for Income Taxes \$ 5,025 \$ 5,700

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017

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

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.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017
(CONTINUED)

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 \$344,200 for 2018. For 2018, the Association budgeted for and contributed \$344,797 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, 2018 and 2017, the Association had designated \$1,804,610 and \$1,767,084, 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 not capitalized

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017
(CONTINUED)

NOTE 4 - INCOME TAXES: (CONTINUED)

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 2018 and 2017, 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, 2018, the Association maintained its funds in the following manner:

<u>Institution</u>	<u>Cash and Cash Equivalents</u>	<u>Interest-Bearing Deposits</u>
Pacific Premier	\$ 370,092	\$ -
Congressional	603,740	
Morgan Stanley		
(Various Institutions)	8,917	1,615,000
Totals	<u>\$ 982,749</u>	<u>\$ 1,615,000</u>

As of December 31, 2018 and 2017, the Association had \$279,291 and \$903,134, 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.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017
(CONTINUED)

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.

	<u>2018</u>	<u>2017</u>
Assessments Receivable	\$43,658	\$42,218
Less: Allowance for Doubtful Assessments	(37,499)	(32,090)
Assessments Receivable - Net	<u>\$ 6,159</u>	<u>\$10,128</u>

NOTE 7 - 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.

Associa also owns Associa OnCall, which provides general repairs and maintenance services. During 2018 and 2017, the Association paid Associa OnCall \$58,360 and \$4,736, respectively, for general repairs and maintenance services. No amounts were owed to Associa OnCall as of December 31, 2018 and 2017 for these services.

In addition, for 2018 and 2017, the Association paid CMC \$6,025 and \$4,725, respectively, for recording meeting minutes.

NOTE 8 - 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.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR
REPAIRS AND REPLACEMENTS
DECEMBER 31, 2018
(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.

<u>Component</u>	<u>2016 Estimated Remaining Useful Life (Years)</u>	<u>2016 Estimated Replacement Cost</u>
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, 2019

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, 2018 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, 2018, the Association's assessments receivable balance of \$43,658 (before deducting the allowance for doubtful assessments of \$37,499) was equal to 2% of annual assessments. We recommend the Association continue to aggressively pursue all delinquent accounts.

As of December 31, 2018, the Association had a surplus of \$455,523 in unappropriated members' equity (excess operating funds). This represents 20% of annual assessments. We commend the Association for 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 \$1,804,610 as of December 31, 2018 were funded by cash and interest-bearing deposits.

Income Taxes

For 2018, we recommend the Association file using the corporate method.

Credit Cards

During 2018, the Association incurred late fees and interest on the Mastercard credit card. We recommend the Association make every effort to pay the balance in a timely manner. We also recommend the Association maintain the following internal controls regarding the use of the credit card:

- 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 limit and should keep the credit limit at a minimum amount.

Deferred Insurance Proceeds

The Association received reimbursement from its insurance company in 2017, 2018 and early 2019 for damage repairs. To date, \$31,050 of the reimbursement has not been spent on repairs and remains as a liability. It is our understanding that this amount will be used for repairs. Insurance proceeds can only be deferred for two years from the date received. After the two years have expired, the remaining insurance proceeds will be recognized as income and will be taxable.

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.

Monitoring Activities

The Board of Directors is an integral part of the Association's internal controls. Each month the individual board members should be performing monitoring activities. When performed routinely, these monitoring activities strengthen the Association's internal controls and are essential to ensuring the financial security of the Association's resources.

The Board of Directors should obtain and read the monthly financial statements as prepared and presented by management. At a minimum, the financial statements should include a balance sheet, income statement with budget to actual comparisons, a check register, a general ledger, and bank statements with reconciliations. Variances and unusual transactions should be discussed with management and resolved in a timely manner.

The Board of Directors should consider periodically reviewing randomly selected copies of paid invoices to ensure that the appropriate level of approval has occurred and that the approval is appropriately documented. The Board of Directors should also consider selecting invoices from vendors not recognized or not used on a regular basis.

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.

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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, 2019

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, 2018 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:

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. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

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.

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.

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, 2018 and 2017**, 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 whenever events or changes in circumstances have indicated that the carrying amount of assets might not be recoverable and have appropriately recorded the adjustment.
- 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 net 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 4, 2019 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, 2018 and 2017

Management Representative:

Signature

Printed Name

Date

President/Treasurer:

Signature

Printed Name

Date

06/24/2019

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Adjusted Trial Balance
for the period ended December 31, 2018

Reviewed by _____

Page 1

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp: Refere
1012 PPB Merchant	1,001.45	1.45			1.45	B-5
1013 PPB Operating	909,097.34	375,196.32	AJE-1	(5,105.15)	370,091.17	B-1
1014 PPB Google Account	2,115.65					
1100 PPB MM	66,494.69					
1302 Congressional Bank - MM 5485		603,739.86			603,739.86	B-6
1330 Smith Barney Money Fund	120,110.72	8,917.49			8,917.49	B-4
1353 Smith Barney Investments (CDs)	1,275,000.00	1,615,000.00			1,615,000.00	B-4
1500 A/R Residential Assessments	42,218.16	43,658.35			43,658.35	E-1
1530 Allowance for Doubtful Accounts	(32,090.07)	(37,498.86)			(37,498.86)	F-1
1600 Prepaid Insurance	5,064.08	6,497.05			6,497.05	G-1
1635 Prepaid Taxes	87.00					
1640 Prepaid Expense	36,299.19	21,478.12	AJE-3	(1,332.08)	20,146.04	G-2
1725 Insurance Receivable	(2,957.61)	(30,050.00)			(30,050.00)	N-3
1730 Interest Receivable	5,212.38	5,537.93			5,537.93	Y-2
1799 Clearing Account	1,177.92	(1,349.28)			(1,349.28)	
2000 A/P Trade	(42,895.06)	(1,332.08)	AJE-3	(16,157.77)	(17,489.85)	N-1
2015 Unclaimed Funds	(322.74)					
2025 Transfer Fee Payable	(501.91)	(528.17)			(528.17)	
2050 Resident Refunds	225.00	(28.23)			(28.23)	
2200 A/P Income Taxes	(112.00)		AJE-4	(1,552.00)	(1,552.00)	T-1
2300 Accrued Expenses	(15,364.00)	(76,525.78)	AJE-1 AJE-2	5,105.15 440.00	(70,980.63)	N-2
2400 Accrued Payroll	(14,540.56)	(16,368.00)			(16,368.00)	O-1
2550 Prepaid Residential Assessments	(219,581.73)	(237,609.90)			(237,609.90)	E-1
3000 Prior Year Owner's Equity	(261,668.92)	(368,653.87)			(368,653.87)	***
3015 Capital Reserve Beg Balance	(11,918.68)	23,521.26			23,521.26	R-1

06/24/2019

Adjusted Trial Balance

Reviewed by _____

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for the period ended December 31, 2018

Page 2

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp: Refere
3102 Repair & Repl Reserve Beginning Balance	(1,755,165.35)	(1,832,694.85)	AJE-3	4,564.18	(1,828,130.67)	R-1
(Profit) Loss	(106,984.95)	(100,908.81)		14,037.67	(86,871.14)	
	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	

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Adjusted Trial Balance
for the period ended December 31, 2018

