

**CAMERON STATION COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
7:00 PM, FEBURARY 25<sup>TH</sup>, 2020  
Cameron Club Henderson Room  
Draft Agenda (*Note timed agenda*)**

- |       |   |            |                |
|-------|---|------------|----------------|
| I.    | <b>Call to Order/ Establish Quorum</b>  |            | <b>7:00 PM</b> |
| II.   | <b>Approve Agenda</b>   |            | <b>7:01 PM</b> |
| III.  | <b>Guest Speakers (5 minutes each)</b>  |            | <b>7:03 PM</b> |
|       | a. Lieutenant Casey   |            |                |
|       | b. Lieutenant Weinert   |            |                |
| IV.   | <b>Homeowner Open Forum</b>   |            | <b>7:15 PM</b> |
| V.    | <b>Approval of Minutes (Tab 1)</b>  |            | <b>7:20 PM</b> |
|       | a. January 2020 Board of Directors Meeting  | (page 2)   |                |
| VI.   | <b>Financial Report (Tab 2)</b>   |            | <b>7:22 PM</b> |
|       | a. December 2019/January 2020   | (page 4)   |                |
| VII.  | <b>ProFIT Report (Tab 3)</b>  | (page 55)  | <b>7:30 PM</b> |
| VIII. | <b>Officers &amp; Committee Reports</b>   |            | <b>7:40 PM</b> |
|       | a. Facilities (Tab 4)   | (page 60)  |                |
|       | b. Financial Advisory (Tab 5)   | (page 64)  |                |
|       | c. Common Area (N/A) (Tab 6)  | (page 68)  |                |
|       | d. Activities & Events (Tab 7)  | (page 69)  |                |
|       | e. Architectural Review (Tab 8)   | (page 72)  |                |
|       | f. Communications (Tab 9)   | (page 85)  |                |
| IX.   | <b>Management Report (Tab 10)</b>   | (page 88)  | <b>8:10 PM</b> |
| X.    | <b>Old Business</b>   |            |                |
| XI.   | <b>New Business</b>   |            |                |
| XII.  | <b>Board Decisions</b>  |            | <b>8:20 PM</b> |
|       | a. ComCom-New committee member (Tab 11)   | (page 93)  |                |
| XIII. | <b>Board Discussions</b>  |            | <b>8:25 PM</b> |
|       | a. Recording Policy discussion (Tab 12)   | (page 95)  |                |
|       | b. Irrigation and Paving Timing   |            |                |
|       | c. Delinquency Resolution (Tab 13)  | (page 100) |                |
|       | d. Town Hall Scheduling Update (Tab 14)   | (page 109) |                |
| XIV.  | <b>Executive Session (<i>State purpose prior to entering ES</i>)</b>              | (page 112) | <b>9:00 PM</b> |
|       | a. Delinquency/Collections/Attorney Status Accounts/Covenants/Personnel/Contracts |            |                |
| XV.   | <b>Adjournment</b>  |            | <b>9:30 PM</b> |

# TAB 1

**Cameron Station Community Association  
Resolution Worksheet  
January Board Meeting Minutes**

**Suggested Motion:**

"I move to approve the minutes of the January 28, 2020 Board Meeting "

Motion By:

2nd:

**Summary:**

While the draft minutes were received following the January meeting, they were not received by senior management until 2/19 and were incomplete. They are in the processes of being corrected in accordance with discussions had and decisions made at the Jan 28 meeting. They will be provided to the Board once complete.

**Committee Recommendation:**

**CMC Recommendation:**

Management recommends that due to the delay in review by management and the number of noted inaccuracies, this motion be tabled until the minutes can be prepared more accurately.

**Budget:**

This decision has no financial impact.

**Vote:**

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

**TAB 2**



## MEMORANDUM

**TO:** Cameron Station Board of Directors  
Financial Advisory Committee

**FROM:** Todd Branson, Assistant General Manager, CMC

**DATE:** February 12<sup>th</sup>, 2020

**RE:** December 31, 2019 Financial Statement Summary

This summary reflects the un-audited fiscal year-to-date 2019 financial entries.

## EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
<b>Total Cash and Investments</b>	<b>\$ 2,772,387.65</b>		
<b>Year to Date Income</b>	<b>\$ 2,609,672.67</b>	<b>\$ 2,585,724.79</b>	
<b>Year to Date Expense</b>	<b>\$ 2,650,917.54</b>	<b>\$ 2,585,730.70</b>	
<b>Net Income Year to Date, surplus/ (loss)</b>	<b>\$ (41,244.87)</b>	<b>\$ (5.91)</b>	<b>\$ (41,238.96)</b>

## INVESTMENTS

GL Account & Institution	Investment Type	Balance as of 10/31/2019
GL 1013 - Pacific Premier Bank	Operating	\$390,604.57
GL 1302 - Congressional Bank	Money Market	\$715,404.33
GL 1330 - Morgan Stanley MM	Money Market	\$57,281.24
GL 1353 - Morgan Stanley Barney Investments	Certificate of Deposit	\$1,604,000.00
GL 1730 - Accrued Interest Receivable	Other	\$5,097.51
<b>Total Cash &amp; Investments</b>		<b>\$2,772,387.65</b>

### Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of December 31, 2019 was \$54,222.68. The Association also maintains for an Allowance for Doubtful Accounts (GL 1530) on the

Balance Sheet in the amount of \$35,132.60. This reflects a net delinquency rate of approximately 2.1%, which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable \$54,222.68/Total Annual Assessments: \$2,491,524.79= 2.1%.

Accrued Repair & Replacement Reserves total \$2,069,476.29 and are fully supported by cash and investments. This is calculated as follows:

\$ 2,772,387.65 Cash & Investments		\$ 2,469,835.82 Total Cash Available
- \$ 302,551.83 Total Current Liabilities	→	- \$ 2,069,476.29 Total Reserves Balance
\$ 2,469,835.82 Total Cash Available		\$ 400,359.53 Positive Cash Flow

The Capital Improvement Reserve account totals \$18,966.50 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.

Prop Years Owner's Equity\*, which has a balance of \$432,003.75, is well within the 10 – 20% of the Association's budget. This is recommended by the auditor. **\$432,003.75/\$2,491,524.79=17.3%.**

*\*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 \$2,609,672.67 which is \$23,947.88 more than the budgeted amount of \$2,585,724.79.

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. Additional reclassifications will be suggested by the auditor during their audit process.

**GL 4260 Resale Processing Fees-** Favorable by \$7,089.11

**GL 4720 Legal Reimbursements-** Favorable by \$3,224.97. This is because of assertive collection efforts from our collections department.

**GL 4805 Compliance fees-** Favorable by \$3,256.80. This income is a result of the strict adherence to the collection of architectural compliance fees.

**GL 4910 Interest Earned – Reserve Funds-** Favorable by \$8,043.33 This is a result of more than anticipated interest earned on investments to include Morgan Stanley accounts.

Year-to-date expenses total \$2,650,917.54 which is \$65,186.84 more the budgeted amount of \$2,585,730.70. 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.

**Year to Date Expense Variances FAVORABLE by \$2,500.00 or more:**

GL 5035 Architectural Comprehensives – Favorable by \$2,988.23. This is a result of 1017 units being inspected in 2019.

GL 5070 Parking Enforcement- Favorable by \$6,887.50. This is due to personnel changes. We are in the process of hiring a replacement to perform parking enforcement.

GL 6300 Permits & Licenses –Favorable by \$3,499.80. Historically the Association has budgeted more than needed. Also the spread of the budget predicted expenses would be paid in December and they were not.

GL 5200 Events & Awards- Favorable by \$6,738.43. This is due to fewer community activities than anticipated to date but will be more in line by year end after scheduled holiday events.

GL 5225 Newsletter Services- Favorable by \$6,840.87. This is because of not publishing a June/July newsletter.

GL 6025 Water Service – Favorable by \$2,552.53.

GL 6299 Irrigation Contract – Favorable by \$4,166. However, believe this is due to reclasses for repairs.

GL 6305 TMP Expenses- Favorable by 5,000.

GL 6442 Snow Removal Services- Favorable by \$39,301.00. This can be attributed to a mild winter. Note the sand removal has been paid for by this line item as it is being considered a snow services expense.

GL 6605 General Maintenance Supplies – Favorable by \$3,011.04

GL 6685 Linear Park Landscape Maintenance- Favorable by \$4,286.51. Management confirmed with Lancaster Landscape that they are maintaining this area spring, summer and fall. They are delayed with billing but anticipate this will remain under budget due to less rainfall then usual resulting in fewer mowings.

GL 6755 Storm Recovery Repair & Maintenance- Favorable by \$4,150.00 due to a mild season.

GL 6424 HVAC Services – Favorable by \$2,796.75 due to fewer maintenance issues/services than anticipated.

GL 6500 Fire Suppression System - Favorable by \$5,806.18 as there have been no expenses at the time of this report. The fire suppression expenses were paid out of fire prevention line item #6414 and will be reclassified to the Fire Suppression line item on the November financials.

GL 6515 Building Repair & Maintenance- Favorable by \$5,447.99 due to fewer repairs than anticipated to date. Anticipate expenses in the near future relating to water intrusion repairs.

GL 9934 Recreation Equipment –Favorable by \$2,389.13 due to fewer than anticipated expenses to date. The purchase of a replacement bench for the wading pool area and replacement guard umbrellas will bring this line item close to the year to date budgeted amount.

**Year to Date Expense Variances UNFAVORABLE by \$2500 or More**

GL 5040 Computer Network/C3- Unfavorable by \$12,628.60. This is a result of monthly back up and support for our computers for \$1120 and monthly C3 support expenses from CMC for \$250 monthly. Also included is emergency repair and unforeseen site visits to correct IT problems.

GL 5085 Office Equipment Lease- Unfavorable by \$2,703.22. This is a result of the monthly copier contract and overage printing (including color copies). The GL also includes repair and maintenance visits for the copy machine.

GL 5090 Office Supplies- Unfavorable by \$6,123.91. This is a result of office supplies purchased onsite and office supplies utilized for Cameron Station operation.

GL 5210 Printing & Copying – Unfavorable by \$11,534.85 as a result of the newsletter expenses and the purchase of printed folders for our registration packages and welcome packages. This also includes expenses to GAM for ID stickers, post card mailings, and parking passes. Covenant violations pictures, based on results of inspections, are included in this GL.

GL 5302 Administrative Salaries- Unfavorable by \$9,618.22 due to an increase in administrative salaries (personnel changes in early and mid-year) and overtime for hourly staff.

GL 6035 Trash and Recycling Services- Unfavorable by \$2,610.31 due to misbudgeting and increases by the vendor.

GL 6100 Grounds & Landscaping – Contract- Unfavorable by \$6,396.00. This is a result of invoices for tree pruning and concrete pad removal that need to be reclassified in other landscape categories. This GL should only be for the contract amount of \$12,867/mo.

GL 6150 Flower Rotation & Landscape Enhancements- Unfavorable by \$2,672.50. This line item is over budget as a result of necessary landscape projects to include the removal of diseased rose bushes throughout our pocket parks as well as additional projects that should be reclassified (watering and bench removals)

GL 6155 Turf Treatment & Enhancements - Unfavorable by \$6,810.50. This is because of necessary turf enhancements and drainage improvement projects through the community.

GL 6160 Tree & Shrub Maintenance- Unfavorable by \$19,005. This is due to additional and unbudgeted tree and shrub removals.

GL 6200 Watering & Supplies- Unfavorable by \$3,815 due to drainage and erosion work (2) being coded to this GL.

GL 6600 General Repair & Maintenance- Unfavorable by \$19,465.53 above the year-to-date \$4,166.50 as a result of pressure washing common area brick sidewalks, the replacement of the failed window in the gym, , electrical repairs, exploratory work in an effort to locate the water intrusion. More expenses related to this work is forthcoming.

GL 6199 Irrigation Repairs –Unfavorable by \$16,484.00 as a result of necessary irrigation repairs on an aging system.

GL 5105 Reserve Studies- Unfavorable by \$4,819.66. The reserve study was not included in the 2019 Budget.

GL 7005 Consulting Services- Unfavorable by \$2,610.00. This is due to having a property appraisal performed in preparation of the Reserve Study. This expense was not included in the 2019 budget.

GL 7025 Legal Services – Collections- Unfavorable by \$7,313.05. This is due to an increase in collection efforts.

GL 7030 Legal Services – General Counsel- Unfavorable by \$24,502.19. This is due to an increase in communications with legal counsel on Board concerns, resident communications, and contract negotiations.

GL 6075 Clubhouse Utilities- Unfavorable by \$5,967.10. Management will further investigate to ensure we do not have a water leak that has not been identified even though we have had a few plumbing contractors onsite to inspect the building for leaks, mostly related to the men's locker room water issues.

GL 6414 Fire Protection & Protection - Unfavorable by \$5,007.17 because of expenses being coded to GL 6500. Reclasses will be in November. GL 6500 shows a favorable variance of \$5,806.

GL 6438 Pool Management- Unfavorable by \$5,088. This is a result of the pool opening one weekend early (\$2,468) and expenses relating to an additional weekend in September (\$2,160).

GL 6710 Pool Supplies- Unfavorable by \$3,746.67. This is a result of the additional pool related supplies than budgeted and a \$2,400 repair in July.

GL 5445 General Liability Insurance- Unfavorable by \$2,984.76. This is a result of increased premiums beginning in May of \$1,309.25/mo.

GL 9000 Income Tax- Unfavorable by \$1,557.00. This exceeds the annual budgeted allowance due to actual taxes being higher than predicted and the budget spread. Taxes are scheduled to be paid April/June/September and December.

Overall there is a negative variance between annual income and expenses in the amount of \$41,238.96 through December 31, 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. Once reclassifications are completed in November there will be less of a variance.

# **Cameron Station Community Association**

## **December 2019 Financial Report**

**Statement prepared by: Cheryl Weaver**



**Investment Listing Report**  
**Cameron Station Community**  
As of Tue Dec 31, 2019

User: chweaver  
Cheryl Weaver

GL Account / Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
<b>Cash &amp; Investments</b>							
1013 - Operating 3338 Pacific Premier Bank	****0142 Signers: John Tsitos Carcel Hermogenes		390,604.57	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	****5485 Signers: Tsitos/Hermogenes	Money Market	715,404.33	1.750%	07/31/2018	0	
1330 - Morgan Stanley Smith Barney MM Morgan Stanley Smith Barney	****279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Money Market	57,281.24	0.750%	09/18/2001	0	
1353 - Morgan Stanley Smith Barney Investments Morgan Stanley Smith Barney	****279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Certificate of Deposit	1,604,000.00	0.000%	09/19/2001	0	
Consists of multiple CDs with varying terms and interest rates. See broker statement for a detailed list of CDs.							
1730 - Accrued Interest Receivable CMC	****1730	Other	5,097.51	0.000%	01/01/1900	0	
<b>Total Cash Investments:</b>			<b>2,772,387.65</b>				
<b>Total Cameron Station Community:</b>			<b>2,772,387.65</b>				

*Cheryl Weaver*

# **Balance Sheet Report** **Cameron Station Community**

As of December 31, 2019

	<u>Balance Dec 31, 2019</u>	<u>Balance Nov 30, 2019</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Cash &amp; Investments</b>			
1013 - Operating 3336	390,604.57	425,626.13	(35,021.56)
1302 - Congressional Bank - MM 5485	715,404.33	714,438.95	965.38
1330 - Morgan Stanley Smith Barney MM	57,281.24	55,458.11	1,823.13
1353 - Morgan Stanley Smith Barney Investments	1,604,000.00	1,598,000.00	6,000.00
1730 - Accrued Interest Receivable	5,097.51	9,943.13	(4,845.62)
<b>Total Cash &amp; Investments</b>	<b>2,772,387.65</b>	<b>2,803,466.32</b>	<b>(31,078.67)</b>
<b>Current Assets</b>			
1500 - Residential Assessments Receivable	54,222.68	102,249.58	(48,026.90)
1530 - Allowance for Doubtful accounts	(35,132.60)	(37,163.25)	2,030.65
1600 - Prepaid Insurance	6,816.35	8,162.07	(1,345.72)
1640 - Other Prepaid Expenses	7,152.98	21,042.95	(13,889.97)
1725 - Insurance Receivable	(24,900.00)	(24,900.00)	0.00
1745 - Taxes Receivable	(19.00)	(19.00)	0.00
1799 - Clearing Account	1,225.44	2,459.00	(1,233.56)
<b>Total Current Assets</b>	<b>9,365.85</b>	<b>71,831.35</b>	<b>(62,465.50)</b>
<b>Total Assets</b>	<b>2,781,753.50</b>	<b>2,875,297.67</b>	<b>(93,544.17)</b>
<b><u>Liabilities</u></b>			
<b>Current Liabilities</b>			
2000 - Accounts Payable	0.00	(14,156.67)	14,156.67
2025 - Transfer Fee Payable	0.00	177.38	(177.38)
2050 - Resident Refunds	731.86	8,397.37	(7,665.51)
2200 - Income Taxes Payable	(148.00)	(148.00)	0.00
2300 - Accrued Expenses	53,132.83	44,256.01	8,876.82
2400 - Accrued Payroll Payable	19,125.00	15,148.00	3,977.00
2550 - Prepaid Assessments	229,710.14	136,530.97	93,179.17

**Balance Sheet Report**  
**Cameron Station Community**  
As of December 31, 2019

	<u>Balance Dec 31, 2019</u>	<u>Balance Nov 30, 2019</u>	<u>Change</u>
<b><u>Liabilities</u></b>			
<b>Current Liabilities</b>			
2560 - Future Months Assessments	0.00	207,627.00	(207,627.00)
<b>Total Current Liabilities</b>	<u>302,551.83</u>	<u>397,832.06</u>	<u>(95,280.23)</u>
<b>Total Liabilities</b>	<u>302,551.83</u>	<u>397,832.06</u>	<u>(95,280.23)</u>
<b><u>Owners' Equity</u></b>			
<b>Unappropriated Owners' Equity</b>			
3000 - Owners Equity - Prior Years	432,003.75	432,003.75	0.00
<b>Total Unappropriated Owners' Equity</b>	<u>432,003.75</u>	<u>432,003.75</u>	<u>0.00</u>
<b>Capital Improvement Reserves</b>			
3362 - Capital Improvement Reserves Contr.	24,000.00	22,000.00	2,000.00
3364 - Capital Improvement Reserves Expend.	(5,033.50)	(5,033.50)	0.00
<b>Total Capital Improvement Reserves</b>	<u>18,966.50</u>	<u>16,966.50</u>	<u>2,000.00</u>
<b>Repair &amp; Replacement Reserves</b>			
3102 - Repair & Repl Reserve Beginning Balance	1,837,259.03	1,837,259.03	0.00
3276 - Repair & Repl Reserve Contributions	333,600.00	305,800.00	27,800.00
3280 - Repair & Repl Reserve Expenditures	(101,382.74)	(84,009.24)	(17,373.50)
<b>Total Repair &amp; Replacement Reserves</b>	<u>2,069,476.29</u>	<u>2,059,049.79</u>	<u>10,426.50</u>
<b>Total Owners' Equity</b>	<u>2,520,446.54</u>	<u>2,508,020.04</u>	<u>12,426.50</u>
<b>Net Income / (Loss)</b>	<u>(41,244.87)</u>	<u>(30,554.43)</u>	<u>(10,690.44)</u>
<b>Total Liabilities and Equity</b>	<u>2,781,753.50</u>	<u>2,875,297.67</u>	<u>(93,544.17)</u>

# **Income Statement Summary** **Cameron Station Community**

December 01, 2019 thru December 31, 2019

	Current Period			Year to Date (12 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Total Assessment Income</b>	<b>207,627.00</b>	<b>207,627.00</b>	<b>0.00</b>	<b>2,491,534.88</b>	<b>2,491,524.79</b>	<b>10.09</b>	<b>2,491,524.79</b>
<b>Total Other Income</b>	<b>8,944.93</b>	<b>9,618.00</b>	<b>(673.07)</b>	<b>118,137.79</b>	<b>94,200.00</b>	<b>23,937.79</b>	<b>94,200.00</b>
<b>Total Income</b>	<b>216,571.93</b>	<b>217,245.00</b>	<b>(673.07)</b>	<b>2,609,672.67</b>	<b>2,585,724.79</b>	<b>23,947.88</b>	<b>2,585,724.79</b>
<b>Total Administrative</b>	<b>13,562.07</b>	<b>7,093.00</b>	<b>6,469.07</b>	<b>129,080.91</b>	<b>111,755.00</b>	<b>17,325.91</b>	<b>111,755.00</b>
<b>Total Activities</b>	<b>6,169.16</b>	<b>5,357.00</b>	<b>812.16</b>	<b>30,761.57</b>	<b>37,500.00</b>	<b>(6,738.43)</b>	<b>37,500.00</b>
<b>Total Communications</b>	<b>1,878.01</b>	<b>792.00</b>	<b>886.01</b>	<b>14,756.19</b>	<b>25,000.00</b>	<b>(10,243.81)</b>	<b>25,000.00</b>
<b>Total Management Services</b>	<b>50,544.63</b>	<b>46,057.52</b>	<b>4,487.11</b>	<b>560,793.47</b>	<b>552,707.52</b>	<b>8,085.95</b>	<b>552,707.52</b>
<b>Total Trash Services</b>	<b>26,421.22</b>	<b>26,173.10</b>	<b>248.12</b>	<b>316,688.41</b>	<b>314,078.10</b>	<b>2,610.31</b>	<b>314,078.10</b>
<b>Total Common Area Maint &amp; Services</b>	<b>49,744.54</b>	<b>53,283.00</b>	<b>(3,538.46)</b>	<b>684,917.41</b>	<b>683,360.00</b>	<b>1,557.41</b>	<b>683,360.00</b>
<b>Total Utilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13.96</b>	<b>0.00</b>	<b>13.96</b>	<b>0.00</b>
<b>Total Landscaping</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,096.00</b>	<b>3,612.00</b>	<b>16,484.00</b>	<b>3,612.00</b>
<b>Total Repair &amp; Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>900.00</b>	<b>5,050.00</b>	<b>(4,150.00)</b>	<b>5,050.00</b>
<b>Total Professional Services</b>	<b>17,546.18</b>	<b>4,583.00</b>	<b>12,963.18</b>	<b>100,744.90</b>	<b>61,700.00</b>	<b>39,044.90</b>	<b>61,700.00</b>
<b>Total Cameron Club Maint &amp; Operations</b>	<b>29,034.07</b>	<b>25,253.48</b>	<b>3,780.59</b>	<b>393,819.75</b>	<b>390,324.48</b>	<b>3,495.27</b>	<b>390,324.48</b>
<b>Total Taxes &amp; Insurance</b>	<b>2,763.39</b>	<b>4,078.60</b>	<b>(1,315.21)</b>	<b>40,049.05</b>	<b>36,043.60</b>	<b>4,005.45</b>	<b>36,043.60</b>
<b>Total Other Expenses</b>	<b>1,989.10</b>	<b>3,418.50</b>	<b>(1,417.40)</b>	<b>24,695.92</b>	<b>31,000.00</b>	<b>(6,304.08)</b>	<b>31,000.00</b>
<b>Total Reserve Contributions</b>	<b>27,800.00</b>	<b>27,800.00</b>	<b>0.00</b>	<b>333,600.00</b>	<b>333,600.00</b>	<b>0.00</b>	<b>333,600.00</b>
<b>Total Expense</b>	<b>227,262.37</b>	<b>203,887.20</b>	<b>23,375.17</b>	<b>2,650,917.54</b>	<b>2,585,730.70</b>	<b>65,186.84</b>	<b>2,585,730.70</b>
<b>Net Income / (Loss)</b>	<b>(10,690.44)</b>	<b>13,357.80</b>	<b>(24,048.24)</b>	<b>(41,244.87)</b>	<b>(5.91)</b>	<b>(41,238.96)</b>	<b>(5.91)</b>

