

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS**

ZOOM MEETING DRAFT AGENDA (as of 10/19/20)

October 27, 2020 – 7:00 P.M.

Until approved at the meeting, this draft agenda is subject to change

Link: <https://zoom.us/j/97385179058?pwd=TUg1V1lv-M011VSt-JS2k5b3NELOIRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

Join by phone: 1-301-715-8592

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|-------|--|-----------|
| I. | CALL TO ORDER | 7:00 P.M. |
| II. | APPROVAL OF AGENDA AND MINUTES – Sept 2020 | 7:00 P.M. |
| III. | HOMEOWNERS FORUM | 7:05 P.M. |
| IV. | HEARINGS | 7:20 P.M. |
| V. | COMMITTEE REPORTS (CAC, CCFC, FAC, Comm Com, Activities/Social, ARC) | 7:30 P.M. |
| VI. | PROFIT REPORT | 7:40 P.M. |
| VII. | TREASURER’S REPORT | 7:45 P.M. |
| VIII. | MATTERS FOR BOARD DECISION | 7:50 P.M. |
| | 1. Finance Committee Appointments | |
| | 2. ARC Chairman Appointment | |
| | 3. Communications Committee Appointments | |
| | 4. Tree Removal “Day” Proposal | |
| | 5. Light Pole Replacement Proposal | |
| | 6. Budget 2021 Draft | |
| IX. | MATTERS FOR BOARD DISCUSSION/INFORMATION | 8:35 P.M. |
| | 1. Action Item List | |
| X. | OLD BUSINESS | 8:45 P.M. |
| XI. | NEW BUSINESS | 8:50 P.M. |
| XII. | EXECUTIVE SESSION | 9:00 P.M. |
| | (ARC/Owner Hearings, Contract negotiations: Fleet Shuttle Bus Contract, Basketball Court Floor, Trash Contract Proposals, Delinquencies) | |
| XIII. | ADJOURN | 9:30 P.M. |

Prepared by:

Heather Graham, CMCA, PCAM (Executive Vice President - CAMP, LLC)
& Susan Cassell (On Site Manager – CAMP, LLC)

**Noted times above are only intended to serve as a guide and may be subject to change without notice depending upon length of conversation by Board members.*

**MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 29, 2020- 7:00 P.M.**

NOTICE: This meeting was held by electronic communication means of virtual video conference due to the existence of a Virginia State of Emergency permitting public gatherings.

BOARD MEMBERS PRESENT:

Michael Johnson - President

Sarah Walsh- Vice President

Thomas Sugrue- Secretary

Joan Lampe- Treasurer

Jon Dellaria- Director

~~Joan Lampe- Treasurer~~

Kimberlee Canter- Director

~~Michael Johnson - President~~

Andrew Hill- Director

ALSO PRESENT:

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association

Management Professionals (CAMP)

Janeva Sharps, On-Site Assistant Community Manager

Todd Sinkins, Association Attorney

Toni Mancinelli, Recording Secretary

I. CALL TO ORDER

Motion: President Michael Johnson - called the meeting to order at 7:02 pm.

II. APPROVAL OF AGENDA AND MINUTES

Sarah Walsh suggested the following edits to the agenda order and matters of business:

1. Call to Order
2. Approval of Agenda and Minutes
3. Presentation
4. Homeowners Forum
5. Hearings
6. Committee Reports
7. Profit Report
8. Treasurer's Report
9. Matters for Board Decision
 - a. #2 FAC Appointment- C. Lasik: Table this matter until next meeting and make the Turf Enhancement Proposal the #2 item in the Matters for Board Decision order.
 - b. Insert "Landscape Proposal for Tree Work" as the #3 item in the Matters for Board Decision order.
 - c. Insert "Sign Resolution Exception- 2020 Election" as the #8 item in the Matters for Board Decision.

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10. Matters for Board Discussion / Information

11. Old Business

12. New Business

13. Executive Session

14. Adjournment

Motion: Sarah Walsh moved and Joan Lampe seconded to approve the meeting agenda with the suggested edits as noted above. The motion passed unanimously.

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Approval of July and August Minutes were conducted later in the meeting.

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III. PRESENTATION:

Michael Johnson provided an update from ~~the~~ Lieutenant Weinart of the Alexandria Police concerning various crime accounts throughout the community since the last meeting such as identity theft, destruction of property, assault and battery, petty larceny, and a child runaway.

The Board decided to move on to the next item of business due to the fact that the Public Information Officer with the City was not in attendance at the meeting.

IV. HOMEOWNERS FORUM:

Owner Greg Hillson requested the Board provide clarification regarding the Political Sign Policy Resolution 07-01 (to be reviewed by the Board this evening) and its enforcement throughout the community during the election time frame.

Owner Martin Martinez called attention to mask requirements established by the City of Alexandria that apply throughout the Community for all residents and visitors; even when exercising.

V. HEARINGS:

There were no speakers at this time.

VI. COMMITTEE REPORTS:

1. Common Area Committee

The report was given by Robert Burns. He had no other news to present to the Board other than the items to be reviewed by the Board later this evening (lighting proposal, turf enhancement proposal, and landscape proposal for tree work).

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2. Cameron Club Facilities Committee

The report was given by Ray Celeste. He requested the Board consider increasing the fitness center capacity from 9 people to 10 people. He also requested the Board consider the Basketball Floor Court Proposal (to be reviewed by the Board later this evening). He thanked the Board and all facilities employees for their assistance throughout this past season.

3. Financial Advisory Committee

Panagiotis (Takis) Taousakis delivered the report. He informed the Board that management is still working on segregation of the bank accounts as stated in the previous meeting.

4. Communications Committee

The report was given by Rebecca Pipkins. She informed the Board that the committee has received positive feedback regarding their email version of the new resident welcoming process. She noted that signs are still posted ~~in throughout the community~~ thanking those people who have provided important services to residents for their contribution in keeping the community functioning clean during the current pandemic. She also stated that the food bank collection is still open for donations.

5. Activities and Social Events Committee

Andrew Yang delivered the report. He requested the Board clarify the parameters of signage rules regarding yard sales and such. The Board stated that Alexandria City prohibits signs posted in any public right-of-way. President Mike Johnson ~~I~~ offered to discuss the issue further with Andrew Yang offline.

~~Mr. Andrew~~ Yang noted that the committee is considering several Halloween event ideas and requested Board input. President Mike Johnson I recommended that any plan for a Halloween event be brought to the Board for review and approval well in advance of the proposed event date.

6. Architectural Review Committee

The report was given by Kevin Devaney. He requested to the Board that the Association's attorney provide feedback regarding a legal matter between a couple of owners and the committee concerning a tree removal request. The Board agreed to assist and noted that between the Board, Management and the Association's attorney, this matter will be resolved.

~~Mr. Kevin~~ Devaney also informed the Board that during transition, ARC records had not been passed along to CAMP, the new management company. He stated that CAMP has taken on the task to retrieve these documents from the previous management company. He noted the importance of having access to past applications while reviewing current applications.

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Mr. Kevin Devaney spoke on behalf of the committee to express appreciation for prior committee member Karen Diener's ARC service.

APPROVAL OF MINUTES

The Board reviewed the July 28, 2020 and August 25, 2020 Board of Directors meeting minutes.

Motion: Tom Sugrue moved and Sarah Walsh seconded to approve the July 28th, 2020 Board of Director meeting minutes. The motion passed unanimously.

Motion: Tom Sugrue moved and Joan Lampe seconded to approve the August 25th, 2020 Board of Director meeting minutes with the suggested stylistic edits previously provided to Management by Tom Sugrue. The motion passed unanimously.

VII. PROFIT REPORT:

The Board decided to move on to the next item of business due to the fact that the ProFit representatives were not in attendance at the meeting.

VIII. TREASURER'S REPORT:

Joan Lampe delivered the following report to the Board:

- The Finance Committee is working with Management on the cash management transition as well as the upcoming budget.
- Due to the low interest rates for CDs with Morgan Stanley, the Finance Committee decided to move maturing CDs to Congressional Bank. The committee had taken long and short-term cash needs into consideration when making this decision.
- Management is continuing to work through transitional adjustments for the August financials.

IX. MATTERS FOR BOARD DECISION

1. Ratifications of Unanimous Electronic Vote(s)

a. Profit Amendment #3 - #5

A unanimous email vote was achieved previous to this meeting to approve the Profit Amendments #3 – 5 pertaining to the operation of the fitness center from June through August, 2020 due to COVID 19.

Motion: Sarah Walsh moved and Jon Dellaria seconded to approve ratification of the Amendments #3 - #5 with Profit as previously voted upon. The motion passed unanimously.

2. Turf Enhancement Proposal

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Common Area Committee member Robert Burns spoke to the Board on behalf of the committee to request Board approval of the provided Turf Remediation Proposal. He noted that the work would be completed in the Fall.

The Board discussed budget concerns such as additional landscape maintenance and old invoices; which will be further investigated by Management.

Motion: Tom Sugrue moved and Kim Canter seconded to approve the expenditure for the Turf Enhancement as proposed by the Common Area Committee from the GL Turf Treatment and Enhancement. The motion passed unanimously.

Commented [Ma1]: Include the account #

~~The Board added that the landscaping budget will be considered in the upcoming Cameron Station 2021 Budget.~~

3. Landscape Proposal for Tree Work

Common Area Committee member Robert Burns spoke to the Board on behalf of the committee to request Board approval of the provided landscape proposal for tree work. He informed the Board that there are other trees that need maintenance throughout the community not listed on the proposal, but they are lower priority at this time. He added that the committee is also requesting the Board consider increasing the approved tree and shrub budget for 2021 due to the large number of maturing trees in Cameron Station that will need maintenance in the upcoming year.

Motion: Joan Lampe moved and Sarah Walsh seconded to approve the expenditure NTE \$3,000 for tree work as proposed by the Common Area Committee from the GL Tree and Shrub Maintenance. The motion passed unanimously.

Commented [Ma2]: Include the account #

4. Resolution Review Summary - Rescind Outdated Resolutions

Management provided to the Board a complete summary of the Association Resolutions, with special attention to six that are no longer applicable and are recommended to be rescinded. Management also informed the Board of a new Complaint Resolution to be reviewed by the Board later this evening.

Motion: Sarah Walsh moved and Tom Sugrue seconded to rescind the noted Resolutions on the provided summary pending any comments from legal counsel. The motion passed unanimously.

5. Complaint Policy Resolution - Amendment

Management provided the Board with a revised Complaint Resolution as provided by the Association's legal counsel and recommended the Board consider its approval. Management informed the Board that the main change in this Resolution details the types of complaints that will be acted upon by the Board of Directors. Management also informed the Board that if approved, Management will then distribute the Revised Resolution to the Community via email.

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The Board stated that they would like to consult with legal counsel before making a motion regarding this policy and agreed to move this matter to the executive session.

6. Light Repair Proposal

Management provided the Board with a Power Systems Electric (PSE) quote in the amount of \$3,998.05 that was obtained from the Common Area Committee. Management recommended to the Board that they approve the quoted amount from GL Lighting Supplies / Repair and Maintenance. The Common Area Committee noted that this quote originated from PSE's monthly night inspection of the Community as well as homeowner call-in reporting.

Motion: Joan Lampe moved and Sarah Walsh seconded to approve the Power Systems Electric proposal in the amount of \$3,998.05 from GL Lighting Supplies / Repair and Maintenance. The motion passed unanimously.

7. Polling Location Request

Management provided the Board with a request from the City of Alexandria to use the Cameron Station Clubhouse as a 2020 Election Polling Site. Management informed the Board that if they approved the request, they would be acting as an agent for the city, state, and federal governments and would be indemnified from any COVID 19 claims.