Reviewed by_____

Page 3

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp: Refere
4001 Residential Assessments - SFD/TH	(1,377,898.24)	(1,426,717.60)			(1,426,717.60)	Y-1
4002 Assessments - Condo	(834,116.28)	(863,675.16)			(863,675.16)	Y-1
4018 Future Assessments - COMMERCIAL	(0.03)					
4130 Assessments - Commercial	(27,277.04)	(27,833.40)			(27,833.40)	Y-1
4135 TMP Assessments	(143,923.04)	(147,731.64)			(147,731.64)	Y-1
4245 Newsletter Advertising	(6,300.00)	(6,080.00)			(6,080.00)	
4250 Facilities Passes/Guest Fees	(630.00)	(842.00)			(842.00)	
4260 Resale Processing Fees	(6,012.05)	(5,573.51)			(5,573.51)	
4265 Website Income	(1,200.00)	(1,700.00)			(1,700.00)	
4295 Charitable Donations Income	(11,031.99)	(3,686.97)			(3,686.97)	
4400 Room Rental Fees	(6,880.00)	(7,570.00)			(7,570.00)	
4405 Club Cleaning Fees	(5,000.00)	(6,600.00)			(6,600.00)	
4710 Late Fees	(7,770.62)	(7,456.17)			(7,456.17)	
4720 Legal Fees	(12,358.50)	(8,869.29)			(8,869.29)	
4805 Compliance Fees	(284.23)	(3,075.12)			(3,075.12)	
4835 Miscellaneous Income	(45.00)	(2,133.27)			(2,133.27)	
4910 Interest Income	(22,789.03)	(33,899.49)			(33,899.49)	Y-2
5010 Bad Debt	8,840.04	7,068.68			7,068.68	F-1
5015 Bank Charges	45.00	68.09			68.09	
5020 Board/Committee Expenses	8,666.39	9,633.59			9,633.59	
5025 Cost of Collections	3,688.65	3,290.00			3,290.00	
5030 Acct Setup/DD/Coupouns	9,434.50	10,157.00			10,157.00	
5035 Architechtrual Comprehensives	3,696.44	1,036.43			1,036.43	
5040 Computer Network/C3	6,865.00	19,718.70			19,718.70	X-1
5070 Parking Enforcement	14,059.52	20,970.00			20,970.00	

06/24/2019

Adjusted Trial Balance

Reviewed by _____

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for the period ended December 31, 2018

Page 4

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp Refere
5080 Annual Meeting Expenses	1,938.51	1,915.42			1,915.42	
5085 Office Equipment Lease	5,792.35	6,618.20			6,618.20	
5090 Office Supplies	2,977.30	5,694.06			5,694.06	
5115 Website Maintenance	809.50	932.35			932.35	
5195 Miscellaneous	595.05	872.38			872.38	
5200 CAC Events & Awards	30,884.54	64,782.93			64,782.93	X-1
5210 Printing/Copying	14,161.27	8,573.70			8,573.70	
5215 Postage	10,976.31	8,019.15			8,019.15	
5220 Courier/Delivery Service	500.47	889.78			889.78	
5225 Newsletter	13,236.82	15,024.41			15,024.41	
5302 Administrative Payroll	264,706.19	266,147.61			266,147.61	X-2
5316 Other Communications	2,540.14	838.81			838.81	
5318 Health Club Management/Staff	159,720.46	161,874.50			161,874.50	X-1
5320 Temp Desk Coverage	4,751.05	3,579.15			3,579.15	
5340 Payroll Taxes/Benefits/Costs	71,515.82	75,313.77			75,313.77	X-2
5390 Fidelity/Workman's Comp	2,072.76	1,584.55			1,584.55	G-1
5415 D & O Insurance	4,843.43	4,714.12			4,714.12	G-1
5420 Umbrella Insurance	9,553.49	9,538.56			9,538.56	G-1
5445 Liability/Property Insurance	10,483.45	12,512.14			12,512.14	G-1
6000 Electric Service	42,706.23	43,778.78			43,778.78	X-1
6025 Water Service	22,616.25	9,931.27			9,931.27	
6035 Trash and Recycling Service	285,172.14	306,425.36			306,425.36	X-1
6040 Bundled Telecom Services	11,104.92	7,861.26			7,861.26	
6075 Clubhouse Utilities	41,739.03	38,677.30			38,677.30	X-1
6100 Grounds & Landscaping - Contract	154,399.00	156,065.50			156,065.50	X-1

06/24/2019

Adjusted Trial Balance

Reviewed by _____

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for the period ended December 31, 2018

Page 5

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp: Refere
6150 Flower Rotation & Landscape Enhancements	21,082.20	20,794.50			20,794.50	
6155 Turf Treatment and Enhancements	14,683.50	14,237.50	AJE-3	8,362.50	22,600.00	
6160 Tree and Shrub Maintenance	31,482.00	36,880.00			36,880.00	X-1
6299 Irrigation System Contract	15,019.00	13,475.50			13,475.50	
6300 Permits and Licenses	2,121.51	2,097.16			2,097.16	
6305 TMP Expenses	214,999.92	212,083.30			212,083.30	X-1
6315 Uniforms		89.03			89.03	
6408 Elevator Contract	4,233.83	4,141.68			4,141.68	
6414 Fire Prevention & Protection	1,247.09	1,347.99			1,347.99	
6422 Decals & Parking Passes	858.24	2,934.39			2,934.39	
6424 HVAC Contract	3,932.20	4,604.04			4,604.04	
6430 Janitorial Services	41,042.96	42,719.64			42,719.64	X-1
6434 Pest Control Contract	1,989.00					
6436 Special Cleanings	4,425.00	7,425.00			7,425.00	
6438 Pool Management Contract	55,000.00	62,318.75			62,318.75	X-1
6440 Safety & Security	2,384.62	4,036.63			4,036.63	
6442 Snow Removal Contract	26,371.25	16,046.00			16,046.00	
6500 Fire Supression System	6,240.21	7,419.25			7,419.25	
6515 Building Repair/Maint	10,695.26	4,986.59			4,986.59	
6525 Community Center Improvement	939.00	888.73			888.73	
6570 Fintess Equipment Repair & Maintenance	9,284.51	11,739.22			11,739.22	
6575 Fitness Center Supplies	6,684.67	8,774.19	AJE-3	496.08	9,270.27	
6585 Fountain/Pond/Lake Repair & Maintenance	240.00					
6590 Access System Supplies	4,953.59	4,055.11			4,055.11	
6595 Access System Repairs		1,310.00	AJE-2	(440.00)	870.00	

06/24/2019

Adjusted Trial Balance

Reviewed by _____

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for the period ended December 31, 2018

Page 6

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp Refere
6600 General Repairs/Maint	6,251.65	27,628.95			27,628.95	X-1
6605 General Maintenance Supplies	9,250.79	6,267.62	AJE-3	747.09	7,014.71	
6640 Lighting Supplies/Repair & Maintenance	32,394.57	42,538.28			42,538.28	X-1
6685 Linear Park Landscape Maintenance	21,066.00	14,196.00			14,196.00	
6690 Pet Stations	10,726.94	14,907.31			14,907.31	
6700 Pool Equipment Repair/Maint	1,460.00	2,750.50			2,750.50	
6710 Pool Supplies	4,411.46	4,506.88			4,506.88	
6760 Street/Curb/Gutter Repair & Maint		5,440.00			5,440.00	
7000 Audit/Tax Returns	6,500.00	6,600.00			6,600.00	X-1
7010 Engineering Services	3,521.44					
7015 Management Reimbursements	3,089.15	2,090.04			2,090.04	
7020 Legal Services	6,259.50	3,756.00	AJE-3	300.00	4,056.00	X-1
7025 Legal Fees - Collections	31,499.60	18,751.22			18,751.22	X-1
7030 Legal Fees - General Counsel	15,999.50	22,850.80	AJE-3	3,020.00	25,870.80	X-1
7040 Management Fees	160,823.00	160,446.00			160,446.00	X-1
9000 Income Taxes	2,725.00	4,800.00	AJE-4	1,552.00	6,352.00	T-1
9106 Capital Improvements Reserve	24,000.00	24,000.00			24,000.00	R-1
9800 Repair/Repl Reserves	308,500.00	320,797.00			320,797.00	R-1
9934 Recreation Equipment	3,050.92	1,672.02			1,672.02	
9946 Signs Expenses		24.44			24.44	
(Profit) Loss	(106,984.95)	(100,908.81)		14,037.67	(86,871.14)	

06/24/2019
03:14 PMAdjusting Journal Entries
for the period ended December 31, 2018

Page 1

Account #	Account Name / Description	Debits	Credits
12/31/2018		<u>AJE 1</u>	
2300	Accrued Expenses	5,105.15	
1013	PPB Operating		5,105.15
To record card payment made by phone on 12/21/18.			
12/31/2018		<u>AJE 2</u>	
2300	Accrued Expenses	440.00	
6595	Access System Repairs		440.00
To reverse client accrued expense.			
12/31/2018		<u>AJE 3</u>	
2000	A/P Trade		16,157.77
1640	Prepaid Expense		1,332.08
3102	Repair & Repl Reserve Beginning Balance	4,564.18	
6155	Turf Treatment and Enhancements	8,362.50	
6575	Fitness Center Supplies	496.08	
6605	General Maintenance Supplies	747.09	
7020	Legal Services	300.00	
7030	Legal Fees - General Counsel	3,020.00	
To adjust client accounts payable per auditor's search.			
12/31/2018		<u>AJE 4</u>	
9000	Income Taxes	1,552.00	
2200	A/P Income Taxes		1,552.00
To record 2018 income tax expense and amount payable.			
Totals		<u>24,587.00</u>	<u>24,587.00</u>

Board Decision

July 30, 2019

Motion:

"I move to approve the proposal from Goldklang & Group CPA's P.C. to audit financial statements of the Cameron Station Community Association, Inc. as of December 31, 2019 and 2020, for \$6,300 and \$6,400 respectively. The fee for tax preparation for the Federal and State income tax return will be \$500 per year to be expensed to GL7000 - Audit and Tax Services."