# Income Statement Report Cameron Station Community Consolidated

December 01, 2019 thru December 31, 2019

	Current Period			Year to Date (12 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Income</b>								
<b>Assessment Income</b>								
4001 - Assesments - SFD/TH	0.00	0.00	0.00	1,440,775.32	1,440,755.18	20.14	1,440,755.18	(20.14)
4002 - Assessments - CONDO	0.00	0.00	0.00	872,179.08	872,179.10	(0.02)	872,179.10	0.02
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	27,924.80	27,924.78	0.02	27,924.78	(0.02)
4135 - TMP Assessments	0.00	0.00	0.00	150,655.68	150,665.73	(10.05)	150,665.73	10.05
<b>Total Assessment Income</b>	<b>207,627.00</b>	<b>207,627.00</b>	<b>0.00</b>	<b>2,491,534.88</b>	<b>2,491,524.79</b>	<b>10.09</b>	<b>2,491,524.79</b>	<b>(10.09)</b>
<b>Other Income</b>								
4245 - Newsletter Advertising	150.00	1,500.00	(1,350.00)	3,960.00	6,000.00	(2,040.00)	6,000.00	2,040.00
4250 - Facilities Passes/Guest Fees	160.00	0.00	160.00	1,275.00	600.00	675.00	600.00	(675.00)
4260 - Resale Processing Fees	1,056.33	417.00	639.33	12,089.11	5,000.00	7,089.11	5,000.00	(7,089.11)
4265 - Website Income	100.00	83.50	16.50	1,025.00	1,000.00	25.00	1,000.00	(25.00)
4295 - Charitable Donations Income	0.00	1,500.00	(1,500.00)	11,000.00	9,000.00	2,000.00	9,000.00	(2,000.00)
4400 - Room Rental Fees	915.00	667.00	248.00	8,080.00	8,000.00	80.00	8,000.00	(80.00)
4405 - Club Cleaning Fees	375.00	500.00	(125.00)	6,000.00	6,000.00	0.00	6,000.00	0.00
4710 - Late Fees & Interest	(25.00)	583.00	(608.00)	6,922.27	7,000.00	(77.73)	7,000.00	77.73
4720 - Legal Reimbursements	0.00	500.00	(500.00)	9,224.97	6,000.00	3,224.97	6,000.00	(3,224.97)
4805 - HOA Compliance Fees	50.00	292.00	(242.00)	6,756.80	3,500.00	3,256.80	3,500.00	(3,256.80)
4825 - Recovery of Bad Debt	2,030.65	0.00	2,030.65	2,030.65	0.00	2,030.65	0.00	(2,030.65)
4835 - Miscellaneous Income	0.00	100.00	(100.00)	20.03	400.00	(379.97)	400.00	379.97
4900 - Interest Earned - Operating Funds	1,035.44	1,058.50	(23.06)	12,710.63	12,700.00	10.63	12,700.00	(10.63)
4910 - Interest Earned - Reserve Funds	3,097.51	2,417.00	680.51	37,043.33	29,000.00	8,043.33	29,000.00	(8,043.33)
<b>Total Other Income</b>	<b>8,944.93</b>	<b>8,618.00</b>	<b>(673.07)</b>	<b>118,137.79</b>	<b>94,200.00</b>	<b>23,937.79</b>	<b>94,200.00</b>	<b>(23,937.79)</b>
<b>Total Income</b>	<b>216,571.93</b>	<b>217,245.00</b>	<b>(673.07)</b>	<b>2,609,672.67</b>	<b>2,585,724.79</b>	<b>23,947.88</b>	<b>2,585,724.79</b>	<b>(23,947.88)</b>

# **Income Statement Report Cameron Station Community Consolidated**

December 01, 2019 thru December 31, 2019

	Current Period			Year to Date (12 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Administrative</b>								
5015 - Bank Charges	120.00	31.00	89.00	282.09	375.00	(92.91)	375.00	92.91
5020 - Board Support	668.83	833.00	(163.17)	8,441.07	10,000.00	(1,558.93)	10,000.00	1,558.93
5025 - Collection Charges	176.40	250.00	(73.60)	2,257.80	3,000.00	(742.20)	3,000.00	742.20
5030 - Acct Setup/DD/Coupons	5,729.50	0.00	5,729.50	9,873.50	12,000.00	(2,126.50)	12,000.00	2,126.50
5035 - Architectural Comprehensives	1,059.20	868.00	371.20	3,891.77	6,880.00	(2,988.23)	6,880.00	2,988.23
5040 - Computer Network/C3	1,532.00	867.00	665.00	20,628.60	8,000.00	12,628.60	8,000.00	(12,628.60)
5070 - Parking Enforcement	(120.00)	1,333.00	(1,453.00)	9,112.50	16,000.00	(6,887.50)	16,000.00	6,887.50
5080 - Annual Meeting Expenses	0.00	0.00	0.00	750.00	2,500.00	(1,750.00)	2,500.00	1,750.00
5085 - Office Equipment Lease	592.80	417.00	175.80	7,703.22	5,000.00	2,703.22	5,000.00	(2,703.22)
5090 - Office Supplies	342.73	0.00	342.73	9,623.91	3,500.00	6,123.91	3,500.00	(6,123.91)
5210 - Printing & Copying	1,042.14	625.00	417.14	19,034.85	7,500.00	11,534.85	7,500.00	(11,534.85)
5215 - Postage	1,083.84	833.00	250.84	16,884.27	10,000.00	6,884.27	10,000.00	(6,884.27)
5220 - Courier Service	27.11	83.00	(55.89)	390.46	1,000.00	(609.54)	1,000.00	609.54
5320 - Temp Desk Coverage	104.86	500.00	(395.14)	4,779.89	6,000.00	(1,220.01)	6,000.00	1,220.01
6040 - Bundled Telecom Services	1,191.86	833.00	358.86	11,201.90	10,000.00	1,201.90	10,000.00	(1,201.90)
6300 - Permits & Licenses	10.00	0.00	10.00	500.20	4,000.00	(3,499.80)	4,000.00	3,499.80
6422 - Decals & Parking Passes	0.00	0.00	0.00	3,744.78	6,000.00	(2,255.22)	6,000.00	2,255.22
<b>Total Administrative</b>	<b>13,562.07</b>	<b>7,093.00</b>	<b>6,469.07</b>	<b>129,080.91</b>	<b>111,755.00</b>	<b>17,325.91</b>	<b>111,755.00</b>	<b>(17,325.91)</b>
<b>Activities</b>								
5200 - Events & Awards	6,169.16	5,357.00	812.16	30,761.57	37,500.00	(6,738.43)	37,500.00	6,738.43
<b>Total Activities</b>	<b>6,169.16</b>	<b>5,357.00</b>	<b>812.16</b>	<b>30,761.57</b>	<b>37,500.00</b>	<b>(6,738.43)</b>	<b>37,500.00</b>	<b>6,738.43</b>
<b>Communications</b>								
5115 - Web Site Maintenance	299.00	292.00	7.00	2,594.40	3,500.00	(905.60)	3,500.00	905.60
5225 - Newsletter Services	0.00	0.00	0.00	8,859.13	15,500.00	(6,640.87)	15,500.00	6,640.87
5316 - Other Communications	1,379.01	500.00	879.01	3,502.66	6,000.00	(2,497.34)	6,000.00	2,497.34
<b>Total Communications</b>	<b>1,678.01</b>	<b>792.00</b>	<b>886.01</b>	<b>14,756.19</b>	<b>25,000.00</b>	<b>(10,243.81)</b>	<b>25,000.00</b>	<b>10,243.81</b>

# Income Statement Report Cameron Station Community Consolidated

December 01, 2019 thru December 31, 2019

Expense	Current Period			Year to Date (12 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Management Services</b>								
5302 - Administrative Salaries	26,893.09	24,672.00	2,221.09	305,688.22	296,070.00	9,618.22	296,070.00	(9,618.22)
5340 - Payroll Taxes/Benefits/Costs	10,158.54	7,765.52	2,393.02	91,688.43	93,191.52	(1,523.09)	93,191.52	1,523.09
7015 - Management Reimbursements	122.50	250.00	(127.50)	2,757.50	3,000.00	(242.50)	3,000.00	242.50
7040 - Management Fees	13,370.50	13,370.00	0.50	160,679.32	160,446.00	233.32	160,446.00	(233.32)
<b>Total Management Services</b>	<b>50,544.63</b>	<b>46,057.52</b>	<b>4,487.11</b>	<b>560,793.47</b>	<b>552,707.52</b>	<b>8,085.95</b>	<b>552,707.52</b>	<b>(8,085.95)</b>
<b>Trash Services</b>								
6035 - Trash and Recycling Service	26,421.22	26,173.10	248.12	316,688.41	314,078.10	2,610.31	314,078.10	(2,610.31)
<b>Total Trash Services</b>	<b>26,421.22</b>	<b>26,173.10</b>	<b>248.12</b>	<b>316,688.41</b>	<b>314,078.10</b>	<b>2,610.31</b>	<b>314,078.10</b>	<b>(2,610.31)</b>
<b>Common Area Maint &amp; Services</b>								
6000 - Electric Service	5,132.29	3,583.00	1,549.29	42,367.95	43,000.00	(632.05)	43,000.00	632.05
6025 - Water Service	608.08	0.00	608.08	23,447.47	26,000.00	(2,552.53)	26,000.00	2,552.53
6100 - Grounds & Landscaping - Contract	14,623.00	12,867.00	1,956.00	160,800.00	154,404.00	6,396.00	154,404.00	(6,396.00)
6150 - Flower Rotation & Landscape Enhancem	2,067.00	0.00	2,067.00	24,672.50	22,000.00	2,672.50	22,000.00	(2,672.50)
6155 - Turf Treatment & Enhancements	0.00	0.00	0.00	21,810.50	15,000.00	6,810.50	15,000.00	(6,810.50)
6160 - Tree & Shrub Maintenance	0.00	0.00	0.00	52,005.00	33,000.00	19,005.00	33,000.00	(19,005.00)
6200 - Watering & Supplies	0.00	0.00	0.00	3,965.00	150.00	3,815.00	150.00	(3,815.00)
6299 - Irrigation System Contract	0.00	0.00	0.00	12,472.00	16,638.00	(4,166.00)	16,638.00	4,166.00
6305 - TMP Expenses	17,500.00	17,917.00	(417.00)	210,000.00	215,000.00	(5,000.00)	215,000.00	5,000.00
6434 - Pest Control	388.00	208.00	180.00	2,214.00	2,500.00	(286.00)	2,500.00	286.00
6442 - Snow Removal Services	0.00	14,000.00	(14,000.00)	30,699.00	70,000.00	(39,301.00)	70,000.00	39,301.00
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	0.00	0.00	840.00	1,000.00	(160.00)	1,000.00	160.00
6600 - General Repair & Maintenance	4,016.05	416.50	3,599.55	24,465.53	5,000.00	19,465.53	5,000.00	(19,465.53)
6605 - General Maintenance Supplies	67.08	666.50	(599.42)	4,988.98	8,000.00	(3,011.04)	8,000.00	3,011.04
6640 - Lighting Supplies/Repair & Maintenance	2,554.97	2,917.00	(362.03)	35,355.69	35,000.00	355.69	35,000.00	(355.69)
6685 - Linear Park Landscape Maintenance	2,483.07	0.00	2,483.07	17,381.49	21,668.00	(4,286.51)	21,668.00	4,286.51
6690 - Pet Stations	125.00	708.00	(583.00)	9,838.98	8,500.00	1,338.98	8,500.00	(1,338.98)

# **Income Statement Report** **Cameron Station Community** **Consolidated**

December 01, 2019 thru December 31, 2019

	Current Period			Year to Date (12 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Common Area Maint &amp; Services</b>								
6760 - Street Repair & Maintenance	0.00	0.00	0.00	7,592.34	6,500.00	1,092.34	6,500.00	(1,092.34)
<b>Total Common Area Maint &amp; Services</b>	<b>49,744.54</b>	<b>53,283.00</b>	<b>(3,538.46)</b>	<b>684,917.41</b>	<b>683,360.00</b>	<b>1,557.41</b>	<b>683,360.00</b>	<b>(1,557.41)</b>
<b>Utilities</b>								
6055 - Internet Service	0.00	0.00	0.00	13.96	0.00	13.96	0.00	(13.96)
<b>Total Utilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13.96</b>	<b>0.00</b>	<b>13.96</b>	<b>0.00</b>	<b>(13.96)</b>
<b>Landscaping</b>								
6199 - Irrigation Repairs	0.00	0.00	0.00	20,096.00	3,612.00	16,484.00	3,612.00	(16,484.00)
<b>Total Landscaping</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,096.00</b>	<b>3,612.00</b>	<b>16,484.00</b>	<b>3,612.00</b>	<b>(16,484.00)</b>
<b>Repair &amp; Maintenance</b>								
6755 - Storm Recovery Repair & Maintenance	0.00	0.00	0.00	900.00	5,050.00	(4,150.00)	5,050.00	4,150.00
<b>Total Repair &amp; Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>900.00</b>	<b>5,050.00</b>	<b>(4,150.00)</b>	<b>5,050.00</b>	<b>4,150.00</b>
<b>Professional Services</b>								
5105 - Reserve Studies	0.00	0.00	0.00	4,819.66	0.00	4,819.66	0.00	(4,819.66)
7000 - Audit & Tax Services	0.00	0.00	0.00	6,700.00	6,700.00	0.00	6,700.00	0.00
7005 - Consulting Services	0.00	0.00	0.00	2,610.00	0.00	2,610.00	0.00	(2,610.00)
7020 - Legal Services	600.00	333.00	267.00	3,800.00	4,000.00	(200.00)	4,000.00	200.00
7025 - Legal Services - Collections	5,359.18	1,750.00	3,609.18	28,313.05	21,000.00	7,313.05	21,000.00	(7,313.05)
7030 - Legal Services - General Counsel	11,587.00	2,500.00	9,087.00	54,502.19	30,000.00	24,502.19	30,000.00	(24,502.19)
<b>Total Professional Services</b>	<b>17,546.18</b>	<b>4,583.00</b>	<b>12,963.18</b>	<b>100,744.90</b>	<b>61,700.00</b>	<b>39,044.90</b>	<b>61,700.00</b>	<b>(39,044.90)</b>
<b>Cameron Club Maint &amp; Operations</b>								
5195 - Miscellaneous Expenses	157.93	84.00	73.93	1,015.00	1,000.00	15.00	1,000.00	(15.00)
5318 - Health Club Management/Staff	15,317.84	13,758.48	1,558.36	166,670.03	165,111.48	1,558.55	165,111.48	(1,558.55)
6075 - Clubhouse Utilities	3,351.83	2,833.00	518.83	39,967.10	34,000.00	5,967.10	34,000.00	(5,967.10)
6315 - Uniforms	0.00	0.00	0.00	571.26	100.00	471.26	100.00	(471.26)

# **Income Statement Report** **Cameron Station Community** **Consolidated**

December 01, 2019 thru December 31, 2019

Expense	Current Period			Year to Date (12 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Cameron Club Maint &amp; Operations</b>								
6408 - Elevator Services	1,311.23	0.00	1,311.23	5,157.34	4,500.00	657.34	4,500.00	(657.34)
6414 - Fire Prevention & Protection	876.67	0.00	876.67	11,007.17	6,000.00	5,007.17	6,000.00	(5,007.17)
6424 - HVAC Services	0.00	1,000.00	(1,000.00)	3,203.25	6,000.00	(2,796.75)	6,000.00	2,796.75
6430 - Janitorial Services	3,535.00	3,534.00	1.00	43,632.70	42,413.00	1,219.70	42,413.00	(1,219.70)
6436 - Special Cleanings	1,400.00	867.00	733.00	8,700.00	8,000.00	700.00	8,000.00	(700.00)
6438 - Pool Management	0.00	0.00	0.00	68,788.00	63,700.00	5,088.00	63,700.00	(5,088.00)
6440 - Safety & Security	0.00	250.00	(250.00)	3,192.94	3,000.00	192.94	3,000.00	(192.94)
6500 - Fire Suppression System	0.00	500.00	(500.00)	193.82	6,000.00	(5,806.18)	6,000.00	5,806.18
6515 - Building Repair & Maintenance	369.34	1,167.00	(797.66)	8,552.01	14,000.00	(5,447.99)	14,000.00	5,447.99
6525 - Community Center Improvement	0.00	167.00	(167.00)	878.54	2,000.00	(1,121.46)	2,000.00	1,121.46
6570 - Fitness Equipment Repair & Maintenance	1,008.00	792.00	216.00	8,448.76	9,500.00	(1,051.24)	9,500.00	1,051.24
6575 - Fitness Center Supplies	496.08	0.00	496.08	7,512.74	6,500.00	1,012.74	6,500.00	(1,012.74)
6590 - Access System Supplies	0.00	0.00	0.00	1,954.47	4,500.00	(2,945.53)	4,500.00	2,945.53
6595 - Access System Repairs	0.00	166.50	(166.50)	877.08	1,000.00	(122.92)	1,000.00	122.92
6700 - Pool Repair & Maintenance	949.50	0.00	949.50	3,540.00	4,000.00	(460.00)	4,000.00	460.00
6710 - Pool Supplies	0.00	0.00	0.00	8,746.67	5,000.00	3,746.67	5,000.00	(3,746.67)
9934 - Recreation Equipment	260.65	333.50	(72.85)	1,610.87	4,000.00	(2,389.13)	4,000.00	2,389.13
<b>Total Cameron Club Maint &amp; Operations</b>	<b>29,034.07</b>	<b>25,253.48</b>	<b>3,780.59</b>	<b>393,819.75</b>	<b>390,324.48</b>	<b>3,495.27</b>	<b>390,324.48</b>	<b>(3,495.27)</b>
<b>Taxes &amp; Insurance</b>								
5390 - Fidelity/Workman's Comp	154.42	184.00	(29.58)	1,694.19	2,205.00	(510.81)	2,205.00	510.81
5415 - D&O Insurance Premiums	433.50	438.00	(4.50)	5,122.00	5,252.00	(130.00)	5,252.00	130.00
5420 - Umbrella	866.22	838.00	28.22	10,160.50	10,056.00	104.50	10,056.00	(104.50)
5445 - General Liability Insurance Premiums	1,309.25	1,007.60	301.65	15,072.36	12,087.60	2,984.76	12,087.60	(2,984.76)
9000 - Income Tax	0.00	1,611.00	(1,611.00)	8,000.00	6,443.00	1,557.00	6,443.00	(1,557.00)
<b>Total Taxes &amp; Insurance</b>	<b>2,763.39</b>	<b>4,078.60</b>	<b>(1,315.21)</b>	<b>40,049.05</b>	<b>36,043.60</b>	<b>4,005.45</b>	<b>36,043.60</b>	<b>(4,005.45)</b>
<b>Other Expenses</b>								
5010 - Bad Debt	0.00	1,250.00	(1,250.00)	0.00	5,000.00	(5,000.00)	5,000.00	5,000.00

**Income Statement Report  
Cameron Station Community  
Consolidated**

December 01, 2019 thru December 31, 2019

	Current Period			Year to Date (12 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Other Expenses</b>								
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	24,900.00	24,000.00	0.00	24,000.00	0.00
9946 - Signs Expenses	(0.90)	166.50	(167.40)	695.92	2,000.00	(1,304.08)	2,000.00	1,304.08
<b>Total Other Expenses</b>	<b>1,999.10</b>	<b>3,416.50</b>	<b>(1,417.40)</b>	<b>24,695.92</b>	<b>31,000.00</b>	<b>(6,304.08)</b>	<b>31,000.00</b>	<b>6,304.08</b>
<b>Reserve Contributions</b>								
9600 - Repair & Replacement Expenses	27,800.00	27,800.00	0.00	333,600.00	333,600.00	0.00	333,600.00	0.00
<b>Total Reserve Contributions</b>	<b>27,800.00</b>	<b>27,800.00</b>	<b>0.00</b>	<b>333,600.00</b>	<b>333,600.00</b>	<b>0.00</b>	<b>333,600.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>227,262.37</b>	<b>263,667.29</b>	<b>23,375.17</b>	<b>2,659,917.54</b>	<b>2,585,730.70</b>	<b>65,186.84</b>	<b>2,585,730.70</b>	<b>(65,168.84)</b>
<b>Net Income / (Loss)</b>	<b>(10,690.44)</b>	<b>13,357.80</b>	<b>(24,048.24)</b>	<b>(41,244.87)</b>	<b>(5.91)</b>	<b>(41,238.96)</b>	<b>(5.91)</b>	<b>41,238.96</b>

**Income and Expense Projection Report**  
**Cameron Station Community**  
As of December 31, 2019

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Projected	Total Budget
<b>Assessment Income</b>														
4001 - Assessments - SFD/TH	360,194	0	0	360,194	0	0	360,194	0	0	360,194	0	0	1,440,775	1,440,755
4002 - Assessments - CONDO	218,045	0	0	218,045	0	0	218,045	0	0	218,045	0	0	872,179	872,179
4016 - Future Assessments - SFD/TH	(240,126)	120,063	120,063	(240,126)	120,063	120,063	(240,126)	120,063	120,063	(240,126)	120,063	120,063	0	0
4017 - Future Assessments - CONDO	(145,363)	72,682	72,682	(145,363)	72,682	72,682	(145,363)	72,682	72,682	(145,363)	72,682	72,682	0	0
4018 - Future Assessments - COMMERCIAL	(4,654)	2,327	2,327	(4,654)	2,327	2,327	(4,654)	2,327	2,327	(4,654)	2,327	2,327	0	0
4019 - Future Assessments - TMP	(25,111)	12,556	12,556	(25,111)	12,556	12,556	(25,111)	12,556	12,556	(25,111)	12,556	12,556	0	0
4130 - Commercial Assessments	6,981	0	0	6,981	0	0	6,981	0	0	6,981	0	0	27,925	27,925
4135 - TMP Assessments	37,664	0	0	37,664	0	0	37,664	0	0	37,664	0	0	150,656	150,666
<b>Total Assessment Income</b>	<b>207,630</b>	<b>207,627</b>	<b>207,627</b>	<b>207,630</b>	<b>207,627</b>	<b>207,627</b>	<b>207,630</b>	<b>207,627</b>	<b>207,627</b>	<b>207,630</b>	<b>207,627</b>	<b>207,627</b>	<b>2,491,635</b>	<b>2,491,525</b>
<b>Collections Income</b>														
4701 - Credit Bureau Filing Fee	0	0	0	0	0	0	(44)	44	0	0	0	0	0	0
<b>Total Collections Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(44)</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Income</b>														
4245 - Newsletter Advertising	0	1,350	0	905	0	905	150	0	300	0	300	150	3,960	6,000
4250 - Facilities Passes/Guest Fees	0	100	30	80	35	195	210	0	250	70	145	160	1,275	600
4260 - Resale Processing Fees	3,052	0	0	2,700	0	2,465	0	0	1,878	939	0	1,056	12,089	5,090
4265 - Website Income	0	0	0	125	0	400	100	0	100	100	100	100	1,025	1,000
4295 - Charitable Donations Income	0	0	0	0	7,500	3,500	0	0	0	0	0	0	11,000	9,000
4400 - Room Rental Fees	0	795	350	1,140	985	1,070	775	0	340	790	940	915	8,060	8,000
4405 - Club Cleaning Fees	0	750	375	1,000	750	625	625	0	250	625	625	375	6,000	6,000
4710 - Late Fees & Interest	1,975	(50)	7	1,975	(75)	(125)	1,525	40	(25)	2,000	(300)	(25)	6,922	7,000
4720 - Legal Reimbursements	0	0	2,777	532	266	1,148	862	2,604	0	882	154	0	9,225	6,000
4805 - HOA Compliance Fees	310	280	60	300	1,140	1,310	1,550	1,227	350	100	40	50	6,757	3,500
4825 - Recovery of Bad Debt	0	0	0	0	0	0	0	0	0	0	0	2,031	2,031	0
4835 - Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0	0	20	400
4900 - Interest Earned - Operating Funds	130	116	123	66	4,614	1,077	1,115	1,116	1,062	1,105	1,129	1,035	12,711	12,700