The Board reviewed the request and added the term to include a signed Memorandum of Understanding between the HOA and the City of Alexandria.

Motion: Tom Sugrue moved and Kim Canter seconded to approve the request from the City of Alexandria for use of the Cameron Station Clubhouse as a 2020 Election Polling Location subject to a signed Memorandum of Understanding between the parties. The motion passed unanimously.

8. Political Signs

Sarah Walsh informed the Board that several owners have requested an exception be made to the Political Sign Policy as stated in the Design and Maintenance Standards (DMS) so that political sign display is allowed prior to the normal timeframe due to early and mail-in voting as a result of the current pandemic. Sarah Walsh suggested the Board approve this request effective immediately ~~and then removed on election day.~~ As with the current policy, signs would have to be removed the day after the election, i.e., November 4th 2020.

Motion: Sarah Walsh moved and Tom Sugrue seconded to allow political signs starting September 30th through November 4th for 2020 only due to circumstances related to COVID, such as mail-in voting and early voting. The motion passed unanimously.

X. MATTERS FOR BOARD DISCUSSION/INFORMATION

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1. Parking Enforcement Update

Management informed the Board that three quotes for parking enforcement were obtained and will be presented to the Board at the October Board of Directors meeting for their review and consideration.

The Board discussed the parameters of the parking policy currently in place and requested the Common Area Committee review the policy and provide comment for Board consideration before any potential revisions are made.

2. 2021 Budget Draft Update

Management informed the Board that upon meeting with the other committee chairs, the Finance Advisory Committee have made comments and recommendations to the first draft of the 2021 budget, which will be publicized for further review by the Board at a separate special Board meeting.

3. Trash Proposal Update

Management informed the Board that once final points of discussion are completed for the proposed trash contract, they will be presented to the Board for their review and consideration. Management informed the Board that this will most likely happen at the October Board of Directors meeting.

4. Transition Update

Management informed the Board of the following transition progress since the last meeting:

- Statements were mailed to all owners with balances or credits
- Twelve percent of owners have signed up for direct debit
- The first financial statement was published, and Management is working directly with the Finance Advisory Committee to address any questions or concerns
- The final funds from the previous management company have not yet been received, as it typically occurs after 90 days have passed since the official transition date

5. Action Item List

Management provided the Board with the action item list for their review.

XI. OLD BUSINESS

There was no old business to discuss.

XII. NEW BUSINESS

There was no new business to discuss.

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XIII. EXECUTIVE SESSION

Motion: Sarah Walsh moved and Andrew Hill seconded to enter into an executive session at 8:32 pm for the purposes of conducting ARC Hearings; ~~reviewing~~ contract negotiations ~~on the for~~ Profit Amendment, Fleet Shuttle Bus, Basketball Court Floor, ~~and~~ Landscape Proposal; discussing delinquencies; and consulting with legal counsel. The motion passed unanimously, and the meeting was moved to executive session.

The Association's attorney entered the meeting at 8:32pm.

Motion: Kim Canter moved and Tom Sugrue seconded to exit the executive session meeting at 11:04 pm. The motion passed unanimously, and the meeting was reconvened back into open session.

Motion: Sarah Walsh moved and Kim Canter seconded to agree with the complaint submitted by Greg Hillson that the Board failed to comply with the statute requirement to respond to his request for certain records within 5 business days. The Board denied allegations that they failed to provide substantive records. The motion passed unanimously.

Motion: Sarah Walsh moved and Andrew Hill seconded to refer the accounts ending in 9370 and 9583 to legal counsel for further action. The motion passed unanimously.

Motion: Sarah Walsh moved and Kim Canter seconded to grant the late fee waiver from the Prior Management Company on account ending in 3542, as submitted. The motion was passed unanimously.

Motion: Sarah Walsh moved and Kim Canter seconded to approve the Common Area Committee's recommendation of Lancaster Landscapes as the landscape contractor at an annual cost of \$159,060.00 for 2021, \$160,644 for 2022 and \$162,240 for 2023 from GL Landscape Contract. The motion passed unanimously.

Motion: Kim Canter moved and Joan Lampe seconded to disapprove the homeowner's appeal in regard to the retroactive application for front yard work which includes installation of stepping stones for account ending in 9688. The motion passed unanimously.

The Board requested that the Architectural Review Committee proactively collaborate with the homeowner to find a solution within the parameters of the DMS.

The Board decided to defer their decision for the Basketball Court Floor Proposal until the October 2020 Board of Directors meeting.

Motion: Joan Lampe moved and Tom Sugrue seconded to approve the ProFit Amendment #6, which includes increas~~setting~~ing the fitness center capacity from 9 to 10 people and staff capacity to 2 people, ~~permitting~~ the hours of daily operation to 10 hours for October and November and 12 hours for December, and adjusting the reservation time period from 1.5 hours to 1 hr. The motion passed unanimously.

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Motion: Joan Lampe moved and Andrew Hill seconded to extend the Fleet Shuttle Bus contract until November 9, 2020. The motion passed unanimously.

Motion: Tom Sugrue moved and Kim Canter seconded to approve the Complaint Resolution 20-03, establishing the new complaint policy, subject to legal revisions discussed in the executive session. The motion passed unanimously.

XIV. ADJOURNMENT

Motion: Kim Canter moved and Tom Sugrue seconded to adjourn the meeting at 11:14 pm. The motion passed unanimously, and the meeting was adjourned.

Respectfully Submitted,

Toni Mancinelli, Recording Secretary
tmancinelli@gocampmgmt.com

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, OCTOBER 8, 2020

The following individuals attended the meeting; all attendees were via Zoom:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair
Tim Regan, CCFC Recording Secretary
Brendan Hanlon, CCFC Member
Jon Dellaria, Board of Director's (BOD) Representative to the CCFC
Rich Mandley, ProFIT Fitness
Psy Scott, ProFIT Fitness
Janeva Sharps, Assistant Community Manager, CAMP
Ben Rogers, American Pool

I. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:10 p.m.

II. Brendan Hanlon made a motion to amend the order of the agenda, moving discussions of the RFP for the Cameron Club and pool contracts to new business, Section X. The motion further struck part (b) of section IX as the candidate didn't meet the qualifications. The motion was seconded by Dan Ogg and it passed unanimously.

III. There were no residents present for the open forum.

IV. Dan Ogg made a motion to approve the CCFC minutes from September (version 4). The motion was seconded by Brendan Hanlon and it passed unanimously.

V. Ben Rogers presented the report from American Pool.

- Winterization is complete, except for blowing out the skimmer lines, which will be completed before the end of the month.
- The diagnosis of the necessary filter repairs, which was approved by the committee in September, will be completed this month as well.
- Ray Celeste made a point that the back gate access to the pool will need to be locked next pool season, as there were issues with residents using it instead of following the proper protocol for entering the pool facilities.

VI. Ray Celeste updated the committee on the most recent Board meeting.

- The BOD tabled the proposal the committee put forth for the basketball court floor replacement. The committee urges the BOD to take a vote on the issue, so that it can be decided and will be taken off the committee's agenda.
- The BOD approved the motion from the committee to increase the capacity and hours for the fitness center.

- The BOD also approved an addendum to the ProFIT contract for a reduced staff for the remainder of the year. The addendum also increases the hours (from 10 to 12) in the month of December. Finally, the addendum changes the reservation blocks of time (from 1.5 hours to 1 hour) in order to increase the number of slots available so more residents will be able to use the fitness center.

VII. Janeva Sharps from Community Association Management Professionals (CAMP) updated the committee on the following items:

- The maintenance tracker has been updated and CAMP is working through the tracker.
- CAMP received inputs from a few construction contractors about the needed repair to the flooring in the men's locker room. The contractors suggested waiting until the full locker room renovation takes place. The CCFC does not support waiting longer and directed CAMP to select a contractor and repair the men's locker room floor as soon as possible.
- CAMP has contacted 5 security companies regarding the community's access (resident ID) system, which has been noted in past meetings to need an overhaul due to limitations on the system's ability to handle the number of access cards currently issued. CAMP will brief the committee on the results.
- CAMP has not received any response to the RFP that was put out by CMC (prior management company) for architecture services for the locker room renovation.
- Maintenance is working with a vendor to replace a cage to go over one of the sprinklers in the basketball court to bring it into compliance with fire code.
- CAMP will be giving access to the financial tracker via CIBRA net.

VIII. Psy Scott provided the ProFIT report.

- There were 2,724 people using the facility in September, an average of 91 per day. There were 2,474 bookings on Omnify and 1,582 cancellations. The total bookings possible for September would have been 4,051, so the utilization was 56%. Stretch and Core was the most attended class, while Pilates and gentle yoga have been temporarily phased out due to lack of interest.
- All the equipment is functioning except for an elliptical, which needs repair. It will be repaired before the end of the week.
- The broken TV noted in September's report has been repaired and is working properly.
- ProFIT is implementing a new sanitation system, giving each resident a bottle of sanitizer and towel to carry around so they don't have to walk back and forth and waste gym time. At the conclusion of the resident's block of time in the fitness center, the resident will return the bottle for sanitization prior to being used again.
- The BOD approved ProFIT to change the fitness center reservation slots from 1.5 hours to 1 hour. With this change, ProFIT notes that the grace period of 20 minutes for late arrivals (also the waiting period for walk-ins) is now too long. It is the consensus of the CCFC that the grace period (and wait time) be reduced to 10 minutes, and the CCFC directed ProFIT to make this change in the Omnify reservation system.
- ProFIT has sourced and received a quote for new weightlifting bars previously approved for purchase by the committee.

- Ray Celeste noted that Psy Scott often uses his own money to buy sundry items such as tape for the facility without seeking reimbursement. The committee has urged Psy Scott to submit receipts to CAMP for reimbursement.

IX. Old business: There was no outstanding old business for discussion.

X. New Business:

- The committee discussed the RFP for new contracts for the fitness center as well as the pool.
- Janeva Sharps summarized the RFP for fitness center management. The committee suggested that the RFP be amended to include monthly reporting requirements and the regular operating hours (non-COVID-19 restricted). The committee recommended that the RFP define costs with and without COVID-19 restrictions.
- The committee discussed the RFP for pool management. The recommendation from the committee includes updating hours to reflect regular hours (non-COVID-19 restricted) and clarify that the contract will be 3 years in length (1 year with 2 option years).
- The committee agreed to review the amended RFPs, send comments to CAMP, and vote electronically to approve the changes within the next week so that proposals could be received in time to be reviewed during the November CCFC meeting.
- Tim Regan briefed the committee on the budget request that was presented to the financial committee.

XI. Tim Regan made a motion that the meeting be adjourned. The motion was seconded by Dan Ogg. The motion passed unanimously. The meeting adjourned at 8:56 pm.



A&E Committee Meeting Minutes

Call to order

A meeting of [Cameron Station Activities & Events Committee](#) was held online on October 7, 2020.

Attendees

Attendees included [Andrew Yang](#), [Ritah Karera](#), [Rebecca Stalnaker](#), [Amanda Wilkinson](#), [Catherine Ricketson](#), [Susan Smith](#), [Sarah Meyer Walsh](#), [Michael Johnson](#)

Members not in attendance

none

Approval of minutes

Last month's minutes were approved

Upcoming Events

New Members:

- Approved new member Susan Smith
- Pending approval for Mindy Dullea (next meeting)

Halloween Ideas (Saturday, October 31):

- Decided on decorating the gazebo due to covid regulations
- Rebecca will contact Irina Babb about sponsoring the event (cost of decorations)
- Purchase outdoor decorations from Amazon, Walmart, Party City, etc., using Cameron Station credit card ASAP to ensure shipping date on time
- Suggestions for decorations? Amanda?