Second:**Summary:**

Goldklang & Group CPA's P.C. has been performing for Cameron Station's audit and tax services since 2013. The cost of tax preparation has been \$500 since 2013. The cost of audit has been as follows: 2013- \$5,650, 2014- \$5,850, 2015- \$5,900, 2016- \$6,000, 2017- \$6,100, 2018- \$6,200. Goldklang is now proposing for 2019- \$6,300 and for 2020- \$6,400.

Note, the annual increase has been \$100.

CMC Recommendation:

The Board to approve the Goldklang & Group proposal as this is well within the industry standards.

Budget Consideration:

GL700- Audit and Tax Services

Vote:

	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Martin Menez				
Jon Dellaria				
Tom Sugrue				
Sarah Meyer Walsh				
Brian Sundin				
Kim Canter				

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



PROPOSAL NO. REVISED 7/11/19

June 3, 2019

CUSTOMER # 229

Karen Soles
Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Karen,

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:

5150-5156 CALIFORNIA LANE

REAR COMMON AREA WHERE TURF CANNOT BE ESTABLISH

regrade bare area behind homes approx. 110x4'

labor (12) hours \$55 each\$660.00

Install (15) yards. Of woodchips* (not hardwood mulch) \$55 each.....\$825.00

eroded area closest CSB and existing storm drain remove tree roots

and install approx.20x2-3' of west Virginia fieldstone to direct water to storm drain

\$17.25 each..... \$690.00

PROPOSAL TOTAL: \$2,175.00

***WOODCHIPS PRICE IS LOWER THAN HARDWOOD MULCH**

HARDWOOD MULCH PER YARD \$85.00

WOODCHIPS PER YARD \$55.00

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: _____



June 3, 2019

CUSTOMER # 229

Karen Soles
Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Karen,

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:

LANDSCAPE ENHANCEMENTS

DUKE ST./GARDNER ENTRANCE:

- REGRADE AREA, REMOVE EXISTING STEPPING STONES AND INSTALL
(18) 3X2' STEPPING STONES ON A STONE DUST CRUSHED CONCRETE BASE TO CREATE A WALKWAY

MATERIALS:

- LABOR - 12 HOURS @ \$55.00 PER HOUR	\$660.00
- 18 (3' x 2') STEPPING STONES @ \$43.40/EA.	\$781.00
- (1) TON OF STONE DUST	\$145.00
- (1) TON OF CRUSHED CONCRETE.....	\$145.00
- DISPOSAL OF ALL RELATED DEBRIS.....	\$225.00

PROPOSAL TOTAL: \$ 1,956.00

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: _____

29964



29964



26

Board Decision

July 30, 2019

Motion:

"I move to approve the CAC recommendation for Lancaster Landscape, Inc.'s proposal #299630 (revised 7/11/19), to regrade the eroded area at 5150-5156 California Lane in rear common area where turf cannot be establish and regrade behind homes and install woodchips and West Virginia fieldstone to direct water to existing storm drain in the amount of \$2,175.00 to be expensed to GL3364 - Capital Improvement Expenditure."

Second:**Summary:**

The CAC made the recommendation at their July 2019 meeting to approve the necessary drainage and erosion work at 5150-5156 California Lane. This area has eroded approximately 110x4 and this proposal includes installing woodchips and West VA fieldstone to direct water to the existing storm drain.

CMC Recommendation:

The Board to approve the CAC recommendation to create a shallow swale to direct water to existing storm drain with woodchips and West Virginia field stone.

Budget Consideration:

GL3364-Capital Improvement Expenditure.

Vote:

	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Martin Menez				
Jon Dellaria				
Tom Sugrue				
Sarah Meyer Walsh				
Brian Sundin				
Kim Canter				

Board Decision

July 30, 2019

Motion:

"I move to approve the CAC recommendation for Lancaster Landscape, Inc.'s proposal #29964, to regrade the area and remove existing stepping stones and install 18 stepping stones to create a walkway in the amount of \$1,956 to be expensed to GL6155 – Landscape Enhancements."

Second:**Summary:**

The CAC made the recommendation at their June & July 2019 meeting to approve the existing stepping stones at this location and install 18 new stepping stones on a stone dust crushed concrete base to create a walkway.

CMC Recommendation:

The Board to approve the CAC recommendation.

Budget Consideration:

GL6155- Landscape Enhancements.

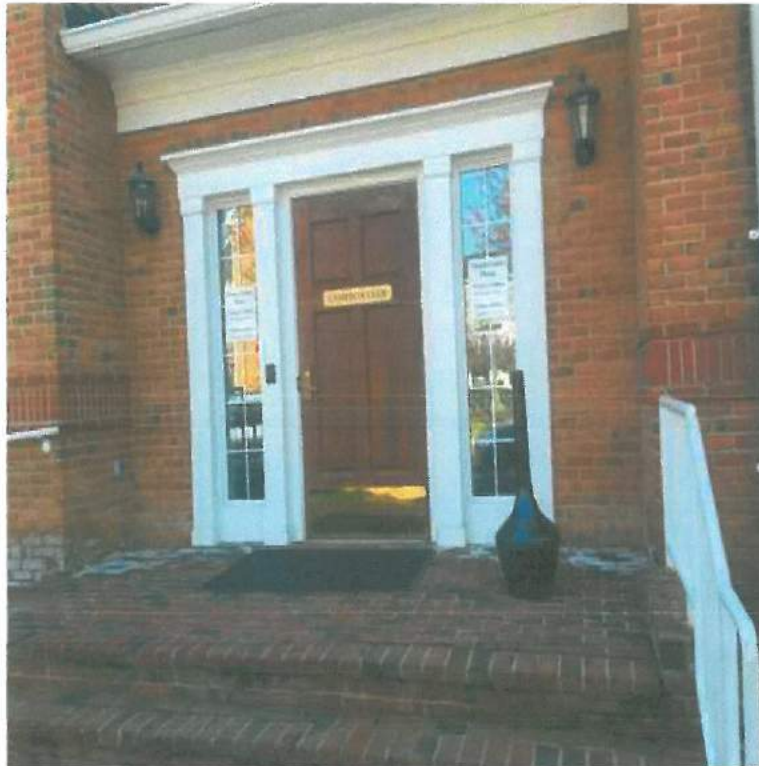
Vote:

	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Martin Menez				
Jon Dellaria				
Tom Sugrue				
Sarah Meyer Walsh				
Brian Sundin				
Kim Canter				



Cameron Station

200 Cameron Station Boulevard
Alexandria, VA 22304



PARC Inspection Report

Karen Soles - Community Manager

Phone: (703) 567-4881

Email: KSoles@cmc-management.com

Proposal Date: 04/08/2019

Submitted By: Lynda Paul - Sr Account Manager

703-850-3480 / lynda@potholerepair.com



Contents

2. Executive Summary Report
3. Site Plan Detailing Location of Repairs
4. Photo Gallery Documenting Repairs
5. Carbon Calculator Analysis
6. Proposal Detail
7. Terms & Conditions