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<b>Other Income</b>														
4910 - Interest Earned - Reserve Funds	3,856	3,884	4,008	4,090	(464)	3,073	3,164	3,142	3,108	3,078	3,006	3,098	37,043	29,000
<b>Total Other Income</b>	<b>9,323</b>	<b>7,227</b>	<b>7,729</b>	<b>12,813</b>	<b>14,732</b>	<b>15,643</b>	<b>10,076</b>	<b>8,129</b>	<b>7,693</b>	<b>9,089</b>	<b>6,136</b>	<b>8,945</b>	<b>116,138</b>	<b>94,200</b>
<b>Total Income</b>	<b>216,953</b>	<b>214,854</b>	<b>215,356</b>	<b>220,443</b>	<b>222,359</b>	<b>223,270</b>	<b>217,661</b>	<b>216,600</b>	<b>215,320</b>	<b>217,318</b>	<b>213,765</b>	<b>216,572</b>	<b>2,609,673</b>	<b>2,585,725</b>
<b>Administrative</b>														
5015 - Bank Charges	0	0	(10)	146	0	0	(10)	0	0	(20)	54	120	282	375
5020 - Board Support	654	668	677	601	692	450	0	607	883	542	1,996	670	8,441	10,000
5025 - Collection Charges	585	(328)	100	565	(35)	225	595	(175)	75	641	(180)	178	2,258	3,000
5030 - Acct Setup/DD/Coupons	294	406	467	536	236	482	305	367	265	465	303	5,730	9,874	12,000
5035 - Architectural Comprehensives	0	0	544	491	353	262	458	440	0	283	0	1,058	3,892	6,880
5040 - Computer Network/C3	1,811	1,436	2,331	1,683	1,716	1,495	1,620	2,032	1,558	725	2,693	1,532	20,629	8,000
5070 - Parking Enforcement	1,380	540	720	1,440	1,200	840	1,088	1,320	465	240	0	(120)	9,113	16,000
5080 - Annual Meeting Expenses	0	0	0	0	0	0	0	0	750	0	0	0	750	2,500
5085 - Office Equipment Lease	612	704	638	476	584	680	0	0	0	2,795	611	593	7,703	5,000
5090 - Office Supplies	91	341	98	189	280	418	222	491	343	1,388	5,419	343	9,624	3,500
5210 - Printing & Copying	(758)	200	304	383	1,586	32	1,293	451	267	9,392	4,844	1,042	19,035	7,500
5215 - Postage	1,292	275	340	792	206	123	1,811	499	355	3,801	8,287	1,054	16,854	10,000
5220 - Courier Service	0	44	44	44	44	44	0	0	141	0	0	27	380	1,000
5320 - Temp Desk Coverage	365	274	730	622	1,004	240	120	645	0	675	0	105	4,780	6,000
6040 - Bundled Telecom Services	830	900	1,073	926	951	963	1,264	823	1,004	594	564	1,192	11,202	10,000
6300 - Permits & Licenses	0	0	0	0	0	25	465	0	0	0	0	10	500	4,000
6422 - Decals & Parking Passes	156	0	996	1,344	1,100	149	0	0	0	0	0	0	3,745	6,000
<b>Total Administrative</b>	<b>7,411</b>	<b>5,462</b>	<b>9,052</b>	<b>10,279</b>	<b>9,937</b>	<b>6,426</b>	<b>9,250</b>	<b>7,526</b>	<b>6,107</b>	<b>21,501</b>	<b>22,580</b>	<b>13,562</b>	<b>129,081</b>	<b>111,755</b>
<b>Activities</b>														
5200 - Events & Awards	700	503	791	(758)	1,163	(1,060)	4,432	9,505	4,082	2,588	2,645	6,169	30,762	37,500
<b>Total Activities</b>	<b>700</b>	<b>503</b>	<b>791</b>	<b>(758)</b>	<b>1,163</b>	<b>(1,060)</b>	<b>4,432</b>	<b>9,505</b>	<b>4,082</b>	<b>2,588</b>	<b>2,645</b>	<b>6,169</b>	<b>30,762</b>	<b>37,500</b>
<b>Communications</b>														
5115 - Web Site Maintenance	0	69	0	0	897	0	276	0	0	409	644	298	2,594	3,500
5225 - Newsletter Services	0	3,096	0	0	3,096	0	2,468	0	0	0	0	0	8,659	15,500

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<b>Communications</b>														
5316 - Other Communications	0	49	310	0	300	0	0	85	98	504	797	1,378	3,503	6,000
<b>Total Communications</b>	0	3,213	310	0	4,283	0	2,744	65	98	914	1,441	1,678	14,756	25,000
<b>Management Services</b>														
5302 - Administrative Salaries	24,326	19,429	26,929	25,209	25,967	28,015	26,839	24,182	27,417	25,005	25,478	26,893	305,688	296,070
5340 - Payroll Taxes/Benefits/Costs	6,981	4,377	7,794	7,285	5,266	10,714	9,172	7,506	8,422	7,386	7,595	10,159	91,668	89,192
7015 - Management Reimbursements	112	112	257	119	219	209	144	194	119	418	733	123	2,758	3,000
7040 - Management Fees	13,371	13,371	13,463	13,371	13,371	13,371	13,371	13,371	13,371	13,491	13,371	13,371	160,679	160,446
<b>Total Management Services</b>	44,790	37,288	48,463	45,984	44,822	52,309	48,525	45,255	49,328	46,310	47,176	50,545	560,793	552,708
<b>Trash Services</b>														
6035 - Trash and Recycling Service	26,237	26,305	26,305	26,312	26,712	26,312	26,365	26,365	26,451	26,451	26,451	26,421	316,688	314,079
<b>Total Trash Services</b>	26,237	26,305	26,305	26,312	26,712	26,312	26,365	26,365	26,451	26,451	26,451	26,421	316,688	314,079
<b>Common Area Maint &amp; Services</b>														
6009 - Electric Service	2,721	3,703	3,828	3,147	3,172	1,719	4,006	3,283	3,701	3,635	4,320	5,132	42,368	43,000
6025 - Water Service	460	434	455	582	524	4,162	2,725	4,272	5,272	4,756	(723)	608	23,447	26,000
6100 - Grounds & Landscaping - Contract	12,867	12,867	12,867	12,867	12,867	14,267	15,907	16,350	21,338	1,913	12,867	14,823	160,890	154,404
6150 - Flower Rotation & Landscape Enhanc	0	0	0	0	15,241	1,498	3,898	0	0	2,068	0	2,067	24,673	22,000
6155 - Turf Treatment & Enhancements	0	8,363	700	5,800	0	(1,248)	0	0	0	15,633	(7,438)	0	21,811	15,000
6180 - Tree & Shrub Maintenance	2,885	0	4,470	1,850	0	2,095	5,775	5,150	7,035	17,145	5,680	0	52,005	33,000
6200 - Watering & Supplies	0	0	0	0	0	0	0	0	165	3,800	0	0	3,965	150
6299 - Irrigation System Contract	0	0	0	0	0	9,627	0	8,875	2,466	(10,682)	2,066	0	12,472	16,638
6309 - TMP Expenses	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	210,000	215,000
6434 - Pest Control	0	0	0	184	558	184	184	184	184	184	184	368	2,214	2,500
6442 - Snow Removal Services	15,844	9,956	0	0	0	0	0	0	0	4,900	0	0	30,699	70,000
6585 - Fountain/Pond/Lake Repair & Maint	0	0	0	0	0	0	0	0	0	0	0	0	840	1,000
6600 - General Repair & Maintenance	0	12	1,117	11,073	188	(8,000)	(454)	594	4,007	8,711	3,211	4,816	24,466	5,000
6605 - General Maintenance Supplies	747	87	154	536	949	0	529	594	593	592	151	67	4,999	8,000
6640 - Lighting Supplies/Repair & Maint	2,681	1,821	2,396	3,958	2,516	4,692	6,514	1,237	2,467	2,431	2,089	2,555	35,356	35,000
6665 - Linear Park Landscape Maintenance	0	0	0	0	0	0	0	4,986	0	7,449	2,483	2,483	17,381	21,668

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<b>Common Area Maint &amp; Services</b>														
6690 - Pet Stations	0	618	618	618	1,722	852	636	1,512	315	1,628	1,197	125	9,640	8,500
6760 - Street Repair & Maintenance	0	0	0	2,640	0	0	0	1,320	390	0	3,143	0	7,592	6,500
<b>Total Common Area Maint &amp; Services</b>	<b>55,685</b>	<b>55,360</b>	<b>44,204</b>	<b>60,675</b>	<b>55,236</b>	<b>47,348</b>	<b>57,124</b>	<b>64,826</b>	<b>66,012</b>	<b>81,751</b>	<b>46,951</b>	<b>48,745</b>	<b>684,917</b>	<b>683,360</b>
<b>Utilities</b>														
6055 - Internet Service	0	0	0	0	14	0	0	0	0	0	0	0	14	0
<b>Total Utilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>
<b>Landscaping</b>														
6199 - Irrigation Repairs	0	0	0	0	0	2,100	0	1,200	0	13,689	3,107	0	20,096	3,612
<b>Total Landscaping</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100</b>	<b>0</b>	<b>1,200</b>	<b>0</b>	<b>13,689</b>	<b>3,107</b>	<b>0</b>	<b>20,096</b>	<b>3,612</b>
<b>Repair &amp; Maintenance</b>														
6765 - Storm Recovery Repair & Maintenance	0	0	0	0	0	900	0	0	0	0	0	0	900	5,050
<b>Total Repair &amp; Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>5,050</b>
<b>Professional Services</b>														
5105 - Reserve Studies	0	0	0	0	4,394	0	426	0	0	0	0	0	4,820	0
7000 - Audit & Tax Services	0	0	0	0	0	0	6,200	580	0	0	0	0	6,780	6,700
7005 - Consulting Services	0	0	0	0	0	0	2,610	0	0	0	0	0	2,610	0
7020 - Legal Services	600	0	300	300	300	500	300	300	0	309	300	600	3,600	4,000
7025 - Legal Services - Collections	2,248	0	2,778	3,487	3,822	0	2,571	0	2,349	5,699	0	5,359	28,313	21,000
7030 - Legal Services - General Counsel	7,036	0	1,431	0	8,392	1,204	3,621	6,275	0	6,496	8,461	11,587	54,502	30,000
<b>Total Professional Services</b>	<b>9,884</b>	<b>0</b>	<b>4,509</b>	<b>3,787</b>	<b>16,608</b>	<b>1,704</b>	<b>15,726</b>	<b>7,075</b>	<b>2,349</b>	<b>12,484</b>	<b>8,761</b>	<b>17,546</b>	<b>100,746</b>	<b>61,700</b>
<b>Cameron Club Maint &amp; Operations</b>														
5195 - Miscellaneous Expenses	0	37	13	0	0	384	0	94	176	153	0	159	1,015	1,000
5318 - Health Club Management/Staff	13,759	13,759	13,759	13,759	13,759	13,759	13,759	13,759	13,759	13,759	13,759	15,318	166,870	165,111
6075 - Clubhouse Utilities	2,901	2,180	3,234	2,277	4,380	3,180	4,244	6,600	3,490	3,424	1,704	3,352	39,867	34,000
6315 - Uniforms	0	57	420	0	94	0	0	0	0	0	0	0	571	100
6408 - Elevator Services	343	412	343	343	343	343	343	343	343	343	343	1,311	5,157	4,500
6414 - Fire Prevention & Protection	356	521	1,032	3,083	1,553	507	687	687	687	687	331	877	11,007	6,000

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<b>Cameron Club Maint &amp; Operations</b>														
6424 - HVAC Services	1,233	0	0	0	550	0	125	266	0	0	1,028	0	3,203	6,000
6430 - Janitorial Services	3,415	3,415	3,415	3,415	3,415	3,415	5,230	5,601	2,310	3,535	3,535	3,535	43,633	42,413
6436 - Special Cleanings	600	0	0	1,200	150	550	1,200	0	1,225	0	2,375	1,400	8,700	8,000
6438 - Pool Management	0	0	6,816	9,274	17,628	11,282	9,481	10,147	0	2,160	0	0	68,786	63,700
6440 - Safety & Security	510	165	355	165	180	180	0	0	0	130	1,500	0	3,193	3,000
6500 - Fire Suppression System	0	0	0	0	0	0	0	164	30	0	0	0	194	6,000
6515 - Building Repair & Maintenance	0	2,218	1,587	0	1,317	695	0	489	0	1,520	377	369	8,552	14,000
6525 - Community Center Improvement	0	0	0	0	0	0	529	0	0	0	349	0	879	2,000
6570 - Fitness Equipment Repair & Maint	217	0	1,008	1,056	0	0	1,008	217	3,935	0	0	1,008	8,449	9,500
6575 - Fitness Center Supplies	496	496	584	1,126	1,605	496	599	773	496	53	292	496	7,513	6,500
6590 - Access System Supplies	0	0	0	0	660	0	0	894	0	0	0	0	1,554	4,500
6595 - Access System Repairs	(440)	0	0	0	0	0	877	0	0	0	440	0	877	1,000
6700 - Pool Repair & Maintenance	0	0	725	0	0	0	1,866	0	0	0	0	950	3,540	4,000
6710 - Pool Supplies	0	0	1,205	94	386	111	717	3,770	1,353	774	338	0	8,747	5,000
9934 - Recreation Equipment	0	365	0	0	167	0	0	106	0	0	692	261	1,811	4,000
<b>Total Cameron Club Maint &amp; Operations</b>	<b>23,381</b>	<b>23,627</b>	<b>36,506</b>	<b>35,793</b>	<b>46,206</b>	<b>34,903</b>	<b>40,685</b>	<b>42,290</b>	<b>27,805</b>	<b>26,548</b>	<b>27,855</b>	<b>29,034</b>	<b>393,820</b>	<b>390,324</b>
<b>Taxes &amp; Insurance</b>														
5390 - Fidelity/Workman's Comp	157	157	157	328	154	154	160	(193)	154	154	154	154	1,684	2,205
5415 - D&O Insurance Premiums	414	414	414	414	434	434	434	434	434	434	434	434	5,122	5,252
5420 - Umbrella	808	808	808	808	866	866	866	866	866	866	866	866	10,161	10,056
5445 - General Liability Insurance Premium	1,141	1,141	1,141	1,175	1,309	1,309	1,309	1,308	1,309	1,309	1,309	1,309	15,072	12,088
9000 - Income Tax	0	0	0	8,000	0	0	0	0	0	0	0	0	8,000	6,443
<b>Total Taxes &amp; Insurance</b>	<b>2,520</b>	<b>2,520</b>	<b>2,520</b>	<b>10,724</b>	<b>2,763</b>	<b>2,763</b>	<b>2,769</b>	<b>2,416</b>	<b>2,763</b>	<b>2,763</b>	<b>2,763</b>	<b>2,763</b>	<b>40,049</b>	<b>36,044</b>
<b>Other Expenses</b>														
5010 - Bad Debt	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
9106 - Capital Improvements Reserve	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	24,000
9946 - Signs Expenses	0	0	0	330	292	0	0	0	0	0	165	(1)	696	2,000
<b>Total Other Expenses</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,330</b>	<b>2,292</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,165</b>	<b>1,999</b>	<b>24,696</b>	<b>31,000</b>

Printed by Cheryl Weaver on Tue Feb 11, 2020 02:11 pm

**Income and Expense Projection Report**  
**Cameron Station Community**  
As of December 31, 2019

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Projected	Total Budget
<b>Reserve Contributions</b>														
9800 - Repair & Replacement Expenses	27,800	27,800	27,800	27,800	27,800	27,800	27,800	27,800	27,800	27,800	27,800	27,800	333,600	333,600
<b>Total Reserve Contributions</b>	27,800	27,800	27,800	27,800	27,800	27,800	27,800	27,800	27,800	27,800	27,800	27,800	333,600	333,600
<b>Total Expense</b>	200,418	184,077	202,459	222,629	238,058	203,507	237,402	236,318	214,795	264,787	218,894	227,282	2,650,918	2,585,731
<b>Association Summary</b>	16,535	30,777	12,987	(2,486)	(15,699)	18,763	(19,741)	(20,517)	525	(47,478)	(5,129)	(16,690)	(41,245)	(6)

# **Cameron Station Community Association**

## **January 2020 Financial Report**

**Statement prepared by: Cheryl Weaver**



Wed Feb 19, 2020 10:15 am  
Report: dwr\_gf\_investment\_board\_rpt

User: chwweaver  
Cheryl Weaver

# Investment Listing Report Cameron Station Community As of Fri Jan 31, 2020

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
<b>Cash &amp; Investments</b>							
1013 - Operating 3336 Pacific Premier Bank	****0142 Signers: John Tsilos Cancel Hermogenes SWEEP Account		714,892.83	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	****5485 Signers: Tsilos/Hermogenes	Money Market	716,370.11	1.750%	07/31/2018	0	
1330 - Morgan Stanley Smith Barney MM Morgan Stanley Smith Barney	****-276 Signers: Martin Menez/ John A Tsilos / S.Philbin	Money Market	55,860.32	0.750%	09/19/2001	0	
1353 - Morgan Stanley Smith Barney Investments Morgan Stanley Smith Barney	****-279 Signers: Martin Menez/ John A Tsilos / S.Philbin	Certificate of Deposit	1,607,000.00	0.000%	09/19/2001	0	
Consists of multiple CDs with varying terms and interest rates. See broker statement for a detailed list of CDs.							
1730 - Accrued Interest Receivable CMC	****1730	Other	6,456.55	0.000%	01/01/1900	0	
Total Cash Investments:			3,100,579.61				
Total Cameron Station Community:			3,100,579.61				

Cheryl Weaver

**Balance Sheet Report**  
**Cameron Station Community**  
As of January 31, 2020

	Balance Jan 31, 2020	Balance Dec 31, 2019	Change
<b><u>Assets</u></b>			
<b>Cash &amp; Investments</b>			
1013 - Operating 3336	714,892.63	390,604.57	324,288.06
1302 - Congressional Bank - MM 5485	716,370.11	715,404.33	965.78
1330 - Morgan Stanley Smith Barney MM	55,860.32	57,281.24	(1,420.92)
1353 - Morgan Stanley Smith Barney Investments	1,607,000.00	1,604,000.00	3,000.00
1730 - Accrued Interest Receivable	6,456.55	5,097.51	1,359.04
<b>Total Cash &amp; Investments</b>	<b>3,100,579.61</b>	<b>2,772,387.65</b>	<b>328,191.96</b>
<b>Current Assets</b>			
1500 - Residential Assessments Receivable	88,325.45	54,222.68	34,102.77
1530 - Allowance for Doubtful accounts	(35,132.60)	(35,132.60)	0.00
1600 - Prepaid Insurance	11,974.38	6,816.35	5,158.03
1640 - Other Prepaid Expenses	25,794.64	7,152.98	18,641.66
1725 - Insurance Receivable	(24,900.00)	(24,900.00)	0.00
1745 - Taxes Receivable	(19.00)	(19.00)	0.00
1799 - Clearing Account	5,093.27	1,225.44	3,867.83
<b>Total Current Assets</b>	<b>71,138.14</b>	<b>9,365.85</b>	<b>61,770.29</b>
<b>Total Assets</b>	<b>3,171,715.75</b>	<b>2,781,753.50</b>	<b>389,962.25</b>
<b><u>Liabilities</u></b>			
<b>Current Liabilities</b>			
2025 - Transfer Fee Payable	(205.40)	0.00	(205.40)
2050 - Resident Refunds	9,666.34	731.86	8,934.48
2200 - Income Taxes Payable	(148.00)	(148.00)	0.00
2300 - Accrued Expenses	18,554.58	53,132.83	(34,578.25)
2400 - Accrued Payroll Payable	4,882.00	19,125.00	(14,243.00)
2550 - Prepaid Assessments	131,042.75	229,710.14	(98,667.39)

**Balance Sheet Report**  
**Cameron Station Community**  
As of January 31, 2020

	<u>Balance Jan 31, 2020</u>	<u>Balance Dec 31, 2019</u>	<u>Change</u>
<b><u>Liabilities</u></b>			
<b>Current Liabilities</b>			
2560 - Future Months Assessments	461,037.64	0.00	461,037.64
<b>Total Current Liabilities</b>	<u>624,829.91</u>	<u>302,551.83</u>	<u>322,278.08</u>
<b>Total Liabilities</b>	<u>624,829.91</u>	<u>302,551.83</u>	<u>322,278.08</u>
<b><u>Owners' Equity</u></b>			
<b>Unappropriated Owners' Equity</b>			
3000 - Owners Equity - Prior Years	390,758.88	390,758.88	0.00
<b>Total Unappropriated Owners' Equity</b>	<u>390,758.88</u>	<u>390,758.88</u>	<u>0.00</u>
<b>Capital Improvement Reserves</b>			
3015 - Capital Improvement Reserves Beg.Bal.	18,966.50	18,966.50	0.00
3362 - Capital Improvement Reserves Contr.	2,000.00	0.00	2,000.00
<b>Total Capital Improvement Reserves</b>	<u>20,966.50</u>	<u>18,966.50</u>	<u>2,000.00</u>
<b>Repair &amp; Replacement Reserves</b>			
3102 - Repair & Repl Reserve Beginning Balance	2,069,476.29	2,069,476.29	0.00
3276 - Repair & Repl Reserve Contributions	30,706.83	0.00	30,706.83
<b>Total Repair &amp; Replacement Reserves</b>	<u>2,100,183.12</u>	<u>2,069,476.29</u>	<u>30,706.83</u>
<b>Total Owners' Equity</b>	<u>2,511,908.50</u>	<u>2,479,201.67</u>	<u>32,706.83</u>
<b>Net Income / (Loss)</b>	<u>34,977.34</u>	<u>0.00</u>	<u>34,977.34</u>
<b>Total Liabilities and Equity</b>	<u>3,171,715.75</u>	<u>2,781,753.50</u>	<u>389,962.25</u>

**Income Statement Summary**  
**Cameron Station Community**  
January 01, 2020 thru January 31, 2020

	Current Period			Year to Date (1 month)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Total Assessment Income</b>	178,843.97	213,292.33	(34,448.36)	178,843.97	213,292.33	(34,448.36)	2,559,508.00
<b>Total Other Income</b>	25,216.96	6,041.50	19,175.46	25,216.96	6,041.50	19,175.46	88,000.00
<b>Total Income</b>	204,060.93	219,333.83	(15,272.90)	204,060.93	219,333.83	(15,272.90)	2,647,508.00
<b>Total Administrative</b>	4,868.62	10,558.50	(5,689.88)	4,868.62	10,558.50	(5,689.88)	117,588.00
<b>Total Activities</b>	48.73	0.00	48.73	48.73	0.00	48.73	37,500.00
<b>Total Communications</b>	552.66	3,375.00	(2,822.34)	552.66	3,375.00	(2,822.34)	25,000.00
<b>Total Insurance</b>	591.25	633.50	(42.25)	591.25	633.50	(42.25)	7,600.00
<b>Total Management Services</b>	43,009.99	43,907.00	(897.01)	43,009.99	43,907.00	(897.01)	526,887.00
<b>Total Trash Services</b>	25,301.91	26,450.92	(1,149.01)	25,301.91	26,450.92	(1,149.01)	323,759.00
<b>Total Common Area Maint &amp; Services</b>	37,072.69	53,304.50	(16,231.81)	37,072.69	53,304.50	(16,231.81)	689,970.00
<b>Total Landscaping</b>	300.00	833.50	(533.50)	300.00	833.50	(533.50)	13,800.00
<b>Total Repair &amp; Maintenance</b>	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
<b>Total Professional Services</b>	0.00	4,583.00	(4,583.00)	0.00	4,583.00	(4,583.00)	63,300.00
<b>Total Cameron Club Maint &amp; Operations</b>	21,867.52	29,693.50	(7,825.98)	21,867.52	29,693.50	(7,825.98)	404,072.00
<b>Total Taxes &amp; Insurance</b>	2,763.39	2,854.00	(90.61)	2,763.39	2,854.00	(90.61)	44,250.00
<b>Total Other Expenses</b>	2,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00	34,000.00
<b>Total Reserve Contributions</b>	30,706.83	30,707.00	(0.17)	30,706.83	30,707.00	(0.17)	368,482.00
<b>Total Expense</b>	169,083.59	208,900.42	(39,816.83)	169,083.59	208,900.42	(39,816.83)	2,660,208.00
<b>Net Income / (Loss)</b>	34,977.34	10,433.41	24,543.93	34,977.34	10,433.41	24,543.93	(12,700.00)