Past Events

Ice Cream Trucks:

- Event went smoothly, trucks at school and clubhouse, thanks to Irina Babb

Fall Yard Sale:

- Avoid posting any signs on City of Alexandria property in the future without a permit

Shred Event:

- Event went smoothly, received suggestion to hold shred events more often, but should be limited to no more than once a year, or once every two years

New Ideas

- Rocklands food truck (will revisit in November), consider separating the event from HOA in case of permit inspector
- consider decorating the gazebo for Thanksgiving and holiday

**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday October 6, 2020**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for October was held on October 6, 2020. The meeting was called to order at 7:05 p.m. by ARC Vice Chair, Gayle Hatheway, with a quorum present. The meeting was conducted via Zoom due to the COVID-19 social distancing guidelines and due to the meeting rooms in the Cameron Club being closed.

ARC MEMBERS IN ATTENDANCE VIA ZOOM

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

CHANGE OF ATTENDANCE

Jeremy Drislane - Joined the meeting few minutes late.
Sharon Wilkinson – Sharon Wilkinson left the meeting early.

MEMBERS ABSENT

None

OTHERS IN ATTENDANCE VIA WEBEX

Cameron Station Residents
Kim Canter, Board Liason
Bethlehem Kebede, Covenants Administrator

APPROVE AGENDA

MOVE TO: Approve the agenda as amended, “Move the motion to appoint a Chairperson from discussion and decision to the top of the list on the agenda and include 2 emergency roof replacement applications App#20-161 and 20-162”

Moved By: Gayle Hatheway

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane

MOTION PASSED

MOVE TO: "Appoint Stephen Pearson as the Chairperson for the ARC"

Moved By: Gayle Hatheway

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane

MOTION PASSED**RESIDENTS OPEN FORUM**

Cameron Station residents have joined this zoom meeting to discuss their applications and also to participate in the hearing open forum session but not to speak in the residents open forum.

MOVE TO: "Approve the ARC Meeting Minutes from September as submitted."

Moved By: Gayle Hatheway

Seconded By: Craig Schuck

For: All

Against: None

Abstain: Kevin Devaney

MOTION PASSED**REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

| ADDRESS | MODICATION REQUEST | ARC ACTION/VOTE |
|------------------|---|--|
| 4930 Gardner Dr. | Retroactive application for front yard brick paving and garden wall retaining | Move to approve as submitted Moved By: Kevin Devaney Seconded By: Sharon Wilkinson For: Stephen Pearson Against: Gayle Hatheway, Jeremy Drislane, Craig Schuck MOTION NOT CARRIED |
| 5062 Grimm Dr. | Roof replacement | Approved as submitted (sidenote: roof to be replaced with a material of like kind, style and color) Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED |

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| 5021 Grimm Dr. | Window Replacements | Approved as submitted (sidenote: if windows come half screened then homeowner will remove all the screens as per the discussion with the committee) Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED |
| 232 Medlock Ln | Roof Replacement | Approved as submitted Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED |
| 345 Helmuth | Landscaping | Approved as submitted Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None MOTION PASSED |
| 345 Helmuth | Doorbell Camera | Approved as submitted Moved By: Gayle Hatheway Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED |
| 236 Medlock Ln | Roof Replacement | Approved as submitted (sidenote: roof to be replaced with a material of like kind, style and color) Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None MOTION PASSED |
| 137 Cameron Station Blvd. | Roof Replacement | Approved as submitted (sidenote: roof to be replaced with a material of like kind, style and color) Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED |
| 248 Medlock Ln | Roof Replacement | Approved as submitted Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED |

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|--------------------|--|--|
| 234 Medlock Ln | Roof Replacement | <p>Approved as submitted (sidenote: roof to be replaced with a material of like kind, style and color) Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None MOTION PASSED</p> |
| 5168 California Ln | Private Tree Removal | <p>Move to send a recommendation to the board to grant a waiver to the homeowner on the DMS requirement to replace the tree. Due to the proximity of the tree to the foundation of the house and to keep the appearance of the front yard consistent and compatible with the adjoining homes on the street (All of the homes on this street only have 1 tree in their front yard) Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: Jeremy Drislane MOTION PASSED</p> |
| 5028 Gardner Dr. | Fence Replacement | <p>Approved as submitted (sidenote: roof to be replaced with a material of like kind, style and color) Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED</p> |
| 122 Martin Ln | Change door finishing color from brass to nickel | <p>Approved as submitted Moved By: Gayle Hatheway Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED</p> |

| | | |
|---------------------------|-----------------------------|--|
| 5046 Grimm Dr. | Fence Construction | Return for More Information: submit property plat Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None MOTION PASSED |
| 5005 Barbour Dr. | Roof Replacement | Approved as submitted (sidenote: roof to be replaced with a material of like kind, style and color) Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Sharon Wilkinson MOTION PASSED |
| 166 Barrett Pl | Door and Window Replacement | Approved as submitted (sidenote: roof to be replaced with a material of like kind, style and color) Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson MOTION PASSED |
| 151 Barrett Pl | Door Replacement | Disapproved. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Sharon Wilkinson MOTION PASSED |
| 110 Cameron Station Blvd. | Roof Repair/Ratify only | Approved as submitted Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Sharon Wilkinson MOTION PASSED |

| | | |
|---------------------|--|--|
| 4923 Barbour Dr. | Garden Wall for side Landscaping/Ratify only | Approved as submitted Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson MOTION PASSED |
| 5006 John Ticer Dr. | Camera Installation | Approved as submitted and also approved if camera is installed on the 2nd floor trim. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Sharon Wilkinson MOTION PASSED |
| 172 Barrett Pl | Window Replacement | Approved as submitted (sidenote: roof to be replaced with a material of like kind, style and color) Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Sharon Wilkinson MOTION PASSED |
| 190 Martin Ln | Roof Replacement | Approved as submitted (sidenote: roof to be replaced with a material of like kind, style and color) Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson MOTION PASSED |
| 223 Medlock Ln | Roof Replacement | Approved as submitted Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson MOTION PASSED |

| | | |
|---------------------------|------------------|--|
| 211 Cameron Station Blvd. | Roof Replacement | Approval to be made by email upon receiving neighbors consent. |
|---------------------------|------------------|--|

MATTERS FOR INFO/DISCUSSION/DECISION

Board Meeting Report

There was a brief report made to members on topics discussed from the previous board meeting. An ARC member is scheduled to attend the next regularly scheduled monthly board meeting.

Covenants Report- September 2020

- The number of Comprehensive Inspections conducted in September is 0.
- The number of Resale Inspections conducted in September is 11.
- The number of Exterior Modification Applications reviewed in September is 11.
- No vehicle was towed in September.
- 67 violation letters and 11 application result letters have been mailed in September.
- The next meeting will be on Thursday November 5, applications are due by October 23, 2020 for this meeting.

Hearing Open Session

There were residents present for this session, residents from Helmuth Ln and California Ln were present to discuss the issue of a basketball hoop that is stationed in the common areas of Helmuth Ln and what it means to them and their families. They expressed to the committee that they would very much like for the hoop to remain in its current location so that all the kids from that street and the neighboring street will have access to it at all time.

MOVE TO: "Enter Executive Session for Hearing deliberations at 9:00p.m."

Moved By: Steven Pearson

Seconded By: Gayle Hatheway

For: All

Against: None

Absent: Sharon Wilkinson

MOTION PASSED

MOVE TO: "Exit Executive Session at 9:11p.m."

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Sharon Wilkinson

MOTION PASSED

MOVE TO: “Refer the appeal notice submitted by account R0628127L0509414 to the board of directors for their decision due to the location of the basketball hoop being in the common area and not on individual private property lot”

Moved By: Craig Schuck

Seconded By: Jeremy Drislane

For: All

Against: None

Absent: Sharon Wilkinson

MOTION PASSED

MOVE TO: “Adjourn the Meeting at 9:11 p.m.”

Moved By: Stephen Pearson

Seconded By: Gayle Hatheway

For: All

Against: None

Absent: Sharon Wilkinson

MOTION PASSED

Minutes prepared by: Bethlehem Kebede, Covenants Administrator

MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE
Monday, October 12, 2020

The October 2020 meeting of the Common Area Committee (CAC) was called to order by Robert Burns at 7 p.m. with members participating in person through a virtual Zoom Meeting.

Members Present: Robert Burns, CAC Chairman Kathy McCollom, CAC Vice Chairman
Linda Greenberg, CAC Member S. Hockley Walsh, CAC Member
Mindy Lyle, CAC Member Kyle Gerron, CAC Member
Wendy Ulmer, CAC Member Joan Lampe, Board Liason
Colby Hostetler, Non-Voting Member

Members Absent: none

Others in Attendance:

CAMP Assistant Manager, Janeva Sharps
Lancaster Landscapes: Adrienne Zaleski

Residents: One resident joined the call to listen in – no questions asked by resident.

Old Business:

Motion to Approve Meeting Minutes for September 14, 2020

Moved by Greenberg
Seconded by McCollom
For: All
Against: None
Motion Passed.

Updates since last meeting:

Stop Lines on Brawner at intersection with Tancreti: CAMP is working on quotes

Fall Flowers: Scheduled for October 26th. At the Entrance and Cameron Club, mix of Lavender Pink, Beaconsfield, Purple/Violet, At the Gazebo Circle a mix of Icy Blue, Lemon Chiffon, Blue Daffodils

New Business:

Resident Open Forum: None

Board Update: Joan briefed the committee from the prior Board meeting.

Consideration of Common Area Applications: None

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

Flower Rotation & Landscape Enhancement: (30604): Perennial Flower installation
The total cost is: \$1,890

- Install flowers along the Duke Street area

Move to: Approve Flower Rotation & Landscape Enhancement

Moved By: Greenberg

Seconded By: Gerron

For: All

Against: None

Motion Passed

Tree & Shrub Maintenance (30690): Tree removal at 242 Medlock and 246 Murtha
The total cost is: \$1,100

- Remove one tree, including stump, at 242 Medlock
- Remove one tree, including stump, at 246 Murtha
 - Removals necessary for safety

Move to: Approve Tree & Shrub Maintenance

Moved by: McCollom

Seconded By: Greenberg

For: All

Against: None

Motion Passed

Flower Rotation & Landscape Enhancement (30699): At Clubhouse around Flagpole
The total cost is: \$165

- Create a triangular shape planting bed approx. 3' wide

Move to: Approve Flower Rotation & Landscape Enhancement

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

Motion Passed

Reserves (30701-B): Tree Replacement
The total cost is: \$660

- Install Kousa Dogwood at 128 Martin Lane

Move to: Approve Reserves

Moved by: Lyle

Seconded by: McCollom

For: All

Against: None

Motion Passed

Tree & Shrub Maintenance: (30534) – Tree Days
The total cost is: \$4,200

- 3 Tree Days with 3 man crew. CAC discussed and noted that this would make the category over amount budgeted for this line item. However, given funds that are not spent for the year in the CAC budget and the urgent need of the tree requests, CAC is inclined to recommend approval

Move to: Approve Tree & Shrub Maintenance

Moved by: Gerron

Seconded By: Greenberg

For: All

Against: None

Motion Passed

These motions were tabled

Proposals (30688): This proposal in the amount of \$10,265 is for turf restoration in several areas of the Cameron Station community. \$5,000 has been approved by the Board and work is scheduled for October 19th

CAC discussed timing and budgetary constraints and agreed to table the remaining amount of this proposal until January 2021.