Executive Summary Report

Scheduled Final PARC Inspection: Yes

Date of Report: 04/08/2019

Site Name: Cameron Station

Client Name:

CMC - Community Management Corporation
Chantilly

Site Address: 200 Cameron Station
Boulevard Alexandria, VA 22304

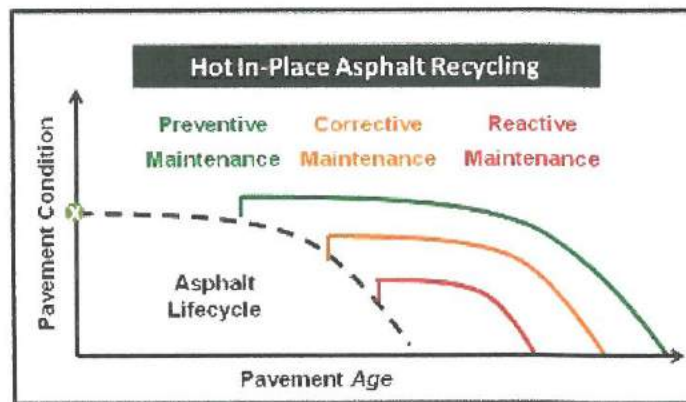
Billing Address: CMC790-55155/Cameron
Station Community/PO Box 650255 Dallas,
TX 75265

Attn: Karen Soles

No. of Repairs Areas: 23

Phone: (703) 567-4881

Cameron Station is currently protected by a Preferred Asphalt Repair Contract (PARC Agreement). This agreement provides the cornerstone to a proactive maintenance program designed to significantly reduce maintenance costs. Repairing asphalt damage before it has a chance to grow also reduces liability and extends the remaining life of your pavement, deferring large capital expenditures.



The PARC Agreement is also designed to save you valuable time. We perform regularly scheduled inspections of your property and produce detailed reports like this which document areas that do have need of your immediate attention.

During our recent inspection, we found **thirty-one (31)** individual and/or linked 1m x 1m thermal repairs are required to restore the areas indicated on the following plat map to a stable, safe condition. For your convenience, pictures documenting each area are also included in this report.

Please feel free to contact us immediately with any questions regarding our recommendations and to schedule repairs before the damage and cost increase. This property qualifies for the PARC Preferred discount reflected in this proposal and PARC Preferred clients (like you) enjoy an extended 15 month guarantee on all repairs!

Site Plan Location of Repairs

Cameron Station



Repair #1(Marker A) = 1TR's

Repair #4(Marker D) = 1TR's

Repair #7(Marker G) = 1TR's

Repair #10(Marker J) = 1TR's

Repair #13(Marker M) = 1TR's

Repair #16(Marker P) = 2TR's

Repair #19(Marker S) = 1TR's

Repair #22(Marker V) = 3TR's

Repair #2(Marker B) = 1TR's

Repair #5(Marker E) = 1TR's

Repair #8(Marker H) = 1TR's

Repair #11(Marker K) = 1TR's

Repair #14(Marker N) = 1TR's

Repair #17(Marker Q) = 3TR's

Repair #20(Marker T) = 1TR's

Repair #23(Marker W) = 1TR's

Repair #3(Marker C) = 1TR's

Repair #6(Marker F) = 2TR's

Repair #9(Marker I) = 1TR's

Repair #12(Marker L) = 1TR's

Repair #15(Marker O) = 1TR's

Repair #18(Marker R) = 2TR's

Repair #21(Marker U) = 2TR's

200 Cameron Station Boulevard
Alexandria, VA 22304

Potholes Images

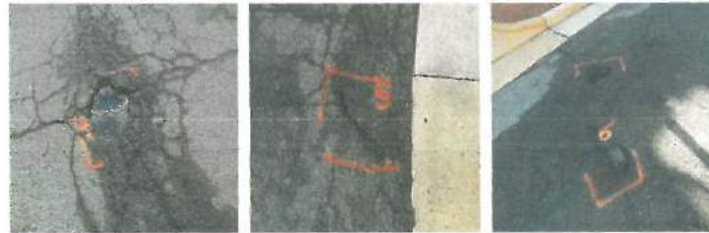
Cameron Station



Pothole #1(1TR's)

Pothole #2(1TR's)

Pothole #3(1TR's)



Pothole #4(1TR's)

Pothole #5(1TR's)

Pothole #6(2TR's)



Pothole #7(1TR's)

Pothole #8(1TR's)

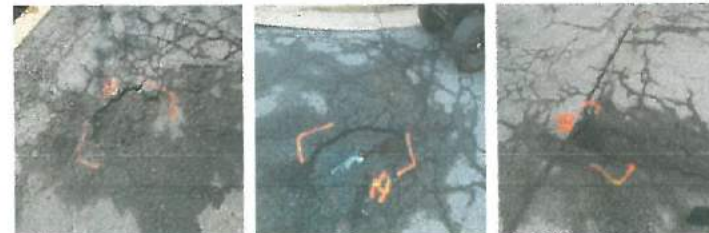
Pothole #9(1TR's)



Pothole #10(1TR's)

Pothole #11(1TR's)

Pothole #12(1TR's)



Pothole #13(1TR's)

Pothole #14(1TR's)

Pothole #15(1TR's)



Pothole #16(2TR's)



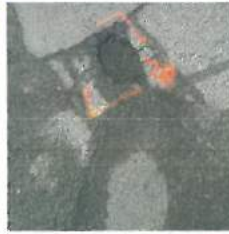
Pothole #17(3TR's)



Pothole #18(2TR's)



Pothole #19(1TR's)



Pothole #20(1TR's)



Pothole #21(2TR's)



Pothole #22(3TR's)



Pothole #23(1TR's)

200 Cameron Station Boulevard
Alexandria, VA 22304



Proposal #9477910

Carbon Calculator Analysis

Cameron Station

200 Cameron Station Boulevard
Alexandria, VA 22304

Carbon Saving for this 31 TR Project

Traditional Repair Creates **1612** kg of CO₂

Pothole Repair Creates **124** kg of CO₂

Pothole Repair Saves **1488** kg of CO₂

Pothole Repair Saves **4977** Miles of Travel

Pothole Repair Saves **152** Years illuminating 100w Bulb





Proposal Price Detail

Significant cost savings * Lasts longer than a traditional repair

Cameron Station

85% reduced carbon foot print * Recycles existing material * 1 Year guarantee

Green Asphalt Repair Proposal

Repair #	Product	TR / Qty	Cost Per	Subtotal	Adj. Subtotal	Approval (Y or N)
1	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
2	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
3	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
4	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
5	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
6	Thermal Repair	2	\$299.00	\$598.00	\$377.00	_____
7	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
8	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
9	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
10	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
11	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
12	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
13	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
14	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
15	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
16	Thermal Repair	2	\$299.00	\$598.00	\$377.00	_____
17	Thermal Repair	3	\$299.00	\$897.00	\$565.00	_____
18	Thermal Repair	2	\$299.00	\$598.00	\$377.00	_____
19	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
20	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
21	Thermal Repair	2	\$299.00	\$598.00	\$377.00	_____
22	Thermal Repair	3	\$299.00	\$897.00	\$565.00	_____
23	Thermal Repair	1	\$299.00	\$299.00	\$188.00	_____
24	Mobilization Fee	1	\$35.00	\$35.00	\$35.00	_____
Total		31		\$9,304.00	\$6,520.00	

Preferred Client Saving: \$651.00

Special PARC Price: **\$5,869.00**

PARC Agreement provides an **ADDITIONAL 10%** Discount on authorized repairs for 1 year and extends all warranty coverage to 15 months

Special PARC Pricing (Include \$199 one year PARC Renewal Agreement) **\$6,068.00**

4/8/2019 **NOTES:** * Pricing based on minimum of 5 Thermal Repairs, less than 5TR pricing \$299/TR.

Adjustment(s) * This quote includes discount for PARC Preferred Client Account

Additional Information: Proposal valid for 30 days.

Acceptance of Proposal:

_____ Date _____ authorizes Pothole Repair.com to proceed in executing asphalt repairs as outlined above. 33% deposit required upon acceptance, balance due upon completion. Terms, conditions and guarantee information attached.