**Income Statement Report**  
**Cameron Station Community**  
**Consolidated**  
January 01, 2020 thru January 31, 2020

	Current Period			Year to Date (1 month)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
<b>Income</b>								
<b>Assessment Income</b>								
4001 - Assessments - SFD/TH	361,210.90	393,431.00	(32,220.10)	361,210.90	393,431.00	(32,220.10)	1,573,725.00	1,212,514.10
4002 - Assessments - CONDO	218,664.28	238,169.00	(19,504.72)	218,664.28	238,169.00	(19,504.72)	952,874.00	734,009.72
4016 - Future Assessments - SFD/TH	(262,287.34)	(262,287.34)	0.00	(262,287.34)	(262,287.34)	0.00	0.00	262,287.34
4017 - Future Assessments - CONDO	(158,779.34)	(158,779.33)	(0.01)	(158,779.34)	(158,779.33)	(0.01)	0.00	158,779.34
4018 - Future Assessments - COMMERCIAL	(5,484.86)	(5,518.00)	33.14	(5,484.86)	(5,518.00)	33.14	0.00	5,484.86
4019 - Future Assessments - TMP	(34,486.10)	0.00	(34,486.10)	(34,486.10)	0.00	(34,486.10)	0.00	34,486.10
4130 - Commercial Assessments	8,277.28	8,277.00	0.28	8,277.28	8,277.00	0.28	33,109.00	24,831.72
4135 - TMP Assessments	51,729.15	0.00	51,729.15	51,729.15	0.00	51,729.15	0.00	(51,729.15)
<b>Total Assessment Income</b>	<b>178,843.97</b>	<b>213,292.33</b>	<b>(34,448.36)</b>	<b>178,843.97</b>	<b>213,292.33</b>	<b>(34,448.36)</b>	<b>2,556,508.00</b>	<b>2,380,664.03</b>
<b>Other Income</b>								
4245 - Newsletter Advertising	150.00	0.00	150.00	150.00	0.00	150.00	6,000.00	5,850.00
4250 - Facilities Passes/Guest Fess	80.00	400.00	(320.00)	80.00	400.00	(320.00)	2,000.00	1,920.00
4260 - Resale Processing Fees	117.37	440.00	(322.63)	117.37	440.00	(322.63)	8,800.00	8,682.63
4265 - Website Income	200.00	83.50	116.50	200.00	83.50	116.50	1,000.00	800.00
4295 - Charitable Donations Income	0.00	0.00	0.00	0.00	0.00	0.00	8,800.00	8,800.00
4400 - Room Rental Fees	1,200.00	667.00	533.00	1,200.00	667.00	533.00	8,000.00	6,800.00
4405 - Club Cleaning Fees	625.00	500.00	125.00	625.00	500.00	125.00	6,000.00	5,375.00
4710 - Late Fees & Interest	15,891.59	617.00	15,274.59	15,891.59	617.00	15,274.59	7,400.00	(8,491.59)
4720 - Legal Reimbursements	2,755.00	500.00	2,255.00	2,755.00	500.00	2,255.00	6,000.00	3,245.00
4805 - HOA Compliance Fees	100.00	417.00	(317.00)	100.00	417.00	(317.00)	5,000.00	4,900.00
4835 - Miscellaneous Income	20.00	0.00	20.00	20.00	0.00	20.00	0.00	(20.00)
4900 - Interest Earned - Operating Funds	1,139.88	0.00	1,139.88	1,139.88	0.00	1,139.88	0.00	(1,139.88)
4910 - Interest Earned - Reserve Funds	2,938.12	2,417.00	521.12	2,938.12	2,417.00	521.12	29,000.00	26,061.88
<b>Total Other Income</b>	<b>25,218.96</b>	<b>6,041.50</b>	<b>19,175.46</b>	<b>25,218.96</b>	<b>6,041.50</b>	<b>19,175.46</b>	<b>88,800.00</b>	<b>62,783.04</b>
<b>Total Income</b>	<b>204,060.93</b>	<b>219,333.83</b>	<b>(15,272.90)</b>	<b>204,060.93</b>	<b>219,333.83</b>	<b>(15,272.90)</b>	<b>2,647,508.00</b>	<b>2,443,447.07</b>

**Income Statement Report**  
**Cameron Station Community**  
**Consolidated**  
January 01, 2020 thru January 31, 2020

Expense	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Administrative</b>								
5015 - Bank Charges	0.00	20.00	(20.00)	0.00	20.00	(20.00)	240.00	240.00
5020 - Board Support	192.31	833.00	(640.69)	192.31	833.00	(640.69)	10,000.00	9,807.69
5025 - Collection Charges	521.00	250.00	271.00	521.00	250.00	271.00	3,000.00	2,479.00
5030 - Acct Setup/DD/Coupons	377.00	833.00	(456.00)	377.00	833.00	(456.00)	10,000.00	9,623.00
5035 - Architectural Comprehensives	0.00	0.00	0.00	0.00	0.00	0.00	6,880.00	6,880.00
5040 - Computer Network/C3	1,572.50	833.00	739.50	1,572.50	833.00	739.50	10,000.00	8,427.50
5065 - Software Licenses	0.00	41.50	(41.50)	0.00	41.50	(41.50)	500.00	500.00
5070 - Parking Enforcement	0.00	1,250.00	(1,250.00)	0.00	1,250.00	(1,250.00)	15,000.00	15,000.00
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	586.19	583.00	(16.81)	586.19	583.00	(16.81)	7,000.00	6,433.81
5090 - Office Supplies	(24.04)	292.00	(316.04)	(24.04)	292.00	(316.04)	3,500.00	3,524.04
5210 - Printing & Copying	148.15	625.00	(476.85)	148.15	625.00	(476.85)	7,500.00	7,351.85
5215 - Postage	955.56	833.00	122.56	955.56	833.00	122.56	10,000.00	8,044.44
5220 - Courier Service	0.00	63.00	(63.00)	0.00	63.00	(63.00)	750.00	750.00
5320 - Temp Desk Coverage	0.00	500.00	(500.00)	0.00	500.00	(500.00)	6,000.00	6,000.00
6040 - Bundled Telecom Services	449.55	1,102.00	(652.45)	449.55	1,102.00	(652.45)	13,218.00	12,766.45
6300 - Permits & Licenses	110.40	0.00	110.40	110.40	0.00	110.40	4,000.00	3,889.60
6422 - Decals & Parking Passes	0.00	2,500.00	(2,500.00)	0.00	2,500.00	(2,500.00)	7,500.00	7,500.00
<b>Total Administrative</b>	<b>4,868.62</b>	<b>10,558.50</b>	<b>(5,689.88)</b>	<b>4,868.62</b>	<b>10,558.50</b>	<b>(5,689.88)</b>	<b>117,588.00</b>	<b>112,718.38</b>
<b>Activities</b>								
5200 - Events & Awards	48.73	0.00	48.73	48.73	0.00	48.73	37,500.00	37,451.27
<b>Total Activities</b>	<b>48.73</b>	<b>0.00</b>	<b>48.73</b>	<b>48.73</b>	<b>0.00</b>	<b>48.73</b>	<b>37,500.00</b>	<b>37,451.27</b>
<b>Communications</b>								
5115 - Web Site Maintenance	0.00	292.00	(292.00)	0.00	292.00	(292.00)	3,500.00	3,500.00
5225 - Newsletter Services	0.00	2,583.00	(2,583.00)	0.00	2,583.00	(2,583.00)	15,500.00	15,500.00

**Income Statement Report**  
**Cameron Station Community**  
**Consolidated**  
January 01, 2020 thru January 31, 2020

	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Communications</b>								
5316 - Other Communications	552.66	500.00	52.66	552.66	500.00	52.66	6,000.00	5,447.34
<b>Total Communications</b>	<b>552.66</b>	<b>3,375.00</b>	<b>(2,822.34)</b>	<b>552.66</b>	<b>3,375.00</b>	<b>(2,822.34)</b>	<b>25,000.00</b>	<b>24,447.34</b>
<b>Insurance</b>								
5408 - Crime Protection Coverage	300.00	308.50	(8.50)	300.00	308.50	(8.50)	3,700.00	3,400.00
5438 - Cyber Liability \$3 Million Coverage	291.25	325.00	(33.75)	291.25	325.00	(33.75)	3,900.00	3,608.75
<b>Total Insurance</b>	<b>591.25</b>	<b>633.50</b>	<b>(42.25)</b>	<b>591.25</b>	<b>633.50</b>	<b>(42.25)</b>	<b>7,600.00</b>	<b>7,008.75</b>
<b>Management Services</b>								
5302 - Administrative Salaries	26,728.47	28,174.00	(1,445.53)	26,728.47	28,174.00	(1,445.53)	338,091.00	311,362.53
5340 - Payroll Taxes/Benefits/Costs	8,227.35	7,566.00	661.35	8,227.35	7,566.00	661.35	90,796.00	82,568.65
7015 - Management Reimbursements	137.50	250.00	(112.50)	137.50	250.00	(112.50)	3,000.00	2,862.50
7040 - Management Fees	7,916.67	7,917.00	(0.33)	7,916.67	7,917.00	(0.33)	95,000.00	87,083.33
<b>Total Management Services</b>	<b>43,009.99</b>	<b>43,907.00</b>	<b>(897.01)</b>	<b>43,009.99</b>	<b>43,907.00</b>	<b>(897.01)</b>	<b>526,887.00</b>	<b>483,877.01</b>
<b>Trash Services</b>								
6035 - Trash and Recycling Service	25,301.91	26,450.92	(1,149.01)	25,301.91	26,450.92	(1,149.01)	323,759.00	298,457.09
<b>Total Trash Services</b>	<b>25,301.91</b>	<b>26,450.92</b>	<b>(1,149.01)</b>	<b>25,301.91</b>	<b>26,450.92</b>	<b>(1,149.01)</b>	<b>323,759.00</b>	<b>298,457.09</b>
<b>Common Area Maint &amp; Services</b>								
6000 - Electric Service	4,256.65	3,417.00	839.65	4,256.65	3,417.00	839.65	41,000.00	36,743.35
6025 - Water Service	1,060.60	0.00	1,060.60	1,060.60	0.00	1,060.60	20,000.00	18,939.40
6100 - Grounds & Landscaping - Contract	12,996.00	12,996.00	0.00	12,996.00	12,996.00	0.00	155,952.00	142,956.00
6150 - Flower Rotation & Landscape Enhancem	0.00	0.00	0.00	0.00	0.00	0.00	23,000.00	23,000.00
6155 - Turf Treatment & Enhancements	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
6160 - Tree & Shrub Maintenance	1,400.00	0.00	1,400.00	1,400.00	0.00	1,400.00	34,000.00	32,600.00
6299 - Irrigation System Contract	0.00	0.00	0.00	0.00	0.00	0.00	22,150.00	22,150.00
6305 - TMP Expenses	17,500.00	17,500.00	0.00	17,500.00	17,500.00	0.00	210,000.00	192,500.00
6434 - Pest Control	184.00	208.00	(24.00)	184.00	208.00	(24.00)	2,500.00	2,316.00

**Income Statement Report**  
**Cameron Station Community**  
**Consolidated**  
January 01, 2020 thru January 31, 2020

	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Common Area Maint &amp; Services</b>								
6442 - Snow Removal Services	160.00	14,000.00	(13,840.00)	160.00	14,000.00	(13,840.00)	70,000.00	69,840.00
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
6600 - General Repair & Maintenance	(2,358.21)	766.50	(3,124.71)	(2,358.21)	766.50	(3,124.71)	8,200.00	11,558.21
6605 - General Maintenance Supplies	0.00	542.00	(542.00)	0.00	542.00	(542.00)	6,500.00	6,500.00
6640 - Lighting Supplies/Repair & Maintenance	1,120.08	3,167.00	(2,046.92)	1,120.08	3,167.00	(2,046.92)	38,000.00	36,879.92
6685 - Linear Park Landscape Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	21,668.00	21,668.00
6690 - Pet Stations	753.57	708.00	45.57	753.57	708.00	45.57	8,500.00	7,746.43
6760 - Street Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	6,500.00	6,500.00
<b>Total Common Area Maint &amp; Services</b>	<b>37,072.89</b>	<b>53,304.50</b>	<b>(16,231.61)</b>	<b>37,072.89</b>	<b>53,304.50</b>	<b>(16,231.61)</b>	<b>689,970.00</b>	<b>652,897.31</b>
<b>Landscaping</b>								
6135 - Erosion Control	0.00	833.50	(833.50)	0.00	833.50	(833.50)	10,000.00	10,000.00
6199 - Irrigation Repairs	300.00	0.00	300.00	300.00	0.00	300.00	3,800.00	3,500.00
<b>Total Landscaping</b>	<b>300.00</b>	<b>833.50</b>	<b>(533.50)</b>	<b>300.00</b>	<b>833.50</b>	<b>(533.50)</b>	<b>13,800.00</b>	<b>13,500.00</b>
<b>Repair &amp; Maintenance</b>								
6755 - Storm Recovery Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
<b>Total Repair &amp; Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>4,000.00</b>
<b>Professional Services</b>								
5105 - Reserve Studies	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
7000 - Audit & Tax Services	0.00	0.00	0.00	0.00	0.00	0.00	6,800.00	6,800.00
7020 - Legal Services	0.00	333.00	(333.00)	0.00	333.00	(333.00)	4,000.00	4,000.00
7025 - Legal Services - Collections	0.00	1,750.00	(1,750.00)	0.00	1,750.00	(1,750.00)	21,000.00	21,000.00
7030 - Legal Services - General Counsel	0.00	2,500.00	(2,500.00)	0.00	2,500.00	(2,500.00)	30,800.00	30,000.00
<b>Total Professional Services</b>	<b>0.00</b>	<b>4,583.00</b>	<b>(4,583.00)</b>	<b>0.00</b>	<b>4,583.00</b>	<b>(4,583.00)</b>	<b>63,300.00</b>	<b>63,300.00</b>
<b>Cameron Club Maint &amp; Operations</b>								
5195 - Miscellaneous Expenses	0.00	83.00	(83.00)	0.00	83.00	(83.00)	1,000.00	1,000.00

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**Income Statement Report**  
**Cameron Station Community**  
**Consolidated**  
January 01, 2020 thru January 31, 2020

	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Cameron Club Maint &amp; Operations</b>								
5318 - Health Club Management/Staff	14,033.98	13,759.00	274.98	14,033.98	13,759.00	274.98	185,112.00	151,078.02
6075 - Clubhouse Utilities	2,455.76	3,200.00	(744.24)	2,455.76	3,200.00	(744.24)	38,400.00	35,944.24
6315 - Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00
6408 - Elevator Services	354.77	1,125.00	(770.23)	354.77	1,125.00	(770.23)	4,500.00	4,145.23
6414 - Fire Prevention & Protection	711.67	0.00	711.67	711.67	0.00	711.67	10,000.00	9,288.33
6424 - HVAC Services	125.00	1,000.00	(875.00)	125.00	1,000.00	(875.00)	6,000.00	5,875.00
6430 - Janitorial Services	3,535.00	3,535.00	0.00	3,535.00	3,535.00	0.00	42,420.00	38,885.00
6436 - Special Cleanings	0.00	583.00	(583.00)	0.00	583.00	(583.00)	7,000.00	7,000.00
6438 - Pool Management	0.00	0.00	0.00	0.00	0.00	0.00	66,340.00	66,340.00
6440 - Safety & Security	0.00	750.00	(750.00)	0.00	750.00	(750.00)	5,500.00	5,500.00
6500 - Fire Suppression System	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	6,000.00	6,000.00
6515 - Building Repair & Maintenance	11.10	1,666.00	(1,654.90)	11.10	1,666.00	(1,654.90)	14,000.00	13,988.90
6525 - Community Center Improvement	0.00	167.00	(167.00)	0.00	167.00	(167.00)	2,000.00	2,000.00
6570 - Fitness Equipment Repair & Maintenance	0.00	792.00	(792.00)	0.00	792.00	(792.00)	9,500.00	9,500.00
6575 - Fitness Center Supplies	640.24	500.00	140.24	640.24	500.00	140.24	6,000.00	5,359.76
6590 - Access System Supplies	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	4,500.00	4,500.00
6595 - Access System Repairs	0.00	200.00	(200.00)	0.00	200.00	(200.00)	2,000.00	2,000.00
6700 - Pool Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
6710 - Pool Supplies	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9934 - Recreation Equipment	0.00	333.50	(333.50)	0.00	333.50	(333.50)	4,000.00	4,000.00
<b>Total Cameron Club Maint &amp; Operations</b>	<b>21,667.52</b>	<b>29,693.50</b>	<b>(7,825.98)</b>	<b>21,667.52</b>	<b>29,693.50</b>	<b>(7,825.98)</b>	<b>404,072.00</b>	<b>382,204.48</b>
<b>Taxes &amp; Insurance</b>								
5390 - Fidelity/Workman's Comp	154.42	50.00	104.42	154.42	50.00	104.42	600.00	445.58
5415 - D&O Insurance Premiums	433.50	458.00	(24.50)	433.50	458.00	(24.50)	5,500.00	5,066.50
5420 - Umbrella	866.22	929.00	(62.78)	866.22	929.00	(62.78)	11,150.00	10,283.78
5445 - General Liability Insurance Premiums	1,309.25	1,417.00	(107.75)	1,309.25	1,417.00	(107.75)	17,000.00	15,690.75

**Income Statement Report**  
**Cameron Station Community**  
**Consolidated**  
January 01, 2020 thru January 31, 2020

	Current Period			Year to Date (1 month)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Taxes &amp; Insurance</b>								
9000 - Income Tax	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
<b>Total Taxes &amp; Insurance</b>	<b>2,763.39</b>	<b>2,854.00</b>	<b>(90.61)</b>	<b>2,763.39</b>	<b>2,854.00</b>	<b>(90.61)</b>	<b>44,250.00</b>	<b>41,486.61</b>
<b>Other Expenses</b>								
5010 - Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00	24,000.00	22,000.00
9946 - Signs Expenses	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
<b>Total Other Expenses</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>34,000.00</b>	<b>32,000.00</b>
<b>Reserve Contributions</b>								
9800 - Repair & Replacement Expenses	30,706.83	30,707.00	(0.17)	30,706.83	30,707.00	(0.17)	368,482.00	337,775.17
<b>Total Reserve Contributions</b>	<b>30,706.83</b>	<b>30,707.00</b>	<b>(0.17)</b>	<b>30,706.83</b>	<b>30,707.00</b>	<b>(0.17)</b>	<b>368,482.00</b>	<b>337,775.17</b>
<b>Total Expense</b>	<b>169,083.59</b>	<b>208,900.42</b>	<b>(39,816.83)</b>	<b>169,083.59</b>	<b>208,900.42</b>	<b>(39,816.83)</b>	<b>2,660,208.00</b>	<b>2,481,124.41</b>
<b>Net Income / (Loss)</b>	<b>34,977.34</b>	<b>10,433.41</b>	<b>24,543.93</b>	<b>34,977.34</b>	<b>10,433.41</b>	<b>24,543.93</b>	<b>(12,700.00)</b>	<b>(47,677.34)</b>

# Income and Expense Projection Report

## Cameron Station Community

As of January 31, 2020

Account Description	Jan Actual	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Assessment Income</b>														
4001 - Assessments - SFD/TH	361,211	0	0	393,432	0	0	393,431	0	0	393,431	0	0	1,541,505	1,573,725
4002 - Assessments - CONDO	218,664	0	0	238,168	0	0	238,169	0	0	238,168	0	0	933,169	952,674
4016 - Future Assessments - SFD/TH	(262,287)	131,144	131,144	(262,288)	131,144	131,144	(262,287)	131,144	131,144	(262,287)	131,144	131,144	0	0
4017 - Future Assessments - CONDO	(158,779)	79,389	79,390	(158,779)	79,389	79,389	(158,778)	79,390	79,390	(158,779)	79,389	79,388	(0)	0
4018 - Future Assessments - COMMERCIAL	(5,486)	2,759	2,759	(5,518)	2,759	2,759	(5,518)	2,759	2,759	(5,518)	2,759	2,759	33	0
4019 - Future Assessments - TMP	(34,486)	0	0	0	0	0	0	0	0	0	0	0	(34,486)	0
4130 - Commercial Assessments	8,277	0	0	8,278	0	0	8,277	0	0	8,277	0	0	33,169	33,169
4135 - TMP Assessments	51,729	0	0	0	0	0	0	0	0	0	0	0	51,729	0
<b>Total Assessment Income</b>	<b>176,844</b>	<b>213,292</b>	<b>213,292</b>	<b>213,293</b>	<b>213,292</b>	<b>213,292</b>	<b>213,293</b>	<b>213,292</b>	<b>213,292</b>	<b>213,292</b>	<b>213,292</b>	<b>213,291</b>	<b>2,525,060</b>	<b>2,559,506</b>
<b>Other Income</b>														
4245 - Newsletter Advertising	150	1,350	0	745	0	905	0	1,500	0	1,500	0	0	6,150	6,000
4250 - Facilities Passes/Guest Fees	80	100	200	200	200	200	200	100	100	100	100	100	1,680	2,000
4260 - Resale Processing Fees	117	440	440	1,100	1,100	1,100	1,100	880	660	660	440	440	8,477	8,800
4265 - Website Income	200	83	84	84	83	84	84	83	84	84	83	84	1,117	1,000
4285 - Charitable Donations Income	0	0	3,000	2,800	3,000	0	0	0	0	0	0	0	8,800	8,800
4400 - Room Rental Fees	1,200	666	667	667	666	667	667	668	667	667	666	667	8,533	8,000
4405 - Club Cleaning Fees	625	500	500	500	500	500	500	500	500	500	500	500	6,125	6,000
4710 - Late Fees & Interest	15,892	616	617	617	616	617	617	616	617	617	616	617	22,675	7,400
4720 - Legal Reimbursements	2,755	500	500	500	500	500	500	500	500	500	500	500	3,255	6,000
4805 - HOA Compliance Fees	100	416	417	417	416	417	417	416	417	417	416	417	4,683	5,000
4835 - Miscellaneous Income	20	0	0	0	0	0	0	0	0	0	0	0	20	0
4900 - Interest Earned - Operating Funds	1,140	0	0	0	0	0	0	0	0	0	0	0	1,140	0
4910 - Interest Earned - Reserve Funds	2,938	2,416	2,417	2,417	2,416	2,417	2,417	2,416	2,417	2,417	2,416	2,417	29,521	29,000
<b>Total Other Income</b>	<b>25,217</b>	<b>7,067</b>	<b>8,842</b>	<b>10,047</b>	<b>9,497</b>	<b>7,407</b>	<b>8,502</b>	<b>7,677</b>	<b>5,962</b>	<b>7,482</b>	<b>5,737</b>	<b>5,742</b>	<b>107,175</b>	<b>88,000</b>
<b>Total Income</b>	<b>204,061</b>	<b>220,379</b>	<b>222,134</b>	<b>223,340</b>	<b>222,789</b>	<b>220,699</b>	<b>219,795</b>	<b>220,969</b>	<b>219,254</b>	<b>220,753</b>	<b>219,029</b>	<b>219,033</b>	<b>2,632,235</b>	<b>2,647,506</b>
<b>Administrative</b>														
5015 - Bank Charges	0	20	20	20	20	20	20	20	20	20	20	20	220	240
5020 - Board Support	192	834	833	833	834	833	833	834	833	833	834	833	9,359	10,000

**Income and Expense Projection Report**  
**Cameron Station Community**  
As of January 31, 2020

Account Description	Jan Actual	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Administrative</b>														
5025 - Collection Charges	521	250	250	250	250	250	250	250	250	250	250	250	3,271	3,000
5030 - Acct Setup/DD/Coupons	377	834	833	833	834	833	833	834	833	833	834	833	9,544	10,000
5035 - Architectural Comprehensives	0	0	688	688	688	688	688	688	688	688	688	688	8,880	6,880
5040 - Computer Network/C3	1,873	834	833	833	834	833	833	834	833	833	834	833	10,740	10,000
5085 - Software Licenses	0	42	42	42	42	42	42	42	42	42	42	42	459	500
5070 - Parking Enforcement	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	13,750	15,000
5080 - Annual Meeting Expenses	0	0	0	0	0	0	0	0	0	0	2,500	0	2,500	2,500
5085 - Office Equipment Lease	586	584	583	583	584	583	583	584	583	583	584	583	6,983	7,000
5090 - Office Supplies	(24)	291	292	292	291	292	292	291	292	292	291	292	3,184	3,500
5210 - Printing & Copying	148	625	625	625	625	625	625	625	625	625	625	625	7,023	7,500
5215 - Postage	956	834	833	833	834	833	833	834	833	833	834	833	10,123	10,000
5220 - Courier Service	0	62	63	62	63	62	63	62	63	62	63	62	687	750
5320 - Temp Desk Coverage	0	500	500	500	500	500	500	500	500	500	500	500	5,500	6,000
6040 - Bundled Telecom Services	490	1,101	1,102	1,101	1,102	1,101	1,102	1,101	1,102	1,101	1,102	1,101	12,666	13,218
6300 - Permits & Licenses	110	0	1,333	0	0	0	0	0	1,334	1,333	0	0	4,110	4,000
6422 - Decals & Parking Passes	0	0	2,500	0	0	0	0	0	0	0	2,500	0	5,000	7,500
<b>Total Administrative</b>	<b>4,889</b>	<b>8,061</b>	<b>12,560</b>	<b>8,745</b>	<b>8,751</b>	<b>8,745</b>	<b>8,747</b>	<b>8,749</b>	<b>10,081</b>	<b>10,078</b>	<b>13,751</b>	<b>8,745</b>	<b>111,898</b>	<b>117,588</b>
<b>Activities</b>														
5200 - Events & Awards	49	0	5,357	5,358	0	5,357	5,357	5,357	5,358	0	0	5,357	37,549	37,500
<b>Total Activities</b>	<b>49</b>	<b>0</b>	<b>5,357</b>	<b>5,358</b>	<b>0</b>	<b>5,357</b>	<b>5,357</b>	<b>5,357</b>	<b>5,358</b>	<b>0</b>	<b>0</b>	<b>5,357</b>	<b>37,549</b>	<b>37,500</b>
<b>Communications</b>														
5115 - Web Site Maintenance	0	291	292	292	291	292	292	291	292	292	291	292	3,208	3,500
5225 - Newsletter Services	0	0	2,584	0	2,583	0	2,583	0	2,584	0	2,583	0	12,917	15,500
5316 - Other Communications	553	500	500	500	500	500	500	500	500	500	500	500	6,053	6,000
<b>Total Communications</b>	<b>553</b>	<b>791</b>	<b>3,376</b>	<b>792</b>	<b>3,374</b>	<b>792</b>	<b>3,376</b>	<b>791</b>	<b>3,376</b>	<b>792</b>	<b>3,374</b>	<b>792</b>	<b>22,178</b>	<b>25,000</b>
<b>Insurance</b>														
5408 - Crime Protection Coverage	300	308	309	309	308	309	308	308	309	309	308	309	3,692	3,700