Discussion:

Trees blocking Stop Signs: Lyle noted an issue in a few locations with private trees blocking stop signs for the community where the trees need to be pruned back to show the signs

Sanitation Contract: ADS remains on a month-to-month contract pending a review and recommendation of proposals.

Erosion Control: CAC noted an increasing need for erosion control throughout the community due to weather and other factors.

Lights around Flagpole at Cameron Club: Hostetler noted that the light arrangement around the Flagpole at Cameron Club are blinding and are often stepped on. Sharps will request re-arranging when the plant bed is installed.

Leaf Removal: First pick up scheduled for the week of October 26th.

Parking Enforcement: CAC members have noted residents parking in Visitor spots. It was noted that many are working from home during the pandemic and some community members do not park in their garages. CAMP is working on addressing community parking enforcement.

Sidewalk Repairs: Work to be completed by October 16th.

Irrigation Winterization: Tentative schedule is the first week of November.

Next meeting: November 12th, 2020

Executive Session.

Burns requested to go into Executive Session at 7:47pm for the purpose of discussing contracts

Moved by: Ulmer

Seconded by: Walsh

For: All

Against: None

Burns requested to go back into Open Session at 8:02 pm

Moved by: McCollom
Seconded by: Greenberg
For: All
Against: None

CAC recommends that the Board of Directors move forward into negotiations to award trash contract services with Bates Trucking at a total amount of \$272,000 to begin January 1, 2021. The recommendation is based on the criteria for source selection as specified in the Sanitation RFP and best value to the community.

Moved by Lyle Seconded by Greenberg For: All
Against: None
Motion passed.

Adjourn: 8:05pm



Cameron Club Monthly Report

September 2020

Attendance and Usage

September – 2,724

- Average usage per day- 91
- Bookings: 2,474
- Check-ins: 2,287
- Cancellations: 1,582
- Total possible bookings: 4,051
- Percent Utilization: 56%

Previous month:

- August – 4,412
- Average usage per day- 142
- Bookings: 4,948
- Check-ins: 4,470
- Cancellations: 1,582
- Total possible bookings: 5,136
- Percent Utilization: 87%

Facility & Operations

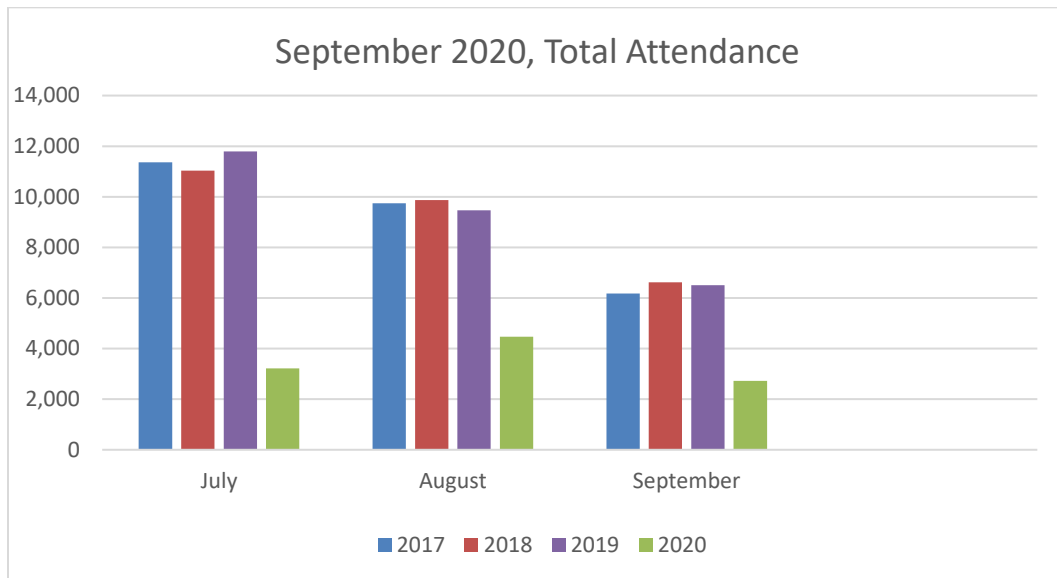
Group Exercise Class Program

- The most attended class for this month was Stretch and Core. Out of the 10 classes there were only 8 classes that were being attended. Currently, we are not offering Pilates and Gentle Yoga, due to lack of interest in these formats. We are gradually increasing class attendance for all other formats offered at this time.

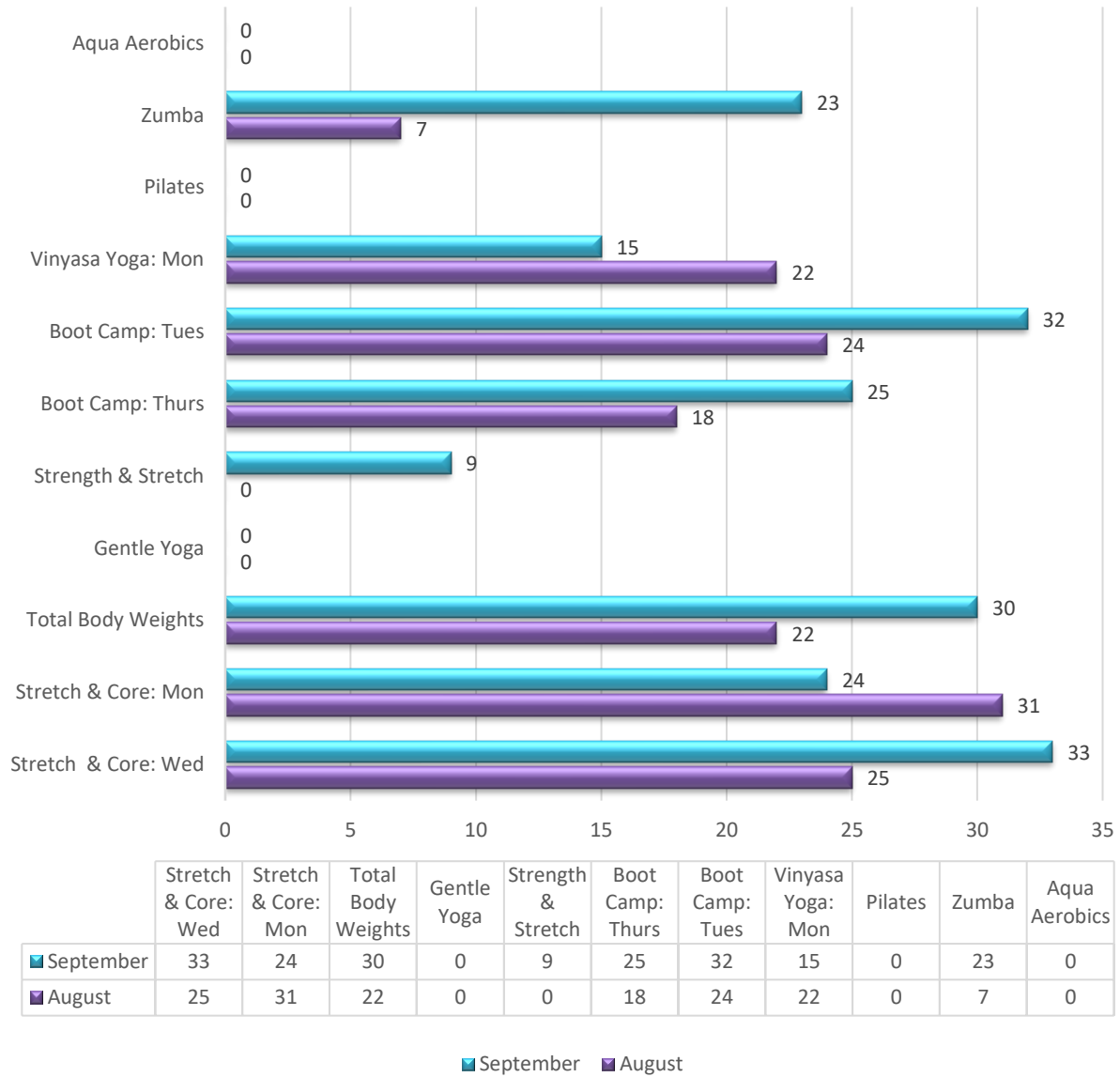
Exercise and Facilities Equipment

- All equipment is functional at this time with the exception of an elliptical, which is need of repair. Heartline has been contacted and is scheduled to be here within the week. Comcast was on site to repair TVs that were inoperable. All TVs are now working properly.

Graphs



Class Attendance August 2020/September 2020





MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: James M. Orlick, Director of Financial Services

DATE: October 15, 2020

RE: September 2020 Financial Statement Summary – Updated

This summary reflects the un-audited fiscal year-to-date 2020 financial entries.

EXECUTIVE SUMMARY

| | ACTUAL | BUDGET | VARIANCE |
|--|---------------------|---------------------|-----------------------|
| Total Cash and Investments | \$ 3,297,034 | | |
| Year to Date Income (net of Reserve and Capital Improvement, Contributions) | \$ 1,625,531 | \$ 1,620,270 | \$ 5,261 - F |
| Year to Date Expense | \$ 1,453,334 | \$ 1,736,481 | \$283,146 - F |
| Net Income Year to Date, surplus/ (loss) | \$ 211,188 | \$ (59,376) | \$ 270,564 - F |

U: Unfavorable

F: Favorable

INVESTMENTS

| GL Account & Institution | Investment Type | Balance as of 09/30/2020 |
|---------------------------------------|--------------------------|-----------------------------|
| Union Bank Operating | Operating-Checking | \$618,058 |
| Pacific Premier Bank-Prior | Operating-Checking | \$5,777 |
| Congressional Bank Operating Fund-UME | Operating Money Market | \$245,130 |
| Union Bank Replacement Fund | Reserve Money Market | \$61,414 |
| Morgan Stanley MM | Reserve Money Market | \$ 114,260 |
| Congressional Bank | Reserve ICS | \$677,103 |
| Morgan Stanley Barney Investments | Reserve CD Accounts | \$ 1,569,000 |
| Accrued Interest Receivable | Reserve Accrued Interest | \$6,292 |

| | | |
|-------------------------------------|--|---------------------|
| | | |
| Total Cash & Investments | | \$ 3,297,034 |

Balance Sheet:

The Accounts Receivable Residential Assessments account as of September 30, 2020 was \$41,980. The net delinquency rate is approximately 1.640%, which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable \$44,980/Total Annual Assessments: \$2,559,508.00= 1.640%.

Accrued Repair & Replacement Reserves and Capital Improvement balances total \$2,281,537 and are fully supported by cash and investments. This is calculated as follows:

| | | | | |
|--------------|---|---|--------------|--|
| \$ 3,297,034 | Cash and Investments | | \$ 2,857,850 | Total Cash Available |
| - | <u>\$ 439,184 Total Current Liabilities</u> | → | - | <u>\$ 2,281,537 Total Reserve and Capital Improvement Balances</u> |
| \$ 2,857,850 | Total Cash Available | | \$ 575,313 | Positive Cash Position |

The Capital Improvement Reserve account totals \$21,474.50 which is also fully supported by cash and investments. For September 2020, the Capital Improvement Fund is included in the Reserve Fund Balance.

Prior Years Owner's Equity*, which has a balance of \$390,577.14, is well within the 10 – 20% of the Association's budget. This is recommended by the auditor. **\$390,577.14/\$2,559,508.00=15.26%.**

**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, net of Reserve Contributions, of \$1,625,531 which is \$5,261 higher than the budgeted amount of \$1,620,270.

Year to Date Income Variances UNFAVORABLE by \$2,500.00 or more:

Charitable Donations – Unfavorable by \$5,500. Less donations than anticipated.