POTHOLE REPAIR METRO DC, LLC

Statement of Work

CLIENT

(Has authority to authorize the work.)

PROPERTY OWNER (if not the client)

NAME OF CLIENT

("Client") hereby hires and engages Pothole Repair Metro DC, LLC ("PRMDC") as follows:

1. **SCOPE OF WORK.** PRMDC shall perform in a workmanlike manner the pothole repair services (the "Services") which are fully described in this proposal (the "Proposal").
2. **RESPONSIBILITIES OF CLIENT.** Prior to the commencement of any Services, Client shall clear the service area making it free of obstruction and cordon off areas as required so that the Services can be provided without delay. In addition, Client will complete any other preparation described in the Proposal, if any, prior to PRMDC commencing the Services. PRMDC will contact Client at least 48 hours prior to the start date regarding the preliminary work to be done by Client, as described in this Paragraph 2.
3. **DELAYS ATTRIBUTABLE TO CLIENT.**
 - a. In the event that Client fails to complete the preparation described in the preceding Paragraph 2 in a timely manner, and the commencement of the Services by PRMDC is delayed as a result thereof, Client shall pay PRMDC a cancellation fee of the greater of 20% of the total price of the Services as described in this Agreement or \$99.
 - b. If any act or omission of Client, its agent, employees, or representatives, causes delay in PRMDC's performance of the Services, Client will be charged a fee for such delay of \$99 for each 30 minutes of delay.
4. **PRICE.** The cost of the proposed work is set forth in the Proposal.
5. **MODIFICATION.** PRMDC reserves the right to modify the Proposal and/or this Statement of Work if there is a material deterioration or other material change in and around the surface(s) to be repaired between the date of the Proposal and the date the Services are to commence.
6. **TIME.** PRMDC agrees to complete all repairs on or before _____ subject to the terms and conditions of this Agreement. In the event that the performance by PRMDC is delayed as the **result of weather conditions**, acts of God, or other force majeure, the due date will be extended until the force majeure or other condition is resolved and PRMDC shall not be subject to any penalty of any kind as a result of such delay. If the Services are delayed more than 30 days, then Client may at its option terminate this Agreement without penalty.
7. **TERMS AND CONDITIONS.** This Statement of Work is subject to the terms and conditions set forth below, all of which are incorporated herein by reference.

POTHOLE REPAIR METRO DC, LLC

By: _____ Barry Foer, General Manager

Date: _____

Client's Full Name

By: _____

Name: _____

Date: _____



COMMERCIAL TERMS AND CONDITIONS

The following terms and conditions govern the attached Statement of Work submitted by Pothole Repair Metro DC (PRMDC) to Customer.

1. **Services.** PRMDC agrees to supply the Services described in the Statement of Work pursuant to the terms of this agreement. The Statement of Work and these terms and conditions are referred to collectively as the "Agreement."
2. **Warranty.** Upon completion of the Services and receipt of payment in full from Client, PRMDC will warrant the repairs made against any defects in workmanship or materials for a period of 12 months from the date of completion of the Services. If a repair fails or degrades through normal wear and tear during the 12 month warranty period PRMDC will make necessary modifications to the repair without charge to the Client. PRMDC makes no other warranty express or implied.
3. **Exclusions.** Degradation, or other deterioration of a repair (i) in an area where vehicles make continual and repetitive turns; or (ii) which is caused by dislodging of the repair attributable to tree or other roots, broken water or gas pipes, breakage of the adjoining road or surface area adjacent to or surrounding the repair, or repetitive oil, gas, other toxic substance spillage, or similar circumstances are expressly excluded from this Warranty. Any modification or alteration to the Repair by any person or enterprise other than PRMDC will void the Warranty described in Paragraph.
4. **Limitations of Liability.** PRMDC shall not be liable to Client or any third party for (i) any failure or defect of the Repair caused by persons or events beyond PRMDC's reasonable control or the acts or omissions of Client or any third party or for any consequential damages arising from the Repair or the failure of the Repair; or (ii) any claim arising out of damage to underground utility lines or related hardware or consequent outages, unless Client has clearly informed PRMDC of the location of such utility lines or hardware prior to commencement of the Services. Client shall not be entitled to punitive damages under any circumstances. Client agrees that the maximum sum for which PRMDC may be held liable to Client or any third party collectively is the total consideration paid by Client to PRMDC for the Services provided pursuant to this Agreement.
5. **Payment.** Payment is due upon completion of the Services, unless Client has established an account with PRMDC. If Client has an account, payment is Net 10. 2% per month interest on any invoices remaining unpaid after 30 days (or the maximum interest allowed by law, if less than 24% per annum) and payment of all cost relating to collection, including, but not limited to, reasonable attorney fees, court costs, and interest.
6. **Severability.** A determination that any provision of this Agreement is invalid, illegal or unenforceable shall not affect the enforceability of any other provision.
7. **Applicable law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia without regard to conflict of law principles. The parties hereby agree to submit to the exclusive jurisdiction and venue of the state or federal courts sitting in or serving Fairfax County, Virginia.
8. **Entire Agreement.** This Agreement constitutes the entire agreement of the Parties and supersedes all other agreements, representations, communications, statements or negotiations between the Parties relating to the subject matter hereof.
9. **Amendments.** Any modification of this Agreement must be in writing and signed by both parties.
10. **Client Representation.** Client hereby represents that it has authority to engage PRMDC to perform the Services at the site described in the Proposal.
11. **Dispute Resolution.** Any claim for monies due PRMDC pursuant to this Agreement, may be brought in any court of competent jurisdiction in Fairfax County, Virginia, and the parties agree to submit to the jurisdiction and venue of such court. All other disputes between the Parties in relation to or arising out of this Agreement or any part of this Agreement, which are not amicably resolved by the parties themselves, shall be submitted to final and binding arbitration.
12. **Location of Arbitration.** Any arbitration proceeding shall be held in Fairfax County, Virginia.
13. **Arbitration Procedure.** The arbitration shall be conducted pursuant to the rules of the American Arbitration Association governing commercial arbitration, and the applicable law in the Commonwealth of Virginia, as the same may be amended from time to time. The fees and costs for the arbitration, including, without limitation, fees and travel expenses for the arbitrators, but excluding the parties' attorneys' fees, shall be paid one-half by each party.
14. **Choice of Arbitrator.** The parties may request a list of prospective arbitrators from the American Arbitration Association or the Federal Mediation and Conciliation Service, or the Virginia judicial system, or they may select arbitrators on an ad hoc basis. If the parties cannot agree on an arbitrator, they will request that the American Arbitration Association appoint an arbitrator.
15. **Arbitration Is Final And Binding.** The parties to the dispute irrevocably agree that the decision in such arbitration proceedings (i) shall be binding on the parties; and (ii) may be enforced in a court of competent jurisdiction. The parties understand and agree that by entering into this agreement to arbitrate, they forfeit their right to assert in claims before a judge or jury.
16. **Severability.** The foregoing agreement to arbitrate shall survive the termination of this Agreement.

Board Decision

July 30, 2019

Motion:

"I move to ratify the CAC's recommendation to repair the potholes as outlined in proposal #9477910, from Pothole Repair Company in the amount of \$5,869.00 and to be expensed to GL-6760 - Street Repair/Maintenance."

Second:**Summary:**

The CAC made a recommendation at their May 2019 meeting that the pothole repair proposal #9477910 for repairing potholes be modified to do only the pothole repairs up to \$3,760.66 based on that being the remaining funding available for this project as of April, to be expensed to GL-6760 "Street Repair/Maintenance."

CMC Recommendation:

The Board support the CAC's recommendation that the pothole repair proposal #9477910 from Pothole Repair Company for repairing potholes, recently verified, but recommends the job be done in its entirety for \$5,869. This project will be expensed to GL-6760 "Street Repair/Maintenance."

Budget Consideration:

GL-6760 – Street Repair/Maintenance Expenditure balance \$3,760.66 as of June.