**Income and Expense Projection Report**  
**Cameron Station Community**  
As of January 31, 2020

Account Description	Jan Actual	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Insurance</b>														
5438 - Cyber Liability \$3 Million Coverage	291	325	325	325	325	325	325	325	325	325	325	325	3,886	3,900
<b>Total Insurance</b>	<b>591</b>	<b>633</b>	<b>634</b>	<b>634</b>	<b>633</b>	<b>634</b>	<b>634</b>	<b>633</b>	<b>634</b>	<b>634</b>	<b>633</b>	<b>634</b>	<b>7,558</b>	<b>7,600</b>
<b>Management Services</b>														
5302 - Administrative Salaries	26,728	26,175	26,174	26,174	26,174	26,175	26,174	26,174	26,174	26,175	26,174	26,174	336,645	338,091
5340 - Payroll Taxes/Benefits/Costs	8,227	7,567	7,566	7,566	7,567	7,566	7,566	7,567	7,566	7,566	7,567	7,566	91,457	90,796
7015 - Management Reimbursements	138	250	250	250	250	250	250	250	250	250	250	250	2,888	3,000
7040 - Management Fees	7,817	7,916	7,917	7,917	7,916	7,917	7,917	7,916	7,917	7,917	7,916	7,917	95,000	95,000
<b>Total Management Services</b>	<b>43,010</b>	<b>43,908</b>	<b>43,907</b>	<b>43,907</b>	<b>43,907</b>	<b>43,908</b>	<b>43,907</b>	<b>43,907</b>	<b>43,907</b>	<b>43,908</b>	<b>43,907</b>	<b>43,907</b>	<b>525,980</b>	<b>528,887</b>
<b>Trash Services</b>														
6035 - Trash and Recycling Service	25,302	26,451	26,451	26,451	26,451	26,451	27,509	27,509	27,509	27,509	27,509	27,509	322,610	323,759
<b>Total Trash Services</b>	<b>25,302</b>	<b>26,451</b>	<b>26,451</b>	<b>26,451</b>	<b>26,451</b>	<b>26,451</b>	<b>27,509</b>	<b>27,509</b>	<b>27,509</b>	<b>27,509</b>	<b>27,509</b>	<b>27,509</b>	<b>322,610</b>	<b>323,759</b>
<b>Common Area Maint &amp; Services</b>														
6000 - Electric Service	4,257	3,416	3,417	3,417	3,416	3,417	3,417	3,416	3,417	3,417	3,416	3,417	41,840	41,000
6025 - Water Service	1,061	0	2,857	2,857	2,857	2,858	2,857	2,857	2,857	0	0	0	21,061	20,000
6100 - Grounds & Landscaping - Contract	12,996	12,996	12,996	12,996	12,996	12,996	12,996	12,996	12,996	12,996	12,996	12,996	155,952	155,952
6150 - Flower Rotation & Landscape Enhanc	0	0	0	3,286	3,286	3,286	3,286	3,286	3,286	3,286	0	0	23,000	23,000
6155 - Turf Treatment & Enhancements	0	7,000	700	5,400	2,700	700	875	875	875	875	0	0	20,000	20,000
6160 - Tree & Shrub Maintenance	1,400	0	0	0	6,800	6,800	6,800	6,800	6,800	0	0	0	36,400	34,000
6299 - Irrigation System Contract	0	0	0	0	2,150	10,000	2,000	2,000	2,000	0	4,000	0	22,150	22,150
6305 - TMP Expenses	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	210,000	210,000
6434 - Pest Control	184	209	208	208	209	208	208	209	208	208	209	208	2,476	2,500
6442 - Snow Removal Services	180	14,000	14,000	0	0	0	0	0	0	0	14,000	14,000	56,160	70,000
6565 - Fountain/Pond/Lake Repair & Maint	0	0	0	250	0	250	0	250	0	250	0	0	1,000	1,000
6600 - General Repair & Maintenance	(2,358)	767	767	767	767	767	767	767	767	767	767	767	6,975	9,200
6605 - General Maintenance Supplies	0	541	542	542	541	542	542	541	542	542	541	542	5,958	6,800
6640 - Lighting Supplies/Repair & Maintenc	1,120	3,166	3,167	3,167	3,166	3,167	3,167	3,166	3,167	3,167	3,166	3,167	35,953	38,000
6685 - Linear Park Landscape Maintenance	0	0	2,709	2,709	2,709	2,709	2,709	2,709	2,709	2,709	0	0	21,688	21,688
6690 - Pet Stations	754	709	708	708	709	708	708	709	708	708	709	708	8,546	8,800

**Income and Expense Projection Report**  
**Cameron Station Community**  
As of January 31, 2020

Account Description	Jan Actual	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Common Area Maint &amp; Services</b>														
6760 - Street Repair & Maintenance	0	0	0	3,250	0	0	0	0	0	3,250	0	0	6,500	6,500
<b>Total Common Area Maint &amp; Services</b>	<b>37,073</b>	<b>60,304</b>	<b>59,570</b>	<b>57,056</b>	<b>59,806</b>	<b>65,907</b>	<b>57,831</b>	<b>58,080</b>	<b>57,831</b>	<b>49,674</b>	<b>57,304</b>	<b>53,305</b>	<b>673,738</b>	<b>689,970</b>
<b>Landscaping</b>														
6135 - Erosion Control	0	833	834	834	833	834	834	833	834	834	833	834	9,167	10,000
6199 - Irrigation Repairs	300	0	543	543	543	543	543	543	543	0	0	0	4,100	3,800
<b>Total Landscaping</b>	<b>300</b>	<b>833</b>	<b>1,377</b>	<b>1,376</b>	<b>1,376</b>	<b>1,377</b>	<b>1,377</b>	<b>1,376</b>	<b>1,377</b>	<b>834</b>	<b>833</b>	<b>834</b>	<b>13,267</b>	<b>13,800</b>
<b>Repair &amp; Maintenance</b>														
6755 - Storm Recovery Repair & Maintenance	0	0	500	500	500	500	0	500	500	500	500	0	4,000	4,000
<b>Total Repair &amp; Maintenance</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>
<b>Professional Services</b>														
5105 - Reserve Studies	0	0	750	0	750	0	0	0	0	0	0	0	1,500	1,500
7000 - Audit & Tax Services	0	0	0	0	6,800	0	0	0	0	0	0	0	6,800	6,800
7020 - Legal Services	0	334	333	333	334	333	333	334	333	333	334	333	3,667	4,000
7025 - Legal Services - Collections	0	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	19,250	21,000
7030 - Legal Services - General Counsel	0	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	27,500	30,000
<b>Total Professional Services</b>	<b>0</b>	<b>4,584</b>	<b>5,333</b>	<b>4,583</b>	<b>12,134</b>	<b>4,583</b>	<b>4,583</b>	<b>4,584</b>	<b>4,583</b>	<b>4,583</b>	<b>4,584</b>	<b>4,583</b>	<b>58,717</b>	<b>63,300</b>
<b>Cameron Club Maint &amp; Operations</b>														
5195 - Miscellaneous Expenses	0	84	83	83	84	83	83	83	84	83	83	84	917	1,000
5318 - Health Club Management/Staff	14,034	13,760	13,759	13,759	13,760	13,759	13,759	13,760	13,759	13,759	13,760	13,759	165,387	165,112
6075 - Clubhouse Utilities	2,456	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	37,686	38,400
6315 - Uniforms	0	0	0	400	0	0	0	0	0	0	400	0	800	800
6406 - Elevator Services	355	0	0	1,125	0	0	1,125	0	0	1,125	0	0	3,730	4,500
6414 - Fire Prevention & Protection	712	0	2,500	2,500	0	0	2,500	0	2,500	0	0	0	10,712	10,000
6424 - HVAC Services	125	0	1,000	0	1,000	0	0	1,000	0	1,000	0	1,000	5,125	6,000
6430 - Janitorial Services	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	42,420	42,420
6436 - Special Cleanings	0	584	583	583	584	583	583	584	583	583	584	583	6,417	7,000
6438 - Pool Management	0	0	0	11,057	11,056	11,057	11,057	11,056	11,057	0	0	0	66,340	66,340

**Income and Expense Projection Report**  
**Cameron Station Community**  
As of January 31, 2020

Account Description	Jan Actual	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Cameron Club Maint &amp; Operations</b>														
6440 - Safety & Security	0	450	450	450	450	450	450	450	450	450	450	250	4,750	5,500
6500 - Fire Suppression System	0	0	0	0	5,000	0	0	0	0	0	0	0	5,000	6,000
6515 - Building Repair & Maintenance	11	1,218	1,500	587	1,000	1,012	1,100	1,233	1,167	1,167	1,167	1,183	12,345	14,000
6525 - Community Center Improvement	0	166	167	167	166	167	167	166	167	167	166	167	1,833	2,000
6570 - Fitness Equipment Repair & Mainte	0	791	792	792	791	792	792	791	792	792	791	792	8,708	9,500
6575 - Fitness Center Supplies	640	500	500	500	500	500	500	500	500	500	500	500	6,140	6,000
6590 - Access System Supplies	0	0	750	0	750	0	750	0	750	0	500	0	3,500	4,500
6595 - Access System Repairs	0	170	170	170	170	170	170	170	170	170	170	190	1,800	2,000
6700 - Pool Repair & Maintenance	0	0	0	1,000	500	500	500	500	1,000	0	0	0	4,000	4,000
6710 - Pool Supplies	0	0	0	1,000	1,000	1,500	500	500	500	0	0	0	5,000	5,000
9934 - Recreation Equipment	0	333	334	334	333	334	334	333	334	334	333	334	3,667	4,000
<b>Total Cameron Club Maint &amp; Operations</b>	<b>21,668</b>	<b>24,791</b>	<b>29,323</b>	<b>41,242</b>	<b>43,879</b>	<b>37,642</b>	<b>41,105</b>	<b>37,861</b>	<b>40,546</b>	<b>26,665</b>	<b>25,639</b>	<b>25,497</b>	<b>396,246</b>	<b>404,072</b>
<b>Taxes &amp; Insurance</b>														
5390 - Fidelity/Workman's Comp	154	50	50	50	50	50	50	50	50	50	50	50	704	600
5415 - D&O Insurance Premiums	434	459	458	458	459	458	458	459	458	458	459	458	5,476	5,500
5420 - Umbrella	866	929	930	929	929	929	929	929	930	929	929	929	11,087	11,150
5445 - General Liability Insurance Premium	1,309	1,416	1,417	1,417	1,416	1,417	1,417	1,416	1,417	1,417	1,416	1,417	16,892	17,000
9000 - Income Tax	0	0	2,500	0	0	2,500	0	0	2,500	0	0	2,500	10,000	10,000
<b>Total Taxes &amp; Insurance</b>	<b>2,763</b>	<b>2,854</b>	<b>5,355</b>	<b>2,854</b>	<b>2,854</b>	<b>5,354</b>	<b>2,854</b>	<b>2,854</b>	<b>5,355</b>	<b>2,854</b>	<b>2,854</b>	<b>5,354</b>	<b>44,159</b>	<b>44,250</b>
<b>Other Expenses</b>														
5010 - Bad Debt	0	0	2,500	0	0	0	0	0	2,500	0	0	2,500	7,500	7,500
9106 - Capital Improvements Reserve	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	24,000
9946 - Signs Expenses	0	0	0	1,000	0	0	0	0	1,000	0	500	0	2,500	2,500
<b>Total Other Expenses</b>	<b>2,000</b>	<b>2,000</b>	<b>4,500</b>	<b>3,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>5,500</b>	<b>2,000</b>	<b>2,500</b>	<b>4,500</b>	<b>34,000</b>	<b>34,000</b>

**Income and Expense Projection Report**  
**Cameron Station Community**  
As of January 31, 2020

Account Description	Jan Actual	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Reserve Contributions</b>														
8800 - Repair & Replacement Expenses	30,707	30,707	30,707	30,706	30,707	30,707	30,707	30,707	30,707	30,706	30,707	30,707	368,482	368,482
<b>Total Reserve Contributions</b>	30,707	30,707	30,707	30,706	30,707	30,707	30,707	30,707	30,707	30,706	30,707	30,707	368,482	368,482
<b>Total Expense</b>	189,084	205,917	228,968	227,201	236,371	233,954	229,984	224,907	237,263	200,934	214,095	211,711	2,620,391	2,660,208
<b>Association Summary</b>	34,977	14,482	(6,834)	(3,862)	(13,582)	(13,266)	(10,169)	(3,938)	(18,010)	19,819	4,934	7,321	11,844	(12,700)

The following items may be discussed during the Treasurer's Financial Report:

1. Major variances (hoping we get the variance reports for December and January)
  - a. December and January Financial statement are included in this Board package. A variance report for December is included, but with key staff out on sick leave and no longer with CMC, identifying the detailed analysis will take some time to compile. A variance report for January is being prepared and will be distributed separate of this package.
2. Implementation of accrual spreadsheet process
  - a. The accrual spreadsheet process has been updated as of January 1 and will be placed on a shared drive for key persons in the process.
3. HOA paid credit-card interest and late fees
  - a. The association has two credit cards for management/committee/board usage. They are reconciled once per month and submitted for payment via check (with enough time for processing) or by phone payment. Delays are caused when there are missing receipts or when receipts are turned in late. The reconciliation must occur prior to payment.
4. CMC remedial plan to achieve zero coding mis-categorizations
  - a. The majority of coding of invoices occurs at the site level either when the Board approves an expense to a specific GL or management initiates/executes an expense. At this point the invoice must be coded with the correct GL. Once submitted to the AP system, 99% of the time if submitted with the correct GL on the invoice, it will go through the approval process with no issues. Occasionally an invoice is started with the AP process with an incorrect code, but multiple staff members can change it through the approval process. The coding process will be a re-training with staff involved. Information regarding the AP process is included for the Board's information.
5. Vendor billing and payment cycle acceleration norms
  - a. Vendor billing and payment cycles can vary. If invoices are sent directly to AP, this saves significant time and payments can be made (check or electronic) in 7-10 days. If there are emergency turn-around of payments needed, we can cut checks locally within 3 days. It is important to note that whenever there is a new vendor/homeowner who does not have a vendor unique ID number, they must be set up prior to submitting payments invoices or reimbursements. This is another item that will be addressed in a specific site AP training.

**Additional Discussion Items:**

- \* Timing of irrigation and paving projects as it relates to investment schedules.

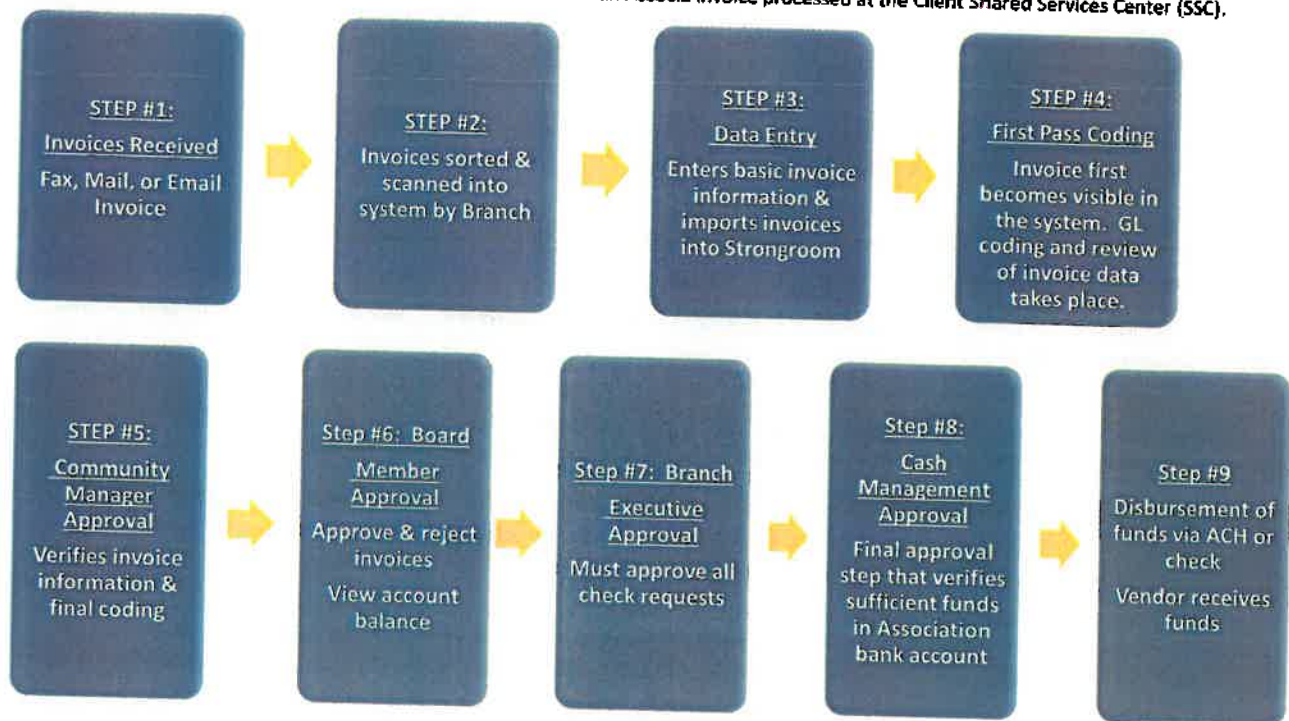
## Client Shared Services - Accounts Payable



### Life of an Invoice

#### Purpose:

The purpose of this document is to outline the steps in the life of an Associa invoice processed at the Client Shared Services Center (SSC).





## Client Shared Services - Accounts Payable

### *Life of an Invoice*

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#### Step 1: Invoices Received

Invoices can be submitted in three ways: fax, mail or email. The most preferred method to submit an invoice is by email. Emailed invoices skip the second step (the sorted and scanned step) and move directly to data entry, allowing for the invoice to show up in the system faster.

#### Step 2: Invoices Sorted & Scanned

All faxed and mailed invoices are sorted and scanned by the SSC. Invoices do not have to be submitted one at a time or separated by Association. The SSC will sort submitted invoices by Association and vendor.

#### Step 3: Data Entry

Once all invoices are sorted and scanned, they move to Data Entry. The Data Entry team will enter basic invoice information, including Association name, vendor name, invoice dates and invoice amount.

*Please note: At this point, there will likely be errors in the invoice information. Wait to contact your Branch's POD Leader until after the invoice goes through First Pass Coding.*

#### Step 4: First Pass Coding

Once the invoice information is added in the system, it moves to First Pass Coding and becomes visible inside the system. Although the invoice is not yet in queue, invoice searches can and should be performed to determine which ones have/have not been paid.

*Please note: At this point, if there are errors in the invoice information, they must be corrected. Information the Branch is able to correct: GL code, bank account for payment, payment date, description, and internal notes. Information the SSC must correct: Vendor, Association, invoice amount, and invoice number.*

#### Step 5: Community Manager Approval

Once the invoice information is correct in the system, it moves to the Community Manager for final coding of the invoice. Managers should review which bank account is associated with payment of the invoice, where to send payment, and be aware of account balance. Once the information is verified and approved by the manager, the Invoice will go to Board approval.

## Client Shared Services - Accounts Payable



### *Life of an Invoice*

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Managers should continuously review invoices in the system and are able to correct:

- GL Codes
- Bank account for payment
- Payment date
- Description

Information the SSC must correct:

- Vendor
- Association
- Invoice amount
- Invoice number

#### Step 6: Board Approval

Similar to Managers, Board Members must log into the system to approve or reject the invoices. If the Association is set up with single board approval, it only requires one Board Member to approve invoices. If the Association is set up with dual Board approval, two Board Members are required to approve all invoices. If there are two or three Board Members set up as Board approvers, either of the Board approvers can approve the invoice, as long as two approve.

#### Step 7: Branch Executive Approval

Once the invoices are approved by the Board, they move to the Branch Executive approval step, if applicable. If an invoice is not a check request, it will skip the Branch Executive step and go directly to Cash Management.

#### Step 8: Cash Management Approval

The Cash Management team audits all invoices daily in the Cash Management queue to ensure there are sufficient funds in the Association's bank account prior to approving and disbursing funds. The priority of invoices is first, utilities, second, management fees, insurance and subsequently all other invoices.

#### Step 9: Funds Disbursement



## Client Shared Services - Accounts Payable

### *Life of an Invoice*

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After Cash Management determines sufficient funds are in the Association's bank account, payment is disbursed via ACH or check and the vendor receives the funds.

#### Life of an Invoice Timeline:

- During the hypercare period (first two weeks post going live in the system), invoices will be processed within a 5-7 business day timeframe.
- During the stabilization period (post hypercare through 90 days operating in the system), invoices will be processed within a 4-7 business day timeframe.

# ACCOUNTS PAYABLE FREQUENTLY ASKED QUESTIONS



## AP DEFINITIONS AND CENTRALIZATION

**Q.** What is the purpose of centralizing Accounts Payable (AP)?

**A.** Transitioning to a standard accounts payable process gives us an opportunity to:

- Better deliver unsurpassed management and lifestyle services to communities worldwide.
- Meet one of our core pillars, innovation and improvement, through utilizing available technology.
- Serve you, our clients, through increased customer service.
- Maintain the highest ethical standards and accountability in our accounts payable process.

**Q.** What is client AP?

**A.** Receiving, approving and paying client vendor invoices will be centralized to an Accounts Payable Client Shared Services Center (AP Client SSC) in Dallas, TX and where an electronic software system will be utilized. Centralizing Accounts Payable and using an electronic software system will drive full process standardization, reduce time spent by Community Managers processing AP, and increase efficiencies throughout the AP process.

**Q.** Why did we centralize client AP?

**A.** We centralized client AP for the following reasons:

- The old process is paper intensive.
- The transferring of paper invoices and checks can be prone to mishandling and increases the opportunity for invoices to be lost.
- We have an electronic archive of all invoices and checks processed for each association.
- Invoice searching is easier. By having electronic images of invoices in an online system, it is much easier to search for and find invoices.
- Better control of approval. An online process for approving invoices ensures that all of the required approvals for an invoice are received before payment is issued.
- Approve invoices anywhere with internet access. Instead of waiting for invoices to come in the mail for approval, or waiting for a board meeting, invoices can be approved by you at home, work or anywhere you have internet access.
- Extra manual routing eliminated. The extra manual handoffs and routing for invoice approval are eliminated, meaning that invoices cannot get lost in the approval process.

- Avoiding late fees. This process for approving invoices online is proven to be a more effective way of ensuring that invoices are approved on time.
- Audit trail of who has approved and viewed invoices. The system tracks every action that is taken on an invoice, so we have the ability to see what action has been taken by whom and when.

## INVOICES

**Q.** What is the life cycle of an invoice?

**A.** All invoices are submitted via email (Preferred), fax, or mail. They are then sorted by branch and scanned to data entry. Data entry then enters basic invoice information (association name, vendor name, invoice amount and dates). After data entry completion it is automatically uploaded for the First Pass Coder to code and approve. This is the first time the invoice is fully visible in the system. Once the first pass coder codes and approves it, the invoice goes through the association specific workflow (i.e. CAM, Board and/or branch executive) approval. After it goes through each step in the association's specific process, the invoice then goes to cash management. Cash management does a daily audit of all invoices to ensure there are sufficient funds for each association prior to paying the invoices. Once the cash management team approves the invoice, the check will be cut and distributed to the vendor.

**Q.** What is the invoice approval process?

**A.** There is a customized approval process for each association. The Community Association Manager (CAM) is aware of the approval process for each of their managed associations.

**NOTE:** If an invoice is rejected, it automatically goes to the previous person in the approval process.

**NOTE:** If the community manager changes, the branch POC must submit a Manager Change Form to the POD Leader, who will change all accounts to the new manager and update records to reflect the change.