HOA Compliance Fees – Unfavorable by \$3,753. Fewer charges than anticipated.

Interest Income – Unfavorable by \$2,688. This will look differently next month when the Reserve Interest is moved to Operating Statement.

Room Rental Income – Unfavorable by \$3,580. Few room rentals than anticipated.

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

Late Fees & Interest – Favorable by \$3,328, primarily due to late fees charged to one sub-association.

Year-to-date expenses total \$1,453,334 which is \$283,146 less than the budgeted amount of \$1,736,481. 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:

Common Area Maintenance & Services:

Flower Rotation and Landscape Enhancements – Favorable by \$13,486. Charges have not been incurred as budgeted.

Turf Treatments & Enhancements – Favorable by \$7,005. Charges have not been incurred as budgeted.

General Maintenance Supplies – Favorable by \$3,806. Charges have not been incurred as budgeted.

Irrigation System Contract -Favorable by \$5,871. Less usage than predicted YTD-Committee monitoring expenses.

TMP Expenses – Favorable by \$58,864 as reflected. Service has been temporarily discontinued.

Lighting Supplies R&M – Favorable by \$13,626. Charges have not been incurred as budgeted. Anticipate this to change during the remaining four months.

Linear Park Landscape – Favorable by \$6,548. Charges have not been incurred as budgeted. Anticipate this to change during the remaining four months

Street Repair and Maintenance – Favorable by \$2,950. Less usage than predicted.

Snow Removal – Favorable by \$41,713. No significant snow events YTD. (ice melt on 1/8)

Cameron Club Maintenance and Operations:

Clubhouse Utilities – Favorable by \$2,990. Less utility usage from clubhouse closures.

Janitorial Services – Favorable by \$7,835. Due to restructured contract.

Special Cleanings – Favorable by \$2,850. Less than predicted usage.

Safety & Security – Favorable by \$3,705. Less than predicted usage.

Fire Suppression Systems – Favorable by \$6,000. No usage year-to-date.

Building Repair & Maintenance – Favorable by \$8,713. Less usage year-to-date than predicted.

Fitness Equipment R&M – Favorable by \$5,116. Less maintenance required due to the decrease usage.

Access System Supplies – Favorable by \$4,000. Less usage than predicted due to center closures.

Pool Supplies – Favorable by \$4,580.00. Fewer supplies needed due to pool closure.

Activities:

Events and Awards – Favorable by \$20,898. Events suspended due to Covid-19.

Communications:

Other Communications – Favorable by \$3,607. Less usage than predicted.

Newsletter Services – Favorable by \$3,858. Less usage than predicted.

Management Services:

Administrative Salaries – Favorable by \$78,729. Feb-July was without a General Manager or Assistant General Manager. Additional savings with CAMP.

Payroll Taxes/Benefits/Costs – Favorable by \$34,475. Feb-July was without a General Manager or Assistant General Manager. Additional savings with CAMP.

Administration:

Licenses and Permits – Favorable by \$2,557. Less usage than predicted YTD.

Architectural Comprehensives – Favorable by \$4,816. No funds have been spent.

Postage – Favorable by \$2,933. Less usage than predicted.

Temp Desk Coverage - Favorable by \$4,500. Less usage than predicted.

Parking Enforcement – Favorable by \$11,250. No funds have been spent.

Decals and Parking Passes – Favorable by \$4,735. Less usage than predicted.

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

Common Area Maintenance:

Water Service – Unfavorable by \$3,564. Higher usage than expected.

Grounds & Landscaping Contract – Unfavorable by \$14,351. This variance is caused by a bookkeeping matter currently under review.

Pet Stations – Unfavorable by \$5,417. Relationship with current vendor has ended. Duties now be performed by in-house staff.

Landscape Repair & Maintenance:

Erosion Control – Unfavorable by \$6,098. Expenses have exceeded expectations.

Cameron Club Maintenance & Operation:

Health Club Management/Staff – Unfavorable by \$9,329. Change in contract terms regarding Covid-19.

Pool Management – Unfavorable by \$9,491. Credit from pool company is expected.

Professional Services:

Legal Services – General Council – Unfavorable by \$25,364. Expenses have exceeded the budget.

Legal Services – Collections – Unfavorable by \$4,479. Collection activities have exceeded expectations.

Management Services:

Management Fees – Unfavorable by \$8,649. Expenses have exceeded the budget.

Administration:

Computer Network/C3 – Unfavorable by \$6,335. Expenses have exceeded expectations.

Office Supplies – Unfavorable by \$3,375. Expenses have exceeded expectations due to additional needs related to covid-19.

Annual Meeting Expenses – Unfavorable by \$3,144. Expenses are increased due to the requirement to have electronic voting.

Taxes:

Income Tax Expense – Unfavorable by \$4,551. Much of the variance caused by budget spread.

Overall, there is a positive variance between annual income and expenses in the amount of \$211,188 through September 30, 2020. 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.

September 2020 Financial Report

Cameron Station Community Association, Inc.

September 2020



Prepared on October 08, 2020

Cameron Station Community Association, Inc.

Detailed Balance Sheet

(Amounts rounded to nearest dollar)

| | (1) Operating Fund | (2) Replacement Fund | (3) Capital Improvement | All Funds |
|--|--------------------|----------------------|-------------------------|------------------|
| | As of | As of | As of | As of |
| | 09/30/2020 | 09/30/2020 | 09/30/2020 | 09/30/2020 |
| | Actual | Actual | Actual | Actual |
| ASSETS | | | | |
| Current Assets | | | | |
| Cash - Operating Fund | 618,058 | 0 | 0 | 618,058 |
| Cash - Prior Pacific Premier Bank | 5,777 | 0 | 0 | 5,777 |
| Cash - Replacement Fund | 0 | 61,414 | 0 | 61,414 |
| Cash - Congressional Bank Money Market | 245,130 | 0 | 0 | 245,130 |
| Cash - Morgan Stanley Reserve MM | 0 | 114,260 | 0 | 114,260 |
| Cash - Congressional Bank ICS | 0 | 677,103 | 0 | 677,103 |
| Cash - Replacement Fund CD | 0 | 1,569,000 | 0 | 1,569,000 |
| Accounts Receivable | 41,980 | 0 | 0 | 41,980 |
| Accounts Receivable - Other | 31,053 | 0 | 0 | 31,053 |
| Accounts Receivable - Taxes | 129 | 0 | 0 | 129 |
| Accrued Investment Interest | 0 | 6,292 | 0 | 6,292 |
| Allowance for Bad Debts | (35,133) | 0 | 0 | (35,133) |
| Prepaid Expenses | 45,706 | 0 | 0 | 45,706 |
| Prepaid Insurance | 20,721 | 0 | 0 | 20,721 |
| Interfund Assets (Liabilities) | 157,137 | (159,391) | 2,254 | 0 |
| Total Current Assets | 1,130,559 | 2,268,679 | 2,254 | 3,401,492 |
| TOTAL ASSETS | 1,130,559 | 2,268,679 | 2,254 | 3,401,492 |
| LIABILITIES AND FUND BALANCES | | | | |
| LIABILITIES | | | | |
| Current Liabilities | | | | |
| Accounts Payable | 15,143 | 8,617 | 0 | 23,760 |
| Prepaid Assessments | 375,395 | 0 | 0 | 375,395 |
| Other Current Liabilities | 14,449 | 0 | 0 | 14,449 |
| Other Accrued Expenses | 26,073 | 0 | 0 | 26,073 |
| Income Taxes Payable | (493) | 0 | 0 | (493) |
| Total Current Liabilities | 430,567 | 8,617 | 0 | 439,184 |
| TOTAL LIABILITIES | 430,567 | 8,617 | 0 | 439,184 |
| FUND BALANCES | | | | |
| Fund Transfers | 98,228 | (98,228) | 0 | 0 |
| Prior Years Surplus (Deficit) | 390,577 | 2,107,470 | 0 | 2,498,047 |
| YTD Net Surplus (Deficit) | 211,188 | 250,819 | 2,254 | 464,261 |
| TOTAL FUND BALANCES | 699,993 | 2,260,062 | 2,254 | 2,962,308 |
| TOTAL LIABILITIES AND FUND BALANCES | 1,130,559 | 2,268,679 | 2,254 | 3,401,492 |

Unaudited

Cameron Station Community Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Operating Fund

(Amounts rounded to nearest dollar)

| | Month Ending 09/30/2020 | | | | YTD 09/30/2020 | | | | Budget | | |
|-------------------------------------|----------------------------|-----------|-------------|--------|-------------------|-----------|-------------|--------|-----------|--------------|-------|
| | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Annual | \$ Remaining | Rem % |
| Revenues | | | | | | | | | | | |
| Assessments | | | | | | | | | | | |
| Regular Assessments | | | | | | | | | | | |
| SF/TH Assessment | 120,761 | 120,402 | 359 | 0% | 1,083,855 | 1,083,622 | 233 | 0% | 1,444,829 | 360,974 | 25% |
| Bad Debt Adjustment | 0 | (2,500) | 2,500 | (100%) | 0 | (5,000) | 5,000 | (100%) | (7,500) | (7,500) | 100% |
| TOTAL Regular Assessments | 120,761 | 117,902 | 2,859 | 2% | 1,083,855 | 1,078,622 | 5,233 | 0% | 1,437,329 | 353,474 | 25% |
| TMP Assessments | | | | | | | | | | | |
| TMP Assessment | 17,263 | 17,243 | 20 | 0% | 155,213 | 155,188 | 25 | 0% | 206,917 | 51,704 | 25% |
| TOTAL TMP Assessments | 17,263 | 17,243 | 20 | 0% | 155,213 | 155,188 | 25 | 0% | 206,917 | 51,704 | 25% |
| Commercial Assessments | | | | | | | | | | | |
| Commercial Assessments | 2,759 | 2,759 | 0 | 0% | 24,832 | 24,832 | 0 | 0% | 33,109 | 8,277 | 25% |
| TOTAL Commercial Assessments | 2,759 | 2,759 | 0 | 0% | 24,832 | 24,832 | 0 | 0% | 33,109 | 8,277 | 25% |
| Condo Assessments | | | | | | | | | | | |
| Condo Assessment | 72,888 | 72,888 | 0 | 0% | 655,993 | 655,990 | 3 | 0% | 874,653 | 218,660 | 25% |
| TOTAL Condo Assessments | 72,888 | 72,888 | 0 | 0% | 655,993 | 655,990 | 3 | 0% | 874,653 | 218,660 | 25% |
| Reserve Contributions | | | | | | | | | | | |
| Repair & Replacement Expenses | (30,707) | (30,707) | 0 | 0% | (276,361) | (276,361) | 0 | 0% | (368,482) | (92,121) | 25% |
| Capital Improvement Reserve | (2,000) | (2,000) | 0 | 0% | (18,000) | (18,000) | 0 | 0% | (24,000) | (6,000) | 25% |
| TOTAL Reserve Contributions | (32,707) | (32,707) | 0 | 0% | (294,361) | (294,361) | 0 | 0% | (392,482) | (98,121) | 25% |
| TOTAL Assessments | 180,965 | 178,086 | 2,879 | 2% | 1,625,531 | 1,620,270 | 5,261 | 0% | 2,159,526 | 533,995 | 25% |
| Other Income | | | | | | | | | | | |
| Late Fees & Interest | 0 | 617 | (617) | (100%) | 8,878 | 5,550 | 3,328 | 60% | 7,400 | (1,478) | (20%) |
| Legal Reimbursements | 992 | 500 | 492 | 98% | 5,796 | 4,500 | 1,296 | 29% | 6,000 | 204 | 3% |
| Newsletter Advertising | 0 | 0 | 0 | 0% | 3,120 | 4,500 | (1,380) | (31%) | 6,000 | 2,880 | 48% |
| Charitable Donations | 0 | 0 | 0 | 0% | 3,300 | 8,800 | (5,500) | (63%) | 8,800 | 5,500 | 63% |
| Miscellaneous Income | 0 | 0 | 0 | 0% | 84 | 0 | 84 | 100% | 0 | (84) | 0% |
| Club Cleaning Fees | 0 | 500 | (500) | (100%) | 1,875 | 4,500 | (2,625) | (58%) | 6,000 | 4,125 | 69% |
| Website Income | 0 | 83 | (83) | (100%) | 600 | 750 | (150) | (20%) | 1,000 | 400 | 40% |
| HOA Compliance Fees | 0 | 417 | (417) | (100%) | (420) | 3,750 | (4,170) | (111%) | 5,000 | 5,420 | 108% |
| Interest Income | 130 | 1,058 | (928) | (88%) | 6,837 | 9,525 | (2,688) | (28%) | 12,700 | 5,863 | 46% |
| Room Rental Income | 0 | 667 | (667) | (100%) | 2,420 | 6,000 | (3,580) | (60%) | 8,000 | 5,580 | 70% |
| Facilities Passes/Guest Fees | 0 | 100 | (100) | (100%) | 515 | 1,700 | (1,185) | (70%) | 2,000 | 1,485 | 74% |
| Resale Processing Fees | 0 | 660 | (660) | (100%) | 5,986 | 7,260 | (1,274) | (18%) | 8,800 | 2,814 | 32% |
| TOTAL Other Income | 1,122 | 4,602 | (3,480) | (76%) | 38,991 | 56,835 | (17,844) | (31%) | 71,700 | 32,709 | 46% |