Vote:

	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Martin Menez				
Jon Dellaria				
Tom Sugrue				
Sarah Meyer Walsh				
Brian Sundin				
Kim Canter				



7200 C Telegraph Square Dr.

Lorton Va. 22079

Tel: 703-451-0001 / Fax: 703-451-0004

Cell: 703-955-6577

Web Site: www.airplusair.com

E-mail: darren@airplusair.com

Class A Contractors License # 2705-157063 / Master Licensed HVAC, Electric, Plumbing, Gas Fitter

PROPOSAL / CONTRACT

Customers Name: Cameron Station Community Center

ATTN: Deirdre Baldino

Address: 200 Cameron Station Boulevard, Alexandria, VA 22304

E-Mail Address: dbaldino@cmc-management.com

Phone: 703-567-4881

Proposed Equipment:		Start Date: TBD	Estimated Completion Date: TBD
Make	Model	Description	
Carrier	ZP61KCE	OEM Compressor, Filter Drier, 12 pounds virgin R410A refrigerant	
		Chemically clean evaporator and condenser coils	
		Replace filters and belt	

Warranty: Manufactures warranty 1 year parts, 1 year AirPlus labor warranty

Exclusions: Any work not listed on this proposal

* Parts & Essential Items

Line Set:	N/A	Support Pad:	N/A	Pump UPS:	N/A	Disconnect:	N/A	Duct Work:	N/A
High Volt:	N/A	Filter Cabinet:	N/A	Registers:	N/A	Cond. Line:	N/A	Safety Switch:	N/A
Low Volt:	NA	Chimney Liner:	N/A	Dampers:	N/A	Cond. Pump:	N/A	Drain Pan:	N/A
Thermostat:	N/A	Flue Pipe:	N/A	Gas Line:	N/A	Air Cleaner: Optional	N/A	Humidifier Optional	N/A

We hereby propose to furnish material and labor-complete in accordance with above specifications, for the

Final net price of: \$5195.30

Deposit: _____

Final Payment upon Start-up of Equipment: 100%

AirPlus Heating & Cooling is authorized to do work as outlined above:

Authorized Purchaser: _____ Signature: _____ Date: _____

Company Officer: Darren Barnes Signature: Darren Barnes Date: July 19, 2019

Terms and Conditions of the Contract:

1. The Contract is not assignable nor is the performance of the duties here under delegable without the express written consent of the Contractor. Owners acknowledge that no agent, representative or employee of the Contractor has any authority to bind the Seller to any representation, promise or warranty concerning any of the work to be performed hereunder, and unless the representation, promise or warranty is specifically set forth in this Agreement, it does not form a basis of this Contract and shall not be enforceable against the Seller. Owner acknowledges that no such representations, promises or warranties maybe reasonably relied upon by owner as an inducement to enter into this Contract unless they as specifically set forth in writing, and signed by both parties.
 2. Dimensions, amounts of material and costs thereof, may vary depending upon the design, landscape, terrain and location of the project. This description is not intended to be a final, detailed rendition of the plans for installation of the project, but is only intended as a general description of the type of installation **AirPlus Heating & Cooling** renders to its customers.
 3. This time period is subject to change due to inclement weather, illness, acts of God, by changes ordered in the work or by labor disputes, fire, unusual delay in deliveries, or other unforeseen circumstances which are not directly caused by **AirPlus Heating & Cooling**, included but not limited to failure of owner to respond to requests from representatives of **AirPlus Heating & Cooling** or delays caused due to work being completed on other jobs being performed by **AirPlus Heating & Cooling** prior to or contemporaneous with owner's job. Such delays shall not constitute an abandonment, and the time of such delay shall not be included in the time frame for payment or performance. An agent of **AirPlus Heating & Cooling** will notify the owner of any significant delays, and both parties will agree to a reasonable extension of the Contract.
 4. If owner alters the plans presented to it by **AirPlus Heating & Cooling**, additional costs within **AirPlus Heating & Cooling** may be assessed in order to complete the job. All changes will be written formally on an Additional Work Authorization.
 5. If after this executed Contract work has commenced, the Contractor discovers unanticipated site conditions that will increase the cost to complete this executed Contract, the owner agrees that all additional work not covered specifically by this Contract will be the sole responsibility of the owner and all additional costs will be paid to the Contractor upon completion of the job or installed equipment is in place.
 6. We request a deposit before any work will be performed on the job. The balance is due upon substantial completion of the job. **AirPlus Heating & Cooling** reserves the right to automatically terminate this Agreement for nonpayment of fees and costs by the owner. By signing this Agreement, the owner understands that final payment is due immediately and is not to be withheld due to any governmental action or inspections. The owner further agrees that if the payment is not made at the time of completion of the job, the owner's account shall be considered past due, after which a service charge of one and half percent (1.5%) per month, for corresponding annual percentage of eighteen percent (18%), will be added to any outstanding balance that is thirty (30) days or more overdue. In the event **AirPlus Heating & Cooling** is required to employ services of any attorney or collection agency to recover fees due from the owner, the owner will be responsible for the payment of all costs of the suit and reasonable attorney's fees. The owner hereby consents to personal jurisdiction in Virginia with exclusive venue in the circuit and General District Courts for Fairfax County.
 7. We are fully insured for liability during proposed work, however **AirPlus Heating & Cooling** shall not be responsible for the negligent or intentional acts or actions of the owners which may result in an injury to the owner or its invitees during proposed work resulting from failure of the owner to ensure his/her own safety and the safety of others in the vicinity of the construction site. It is the owner's responsibility to protect themselves and others against all accidents, damage or injuries after the project is completed.
 8. The Contractor needs clear access to electric, water, and toilet facilities.
 9. This Agreement supersedes all agreements previously made between parties. There are no other understandings or arrangements.
 10. This Agreement shall be binding upon the heirs, successors, personal representatives, and assignees of the parties.
 11. This Agreement shall be governed in accordance with the laws of the State of Virginia. This Agreement contains the entire agreement of the parties, and may be amended, waived, changed, modified, extended or rescinded only by a writing signed by the party against whom such amendment, waiver, change, modification, extension or rescission is sought. Please execute this Agreement below as indicated and return the original to **AirPlus Heating & Cooling**. Upon receipt of the original Agreement along with the deposit for the job, **AirPlus Heating & Cooling** will begin work on the job. If **AirPlus Heating & Cooling** does not receive the originally executed Agreement and the deposit with 5 days of the date of this agreement, we will assume that the owner does not wish to use the services of **AirPlus Heating & Cooling**.
 12. Other than written statements, all performed work carries manufacturer's warranty and 1-year labor warranty from **AirPlus Heating & Cooling**.
 13. The owner may cancel this transaction at any time prior to midnight third business day after the date of this transaction. At the time of signing this Contract the owner was orally informed of his right to cancel.
- Owner's/ Agents signature _____ Date _____
- After third business day, there will be a cancellation fee of 20% of the total Contract amount.

AirPlus Heating & Cooling

7200 C Telegraph Square Drive • Lorton, VA 22150 Tel: 703-451-0001 Fax: 703-451-0004

Class A Contractors License # 2705-157063 / Master Licensed HVAC, Electric, Plumbing, Gas Fitter

Board Decision

July 30, 2019

Motion:

"I move to ratify the CCFC's recommendation to repair the HVAC system and accept the Air Plus proposal in the amount of \$5,195.30 to be expensed to GL-6424 – HVAC Services."

Second:**Summary:**

The CCFC made a recommendation for the Board to approve the emergency repairs to the HVAC system that services the Fitness Center. The HVAC system repairs include, the OEM compressor, filter drier, add refrigerant, chemically clean the evaporator and condenser coils, and replace the filter and belt as proposed by Air Plus, in the amount of \$5,195.30.

CMC Recommendation:

The Board support the CCFC recommendation that the emergency HVAC repairs be approved per the Air Plus proposal in the amount of \$5,195.30.

Budget Consideration:

GL-6424 – HVAC Services.

Expenditure balance as of the June financials \$4,217.00. The CCFC recommends that the remaining balance of \$978.30 be paid from GL3280- Repair and Replacement Reserves.