**Q.** What does branch executive approval mean and when it is required?

**A.** Branch executive approval is sometimes required in the approval process of an invoice. Check with your branch POC regarding the exceptions for branch executive approval of invoices.

**Q. What is cash management?**

**A.** Cash management verifies there are available funds in the bank account to pay the invoice. When looking at an invoice, the most current bank balance will appear in the header.

**Q. What are the vendors' invoice payment options?**

**A.** Payment Options: Pay Invoice Individually, mail check to branch, or mail check to the Association. Check Run Dates: Checks will be processed every day. When assigning a day for a check to be processed, company and bank holidays will be blacked out and unavailable for selection. Notes: Insert Check Stub Notes for any notes the vendor should see when receiving the payment. Insert Internal Notes when rejecting an invoice back to the previous approver or when the next approver needs to be aware of something specific.

**NOTE:** Pay Invoice Individually means it will print on a check by itself if there are multiple invoices for that vendor to be paid at one time.

**Q. Why don't bank draft invoices go through the approval workflow?**

**A.** Bank Draft invoices do not go through the approval process because the invoice must be marked as paid as soon as the invoice is received so the bank draft amount is accounted for as a payment. We cannot take the chance of releasing payments from funds that are not available because the bank draft already took place. Unfortunately invoices marked as paid cannot go through the approval process.

**Q. How do I search for an invoice?**

**A.** Access by: Strongroom ► Invoice Search; Filter Options: Association, Status, Date Paid

**Q. How do I email invoices?**

**A.** Each branch has a specific email address where invoices can be sent. Check with your POC/CEO to retrieve the email address.

**NOTE:** If the branch is copied on a vendor email sent to the invoice email address, do not forward it to the POD Leader as it will already have been received. The maximum file size for emailed invoices is 9 MB per email.

**Q. How do I determine invoices in queue?**

**A.**

- My invoices: invoices in your queue
- Access by: Strongroom ► Invoices ► A/P Dashboard ► Select an Association OR Strongroom ► My Invoices
- View Invoices by Status: Strongroom ► Invoices ► A/P Dashboard ► Select an Association, then select how you want to view the invoices (by step, held invoices, by vendor, by bank account) on the left hand side of the page.

**Q. How do I set invoice alerts?**

**A.** Invoice alerts are available for each stage of the invoice life cycle, including pending invoice email alerts, invoice rejected and invoice approved alert options. Invoice alerts are set up by default when you register as a user in the system. Once registered, you can change your notification settings based on your preference.

Access by: Strongroom ► My Profile (top right) ► Invoice Alerts.

**Q. How do I reject an invoice?**

**A.** If an invoice needs to be rejected for a change, the user will enter an internal note detailing why the invoice is being rejected and then the user needs to hit the "Reject" button in Strongroom.

**Q. How do I change the amount owed on a branch invoice?**

**A.** Hold the invoice in your approval queue. Contact your branch corporate accounting representative to make the correct changes on the corporate billing side. Once the corrected invoice has been uploaded to Strongroom, the original can be rejected to the POD lead for deletion.



**Internal Notes:**

Please update the posting date to 02/28/14-JWM

**Q. How do I check the status of invoice payments?**

**A.** Do an invoice search for the invoice in question. The status column will let you know the status of the invoice.

id	Invoice	Line Status	Change Status	Pay To	Pay From Account	Status	Payment Date
1042	WASH DRAINAGE DIST	PAID	PAID	WASH DRAINAGE DIST	WASH DRAINAGE DIST	PAID	02/28/14
1043	WASH DRAINAGE DIST	PAID	PAID	WASH DRAINAGE DIST	WASH DRAINAGE DIST	PAID	02/28/14
1044	WASH DRAINAGE DIST	PAID	PAID	WASH DRAINAGE DIST	WASH DRAINAGE DIST	PAID	02/28/14

**Q. How do I split invoices to multiple associations?**

**A.** Invoices received at the branch need to be split between multiple associations, a copy will need to be made for each association paying a portion of the invoice. A payment request needs to be created for each copy and association paying the invoice. The payment requests will then need to be submitted to the invoices email box for your branch.

If the invoice is received by the CSSC and process through to branch approval, the CAM will need to reject the invoice with specific instruction as to how the invoice should be split with amounts allocated to each association.

**Q. How do I pay for an invoice out of multiple bank accounts?**

**A.** Invoices received at the branch need to be split between multiple bank accounts, a copy will need to be made for each bank account paying a portion of the invoice. A payment request needs to be created for each copy and bank account paying the invoice. The payment requests will then need to be submitted to the invoices email box for your branch.

If the invoice is received by the CSSC and process through to branch approval, the CAM will need to reject the invoice with specific instruction as to how the invoice should be split with amounts allocated to each bank account.

**Q. How do I upload invoices?**

**A.** Invoices that need to be entered in Strongroom need to be submitted to your specific branch invoices email address. Please see "Vendor invoice submission by branch" Spreadsheet on the Associa intranet.

**Q. How do I search for an invoice?**

**A.** Click on Invoices



Select your search parameters and click search.

## STRONGROOM & C3

**Q. What software are we using to process AP?**

**A.** Strongroom is the software used by the AP Client SSC to process invoices. The software is accessible with a username and password from any mobile device with internet access.

**Q. How do I learn more about the Strongroom software?**

**A.** The training and implementation team at HDQ hosts multiple training sessions for community managers. Managers are expected to train Association board members who participate in the AP approval process. To inquire about dates for training email Kara Marcellus, [kmarcellus@associaonline.com](mailto:kmarcellus@associaonline.com).

**Q. What is Strongroom?**

**A.** Strongroom is a software tool that automates Accounts Payable. It is a software that we have worked closely with a third party vendor to tailor to meet our needs as an organization. The software combines advancements in document imaging, payment processing, and web services to deliver an efficient and valuable accounts payable solution.

**Q. What are the benefits of the electronic invoice payment system?**

**A.** The system increases the level of service we are able to provide to our clients. The software provides processing efficiencies through:

- Paper invoice digitization
- Workflow automation
- Electronic payments
- Centralized transaction processing

### Other benefits:

- Safeguarding clients' assets through better security and control of approvals
- Maintaining electronic images of invoices, eliminating the need to retain paper invoices and create an audit trail.
- Allowing clients and Community Managers to approve invoices from anywhere, using online approvals.
- Avoiding potential late fees due to invoice handling or payment timing issues.

**Q. How does the Strongroom system work?**

**A.** Vendors submit their invoices directly to Associa for processing via email. Invoices are electronically imaged and put online to be viewed and approved. Instead of moving paper invoices and paper checks around to the various people involved in the approval process, this process will be facilitated through an online electronic approval process. Our accounts payable staff and Community Managers will view invoices online for each associations, ensuring that the coding of the invoice is correct. Once they approve the invoice, the invoice is sent to a queue for approval.

**Q.** What is the AP Dashboard and how does it benefit me?

**A.** The AP Dashboard is an aging report showing invoices in Strongroom and where they are in the approval process. The report will tell you if certain invoices are aging in any of the approval processes whether those approvals are at the branch or CSSC level. This will allow the branch to better manage the AP process.

**Q.** How do C3 and Strongroom work together?

**A.** Strongroom and C3 communicate every night. The following is a list of the most common items that integrate nightly.

1. Invoices
2. Payments
3. C3 Bank Balances
4. Vendor Changes
5. GL Changes
6. Vendor Templates

**Q.** How do I request user access for C3, Strongroom and WorkPoints?

**A.** Please go to the online form posted on the Associa Intranet ► Client Shared Services ► Client AP Shared Services under System Access Forms: C3/Strongroom/Role Manager Access Form

Additional instructions on completing the form can be found at the same location: C3/Strongroom/Role Manager Access Form Instructions

## CONTACT INFORMATION

**Q.** Who do we contact if our Pod Leader is out?

**A.** Each Pod Lead has a backup. When the POD lead is out the backup POD lead will reach out to the BPOC and let them know the POD lead is absent and who to contact if issues arise during the regular POD leads absence.

**Q.** What is sent to [clientap-vendor@associa.us](mailto:clientap-vendor@associa.us)?

**A.**

- Vendor Maintenance Request Forms
- Vendor ACH Set Up Requests
- Vendor Packets and W-9s

**Q.** What is sent to [clientapsecurity@associa.us](mailto:clientapsecurity@associa.us)?

**A.**

- Strongroom New Community Setup Forms
- Manager and Board Member Changes with Signature Cards
- Strongroom Transition Out Forms
- Strongroom Password Reset Requests

**Q.** What is sent to [c3datamanagement@associa.us](mailto:c3datamanagement@associa.us)?

**A.** GL Change Request Forms

**Q.** Who do I contact when one of my associations is at risk of leaving?

**A.** Please contact your branch CEO.

## ACH

**Q.** What's the difference between an ACH and a bank draft?

**A.** Strongroom Recognizes "Bank Draft" payments as any invoices are paid by the vendor pulling the funds automatically from the association account. These payments are usually for utilities and or insurance. "ACH" payments in Strongroom refer to invoices where the funds are pushed from Strongroom to the vendor account.

**Q.** How long does it take for ACH payments to be received?

**A.** ACH payments can take 5-10 days from the time the invoice shows as paid in Strongroom. The ACH payment process is not a wire transfer and must be approved by the branch at the bank level prior to the funds being transferred to the vendor's account.

**Q.** What are the benefits of setting a vendor up on ACH?

**A.** Convenience, the funds are automatically deposited into the vendor account. The vendor no longer has to deposit checks received. In most cases the payment actually arrives faster than a check would by mail.

**Q.** How do I set a vendor up on ACH?

**A.** If you have a vendor that has requested to be set up to receive their payments via ACH instead of check, please ask them to send the following information to [ClientAP-Vendor@associa.us](mailto:ClientAP-Vendor@associa.us).

1. Vendor Name
2. Vendor Reference Code (to confirm their vendor number and identify the branch for set up)
3. Vendor's Banking Account
4. Vendor's Routing #
5. Is this account a checking or savings account?
6. Vendor's Email Address (where email remittance notices will be sent once their invoice is approved for payment)

## MISCELLANEOUS

**Q.** What is a vendor reference code and how do I find mine?

**A.** The vendor reference code is a combination of the:

- Branch ID (3 letter combination – branch specific)
- Association ID, dash(-), vendor code

(In C3, go to, Financials ► AP Inquiry ► Global Vendor Inquiry ► then enter vendor. Be sure to open vendor to make sure you are using the correct vendor by verifying address information.)

*Example: NTX425-81716 (Please note this is an example, do not use this reference code)*

**Q.** Why do I need a W-9 or vendor packet if we've already paid this vendor on a previous occasion?

**A.** If the vendor was created and assigned to an association prior to the centralization of the invoicing payment processing at the CSSC, it is possible that the vendor was paid without Tax ID or Certificate of Liability information being documented. Moving forward, we have a requirement from our Internal Audits department to obtain a W9 for any vendor that is missing one prior to the assignment of that existing vendor to another association. This not only verifies the identity of the vendor, but also ensures we have the information we need to supply the vendor with an accurate 1099 at the end of the year.

**Q.** What is the process to void a check?

**A.** To void a check, Branch Accounting first works directly with the bank to issue stop payment. A void check request form is subsequently (available on SSC intranet) completed and submitted to the Branch POD Leader at SSC. Stop Payment confirmation from the bank must be attached to the void request.

**Q.** What can I put in a template?

**A.** The GL Code, the Department, the comment and description can all be included in the vendor AP template.

**Q.** What is an SLA?

**A.** The SLA is an internal service agreement between the Branches and the Client Shared Service Center. The SLA communicates the overall intent of the Client Shared Services and the services which it provides or supports. The purpose of the SLA is to help manage expectations between Client Shared Service Center and the customers and to enhance customer satisfaction with the level of service provided by the Client Shared Service Center.

**Q.** What is the processing fee for emergency payment requests?

**A.** The processing fee for ALL emergency payments is \$25 plus the charges related to overnight delivery that can range from \$18-\$25.

**Q.** How long does it take to process an emergency payment request?

**A.** The SLA states the CSSC has 24-48 hours from the time the emergency request is received to have it in the CAM approval queue. Once all branch approvals are met, the CSSC has 24 hours to ship the payment.

**Q.** Will remote check printing capabilities happen at the branch or at off-site locations?

**A.** Remote check printing will only be available at the main branch location.

**Q.** What does "payment authorized" mean?

**A.** In Strongroom there is a status in between Cash Management and Paid. After an item is approved at Cash Management prior to the check run the invoice will read "Payment Authorized", this means the invoice is approved for payment but the daily check run has not ran at that point in time. Once the check run process the invoice will update to paid.

**Q.** What does the "check request box" do?

**A.** Payment request forms can easily be manipulated for fraudulent purposes. For this reason the CSSC selects the "Check Request" box when a check request is processed in Strongroom. By checking this box, the approval process routes this request to a branch executive for approval as an internal control function. We also select this box when invoices are requested to be processed as emergencies so the branch executives are aware of what the financial impact will be tot the branch as these requests are charged back at \$25 per request.

**Q.** Can I change the posting period once posted?

**A.** The posting period can be changed, but the invoice must be rejected back to the APS/POD lead for correction.

**Q.** Can I change the posting date once payment has been made?

**A.** Once an invoice has paid in Strongroom the posting period of the invoice cannot be changed.

**Q.** How do I reimburse board members?

**A.** Complete a Payment and Transfer Request Form including required backup and send to the branch invoice email address.

## Q. How are credits applied?

A. Credits will be applied at the CSSC level (either at the FPC level or if requested by CAM/BPOC the APS will be able to apply them once rejected to their queue). There are two different credit options that will appear in SR, there are "open credit" or "applied credit". Credits will not go through the approval process but will be available to view by doing a search by association, vendor, and open/applied credit.

Invoices reflecting a credit being applied by the vendor will be processed as an applied credit (current charges).

Invoices with no current charges reflecting only a credit amount (i.e. return items, over payment) will be processed as an open credit

## Q. How are reserve transfers handled?

A. Reserve transfers should be requested by using the Payment and Transfer Request form.

Fill out the form requesting how many times the recurring reserve transfer needs to happen and what day of the month the item needs to pay.

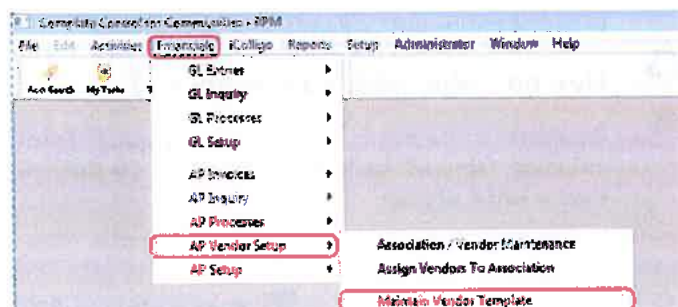
**Associa**  
Strongroom | Payment and Transfer Request Form

Date of Request: 1/1/2014  
Branch Name: FMO  
Recurring Invoice: Yes  
How many Times: 12  
Day of Month to Pay: 15

The CSSC will then copy the request as many times as selected on the form and update each copy to reflect the payment and posting information for each monthly payment. The CSSC will then approve all invoices for the branch to approve. The branch should then approve all the copies after they have reviewed them for accuracy. Once the invoices are approved at the branch they will be held in Cash Management until the scheduled pay date of each copy.

## Q. How do I create or change vendor templates?

A. Vendor templates are created in C3, all CAMs should have access in C3 to maintain. In C3 Click on Financials, Click on AP Vendor setup, Click on Maintain Vendor Templates



Select the association and Vendor you want to create a template for, Click OK

Enter the pertinent information related to GL, Department, Comment and Reference.

This information will automatically populate in Strongroom the next day after the nightly integration.

## Q. How does my association get reimbursed for late fees?

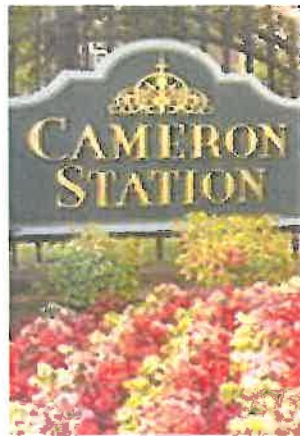
A. If the late fee was caused by a delay in processing due to CSSC error, please submit the late fee invoice to the branch point of contact. Your branch point of contact will submit the request with any backup documentation to the POD lead at the CSSC. The POD lead will attempt to receive a credit from the vendor so there is zero cost to Associa and the association is made whole again.

If the late fee cannot be credited back to the association, the POD lead will submit the late fee to our corporate office for reimbursement from the CSSC to the association.

## Q. How do I follow up on or make a correction to a 1099?

A. All 1099 questions, comments, and concerns need to be sent to clientAP1099@associa.us.

**TAB 3**



## **Cameron Club Monthly Report**

**January 2020**

### **Attendance and Usage**

January – 6,652

- Average usage per day- 214

Previous month:

- December– 5,895
- Average usage per day- 190

## **Facility & Operations**

### **Group Exercise Class Program**

- Stretch and Core was the most attended classes this month.
- We saw an increase in 7 out of 10 classes from last month.

### **Exercise and Facilities Equipment**

- Currently all equipment is operational. There is 1 piece that needed adjustment, and that was the Cybex Arc Trainer. Parts have been ordered and we're looking to have it fixed within the next week. The technician for Peloton has made the adjustments to the Peloton bike. Both Peloton bikes are fully functional.

### **Personal Training**

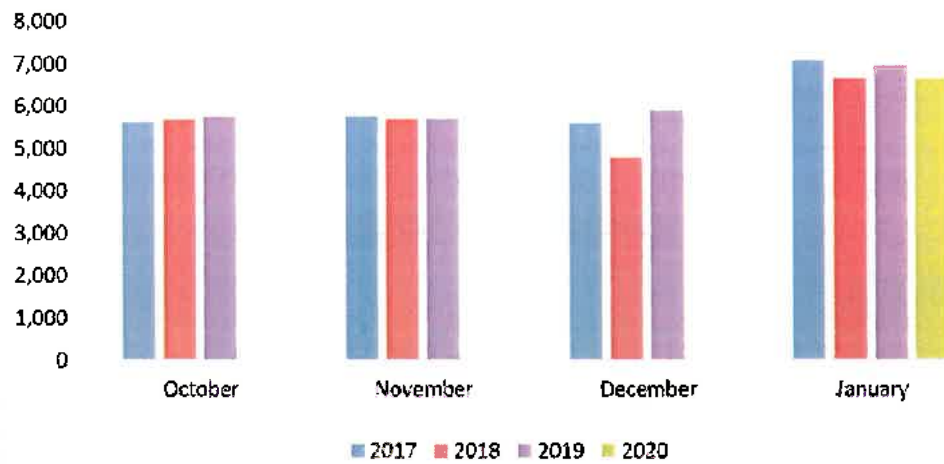
- For the month of January, we received 2 new clients, with the possibility of 2 more.

### **Upcoming Goals & Events**

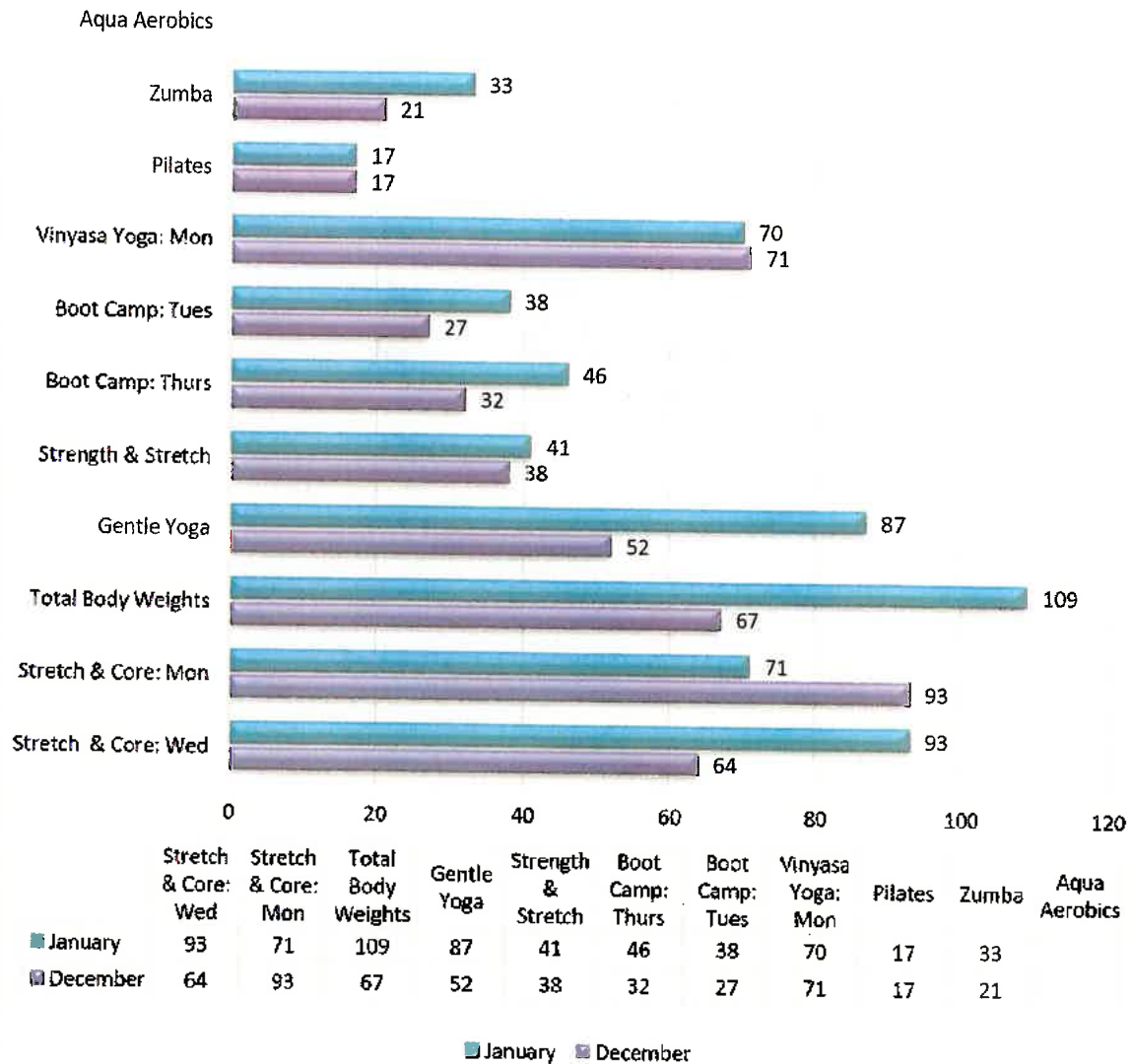
- The workshop with Steel Fitness had 19 in attendance. Our next workshop will be with PK Move. This workshop is for senior citizens and is focused on strength and mobility, along with stabilization. We are finalizing the details with PK Move by the 18<sup>th</sup> of this month.

## Graphs

January 2020, Total Attendance



## Class Attendance December 2019/January 2020



# TAB 4

**CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING  
THURSDAY, JANUARY 9, 2020**

The following individuals attended the meeting:

Ray Celeste, CCFC Chair  
Dan Ogg, CCFC Vice Chair  
Brendan Hanlon, CCFC Member  
Todd Branson, CMC Management  
Jon Dellaria, BODs Representative to the CCFC  
Rich Mandley, ProFIT President

The following individuals were absent:

Tim Regan, CCFC Recording Secretary  
John Burton, CCFC Member

[Note 1: there was not a quorum in December, so the CCFC did not formally meet in December 2019 and there are no minutes for December 2019]

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:04 p.m.
2. Ray Celeste stated that we need to add to the agenda (Item 10. New Business) a review of 2019 Reserve Study spending. Brendan Hanlon made a motion to approve the agenda as amended. The motion was seconded by Dan Ogg and it passed unanimously.
3. Residents' Open Forum: no residents attended the meeting.
4. Brendan Hanlon made a motion to approve the CCFC's meeting minutes for November. The motion was seconded by Dan Ogg and it passed unanimously.
5. Pool Matters. Ray Celeste provided the update. The BOD approved opening the pool one weekend before Memorial Day in May 2020. The CCFC asked to keep the pool open for one week after Labor Day in September 2020. American Pool told the BOD this was already in the 2020 contract. The reason this was not in the contract for 2019 was the way the 2019 calendar fell thus adding an additional weekend for the pool season not covered in the original pool management contract. CMC Management is making these changes to the contract with American Pool.