Unaudited

Cameron Station Community Association, Inc.
Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Operating Fund

(Amounts rounded to nearest dollar)

| | Month Ending 09/30/2020 | | | | YTD 09/30/2020 | | | | Budget | | |
|---|----------------------------|-----------|-------------|--------|-------------------|-----------|-------------|-------|-----------|--------------|-------|
| | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Annual | \$ Remaining | Rem % |
| TOTAL Revenues | 182,087 | 182,687 | (600) | 0% | 1,664,522 | 1,677,105 | (12,582) | (1%) | 2,231,226 | 566,704 | 25% |
| Expenses | | | | | | | | | | | |
| Operating Expenses | | | | | | | | | | | |
| Direct Operating Expenses | | | | | | | | | | | |
| Common Area Maint & Services | | | | | | | | | | | |
| Electric Service | 2,625 | 3,417 | 792 | 23% | 30,514 | 30,750 | 236 | 1% | 41,000 | 10,486 | 26% |
| Water Service | 7,098 | 2,857 | (4,241) | (148%) | 23,564 | 20,000 | (3,564) | (18%) | 20,000 | (3,564) | (18%) |
| Grounds & Landscaping - Contract | 12,996 | 12,996 | 0 | 0% | 131,315 | 116,964 | (14,351) | (12%) | 155,952 | 24,637 | 16% |
| Flower Rotation & Landscape Enhancements | 0 | 6,100 | 6,100 | 100% | 9,514 | 23,000 | 13,486 | 59% | 23,000 | 13,486 | 59% |
| Turf Treatments & Enhancements | 0 | 875 | 875 | 100% | 12,120 | 19,125 | 7,005 | 37% | 20,000 | 7,880 | 39% |
| General Repair & Maintenance | 1,630 | 767 | (863) | (113%) | 5,950 | 6,900 | 950 | 14% | 9,200 | 3,250 | 35% |
| General Maintenance Supplies | 247 | 542 | 294 | 54% | 1,069 | 4,875 | 3,806 | 78% | 6,500 | 5,431 | 84% |
| Irrigation System Contract | 7,086 | 2,000 | (5,086) | (254%) | 12,279 | 18,150 | 5,871 | 32% | 22,150 | 9,871 | 45% |
| TMP Expenses | (36,000) | 17,500 | 53,500 | 306% | 98,636 | 157,500 | 58,864 | 37% | 210,000 | 111,364 | 53% |
| Pest Control | 255 | 208 | (47) | (22%) | 1,903 | 1,875 | (28) | (2%) | 2,500 | 597 | 24% |
| Lighting Supplies R&M | 0 | 3,167 | 3,167 | 100% | 14,874 | 28,500 | 13,626 | 48% | 38,000 | 23,126 | 61% |
| Linear Park Landscape Maintenance | 2,483 | 2,709 | 226 | 8% | 12,415 | 18,963 | 6,548 | 35% | 21,668 | 9,253 | 43% |
| Pet Stations | 1,416 | 708 | (707) | (100%) | 11,792 | 6,375 | (5,417) | (85%) | 8,500 | (3,292) | (39%) |
| Tree & Shrub Maintenance | 2,325 | 3,800 | 1,475 | 39% | 32,168 | 34,000 | 1,833 | 5% | 34,000 | 1,833 | 5% |
| Street Repair & Maintenance | 0 | 0 | 0 | 0% | 300 | 3,250 | 2,950 | 91% | 6,500 | 6,200 | 95% |
| Fountain/Pond/Lake R&M | 0 | 0 | 0 | 0% | 0 | 750 | 750 | 100% | 1,000 | 1,000 | 100% |
| Snow Removal | 0 | 0 | 0 | 0% | 287 | 42,000 | 41,713 | 99% | 70,000 | 69,713 | 100% |
| TOTAL Common Area Maint & Services | 2,160 | 57,645 | 55,485 | 96% | 398,701 | 532,977 | 134,276 | 25% | 689,970 | 291,269 | 42% |
| Landscaping Repair & Maintenance | | | | | | | | | | | |
| Erosion Control | 0 | 833 | 833 | 100% | 13,598 | 7,500 | (6,098) | (81%) | 10,000 | (3,598) | (36%) |
| Irrigation Repairs | 0 | 542 | 542 | 100% | 3,166 | 3,800 | 634 | 17% | 3,800 | 634 | 17% |
| Storm Recovery R&M | 0 | 500 | 500 | 100% | 1,160 | 3,000 | 1,840 | 61% | 4,000 | 2,840 | 71% |
| TOTAL Landscaping Repair & Maintenance | 0 | 1,875 | 1,875 | 100% | 17,924 | 14,300 | (3,624) | (25%) | 17,800 | (124) | (1%) |
| Cameron Club Maint & Operation | | | | | | | | | | | |
| Miscellaneous Expense | 0 | 83 | 83 | 100% | 110 | 750 | 640 | 85% | 1,000 | 890 | 89% |

Unaudited

Cameron Station Community Association, Inc.
Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Operating Fund

(Amounts rounded to nearest dollar)

| | Month Ending 09/30/2020 | | | | YTD 09/30/2020 | | | | Budget | | |
|---|----------------------------|----------------|---------------|-------------|-------------------|------------------|----------------|--------------|------------------|----------------|-------------|
| | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Annual | \$ Remaining | Rem % |
| Health Club Management/Staff | 23,572 | 13,759 | (9,813) | (71%) | 133,163 | 123,834 | (9,329) | (8%) | 165,112 | 31,949 | 19% |
| Clubhouse Utilities | 3,774 | 3,200 | (574) | (18%) | 25,810 | 28,800 | 2,990 | 10% | 38,400 | 12,590 | 33% |
| Uniforms | 0 | 0 | 0 | 0% | 0 | 400 | 400 | 100% | 800 | 800 | 100% |
| Elevator Services | 355 | 375 | 20 | 5% | 3,282 | 3,375 | 93 | 3% | 4,500 | 1,218 | 27% |
| Fire Prevention & Protection | 542 | 833 | 291 | 35% | 7,194 | 7,500 | 306 | 4% | 10,000 | 2,806 | 28% |
| HVAC Services | 212 | 0 | (212) | (100%) | 4,872 | 4,000 | (872) | (22%) | 6,000 | 1,128 | 19% |
| Janitorial Services | 3,535 | 3,535 | 0 | 0% | 23,980 | 31,815 | 7,835 | 25% | 42,420 | 18,440 | 43% |
| Special Cleanings | 0 | 583 | 583 | 100% | 2,400 | 5,250 | 2,850 | 54% | 7,000 | 4,600 | 66% |
| Pool Management | 9,421 | 17,595 | 8,174 | 46% | 75,831 | 66,340 | (9,491) | (14%) | 66,340 | (9,491) | (14%) |
| Safety & Security | 0 | 450 | 450 | 100% | 645 | 4,350 | 3,705 | 85% | 5,500 | 4,855 | 88% |
| Fire Suppression System | 0 | 0 | 0 | 0% | 0 | 6,000 | 6,000 | 100% | 6,000 | 6,000 | 100% |
| Building Repair & Maintenance | 0 | 1,167 | 1,167 | 100% | 1,770 | 10,483 | 8,713 | 83% | 14,000 | 12,230 | 87% |
| Community Center Improvement | 0 | 167 | 167 | 100% | 1,200 | 1,500 | 300 | 20% | 2,000 | 800 | 40% |
| Fitness Equipment R&M | 163 | 792 | 629 | 79% | 2,009 | 7,125 | 5,116 | 72% | 9,500 | 7,491 | 79% |
| Fitness Center Supplies | 0 | 500 | 500 | 100% | 4,107 | 4,500 | 393 | 9% | 6,000 | 1,893 | 32% |
| Access System Supplies | 0 | 750 | 750 | 100% | 0 | 4,000 | 4,000 | 100% | 4,500 | 4,500 | 100% |
| Access System Repairs | 0 | 170 | 170 | 100% | 0 | 1,560 | 1,560 | 100% | 2,000 | 2,000 | 100% |
| Pool Repair & Maintenance | 0 | 1,000 | 1,000 | 100% | 4,147 | 4,000 | (147) | (4%) | 4,000 | (147) | (4%) |
| Pool Supplies | 0 | 500 | 500 | 100% | 420 | 5,000 | 4,580 | 92% | 5,000 | 4,580 | 92% |
| Recreation Equipment | 0 | 333 | 333 | 100% | 1,598 | 3,000 | 1,402 | 47% | 4,000 | 2,402 | 60% |
| TOTAL Cameron Club Maint & Operation | 41,574 | 45,793 | 4,219 | 9% | 292,538 | 323,582 | 31,044 | 10% | 404,072 | 111,534 | 28% |
| Trash Removal | | | | | | | | | | | |
| Trash & Recycling Service | 27,851 | 26,980 | (871) | (3%) | 242,248 | 242,819 | 571 | 0% | 323,759 | 81,511 | 25% |
| TOTAL Trash Removal | 27,851 | 26,980 | (871) | (3%) | 242,248 | 242,819 | 571 | 0% | 323,759 | 81,511 | 25% |
| Other Operating Expenses | | | | | | | | | | | |
| Signage | 0 | 1,000 | 1,000 | 100% | 2,630 | 2,000 | (630) | (32%) | 2,500 | (130) | (5%) |
| TOTAL Other Operating Expenses | 0 | 1,000 | 1,000 | 100% | 2,630 | 2,000 | (630) | (32%) | 2,500 | (130) | (5%) |
| TOTAL Direct Operating Expenses | 71,585 | 133,294 | 61,709 | 46% | 954,040 | 1,115,678 | 161,638 | 14% | 1,438,101 | 484,061 | 34% |
| General and Administrative Expenses | | | | | | | | | | | |
| Professional Services | | | | | | | | | | | |
| Audit & Tax Services | 0 | 0 | 0 | 0% | 6,852 | 6,800 | (52) | (1%) | 6,800 | (52) | (1%) |
| Reserve Studies | 0 | 0 | 0 | 0% | 0 | 1,500 | 1,500 | 100% | 1,500 | 1,500 | 100% |