Vote:

	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Martin Menez				
Jon Dellaria				
Tom Sugrue				
Sarah Meyer Walsh				
Brian Sundin				
Kim Canter				

Cameron Station Estimated Badge Cost

Badge Cards

Security & Energy Technology Corporation

Invoice # 378008

Invoice Date July 18 2018

Unit Price per badge	\$	3.60
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Photo Card

Security & Energy Technology Corporation

Invoice # 386402

Invoice Date April 29 2019

Unit Price per Card	\$	2.29
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Ink

Security & Energy Technology Corporation

Invoice # 378794

Invoice Date August 22 2019

Ink cartridge for Color photos	\$	115.98
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Assume 25 photo's per cartridge	\$	4.64
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Total Material	\$	10.53
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Taxes	\$	0.63
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Labor

Labor to make necessary data entries in system and print badge

Estimate 20 minutes per badge (w/ system maintenance)

Estimated Labor rate of \$18 per hour	\$	7.50
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with 25% burden

Total Estimated cost per badge	\$	18.66
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Board Decision

July 30, 2019

Motion:

“I move to approve the CCFC ‘s recommendation to amend the Cameron Station Policies to increase the Cameron Station ID card replacement fee from \$5.00 to \$25.00 for the first instance of a lost badge and \$40.00 for subsequent badge replacements, payable by check only”.

Second:**Summary:**

John Burton made a motion for the Board to amend the Cameron Station Policies to increase the Cameron Station ID card replacement fee from \$5.00 to \$25.00 for the first instance of a lost badge and \$40.00 for subsequent badge replacements, payable by check only. Brendan Hanlon seconded the motion and it passed unanimously.”

CCFC Recommendation:

The Board support the CCFC recommendation to increase the Camron Saton ID card replacement ID card as requested.

Budget Consideration:

None

Vote:

	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Martin Menez				
Jon Dellaria				
Tom Sugrue				
Sarah Meyer Walsh				
Brian Sundin				



The Athletic Flooring & Equipment Specialists
615-939-9109 or david.hedge@playoncourts.com

To: **Rich Mandley**
From: **David Hedge**
Date: **May 7, 2019**
Project: **Cameron Station Community Association - Alexandria, VA**

We propose the following for a 1,400 sq ft gym:

Floor Option #1 -Wood Grain Vinyl

- Demolition & Disposal of the existing wood floor down to the concrete slab
- Level the existing concrete slab with Ardex
- Furnish and Install Gerflor's Rec 60, a Cushioned Vinyl Athletic Floor System
- Lower the existing wall mounted basketball goal to match the new floor height
- Paint Game Lines for 1 free throw lane and 1 partial 3 point arc
- Install new 4" tall cove base at perimeter walls
- Install new rubber ramps at 4 perimeter doorways

For the total sum of.....\$32,140.00

Pricing includes Materials, Freight, Installation and Sales Tax

Floor Option #2 – VersaCourt Tile

- Demolition & Disposal of the existing wood floor down to the concrete slab
- Level the existing concrete slab with Ardex
- Furnish and Install VersaCourt's Game Tile over a 2mm rubber shock pad
- Lower the existing wall mounted basketball goal to match the new floor height
- Paint Game lines for 1 free throw lane and 1 partial 3 point arc
- Install new 4" tall cove base at perimeter walls
- Install new ramps at 4 perimeter doorways

For the total sum of.....\$23,662.00

Pricing includes Materials, Freight, Installation and Sales Tax

Continued on page 2.....



Floor Option #3 - Hardwood Gym Floor

- Demolition & Disposal of the existing wood floor down to the concrete slab
- Level the existing concrete slab with Ardex
- Furnish & Install a floating gym floor system to consist of 25/32" x 2 1/4", 2nd and better grade Northern hard maple over 2 layers of 15/32" APA rated plywood & 3/4" rubber pads (pad thickness will be adjusted to match the existing floor recess)
- Sand the floor to prepare it for Sealer, Paint and Finish
- Apply 2 coats of Oil Based Sealer paint game lines for 1 free throw lane and 1 partial 3 point arc, then apply 2 coats of Oil Based Finish
- Furnish & Install new Vented Cove Base at the walls
- Furnish & Install new metal thresholds at 4 perimeter doorways
- ADA Ramps or adjusting the basketball goal will not be needed with this option

For the total sum of.....\$42,811.00

Pricing includes Materials, Freight, Installation and Sales Tax

Thank you for the opportunity to work with you on this project. Please let me know if you have any questions at 615-939-9109 or david.hedge@playoncourts.com

Sincerely,

David Hedge



Bid

To: Tiffany Hutchison **From:** Trystan Fletcher
Email: thutchison@cmc-management.com **Pages:** 1
Phone: 703-230-8553 **Date:** Thursday, June 06, 2019
Reference: Cameron Station Basketball Court
Re: Athletic Flooring **CC:**
☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

As requested, please find below our pricing for the above referenced project. Pricing assumes the following:

1. We are to supply & install up to **1,365 sq/ft of Omnisport 7.1mm sport vinyl** in the gym.
2. We are to supply & install up to **1,365 sq/ft of Padenpor 7+2mm polyurethane** in the gym.
3. Pricing includes a one color finish, to be selected from manufacturers standard color chart.
4. Games lines are included in our pricing for half basketball three point and foul lines.
5. Cove base has been included in our pricing.
6. We have not included waste removal in our pricing. We will use the G.C.'s / Owners dumpster.
7. Adrex ADA ramps have been included for the doorways.
8. No sub-base preparation has been included in our pricing. Sub-base should be leveled to a tolerance of 1/8" in a 10-foot radius. All cracks, joints and large pits must be filled with a cement based floor patch.
9. Concrete must be dry to manufactures specifications.
10. All materials will be delivered upon our arrival.
11. Our work area is to be entirely unencumbered, dry and temperature at 60° Fahrenheit or above throughout our installation.
12. Adequate power supply & lighting must be available.
13. Prevailing wage rates have not been included in our pricing.
14. Payment terms: Payable upon receipt. Interest will be charged at the rate of 1.5% per month (18% annual) to all invoices not paid in full within 30 days of the invoice date. You will be responsible for all collection actions, including legal costs, finance charges etc.
15. **PRICING VALID FOR SIXTY (60) DAYS. THEREAFTER SUBJECT TO CHANGE.**

Assuming the above information our pricing equates to:

1,365 sq/ft of Omnisport 7.1mm = \$18,615.00
1,365 sq/ft of Padenpor 7+2mm = \$22,160.00

If you wish for us to complete these works on your behalf, kindly issue us with a purchase order as soon as possible so we may ensure availability.

Please contact me with any questions you may have.

Thank you,

Trystan Fletcher



SPORT COURT.

OF WASHINGTON, DC

NAME: Cameron Station Community Assoc., Inc
ADDRESS: 200 Cameron Station Blvd
CITY-ST-ZIP: Alexandria, VA 22304
PHONE: O: 703-567-4881
EMAIL: dbaldino@cmc-management.com

DIMENSIONS: 35.33' x 39.33'
AREA SQ FT: 1,390
CONTACT: Chris Dunn
PHONE: 703-926-3769
DATE: rev. 3-1-19

ProFit Basketball Court w/ Concrete

Site Work	Remove & Dispose of Wood Floor/Molding		2,500	
	Steel reinforced concrete to grade		9,730	
	Concrete pump		1,100	
	Subtotal			13,330
Sport Court Flooring				
	1.5mm Rubber Underlayment	7	525	
	Modular Athletic Surface: Response HG Maple Select™	33	7,425	
	Modular Athletic Surface: Response HG™	12	2,640	
	Cove Base Molding	40	440	
	Subtotal			10,590
Court Installation				
	Sport Court Flooring		1,400	
	Cove Base Molding		320	
	Striping		550	
	Custom Threshold Ramp		400	
	Adjust goal height		800	
	Subtotal			3,470
FREIGHT				975
VA SALES TAX				635
Total				29,000
PAYMENT TERMS				
1)	Contract Deposit			12,750
2)	Upon Receipt of Components			12,750
3)	Upon Installation Complete			3,500
Estimate is reliable for 30 days.				
All Sport Court® Modular Athletic Flooring carries a 15 year limited warranty.				