There is still an outstanding proposal from American Pool to caulk the pool for \$3,145.50 that was approved by the CCFC in an electronic motion on December 16, 2019. The payment will be made from GL6700, which has \$4,000.00 remaining as of January 2020. American Pool agreed to honor the price quoted in 2019, but only until the end of January 2020. The CCFC directed CMC Management to add the caulking quote to the BOD agenda for January 2020, so the BOD would have the opportunity to approve the work before the end of January.

6. **BOD Update.** Ray Celeste provided the BOD update. John Burton briefed the BOD on the sound system for the multi-purpose gym and on the security upgrades for the Cameron Club facilities. The BOD approved the motion for the sound system upgrade and CMC Management has arranged for the work to be completed by the end of January. The BOD decided that more information is needed on the security upgrades, including obtaining input from community residents through a Town Hall meeting. Marty Menez outlined his suggestions for the Town Hall meeting and for the issues to be addressed. The scope is to include the Cameron Club facilities (but not the whole community) and the desired outcome is to have input on ways to 1) protect Cameron Club facilities employees, 2) protect Cameron Club building and property, and 3) protect the usage of our facilities (which are sized and maintained to support only our residents—not to support the City of Alexandria or the public in general).

A Working Group has been formed to plan the Town Hall meeting. The working group includes Dan Ogg, Ray Celeste, and Jon Dellaria, with input and advice provided by Marty Menez.

7. **CMC Management report.** Todd Branson provided the CMC Management update.
- a) The draft Weyer contract for the basketball court floor replacement is still being discussed by Weyer, CMC Management, the CCFC and ProFIT. One new factor is that water intrusion issues at the Cameron Club facilities may delay the start of work once the contract arrangements have been agreed upon. If they are not agreed upon then CMC Management will go out with a new Request for Proposal (RFP).
  - b) **Locker Room Renovation.** Floor plans have been obtained and the CCFC will begin consideration of the renovation project that is expected to occur in 2020.
  - c) **Water Intrusion in the clubhouse.** CMC Management obtained the quotes for a thorough investigation into the water intrusion issue, and passed the quotes on to the BOD for consideration.
  - d) CMC Management is working to finalize a new contract for HVAC system maintenance at the Cameron Club facilities.
  - e) The TV covers are in place but may need some adjustment to fit properly. Ray Celeste stated that he would follow up with the vendor (Cameron Station Valet).
  - f) In response to a request from a resident, CMC Management provided usage information for the room rentals in the Cameron Clubhouse and obtained the rental rates being charged in two other communities similar in size to Cameron Station.

The CCFC found that the room rental rate in other communities ranged from \$30/hr to \$45/hr. The rental fee for the Great Room at Cameron Station is approximately \$38 per hour. The CCFC considers the room rental fees at Cameron Station to be

reasonable and in line with other communities. Therefore, the CCFC does not recommend any change to the fees.

8. ProFIT Report:

- a) Rich Mandley provided the ProFIT monthly report. Attendance in December was 5,895 (190 per day) compared to November's attendance of 5,699 (189 per day).
- b) All equipment is up and running.
- c) Part 2 of 3 Salsa workshops was completed December 14, 2019. ProFIT is planning a free yoga class with Steel Fitness in workshop in January.
- d) Rich Mandley provided an updated Capital Equipment plan for the replacement of exercise room equipment. The proposed expenditures are in line with the Reserve Study of June 2019.

9. Old Business.

- a) Security audit. This was discussed under agenda item 6.

10. New Business.

- a) Reserve Study spending in 2019. The CCFC began to review the Reserve Study spending but soon found that the spending table provided did not specify which committee needed to review which line items. Also, many of the line items are not described in enough detail to understand the scope of work. Finally, some items on the table showed no expenditure recorded in 2019, but the CCFC knows the expenditure was made in 2019 (e.g., pool area tables and pool area umbrellas). The CCFC suggests that the Reserve study spending table be updated to ensure all paid invoices are reflected.

The CCFC recommends that all Reserve Study items planned in 2019 (but not executed) be moved into 2020 for further consideration. Both of these issues will be communicated to the Facilities Advisory Committee (FAC) by the CCFC, Chair, Ray Celeste, Jr.

11. Adjournment: Dan Ogg made a motion to adjourn the meeting. Brendan Hanlon seconded the motion and it passed unanimously. The meeting was adjourned at 8:40 p.m.

**TAB 5**

Cameron Station Community Association  
Financial Advisory Committee Meeting  
January 27, 2020  
Cameron Club Henderson Room

**MEETING MINUTES**

**I. Call to Order**

- a. The meeting was called to order at 7:08 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers and Andrew Hill. Absent Fred Blum.
- c. Others Present: Martin Menez, Board Treasurer and Board Liaison, Cynthia Randolph, Acting Community Manager: Todd Branson Assistant Community Manager.

**II. Approval of Agenda**

The agenda was approved unanimously.

**III. Approval of Previous Month's Minutes**

The November 21, 2019 minutes were approved unanimously.

**IV. Resident Open Forum**

- a. David Hotle, Woodland Hall Condominiums Treasurer, raised several issues:
  - a. Concerns about new policies on late payment assessments and interest rates, and whether-or-not the current policy is legal.
  - b. Paving costs and related square footage. Woodland Alley is about 75% the responsibility of Woodland Hall and 25% the responsibility of Cameron Station
  - c. Overcharges on assessments by Cameron Station to Woodland Hall.

**b. Financial Control Familiarization**

Committee chairs and board members were invited to attend and discuss the background and rationale for these financial management improvement initiatives. These initiatives will run in parallel, augment, and be an overlay to the CMC system.

The Treasurer led the discussion on the proposed control familiarization initiative:

- a. Availability of complete accrued expense information. The management accounting system is a modified accrual system which means that some expenses (contractual obligations) are current to date while other expenses are recorded as invoices are received (expenses by vendors outside contractual work, committee expenses). We have been working with Management to

- record in an Excel spreadsheet all the expenses as they committed to, so we know the full obligations of the community in near real time.
- b. Mis-categorization of expenses. Some of the reasons for why the expense categories can get mixed up is when an invoice from a vendor or contractor does not have an accounting number (GL code) on it and clerical personnel in the management central offices need to guess the correct GL code. We want to have local management check every entry and give an opportunity to the appropriate committee (CCFC, CAC, Events, etc.) to review the GL codes assigned and agree to their accuracy.
  - c. Delay in billing and payment. This issue is particularly important at the end of the year, but it can create confusion on how much budget is left in a particular account during any part of the year. Shorter, tighter time standards need to be set.
  - d. Committee Expense Process. The Treasurer discussed an effort to push ad hoc transactions onto community credit cards. Credit cards strengthen single point internal controls and add visibility to spending. Also mentioned by the Assistant Community Manager was the use of the Amazon account, which also has good central control. The Acting Community Manager stated the more items ordered through the local CMC office the better, as that is a strong single control point. They are also reviewing the type of credit cards presently used, with a possible change to a cash-back type card.

## V. Review of Financial Results

Even without the final December 2019 financial statements, the November results showed draft final 2019 financial results, with the possibility of expenses exceeding the operating budget. The November delinquency rate was also reviewed. No other issues were raised on both the month and year-to-date financial results.

We expect December and final 2019 results the first week in February.

Reserve Fund Investments- FAC members explained the investment structure to the Acting Community Manager, why the different accounts, the laddering of maturities and liquidity etc. The goal is to earn extra income on excess cash, when operating balances exceed roughly two months operating expense. The Acting Community Manager, in her experience, thought we were in good financial shape and understood our conservative approach, particularly fully funding the replacement and repair reserves.

We also discussed impact of project timing and when cash is needed for payment. The irrigation plan update was left in reserve study, even if not done as originally planned. The FAC took a conservative approach to funding this project. We do a reserve study every three years.

Also discussed were the variance report and possibly modifying the budget spread going forward during the mid-year review.

## VI. Old Business

- Investment Policy- The Treasurer thought some items need better definitions before sending to Counsel for their review.
- There was a brief discussion if we can improve the yield on both the Congressional Bank and Morgan Stanley Money Market Savings accounts.
- Repair & Replacement Reserve Project discussion. There will be a spreadsheet to track projects, showing who is responsible for what. One column assigns individual items to either appropriate committee (generally CCFC or CAC) or to the Community Manager. Committees should look at items and participate in item definition and scope. Management is responsible for execution.
- There is a need to develop a common understanding of operating versus, capital or repair & replacement items. Capital refers to bringing new items into existence versus repair and replacement of existing items. Also reviewed were light poles and bulbs/ballast, a good example of possible confusion of an item that could be either an operating expense or a reserve item, depending on the scope of work on an individual pole.
- Community Manager also discussed co-mingling funds on a project. We cannot borrow from reserves to cover a shortfall in an operating account.

## VII. New Business

- HOA paid credit-card interest and late fees:
  - There have been some instances where we paid credit card interest and late fees. This issue was raised in audit reports and by residents. One FAC member has taken the lead to understand the root cause of the charges and come up with solutions. One instance discovered was when the payment was sent to the incorrect card account. These expenses are recorded in GL code 5015, bank charges,
  - We discussed the different types of cards that could provide one bill for multiple cards. Also discussed were practical credit limits for the size of our community. Management closed the Home Depot card but will confirm and will also run a credit check on TIN (Tax Identification Number) to insure there are no other cards or accounts exist.
  - We need Board approval to change credit cards, which may occur after we study card use and possible issuers, particularly cash back cards.

## VIII. Meeting was adjourned at 9:36.

# TAB 6

**TAB 7**



# A&E Committee Meeting Minutes

## Call to order

A meeting of **Cameron Station Activities & Events Committee** was held at the Cameron Station Clubhouse on January 8, 2020.

## Attendees

Attendees included **Andrew Yang, Ritah Karera, Rebecca Stalnaker, Catherine Ricketson, Larissa Cowper, Sarah Walsh**

## Members not in attendance

**Amanda Wilkinson**

## Approval of minutes

Last month's minutes were approved.

## Upcoming Events

### Frozen Movie Night (Friday, January 31, 6:30-9pm):

- Ice Cream and pizza from 6:30-7pm, movie from 7-9pm
- Reuse two buckets in the freezer from last event
- Rebecca will purchase toppings and bowls
- Andy will purchase pizzas for event
- Sarah will prepare flyer for event
- Frozen adult themed beverage, Catherine?
- Provide beer/wine and/or advertise as BYOB

### Set future dates for important events:

- Spring Yard Sale (4/18, rain date 4/25)
- Fall Yard Sale (9/19, rain date 9/26)
- Egg Hunt (4/4 or 4/11)
- Patriotic Parade (7/4)
- Pool Party (8/15)
- Casino Night or Brass Band Mardi Gras Theme (2/22)
- Halloween 10/24
- Holiday Party 12/13
- New Years Eve 12/31

- Gold Cup Shuttle Trip 5/2
- Octoberfest? Winery/Brewery second trip?

#### Sponsorship program

- Continue program like last year without David/Irina support?
- No Sponsorships at all?
- Piecemeal sponsors for individual events?
- Sponsor for advertising only?
- A&E committee should not be solely responsible for soliciting sponsors

## Past Events

#### Holiday Party:

- About 600 attended
- Agreed on 12-3pm again next year
- Recommend different Santa
- Research/setup hot cocoa next year
- Signs to direct to main events
- Maggianos but brunch or other food options?
- Have two drink stations to spread out crowd
- Have two food lines inside gym
- Consider Harmonizers at 1pm, carriage ride from 12:30-2:30pm

#### Zoo Lights Trip:

- Two hours is too much time, no live animals, consider different trip next year

#### NYE Movie Night:

- Over 100 attended
- Edible and regular bowls for ice cream
- Consider pizza and ice cream from 6-7pm, movie at 7pm

## New Ideas

#### Dog Pool Day:

- Hold on last day of pool open, along with Dog Yappy Hour event for treats

#### Car Seat Inspection:

- Consider in November, for Child Safety Month

#### Earth Day (April)

**TAB 8**

**APPROVED**

**MEETING MINUTES  
CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
Tuesday January 7, 2020**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for January was held on January 7, 2020. The meeting was called to order at 7:00 p.m. by ARC Vice Chair, Gayle Hatheway located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

**ARC MEMBERS IN ATTENDANCE**

Gayle Hatheway – ARC Vice Chair  
Craig Schuck – ARC Member  
Stephen Pearson – ARC Member  
Kevin Devaney – ARC Member  
Sharon Wilkinson – ARC Member

**MEMBERS ABSENT**

Karen Diener – ARC Chairperson  
Jeremy Drislane – ARC Member

**OTHERS IN ATTENDANCE**

Cameron Station Residents  
Bethlehem Kebede, Covenants Administrator, Recording Secretary, CMC

**APPROVE AGENDA**

**MOVE TO: "Approve the Agenda as presented"**

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane

**MOTION PASSED**

**RESIDENTS OPEN FORUM**

- Mr. Elliott Waters was present and discussed with the Committee concerning an item listed in a recent notification he received in the mail as a result of the inspection conducted on his property as part of the Community Wide Annual Comprehensive Inspection. The homeowner had a few questions regarding the citation with one of them being, if CSCA is aware of any factors in the community that are contributing to

## APPROVED

the likes of incompliances noted on his property inspection report, and if so, he advised that the Association should take that into account and exact some sort of consideration on behalf of those homeowners that are impacted.

- There was another homeowner who was to appear at this Open Form but instead sent the information to be discussed at this session through management. It was a draft letter proposed to change the language of the current violation notices. The Committee after reviewing both the proposed draft letter and the language of the current violation letter, the ARC made a recommendation to keep the language of the violation letters as is.

**MOVE TO: "Approve the ARC meeting minutes from December 2019 as presented."**

Moved By: Craig Schuck

Seconded By: Stephen Pearson

For: Gayle Hatheway, Kevin Devaney

Abstain: Sharon Wilkinson

Absent: Karen Diener, Jeremy Drislane

Against: None

**MOTION PASSED**

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
123 Martin Ln	Roof Replacement & Vent Installation	Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane <b>MOTION PASSED</b>
5008 John Ticer Dr.	Window & Door Replacements	Return for More Information: a) Identify homes with like kind screens b) Identify homes with like kind hardware already in place Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane <b>MOTION PASSED</b>
325 Cameron Station Blvd	Shrub Replacement	Withdrawn by the Homeowner.

**APPROVED**

5159 Brawner Pl	Retroactive Application for Camera installed	<b>Disapproved.</b> Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane <b>MOTION PASSED</b>
278 Murtha St.	Window Replacement	<b>Approved as submitted.</b> Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane <b>MOTION PASSED</b>
5026 Grimm Dr.	Roof Replacement	<b>Approved as submitted.</b> Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane <b>MOTION PASSED</b>
5003 Donovan Dr.	Roof Replacement	<b>Approved with a Stipulation.</b> <b>Shingles must be close to or matching current/existing shingle color.</b> Moved by: Craig Schuck Seconded by: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane <b>MOTION PASSED</b>
5078 Grimm Dr.	Shutter Replacement	<b>Approved with a Stipulation.</b> <b>All shutters of the house have to be replaced with like style, color and design as the original ones.</b> Moved by: Craig Schuck Seconded by: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane <b>MOTION PASSED</b>
191 Cameron Station Blvd.	Roof Replacement/Ratify	<b>Approved as submitted.</b> Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane <b>MOTION PASSED</b>

## APPROVED

5257 Bessley Pl	Tree Replacement	Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane MOTION PASSED
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### MATTERS FOR INFO/DISCUSSION/DECISION

- The 2019 Community Wide Comprehensive Inspection has been completed. There are several homes that are found to be in violation, first notice letters have gone out for all homes, a follow up inspection on these homes will resume in Spring 2020.

### Next Board Meeting

A brief report was made from the previous board meeting and a representative from ARC is also scheduled to attend the January Board meeting.

### Covenants Report- December 2019

- The # of Comprehensive Inspections conducted in December is 124. This was the last phase for the year 2019, all homes have been inspected and the inspections are now completed for the year.
- The number of Resale Inspections conducted in December is 2.
- The number of Exterior Modification Applications reviewed in December is 6.
- For the month of December there were no vehicles towed.
- For the month of December 203 violation letters were sent. Of these, 188 letters are through the Comprehensive Inspections conducted in November & December.
- The next meeting of the Architectural Review Committee is on February 4, 2020 application are due for this meeting on January 24, 2020.

### HEARING OPEN SESSION

- There were no residents present for this session.

**MOVE TO: "Enter Executive Session for Hearing deliberations at 8:30p.m."**

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane

**MOTION PASSED**

**APPROVED**

**MOVE TO: "Exit Executive Session at 8:40p.m."**

Moved By: Craig Schuck

Seconded By: Stephen Pearson

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane

**MOTION PASSED**

**MOVE TO: "Assess fines for accounts 00205-2247;;00305-6420 for failure to comply with the Association's Policies."**

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane

**MOTION PASSED**

**MOVE TO: "Waive fines for accounts 00324-2522;00389-8727 for reasons presented by the homeowners and as discussed in the Executive Session."**

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane

**MOTION PASSED**

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

Moved By: Craig Schuck

Seconded By: Stephen Pearson

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane

**MOTION PASSED**

*Minutes prepared and submitted by: Bethlehem Kebede, Covenants Administrator, CMC.*

**MEETING MINUTES  
CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
Tuesday February 4, 2020**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for February was held on February 4, 2020. The meeting was called to order at 7:00 p.m. by ARC Vice Chair, Gayle Hatheway located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

**ARC MEMBERS IN ATTENDANCE**

Gayle Hatheway – ARC Vice Chair  
Craig Schuck – ARC Member  
Stephen Pearson – ARC Member  
Sharon Wilkinson – ARC Member

**MEMBERS ABSENT**

Karen Diener – ARC Chairperson  
Jeremy Drislane – ARC Member  
Kevin Devaney – ARC Member

**OTHERS IN ATTENDANCE**

Cameron Station Residents  
Bethlehem Kebede, Covenants Administrator, Recording Secretary, CMC

**APPROVE AGENDA**

**MOVE TO: “Approve the Agenda as Amended (Add application # 20-23, emergency sewer repair work)”**

Moved By: Craig Schuck

Seconded By: Stephen Pearson

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane, Kevin Devaney

**MOTION PASSED**

**RESIDENTS OPEN FORUM**

Residents were present at this meeting but they were present to discuss the applications they submitted and to answer any questions that the ARC may have regarding their applications, they were not present to speak in the open forum and no comment was made at the open form.

**MOVE TO: "Approve the ARC Meeting Minutes from January 2020 as presented."**

Moved By: Criag Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane, Kevin Devaney

**MOTION PASSED**

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
5008 John Ticer Dr.	Windows & Doors	<p>Approved with Stipulation:  <b>Install brass/gold hardware</b>            Moved By: Craig Schuck            Seconded By: Stephen Pearson            For: All            Against: None            Absent: Karen Diener, Jeremy Drislane, Kevin Devaney  <b>MOTION PASSED</b></p>
5020 Grimm Dr.	Driveway Expansion	<p>Approved with Stipulation:  <b>Add only 2 bricks to the right and 1 brick to the left. Maintain the squared off look of the driveway as existing.</b>            Moved By: Craig Schuck            Seconded By: Stephen Pearson            For: All            Against: None            Absent: Karen Diener, Stephen Pearson, Kevin Devaney  <b>MOTION PASSED</b></p>
220 Cameron Station Blvd.	Repair Sewer line	<p>Approved as submitted.            Moved By: Craig Schuck            Seconded By: Stephen Pearson            For: All            Against: None            Absent: Karen Diener, Jeremy Drislane, Kevin Devaney  <b>MOTION PASSED</b></p>
181 Cameron Station Blvd.	Security Devices	<p>Approved as submitted.            Moved By: Craig Schuck            Seconded By: Sharon Wilkinson            For: All            Against: None            Absent: Karen Diener, Jeremy Drislane, Kevin Devaney  <b>MOTION PASSED</b></p>

5273 Colonel Johnson Ln	Doorbell Camera	<p>Approved as submitted.  Moved By: Craig Schuck  Seconded By: Stephen Pearson  For: All  Against: None  Absent: Karen Diener, Jeremy Drislane, Kevin Devaney  <b>MOTION PASSED</b></p>
5127 Knapp Pl	Roof Replacement	<p>Approved with Stipulation:  <b>Color to be used Granite Gray/Cettainteed brand</b>  Moved By: Craig Schuck  Seconded By: Stephen Pearson  For: All  Against: None  Absent: Karen Diener, Jeremy Drislane, Kevin Devaney  <b>MOTION PASSED</b></p>
266 Murtha St.	Exterior Lights	<p>Approved  The ARC picked out Newbury Outdoor Lantern from the choices provided by the homeowner  Moved By: Craig Schuck  Seconded By: Stephen Pearson  For: All  Against: None  Absent: Karen Diener, Jeremy Drislane, Kevin Devaney  <b>MOTION PASSED</b></p>
157 Cameron Station Blvd.	Deck Repair	<p>Approved as submitted.  Moved By: Stephen Pearson  Seconded By: Craig Schuck  For: All  Against: None  Absent: Karen Diener, Jeremy Drislane, Kevin Devaney  <b>MOTION PASSED</b></p>
227 Cameron Station Blvd.	Roof Replacement	<p>Approved as submitted.  Moved By: Sharon Wilkinson  Seconded By: Craig Schuck  For: All  Against: None  Absent: Karen Diener, Jeremy Drislane, Kevin Devaney  <b>MOTION PASSED</b></p>

**DRAFT**

157 Cameron Station Blvd.	Flagstone Border	Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane, Kevin Devaney <b>MOTION PASSED</b>
321 Cameron Station Blvd.	Replace an Exterior Air Conditioning Unit	Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane, Kevin Devaney <b>MOTION PASSED</b>
5056 Grimm Dr.	Security Device/Cameras	Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane, Kevin Devaney <b>MOTION PASSED</b>
5142 Brawner Pl	Ivy Covered Lattice on Balcony	Disapproved. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Karen Diener, Jeremy Drislane, Kevin Devaney <b>MOTION PASSED</b>
5020 Grimm Dr.	Roof Replacement/ratify email vote	Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Karen Diener, Jeremy Drislane, Kevin Devaney <b>MOTION PASSED</b>

**MATTERS FOR INFO/DISCUSSION/DECISION**

**Board Meeting Report**

There was a brief report made from the last 2 Board Meetings attended by ARC representatives. A representative from ARC is scheduled to attend the next regularly scheduled Board Meeting.

**Compass Article**

Few ideas for the next Compass article were discussed.

**Covenants Report- January 2020**

- The # of Comprehensive Inspections conducted in January is 0.
- The number of Resale Inspections conducted in January is 13.
- The number of Exterior Modification Applications reviewed in January is 10.
- For the month of January there were no vehicles towed.
- For the month of January, 39 letters were sent. Follow up inspections have been conducted on few homes that were cited from the Comprehensive Inspections and 24 of these letters are abatement letters on those homes, the remaining letters are for parking and other violations.
- The next meeting of the Architectural Review Committee is on February 4, 2020 applications are due for this meeting on January 24, 2020.

**HEARING OPEN SESSION**

There was one homeowner present at this session to discuss a violation on his house for which he recently submitted a retroactive exterior modification application. The application was disapproved by the Committee. After discussing the matter with the Committee, the homeowner agreed to modify the item as the ARC suggested and present a different application. Management will follow up on this matter.

**MOVE TO: "Enter Executive Session for Hearing deliberations at 8:30 p.m."**

Moved By: Craig Schuck

Seconded By: Stephen Pearson

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane, Kevin Devaney

**MOTION PASSED**

**DRAFT**

**MOVE TO: "Exit Executive Session at 8:40 p.m."**

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane, Kevin Devaney

**MOTION PASSED**

**MOVE TO: "Waive fines for account 00376-2730 regarding a parking violation for reasons presented by the homeowner."**

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane, Kevin Devaney

**MOTION PASSED**

**MOVE TO: "Waive fines for account 00364-6720 as requested by the homeowner because the property is now in compliance."**

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Karen Diener, Jeremy Drislane, Kevin Devaney

**MOTION PASSED**

**MOVE TO: "Table the decision on Account 00448-3474 until next month."**

**Moved By: Craig Schuck**

**Seconded By: Stephen Pearson**

**For: All**

**Against: None**

**Absent: Karen Diener, Jeremy Drislane, Kevin Devaney**

**MOTION PASSED**

**MOVE TO: "Adjourn the Meeting at 8:45"**

**Moved By: Stephen Pearson**

**Seconded By: Craig Schuck**

**For: All**

**Against: None**

**Absent: Karen Diener, Jeremy Drislane, Kevin Devaney**

**MOTION PASSED**

*Minutes prepared and submitted by: Bethlehem Kebede, Covenants Administrator, CMC.*

**TAB 9**

APPROVED FEB 19, 2020

Cameron Station Communications Committee  
Meeting Minutes  
January 15, 2020

**ComCom Members Present:**

Ava Avila, Tricia Hemel, Rebecca Pipkins, David Thorpe

**Members Not Present:**

Susan Klejst,

**Compass Members Present:**

Carla Besosa, Lenore Marema, Pat Sugrue

**Welcome Committee Members Present:**

Linda Taousakis

**HOA Board Member Liaison Present:**

Tom Sugrue

**Call to Order**

Meeting was called to order at 7:10pm by Committee Chair, Tricia Hemel.