Unaudited

Cameron Station Community Association, Inc.
Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)
Operating Fund
(Amounts rounded to nearest dollar)

| | Month Ending 09/30/2020 | | | | YTD 09/30/2020 | | | | Budget | | |
|--------------------------------------|----------------------------|---------------|----------------|---------------|-------------------|----------------|-----------------|--------------|----------------|-----------------|--------------|
| | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Annual | \$ Remaining | Rem % |
| Legal Services - General Counsel | 7,356 | 2,500 | (4,856) | (194%) | 47,864 | 22,500 | (25,364) | (113%) | 30,000 | (17,864) | (60%) |
| Legal Services | 300 | 333 | 33 | 10% | 2,600 | 3,000 | 400 | 13% | 4,000 | 1,400 | 35% |
| Legal Services - Collections | 5,241 | 1,750 | (3,491) | (199%) | 20,229 | 15,750 | (4,479) | (28%) | 21,000 | 771 | 4% |
| TOTAL Professional Services | 12,897 | 4,583 | (8,314) | (181%) | 77,545 | 49,550 | (27,995) | (56%) | 63,300 | (14,245) | (23%) |
| Activities | | | | | | | | | | | |
| Events & Awards | 1,049 | 5,358 | 4,309 | 80% | 6,937 | 32,144 | 25,207 | 78% | 37,500 | 30,563 | 82% |
| TOTAL Activities | 1,049 | 5,358 | 4,309 | 80% | 6,937 | 32,144 | 25,207 | 78% | 37,500 | 30,563 | 82% |
| Communications | | | | | | | | | | | |
| Other Communications | 32 | 500 | 468 | 94% | 893 | 4,500 | 3,607 | 80% | 6,000 | 5,107 | 85% |
| Newsletter Services | 1,437 | 2,584 | 1,147 | 44% | 9,059 | 12,917 | 3,858 | 30% | 15,500 | 6,441 | 42% |
| Website Maintenance | 349 | 292 | (57) | (20%) | 1,273 | 2,625 | 1,352 | 52% | 3,500 | 2,227 | 64% |
| TOTAL Communications | 1,818 | 3,376 | 1,558 | 46% | 11,225 | 20,042 | 8,817 | 44% | 25,000 | 13,775 | 55% |
| Insurance | | | | | | | | | | | |
| D&O Insurance Premiums | 440 | 458 | 18 | 4% | 3,935 | 4,125 | 190 | 5% | 5,500 | 1,565 | 28% |
| General Liability Insurance | 3,814 | 1,417 | (2,397) | (169%) | 14,471 | 12,750 | (1,721) | (13%) | 17,000 | 2,529 | 15% |
| Umbrella Insurance | 1,429 | 929 | (500) | (54%) | 10,611 | 8,363 | (2,248) | (27%) | 11,150 | 539 | 5% |
| Fidelity/Worker's Compensation | 52 | 50 | (2) | (4%) | 832 | 450 | (382) | (85%) | 600 | (232) | (39%) |
| Crime Protection Coverage | 300 | 308 | 8 | 3% | 2,700 | 2,775 | 75 | 3% | 3,700 | 1,000 | 27% |
| Cyber Liability \$3 Million Coverage | 291 | 325 | 34 | 10% | 2,621 | 2,925 | 304 | 10% | 3,900 | 1,279 | 33% |
| TOTAL Insurance | 6,326 | 3,488 | (2,839) | (81%) | 35,170 | 31,388 | (3,782) | (12%) | 41,850 | 6,680 | 16% |
| Management Services | | | | | | | | | | | |
| Administrative Salaries | 26,875 | 28,174 | 1,299 | 5% | 174,839 | 253,568 | 78,729 | 31% | 338,091 | 163,252 | 48% |
| Payroll Taxes/Benefits/Costs | 2,150 | 7,566 | 5,417 | 72% | 33,622 | 68,097 | 34,475 | 51% | 90,796 | 57,174 | 63% |
| Management Reimbursements | 230 | 250 | 20 | 8% | 3,052 | 2,250 | (802) | (36%) | 3,000 | (52) | (2%) |
| Management Fees | 12,241 | 7,917 | (4,324) | (55%) | 79,899 | 71,250 | (8,649) | (12%) | 95,000 | 15,101 | 16% |
| TOTAL Management Services | 41,495 | 43,907 | 2,412 | 5% | 291,412 | 395,165 | 103,753 | 26% | 526,887 | 235,475 | 45% |
| Administration | | | | | | | | | | | |
| Bank Charges | 0 | 20 | 20 | 100% | (616) | 180 | 796 | 442% | 240 | 856 | 357% |
| Board Support | 450 | 833 | 383 | 46% | 6,514 | 7,500 | 985 | 13% | 10,000 | 3,486 | 35% |
| Acct Setup/DD/Coupons | 0 | 833 | 833 | 100% | 6,523 | 7,500 | 977 | 13% | 10,000 | 3,477 | 35% |
| Collection Charges | 0 | 250 | 250 | 100% | 4,291 | 2,250 | (2,041) | (91%) | 3,000 | (1,291) | (43%) |
| Computer Network/C3 | 1,797 | 833 | (964) | (116%) | 13,835 | 7,500 | (6,335) | (84%) | 10,000 | (3,835) | (38%) |
| Licenses and Permits | 0 | 1,334 | 1,334 | 100% | 110 | 2,667 | 2,557 | 96% | 4,000 | 3,890 | 97% |
| Architectural Comprehensives | 0 | 688 | 688 | 100% | 0 | 4,816 | 4,816 | 100% | 6,880 | 6,880 | 100% |

Unaudited

Cameron Station Community Association, Inc.
Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Operating Fund

(Amounts rounded to nearest dollar)

| | Month Ending 09/30/2020 | | | | YTD 09/30/2020 | | | | Budget | | |
|--|----------------------------|-----------|-------------|--------|-------------------|-----------|-------------|--------|-----------|--------------|-------|
| | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Annual | \$ Remaining | Rem % |
| Office Supplies | 251 | 292 | 40 | 14% | 6,000 | 2,625 | (3,375) | (129%) | 3,500 | (2,500) | (71%) |
| Postage | 455 | 833 | 378 | 45% | 4,567 | 7,500 | 2,933 | 39% | 10,000 | 5,433 | 54% |
| Printing and Copying | 686 | 625 | (61) | (10%) | 5,971 | 5,625 | (346) | (6%) | 7,500 | 1,529 | 20% |
| Office Equipment Lease | 655 | 583 | (72) | (12%) | 5,312 | 5,250 | (62) | (1%) | 7,000 | 1,688 | 24% |
| Bundled Telecom Services | 590 | 1,102 | 512 | 46% | 8,687 | 9,914 | 1,227 | 12% | 13,218 | 4,531 | 34% |
| Annual Meeting Expenses | 0 | 0 | 0 | 0% | 3,144 | 0 | (3,144) | (100%) | 2,500 | (644) | (26%) |
| Temp Desk Coverage | 0 | 500 | 500 | 100% | 1 | 4,500 | 4,500 | 100% | 6,000 | 6,000 | 100% |
| Parking Enforcement | 0 | 1,250 | 1,250 | 100% | 0 | 11,250 | 11,250 | 100% | 15,000 | 15,000 | 100% |
| Courier Service | 0 | 63 | 63 | 100% | 109 | 563 | 453 | 81% | 750 | 641 | 85% |
| Software Licenses | 60 | 42 | (18) | (44%) | 241 | 375 | 134 | 36% | 500 | 259 | 52% |
| Decals & Parking Passes | 0 | 0 | 0 | 0% | 265 | 5,000 | 4,735 | 95% | 7,500 | 7,235 | 96% |
| TOTAL Administration | 4,945 | 10,081 | 5,136 | 51% | 64,955 | 85,014 | 20,059 | 24% | 117,588 | 52,633 | 45% |
| TOTAL General and Administrative Expenses | 68,531 | 70,793 | 2,262 | 3% | 487,243 | 613,303 | 126,059 | 21% | 812,125 | 324,882 | 40% |
| TOTAL Operating Expenses | 140,116 | 204,086 | 63,971 | 31% | 1,441,284 | 1,728,981 | 287,697 | 17% | 2,250,226 | 808,942 | 36% |
| Taxes | | | | | | | | | | | |
| Income Tax Expense | 0 | 2,500 | 2,500 | 100% | 12,051 | 7,500 | (4,551) | (61%) | 10,000 | (2,051) | (21%) |
| TOTAL Taxes | 0 | 2,500 | 2,500 | 100% | 12,051 | 7,500 | (4,551) | (61%) | 10,000 | (2,051) | (21%) |
| TOTAL Expenses | 140,116 | 206,586 | 66,471 | 32% | 1,453,334 | 1,736,481 | 283,146 | 16% | 2,260,226 | 806,892 | 36% |
| NET SURPLUS (DEFICIT) | 41,971 | (23,899) | 65,870 | (276%) | 211,188 | (59,376) | 270,564 | (456%) | (29,000) | (240,188) | 828% |

Unaudited

Cameron Station Community Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Replacement Fund

(Amounts rounded to nearest dollar)

| | Month Ending 09/30/2020 | | | | YTD 09/30/2020 | | | | Budget | | |
|---|----------------------------|-----------|-------------|--------|-------------------|-----------|-------------|--------|-----------|--------------|-------|
| | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Annual | \$ Remaining | Rem % |
| Revenues | | | | | | | | | | | |
| Assessments | | | | | | | | | | | |
| Reserve Contributions | | | | | | | | | | | |
| Repair & Replacement Expenses | 30,707 | 30,707 | 0 | 0% | 276,361 | 276,361 | 0 | 0% | 368,482 | 92,121 | 25% |
| TOTAL Reserve Contributions | 30,707 | 30,707 | 0 | 0% | 276,361 | 276,361 | 0 | 0% | 368,482 | 92,121 | 25% |
| TOTAL Assessments | 30,707 | 30,707 | 0 | 0% | 276,361 | 276,361 | 0 | 0% | 368,482 | 92,121 | 25% |
| Other Income | | | | | | | | | | | |
| Interest Income | 2,661 | 2,417 | 244 | 10% | 24,050 | 21,750 | 2,300 | 11% | 29,000 | 4,950 | 17% |
| TOTAL Other Income | 2,661 | 2,417 | 244 | 10% | 24,050 | 21,750 | 2,300 | 11% | 29,000 | 4,950 | 17% |
| TOTAL Revenues | 33,368 | 33,124 | 244 | 1% | 300,411 | 298,112 | 2,300 | 1% | 397,482 | 97,071 | 24% |
| Expenses | | | | | | | | | | | |
| Capital Expenditures (Non-capitalized) | | | | | | | | | | | |
| Capital Expenditures | | | | | | | | | | | |
| Repair & Replacement Reserve Expense | 8,617 | 0 | (8,617) | (100%) | 49,592 | 0 | (49,592) | (100%) | 0 | (49,592) | 0% |
| TOTAL Capital Expenditures | 8,617 | 0 | (8,617) | (100%) | 49,592 | 0 | (49,592) | (100%) | 0 | (49,592) | 0% |
| TOTAL Capital Expenditures (Non-capitalized) | 8,617 | 0 | (8,617) | (100%) | 49,592 | 0 | (49,592) | (100%) | 0 | (49,592) | 0% |
| TOTAL Expenses | 8,617 | 0 | (8,617) | (100%) | 49,592 | 0 | (49,592) | (100%) | 0 | (49,592) | 0% |
| NET SURPLUS (DEFICIT) | 24,751 | 33,124 | (8,373) | (25%) | 250,819 | 298,112 | (47,292) | (16%) | 397,482 | 146,663 | 37% |