Karen Soles

From: Karen Soles
Sent: Wednesday, July 24, 2019 4:55 PM
To: 'larry@weyersfloorservice.com'
Subject: Items for clarification

Importance: High

Larry

I need clarification on the questions below in relation to the proposal dated 5/10/19 to the Cameron Station Community Association. Please provide clarification on these items by tomorrow morning so I can include these responses in our recommendation to the Board.

We are hoping to get this work done in November. Please let me know your availability and an estimate as to how long this project will take.

Adjust the height of the hoop as necessary to account for new flooring	not include quote, any additional cost?
Paint/Stripe court lines	-not include quote, any additional cost?
Furnish materials, tolls, equipment, labor, etc.	- this information is not clear in the proposal,
please clarify...	
Warranty	- None listed, very important. Must have!!!!

I greatly appreciate your assistance and look forward to working with you.

Respectfully,

Karen Soles, AMS®, PCAM®
General Manager
Cameron Station Community Association
Community Management Corporation, an Associa Company



Delivering unsurpassed management and lifestyle services to communities worldwide.

200 Cameron Station Blvd

Alexandria, VA 22304

O: 703-567-4881

F: 703-567-4883

Visit us online: www.cmc-management.com



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WEYER'S FLOOR SERVICE, INC.

1449 Odenton Road
ODENTON, MARYLAND 21113
301-912-2963 (FAX) 410-674-4137
1-888-937-2125

PROPOSAL SUBMITTED TO: Cameron Station Comm. Assoc.	PHONE: 202-744-9320	DATE: 5/10/2019
STREET: 2000	CLIENT NAME: Cameron Station Community Association	
CITY, ST.:	JOB LOCATION: 200 Cameron Station Blvd., Alexandria	
Attn: Richard C. Mandley & Karen Soles		EMAIL: rmandley@pro-fitclubs.com

We hereby submit specifications and estimates for:

Gymnasium:

Removal and disposal of existing flooring down to concrete

Check concrete for moisture & levelness

*Time & material for any additional work to the concrete

Supply and installation of Robbins Sport Surfaces Air Channel Star

Athletic Flooring System consisting of the following components:

- ◊ 6 mil poly vapor barrier
- ◊ Air Channel engineered sleepers 16" o.c. with 7/16" EPDM rubber pads
- ◊ one layer of 1/2" cdx plywood
- ◊ 25/32" x 2-1/4" second & better XL maple

Sanding, sealing, lining (as existing) and finishing

Installation of standard black vent cove base & aluminum expansion covers

Aluminum expansion cover at main door to hallway to be reused

\$28,568.00

- NOTES:**
- ◆ All work to be completed over an existing sub-floor surface.
 - ◆ Scope of work shall include the clean-up and disposal of trash and debris in receptacle supplied and paid for by contractor.
 - ◆ Scope of work shall exclude layout and painting of custom floor graphics, logos and lettering except as outlined above.
 - ◆ Scope of work shall exclude the furnish and installation of base, moldings, and all trim work, except as outlined above. Aluminum thresholds at interior entries shall not exceed 6" width.
 - ◆ Final cleaning and dusting of surfaces adjacent to work areas shall be the responsibility of others.
 - ◆ The protection of flooring surfaces during all phases of work and upon completion of work shall be the responsibility of others.
 - ◆ Owner shall provide or make available to the Subcontractor power connections with adequate amperage for the operation of installation and/or sanding & finishing equipment at no additional charge to the subcontractor.
 - ◆ Additional insurance requirements above existing subcontractor insurance coverage shall be paid for by others.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Twenty eight thousand five hundred sixty eight dollars and no cents dollars (\$ **28,568.00**).

Payment to be made as follows:

Payment to be made on a percentage complete basis.

All material is guaranteed to be as specified. All work 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 Workmen's Compensation Insurance.

Authorized Signature _____

Note: 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 are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

(PRINTED)

Signature _____

Date of Acceptance: _____

CAMERON STATION: Basketball Court Replacement

	PLAY-ON COURTS	ABACUS	SPORTCOURT	WEYER'S FLOOR SERVICE
Descriptions/Items				
Remove and dispose of wood flooring down to concrete	Option 1-Wood Grain Vinyl demolition & disposal of the existing wood floor down to	Disposal of materials not included	Included in price; first line of quote under "SITE WORK"	Included in price
Check concrete for moisture and levelness	Level the existing concrete slab with Ardex	No sub base preparation; Line 8 on quote	Included in quote; second line item in SITE WORK category	Included in price
Time and Materials for additional concrete work or sleeper repairs if needed	Not included in quote	NOT included, Line 13 of quote	Not included in quote	Time & Materials for any additional work to concrete
Supply and Installation of athletic flooring system, with appropriate underlayment	Furnish & Install Gerflor's Rec 60, cushioned vinyl athletic floor system	Line 8 of quote, "no sub-base preparation"...	1.5mm rubber underlayment, line 1 in Sport Court flooring category	Supply & install of Ribbons Sport Surfaces Air Channel Star Athletic Flooring System consisting of 6 mil pol vapor barrier air channel engineered sleepers one layer of
Provide options for hardwood and/or synthetic flooring	Option 1, 2, 3	Option 1: Vinyl Line 1 of quote , Option 2: polyurethane, Line 2 of quote	Option 1: HG Maple Select, Option 2: Response HG both options under "Sport Court Flooring" Category, lines 2 and	Hardwood (Maple)
Install new cove base molding, including trim	Included in price for all options	Included in price, Line 5 of quote	Included in price, line 2 of "court installation" category	Included in price- standard black vent cove base & aluminum expansion covers

Install ramp at main entrance to provide handicap access	Install rubber ramps at 4 perimeter doorways included in all 3 options	Included in price, Line 7 of quote	Included in price, Line 4 of quote in "court installation" category	Aluminum expansion cover at main door to hallway to be reused
Adjust height of hoop as necessary to account for new flooring	Included in price in all 3 options	Not included in price	Included in price, line 5 in "court installation" category	The new system will be the same height as the existing floor. No adjustment is necessary.
Paint/stripe court lines	Included in price in all 3 options	Included in price, line 4	Included in price	Basic game lines are included. Any logo, lettering or artwork will be additional cost depending on size and number of colors
Furnish all materials, tools, equipment and labor necessary to complete the work described in this specification	Pricing includes materials, freight, installation, and sales tax	No demo fee included unless job is awarded, no trash removal fee (using facility garbage) line 6 of quote	Included in price, verbal check, not listed on quote	All materials, tools, equipment and labor are included
Warranty	Not provided in quote	Not given	15 years, limited	1 year Warranty
Cost	\$32,140.00 option 1; \$23,662.00 option 2; \$42,811.00 option 3	\$18,615.00 option 1; \$22,160.00 option 2	\$29,000.00	\$28,568.00
Notes	Provided 3 options and will need to clarify the warranty if the job is awarded	Will not give necessary information unless job is awarded	Gave all information, not many options	Gave all information but the vendor only does hardwood flooring. Good option if the Board and CCFC wants to go back to original Maple

Board Decision

July 30, 2019

Motion:

"I move to approve the CCFC recommendation to approve the contract with Weyer's Floor Service to install a new hardwood floor in the basketball court in the amount of \$28,568 to be expensed to GL3280 – Repair & Replacement Reserves."

Second:**Summary:**

John Burton made a motion for the Board to approve a contract with Weyer's Floor Service to install a new hardwood floor in the basketball court for a cost of \$28,568.00, to be paid out of the Replacement Reserve account, Item # 115, which budgeted \$34,125.00. Dick Shea seconded the motion and it passed on a 3 to 1 vote, with Brendan Hanlon voting no. Brendan Hanlon preferred Option 1 from Play-on Courts for a synthetic court surface, at a cost of \$32,140.00.

The basketball court proposals and matrix are included in the Board package.

CMC Recommendation:

The Board to approve the CCFC recommendation.

Budget Consideration:

GL3280- Repair & Replacement Reserves.

Vote:

	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Martin Menez				
Jon Dellaria				
Tom Sugrue				
Sarah Meyer Walsh				
Brian Sundin				
Kim Canter				