**Previous Meeting Minutes**

November 2019 minutes approved.

**New Member**

Linda Taousakis of the Welcome Committee was unanimously approved to become a voting member of ComCom. She will submit the appropriate form to the HOA office, and the board will vote on her appointment at their January meeting.

**Budget Update**

Tricia and Tom reported that the board is working on procedures to enable committee chairs to keep better track of expenses and report them in a more timely fashion.

**Welcome Committee**

The original cookie supplier for the Welcome Bags advised that she would be out of the country for several months and thus not able to provide the product until March. A new supplier was found, but recently announced that she would not be able to deliver the product at all. The committee will be using the original supplier, but will purchase Costco cookies for the Welcome Bags until the approved cookies are available.

Additional information for the maps will be coming from Mindy Lyle and then will be printed by GAM.

Since November 2019, 28 new residents have moved into Cameron Station. It was decided that Welcome Bags would be distributed to this first group beginning in January, and future deliveries would take place on a monthly basis. On Wednesday evening, January 22, ComCom members will meet to assemble the first 28 bags and names will be divided up. Members will contact the residents by email, text or phone before delivering the bags. A special Gmail account has been established for follow up by residents. It was suggested that the next issue of *The Compass* feature an article on this program.

**The Compass**

The January/February 2020 issue is in final production. We are in the process of transitioning to the new system pursuant to which everyone will be receiving the electronic version, unless they opt in for the print version, which is the opposite of what it has been. The original recommendation was that residents be advised when they get their 2020 sticker for their ID card. Pat will contact management to discuss procedure.

**APPROVED FEB 19, 2020**

Advertising was down for the first issue of 2020. The Compass staff will look into this further and see if a concentrated effort might be needed to increase ads. It was suggested that the email blast encourage people to run classified ads in the newsletter for services they provide, e.g., babysitting, music lessons, dog walking....

**Email Blasts**

Lenore will discuss the blasts with management and will review the blasts each week. Ava will contact Psy about providing fitness center information.

**Website**

A lot of work was done to revise the website last year, and Kimberly Dillon, who has experience and expertise in web design, had volunteered to work with management on the updating. Pat will contact Kimberly about the status, and Rebecca has agreed to be the point person for the site.

**Communication Intern**

There are a number of tasks relating to improving communication in the community that would benefit by more hands-on attention, but the committee understands and appreciates the fact that our management team already has a heavy workload. It was suggested that we explore whether we might arrange for a non-paid intern from a local college who would benefit from learning about the operation of a community association while relieving some of the workload and improving community communication.

**Next Meetings**

The next ComCom meeting is at 7pm on February 19 in the small meeting room upstairs in the Cameron Club..

**Adjournment**

The meeting was adjourned at 8:20pm

Respectfully submitted by,

Patricia Sugrue

**TAB 10**

### Management Report – February 2020

Management continues to oversee operations of the property with a limited staff schedule while a search for new GM is conducted and while dealing with employee personal leave. A temporary staff member was added to the team with management experience to assist with back office operations. Assistance, oversight, direction is also being provided by CMC Portfolio Manager and VP/Division Director.

#### **Current Tasks:**

- Work with Committee's as much as possible
- Provide financial reporting and answers to questions
- We are working to redevelop processes and procedures/interact
- Development of maintenance plans and schedules

#### **Administrative**

- Answering all incoming calls
- Maintain Community Calendar
- Assist all community committees with administrative assignments
- Submit all Community newsletter Ads
- Schedules all event and reservation, post to community information bulletin outside of each conference room
- Train all residents on AV equipment for reserved events
- Submit invoice, credit card statements and reimbursements once all information is collected
- Edit and update policy resolutions for Asst. General Manager
- Follow up with all email request forwarded by Asst. General Manager
- Post BOD packages via website and send copies to all BOD members
- Assist accounting department reconciling invoices and payments
- Contact vendors for new invoice to be sent directly to corporate
- Answer all concerns and complaints for the Condominium residents throughout Cameron Station
- Update Community Welcoming Packet
- Train co-worker on various community projects
- Order Fitness, Office and Maintenance Supplies
- Recertification of all Community residents for the new year 2020
- Data Entry

#### **Covenants Report**

- The # of Comprehensive Inspections conducted in January is 0.

- The number of Resale Inspections conducted in January is 13.
- The number of Exterior Modification Applications reviewed in January is 10.
- For the month of January there were no vehicles towed.
- For the month of January, 39 letters were sent. Follow up inspections have been conducted on few homes and 24 of these letters are abatement letters, the remaining letters are for parking and other violations.
- The next meeting of the Architectural Review Committee is on February 4, 2020 applications are due for this meeting on January 24, 2020.
- Prepared weekly Community Announcement E -blasts
- Updated Information on the Website
- Covered the Front desk when needed.

**Covenants Status Count Report**  
Wed Jan 01, 2020 thru Thu Dec 31, 2020

User: blord  
Brian Lord

Association	Type	Status	Count
Cameron Station Community	Application	Approved	15
		Denied	2
		Incomplete	1
		Approved with Stipulations	5
	Inspection	Entered	13
		RESALE	3
	Violation	First Violation Letter	22
		Second Violation Letter	2
		Third Violation Letter	1
		Abated	37
		Charge Letter	2
	Total Cameron Station Community:		103

**Covenants Count Report**  
**Cameron Station Community**  
 Wed Jan 01, 2020 thru Thu Dec 31, 2020

Type	Applications	Violations	Inspections	Total
Deck	1	0	0	1
Door(s)/Addition/Replacement	0	1	0	1
Drainage Issue	1	0	0	1
Driveway/Extension	1	0	0	1
Landscaping	1	1	0	2
Latticework	1	0	0	1
Lighting	1	0	0	1
Parking: Resident in Visitor Parking	0	5	0	5
Parking: Sidewalk	0	3	0	3
Property Maintenance	0	45	0	45
Resale	0	0	16	16
Roof Replacement/Repair	7	0	0	7
Siding/Trim/Shutters	1	0	0	1
Signage	0	1	0	1
Storage of Unapproved Items	0	1	0	1
Trash/Recycling Containers	0	7	0	7
Tree Planting/Removal	1	0	0	1
Undefined Item	5	0	0	5
Windows	3	0	0	3
<b>Totals:</b>	<b>23</b>	<b>64</b>	<b>16</b>	<b>103</b>

# Tab 11

**Cameron Station Community Association  
Resolution Worksheet  
ComCom – New Committee Member**

**Suggested Motion:**

"I move to affirm the appointment of Karen Owens to the Communications Committee."

Motion By:

2<sup>nd</sup>:

**Summary:**

Tom Sugrue, Board Liaison to the Communications Committee, has requested this committee appointment be included for the Board's review and approval.

**Committee Recommendation:**

Approve the affirmation as presented.

**CMC Recommendation:**

Approve the affirmation as presented.

**Budget:**

This decision has no financial impact.

**Vote:**

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

# Tab 12

**CAMERON STATION COMMUNITY ASSOCIATION**

**POLICY RESOLUTION NO. 2019-05**

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

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

**WHEREAS**, Section 55.1-1816 (A) of the Virginia Property Owners' Association Act ("Act") requires that all meetings of the Board of Directors, including any subcommittee or other committee thereof, shall be open to all members of record; and

**WHEREAS**, Section 55.1-1816 (B) of the Act states that any member may record any portion of a meeting required to be open; and

**WHEREAS**, Section 55.1-1816 (B) of the Act further authorizes the Board to adopt rules governing the placement and use of equipment necessary for recording a meeting to prevent interference with the proceedings and requiring the owner recording the meeting to provide notice that the meeting is being recorded; and

**WHEREAS**, under Section 55.1-1816 of the Act only members of the Association have a legal right to attend and view a meeting of the Board; and

**WHEREAS**, the Board deems it in the best interest of the Association to establish and publish rules governing the recording of meetings of the Association's Board, committee and subcommittees.

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

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

1. Provides 24 hours' written notice in advance of the start of a meeting of the owner's intention to record the meeting. Written notice may be in letter or email form and directed to management representatives. Such notice must be provided in advance of each meeting that an owner wishes to record.
2. Complies with all requests of the Officer or Chair presiding over the meeting concerning the placement and use of the equipment to prevent interference with the proceeding and view of other meeting attendees. In

general:

- i. Recording equipment and equipment operators must be positioned at the rear or sides of the meeting area and not in front of meeting attendees, or otherwise disruptive to the meeting. Accordingly, members may not take cell-phone or other similar videos while seated in the audience in front of where the Board or committees are seated;
- ii. Recording of the executive session portion of any meeting is strictly prohibited; and
- iii. Recordation of the meeting via any means of concealment or without prior notice shall be strictly prohibited.

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

C. Copies of any original recordings must be available to the Association, at their request, for review and/or for the Association's records.

D. Any recording of a Board, Committee or membership meeting produced by an Owner may be shared with other members of the Association. However, since only members of the Association are entitled to attend a meeting of the Board, Association or Committees of the Association, recordings by the Association cannot be distributed to persons who are not members of the Association, including posting to social media whose subscribers include any persons who are not HOA members. Additionally, no recording can be used in a manner that violates applicable law, and no one shall alter a video of any meeting of the Board or Committee.

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

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

This Resolution is effective this 24th day of December, 2019.

By: \_\_\_\_\_

President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Policy Resolution was published, mailed or hand-delivered to the members of the Cameron Station Community Association on this 2<sup>nd</sup> day of January, 2016.

Karen Soles  
Karen Soles, Community Manager

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. <sup>20</sup>19- 05

Duly adopted at a meeting of the Board of Directors held December 4, 2019

Motion by: Marty Menez Seconded by: Tom Sugrue

VOTE: YES NO ABSTAIN ABSENT

President Michael Johnson ✓

Vice President Sarah Meyer Walsh ✓

Secretary Tom Sugrue ✓

Treasurer Martin Menez ✓

Director Jon Delligria ✓

Director Joan Lempke ✓

Director Wm Carter ✓

# Tab 13

**CAMERON STATION COMMUNITY ASSOCIATION, INC.**

**POLICY RESOLUTION NO. 2019-04**

**POLICIES AND PROCEDURES RELATIVE TO THE COLLECTION  
OF ROUTINE AND DELINQUENT ASSESSMENT AND OTHER COSTS**

Supersedes all prior Cameron Station Assessment Collection Resolutions

**WHEREAS**, Article V, Section 5.1 of the Declaration of Covenants, Conditions and Restrictions for Cameron Station Community Association, Inc. ("Declaration"), states that assessments together with interest, late charges, and costs of collection including attorney's fees (irrespective of whether any legal action in court is ever commenced or fully prosecuted) shall be a continuing lien upon the title of the Lot, other than Condominium Units, against which each such assessment is made in order to secure payment and also shall be the personal obligation of the Owner of such Lot at the time the assessment fell due; and

**WHEREAS**, Article V, Section 5.7, of the Declaration provides that Owner shall be obligated to pay quarterly assessments and special assessments in amounts established by the Board of Directors ("the Board").

**WHEREAS**, Article V, Section 5.5, of the Declaration, the Board of Directors has the power to assess an Owner of a Lot, individually: (i) for the amount of any costs incurred by the Association pursuant of Article VIII of the Declaration; and (ii) for any other costs incurred by the Association due to any act or omission for which an Owner is responsible. Each such Assessment will be due 10 days after the notice unless the notice specifies a later date; and

**WHEREAS**, Article VIII, Section 8.1(a) states that any costs or legal fees incurred by the Association as a result of the Owners failure to comply with the project documents or the rules and regulations may be assessed against such Owner's Lot; and

**WHEREAS**, Article VIII, Section 8.1(d) states that if any Owner defaults in paying in assessment in excess of ten days from the due date, interest from the due date may be imposed at the discretion of the Board of Directors; and

**WHEREAS**, Article VIII, Section 8.1(d) further states that each assessment that is not paid within 10 days of its due date shall incur a monthly late charge equal to ten dollars or such greater or lesser amount as may be determined by the Board of Directors; and

**WHEREAS**, Article VIII, Section 8.2 (b) provides that where an assessment against an Owner is payable in installments, upon default of the Owner in making the timely payment of any installment, the remaining total of the assessments may be accelerated at the option of the Board

of Directors and the entire balance of the assessment may be declared due and payable in full; and

**WHEREAS**, the Board of Directors previously adopted a Policy Resolution establishing Policies and Procedures Relative to the Collection of Routine and Delinquent Assessment and Other Costs; and

**WHEREAS**, the Board of Directors deems it necessary and prudent to amend and supersede the previously adopted Policy Resolution establishing Policies and Procedures Relative to the Collection of Routine and Delinquent Assessment and Other Costs.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors adopts the following policies and Procedures Relative to the Collection of Routine and Delinquent Assessment and Other Costs."

**I. Definitions**

- A. "Lot" shall mean any lot owned in fee simple by an Owner, and any Condominium Unit located within a Condominium that is subjected to the Cameron Station Declaration.
- B. "Owner" shall include all owners of lots and Condominium Units that are subjected to the Cameron Station Declaration, as well as any Condominium Associations that are subjected to the Cameron Station Community Association Declaration.

**II. Payments**

Each Single-Family Lot and Cluster Housing Lot will be assessed a full rate quarterly as established by the Board of Directors.

Condominium Units will bear an assessment rate of 80% of the full rate.

- A. The annual assessment shall be paid in quarterly installments. Assessments shall be collected quarterly, in advance, due and payable on the first day of each quarter. The Board shall retain authority to permit the payment of any special or additional assessment on a monthly, quarterly, semi-annual basis or annual basis. (As used herein, the term "special assessment" shall include any expressly authorized monetary charges imposed upon an Owner for violation of the Association's governing documents.) If annual coupon books are not provided, notice of the assessment shall be mailed to the Lot Owner(s) approximately thirty (30) days before the due date. No Lot Owner will be excused from the obligation to pay the assessment if notice is not received. Each Lot Owner has an obligation to seek information from the Association about the assessment if the notice is not received. Payments may be mailed to the address indicated in the assessment coupon booklet or in the notice received.
- B. Non-resident Lot Owners must furnish the Board with a current telephone number and address where they can be contacted; otherwise, all notices shall be sent to the

property address, the Lot Owner shall be charged with notice of the information contained therein, and the Association's notice obligations will be satisfied.

- C. To be in good standing, the Owner must have a zero balance on his/her assessment account and have no outstanding covenants or rules violation(s) or outstanding legal fees from past covenants or rules violations. Installment payments are due on the first day of each quarter. All documents, correspondence, and notices relating to regular or special or additional assessments or other charges shall be mailed to the address which appears in the records of the Association or to such other address as is designated in writing by the applicable Owner. Notice of any special or additional assessment shall be sent to each Owner by first class mail, except in the case of any violation assessment, notice of such violation assessment shall be sent by Certified Mail, Return Receipt Requested. Any failure by an Owner to claim a certified mailing sent by the Association will not invalidate the notice issued by the Association. All Owners are under a legal duty to seek out information about the annual assessment.

### III. Remedies for Non-Payment of Assessments

#### A. Late Charge & Interest:

1. Single Family and Cluster Housing Lots: Any assessment or installment thereof not paid within ten (10) days after the applicable due date shall incur a late charge in the amount of Twenty-Five Dollars (\$25.00) or such other amount as may be determined by the Board. Such late charge shall be applied to the delinquent Lot Owner's account by the Management Agent. The obligation to pay late charges continues for each quarter the account remains delinquent.

2. Condominium Associations: Any assessment or installment thereof not paid within ten (10) days after the applicable due date shall incur a late charge in the amount of Twenty-Five Dollars (\$25.00) for each unit within the Condominium Association. Such late charge shall be applied to the Condominium Association's account by the Management Agent. In addition, each Condominium Association whose account is delinquent in excess of ten days shall be charged interest on each missed payment in the amount of 18% per annum. The obligation to pay late charges continues for each quarter the account remains delinquent.

- B. Late Notice: A "Late Notice" may be sent to any Owner who has not paid any assessment in full by the close of business ten (10) days after the applicable Due Date, which shall advise the Owner of the delinquent amount due, the amount of the late charge and the amount of any costs incurred by the Association in sending such Late Notice. In the event that the tenth day of the month falls on a weekend or a recognized federal or state holiday, the delinquent date shall be 12:00 pm on the first day or resumption of normal business operations immediately following the weekend or holiday. The Management Agent may, but is not required to, send out additional notices of delinquency to the delinquent Owner. Such notices, if sent, shall notify the delinquent Owner of the past due principal, any late fees, costs of collections charges, and interest if interest has been imposed as of the date of such notice. The Second Late Notice shall advise the Owner of the delinquent amount

due, the amount of the late charge and the amount of any costs incurred by the Association in sending such Late Notice. Any interest, late fees, and/or cost of collection charges imposed shall constitute a lien upon the Lot of the defaulting Owner except to the extent prohibited by Law.

- C. Refer to Legal Counsel: If payment in full of any assessment, plus all associated interest, late fees, cost of collection charges, and returned check fees are not received by the Association or its appointed agent by the sixtieth (60th) day after the applicable Due Date of such assessment or installment thereof, the Owner's account will be referred to an attorney for collection ("Counsel"). Counsel shall send to the Owner a Notice of Intent to Record a Lien at the address listed on the books of the Association, or other address as furnished by the Owner, via Certified Mail, Return Receipt Requested. At the time the account is referred to Counsel, the maturity of the remaining total of the unpaid installments of such assessments shall be accelerated, interest shall be applied to the account, and the then assessment balance owed shall be declared due and payable in full together with late charges, interest and the cost of collection thereof.
- D. Legal Action: Upon referral of an account for collections, Counsel shall take any appropriate action under applicable law to obtain payment of all sums due to the Association, which may include the issuance of a letter by Counsel, recordation of a lien, filing of a lawsuit and other appropriate action deemed necessary.
- E. Memorandum of Lien: If payment in full of any assessment, including any special or supplementary assessment payable in installments, plus all associated interest, late fees, cost of collection charges (to the extent permitted by the Declaration and Law), legal fees, and returned check fees, are not received by the Association or its duly appointed agent within thirty (30) days after the Notice of Intent to Record a Lien has been issued, a memorandum of lien may be filed by Counsel. The cost of filing the memorandum of lien and the legal fees to prepare the lien and the release will be added to the Owner's account. If an assessment or any portion thereof remains unpaid following the recordation of a lien against the title to the Lot, the Board reserves the power to any action against the Lot and/or Owner authorized by applicable law, at the reasonable discretion of the Board.
- F. Foreclosure: In appropriate cases, Counsel shall make recommendation to the Board regarding whether a delinquent account is appropriate for foreclosure. The Board shall review any such foreclosure recommendation from counsel, and counsel shall not act on such foreclosure until the Board provides counsel with authorization to do so.
- G. Costs: As provided for in Article VII, Section 8.1(b) of the Declaration, all costs incurred by the Association as a direct result of any default specified herein shall be assessed against such Owner and the Lot. Costs shall be defined to include costs of collection, fees and other charges and include, but are not limited to, administrative costs for late notices and for turning an account over to legal counsel, mailing costs, costs of legal correspondence, the cost of recording a lien and/or filing a lawsuit and other court costs

- H. Dishonored Checks: If an Owner's check is not honored and is returned to the Association, a processing fee sufficient in amount to cover any costs incurred by CSCA from the Association's bank or Management Agent that does not exceed the statutory rate shall be assessed against such Owner which shall be in addition to any applicable late fees, interest, cost of collection charges and legal fees. If the Association receives from any Owner, in any accounting year, two or more returned checks for payments of such Owner's assessments or other payments, the Board may require all future payments to be made by certified check or money order for the remainder of such accounting year.
- I. Improperly Completed Checks: If a check is returned to an Owner because it has been improperly filled out (including but not limited to, missing signature, amounts do not match, post dated), the \$25.00 late fee and any cost of collection charge will be assessed to such Owner's account.
- J. Waivers: The Board may grant a waiver of late fees and/or interest upon petition in writing by an Owner alleging a personal hardship or other exceptional cause. Such relief granted to an Owner shall be appropriately documented in the Association's books and records along with the name of the person or persons representing the Board granting the relief and the conditions upon which such relief was granted. Waivers shall be made on a case-by-case basis upon review of particular circumstances. Furthermore, any waiver on one occasion shall not be deemed or construed as a waiver in any future instance of delinquency by such Owner or any other Owner.
- K. Application of Payments: Once an account has been referred to Counsel for collection, payments received towards the account will be credited in the following order of priority:
1. Charges for attorney's fees and costs.
  2. Late fees.
  3. Cost of collection charges.
  4. All interest accrued.
  5. All other charges incurred by the Association as a result of any default hereunder.
  6. Any assessment due for each Lot, including any special assessment thereon, with any partial payments applied in ascending order from the oldest delinquency to the most recent delinquency, without regard for whether a monthly assessment coupon is submitted with the payment.

The effective date for this resolution shall be January 1, 2020

This Resolution was adopted by the Board of Directors of Cameron Station Community Association on this September 24, 2019, 2019 and shall supersede any previously adopted Policy Resolution regarding Collection of Assessments.

**CAMERON STATION COMMUNITY  
ASSOCIATION, INC.**

By: 

Michael Johnson, President

**FOR ASSOCIATION RECORDS**

I hereby certify that a copy of the foregoing Policy Resolution was published electronically on the website of the Cameron Station Community Association on this 19<sup>th</sup> day of October, 2019.

  
\_\_\_\_\_  
Karen Soles, Managing Agent

pk

# RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held September 24, 2019

Motion by: Martin Menez Seconded by: Tom Dellaria

VOTE:	YES	NO	ABSTAIN	ABSENT
President <u>[Signature]</u>		<input checked="" type="checkbox"/>		
Vice President <u>[Signature]</u>	<input checked="" type="checkbox"/>			
Secretary <u>Tom Segue</u>				<input checked="" type="checkbox"/>
Treasurer <u>[Signature]</u>	<input checked="" type="checkbox"/>			
Director <u>[Signature]</u>				<input checked="" type="checkbox"/>
Director <u>[Signature]</u>	<input checked="" type="checkbox"/>			
Director <u>[Signature]</u>	<input checked="" type="checkbox"/>			

ATTEST:

Secretary

Date

Resolution effective:

January 1, 2020

# Tab 14

Todd,

Please add to Tuesday's BOD meeting package the attached draft announcement for the "Cameron Clubhouse Security Town Hall."

Marty Menez asked that this be noted on the agenda under the "Discussion" section.

We are looking for the BOD's general agreement with the announcement and the proposed date of the Town Hall (Sunday, April 19, 2020). After making any other changes, if needed, to the announcement, we will run it in the Compass and in the weekly email blast.

Either Marty or Jon Dellaria should be able to answer any questions from the BOD about the proposed Town Hall, but I can be available to attend the meeting too, if needed.

Thanks for you help.

Dan Ogg

**Cameron Clubhouse Security Town Hall.** Join your friends and neighbors from Cameron Station on Sunday, April 19, 2020, 6:00 - 7:00 pm, in the Victoria Hebert Great Room in the clubhouse to discuss the need for improved security at the Cameron clubhouse. All Cameron Station residents (including those in Condominium Associations) are welcome and encouraged to attend and provide your thoughts and input. Refreshments will be served.

The Town Hall will solicit the input of residents on the need for and the extent of security upgrades for all clubhouse facilities, which include the administrative offices, meeting rooms, exercise room, multipurpose gym, and pool. Several incidents in recent years have led to greater interest in improving the security of the facilities. These incidents include malfunctioning door locks, leading to doors being open overnight; some instances of theft of exercise equipment and personal cell phones from the exercise room; and the unauthorized use of clubhouse facilities by non-residents.

The Town Hall will include a short talk from a representative of the Alexandria Police Department describing common security problems noted at Alexandria businesses and recommending steps that can be taken to improve building security. Possible security upgrades that may be considered, among others, include installing card readers at exterior doors to allow access in to the building (along with installing door cameras and a remote-unlock capability from the front desk), installing security cameras, or installing a full security system.

If you have suggestions regarding clubhouse security before the Town Hall, please contact Dan Ogg at 703-307-4814, or at [dano150@aol.com](mailto:dano150@aol.com).