Unaudited

Cameron Station Community Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Capital Improvement

(Amounts rounded to nearest dollar)

| | Month Ending 09/30/2020 | | | | YTD 09/30/2020 | | | | Budget | | |
|---|----------------------------|-----------|-------------|-------|-------------------|-----------|-------------|--------|-----------|--------------|-------|
| | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Actual | \$ Budget | \$ Variance | Var % | \$ Annual | \$ Remaining | Rem % |
| Revenues | | | | | | | | | | | |
| Assessments | | | | | | | | | | | |
| Reserve Contributions | | | | | | | | | | | |
| Capital Improvement Reserve | 2,000 | 2,000 | 0 | 0% | 18,000 | 18,000 | 0 | 0% | 24,000 | 6,000 | 25% |
| TOTAL Reserve Contributions | 2,000 | 2,000 | 0 | 0% | 18,000 | 18,000 | 0 | 0% | 24,000 | 6,000 | 25% |
| TOTAL Assessments | 2,000 | 2,000 | 0 | 0% | 18,000 | 18,000 | 0 | 0% | 24,000 | 6,000 | 25% |
| TOTAL Revenues | 2,000 | 2,000 | 0 | 0% | 18,000 | 18,000 | 0 | 0% | 24,000 | 6,000 | 25% |
| Expenses | | | | | | | | | | | |
| Capital Expenditures (Non-capitalized) | | | | | | | | | | | |
| Capital Expenditures | | | | | | | | | | | |
| Capital Improvement Expense | 0 | 0 | 0 | 0% | 15,746 | 0 | (15,746) | (100%) | 0 | (15,746) | 0% |
| TOTAL Capital Expenditures | 0 | 0 | 0 | 0% | 15,746 | 0 | (15,746) | (100%) | 0 | (15,746) | 0% |
| TOTAL Capital Expenditures (Non-capitalized) | 0 | 0 | 0 | 0% | 15,746 | 0 | (15,746) | (100%) | 0 | (15,746) | 0% |
| TOTAL Expenses | 0 | 0 | 0 | 0% | 15,746 | 0 | (15,746) | (100%) | 0 | (15,746) | 0% |
| NET SURPLUS (DEFICIT) | 2,000 | 2,000 | 0 | 0% | 2,254 | 18,000 | (15,746) | (87%) | 24,000 | 21,746 | 91% |

Unaudited



**Cameron Station Community Association, Inc.
Board Decision Request
October 27, 2020**

TOPIC: Finance Committee Appointments

Motion:

"I move to APPROVE the appointment of _____, _____, and _____ to the Finance Committee for two year terms effective November 1, 2020.

2nd:

Summary:

It is anticipated that the Finance Committee may make a recommendation to the Board regarding appointments to the Committee as 3 nominations have been received. As of the time of this writing, the Finance Committee has not yet met and their recommendations will be presented at the meeting. There are currently 4 Committee members.

The nominations are:

1. Chelsea Lasik
2. Greg Hillson
3. Ashley (Ash) Miller

CAMP Recommendation

CAMP does not have any issue with the recommendations and has confirmed all owners are in good standing.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: Chelsea Lasik
Home Address: 4913 Barbour Drive Alexandria, VA 22304
Email Address: CLASIK@readyresponders.com
Telephone Number: 703-371-0061 (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

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

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):

- ☐ Architectural Review Committee
- ☐ Activities & Events Planning Committee
- ☐ Cameron Club Facilities Committee
- ☐ Common Area Committee
- ☐ Communications Committee
- ☒ Financial Advisory Committee

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

BS in Accounting, 6 years of experience in Finance including
auditing at Ernst & Young, & general accounting roles in both
public & private sectors.

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

I bought my home in Cameron Station in April 2019, have
become a city volunteer in Alexandria, and would like to
contribute my skills to the CS community now that I feel settled here.

Thank you for your time and interest.

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

Updated: September 3, 2010



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: GREG HILLSON

Home Address: 440 FERDINAND DAY DR ALEXANDRIA, VA 22304 Email

Address: GHILLSON@YAHOO.COM

Telephone Number: 518-281-4709 (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

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

N/A

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):

- ☐ Architectural Review Committee
- ☐ Activities & Events Planning Committee
- ☐ Cameron Club Facilities Committee
- ☐ Common Area Committee
- ☐ Communications Committee
- ☒ Financial Advisory Committee

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

Please see attached.

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

Please see attached.

Thank you for your time and interest.

ATTACHMENTS TO COMMITTEE APPLICATION FORM – Greg Hillson

Question #2:

I believe that my diverse experience and perspective would benefit the committee. First, although I would not be able to provide legal advice to the committee, I am an experienced attorney with expertise in general business law, contract law, and corporate governance. Second, I have an MBA from the Wharton School, with extensive experience in accounting and finance. Finally, as a former Naval officer, I have significant experience leading and managing complex projects and teams of people. See below for abbreviated CV.

Question #3:

I would like to assist the FAC in advising the Board on the annual budget, investments, the monthly financial statement, and other issues affecting the financial position of the Association.

EDUCATION

UNIVERSITY OF VIRGINIA SCHOOL OF LAW

Charlottesville, VA

Juris Doctor

- Order of the Coif (top 10-percent of class); *Virginia Law Review*, Editorial Board; Pro Bono Service Award.

THE WHARTON SCHOOL, University of Pennsylvania

Philadelphia, PA

Master of Business Administration; Dual Major in Finance and Strategic Management

- Navy MBA Scholarship (full scholarship).

UNIVERSITY OF MICHIGAN

Ann Arbor, MI

Bachelor of Arts, Economics and Political Science

- High Honors; High Distinction; Naval ROTC Scholarship (full scholarship).
-

EXPERIENCE

UNITED STATES SECURITIES AND EXCHANGE COMMISSION

Senior Counsel, Division of Enforcement

~Four Years - Present
Washington, D.C.

- Investigate potential violations of the federal securities laws.
- Recipient of Ellen B. Ross Award for exceptional performance.

WILLIAMS & CONNOLLY LLP

Associate

~Five Years
Washington, D.C.

- Litigated complex business cases in federal and state courts; focus on securities law, antitrust law, and corporate governance.
- Washington D.C. *Super Lawyers* “Rising Star” in General Litigation (2014, 2015); Capital Pro Bono Honor Roll.

BOOZ & COMPANY

Associate, Commercial Strategy Consulting

~One Year
McLean, VA

- Advised corporations on business strategy and cost-savings.

UNITED STATES NAVY

Surface Warfare Officer, Lieutenant (Top Secret clearance)

~Five Years
Norfolk, VA

- Led division of 20 technicians in maintenance and operation of weapons systems aboard AEGIS destroyer.

OKAZAKI INSTITUTE FOR INTERNATIONAL STUDIES

Henry Luce Scholar

~One Year
Tokyo, Japan

- Recipient of one of eighteen scholarships awarded nationally for \$50,000 to work and study in Asia.
- Research assistant to Japan’s former ambassador to Saudi Arabia at Tokyo-based, public policy think tank.

CENTRAL INTELLIGENCE AGENCY

Analyst-Intern, Directorate of Intelligence (TS/SCI clearance with polygraph)

Four Summers
Langley, VA

- Authored intelligence reports for top policymakers.



**CAMERON STATION COMMUNITY ASSOCIATION,
INC.**

Committee Member Registration Form

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

Name: Ashley (Ash) Miller

Home Address: 5170 Browner Place

Email Address: ashmillermd@gmail.com

Telephone

Number (202)

480 - 5072

(Cell)

(Home)

Condominium Owners please check the appropriate box:

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

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):

- ☐ Architectural Review Committee
- ☐ Activities & Events Planning Committee
- ☒ Cameron Club Facilities Committee (2nd choice)
- ☐ Common Area Committee
- ☐ Communications Committee
- ☒ Financial Advisory Committee (1st choice)

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

I have lived here since 2015 and am looking to be involved. I was recommended to consider being involved as my friend Rob Burns suggested it. Very much interested in seeing this community prosper. my career is medicine, but I desire to learn about finances & budgeting.

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

Again to be involved and more integrated in the community. I am organized, thoughtful, courteous, & task-oriented. Committee work suits me well. Finally, I have time to do this.



**Cameron Station Community Association, Inc.
Board Decision Request
October 27, 2020**

TOPIC: ARC Committee Chair Appointment

Motion:

"I move to APPROVE the appointment of Stephen Pearson as the new ARC Chair effective immediately."
2nd:

Summary:

The ARC Committee has submitted a recommendation to appoint Stephen Pearson as the new Chair for the Committee in light of the recent resignation by Karen Diener.

CAMP Recommendation

CAMP does not have any issue with this recommendation and has since been in touch with Stephen to arrange for Cira training specific to the application review process for the full ARC Committee, which has been held on 10/22/20.



**Cameron Station Community Association, Inc.
Board Decision Request
October 27, 2020**

TOPIC: Communications Committee Appointments

Motion:

"I move to APPROVE the appointment of Marian Cavanagh and Lenore Morema to the Communications Committee for two year terms effective November 1, 2020.

2nd:

Summary:

The Communications Committee has submitted two recommendations to appoint Marian Cavanagh and Lenore Morema to the Communications Committee. In accordance with the Communications Committee Charter, the appointments will be for 2-year terms beginning in November provided they are approved by the Board of Directors. There are currently 3 members serving on the Committee.

CAMP Recommendation

CAMP does not have any issue with this recommendation and has confirmed both owners are in good standing.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: MARIAN CAVANAGH
Home Address: 400 CAMERON STATION Blvd. APT. 327 Alex VA 22304
Email Address: MCAVANAGH46@gmail.com
Telephone Number: 703-683-3360 (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

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

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):

- ☐ Architectural Review Committee
- ☐ Activities & Events Planning Committee
- ☐ Cameron Club Facilities Committee
- ☐ Common Area Committee
- ☒ Communications Committee
- ☐ Financial Advisory Committee

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

Current Editor of THE Compass

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

Would like to help this committee

Thank you for your time and interest.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: Lenore S. Morena
Home Address: 4912 B Barbours Drive
Email Address: lenorem45@gmail.com
Telephone Number: 703-212-8387 (Cell) 703-350-6706 (Home)

Condominium Owners please check the appropriate box:

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

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):

- ☐ Architectural Review Committee
- ☐ Activities & Events Planning Committee
- ☐ Cameron Club Facilities Committee
- ☐ Common Area Committee
- ☒ Communications Committee
- ☐ Financial Advisory Committee

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

In 39 years, I worked for three non-profit trade associations (lobbying). In all jobs, communications was a critical service to members. In the job I retired from, I was responsible for all govt affairs communications to members.

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

Currently, I write for The Compass and am working with the weekly email Blast. I would like to be involved in rethinking CS communications - more use of social media and promoting Cameron Station outside in our local community.

Thank you for your time and interest.

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



**Cameron Station Community Association, Inc.
Board Decision Request
October 27, 2020**

TOPIC: Tree Removal Proposal

Motion:

"I move to APPROVE the tree removal proposal submitted by Lancaster Landscapes in the amount of \$4,200 to be taken from the Tree and Shrub Maintenance line item."

2nd:

Summary:

The Common Area Committee met at their October Board meeting and reviewed the attached proposal submitted by Lancaster Landscapes for additional tree work throughout the common areas. This would be for an additional 3 days of tree work for a cost of \$4,200. You may recall the Board approved tree work at a cost not to exceed \$3,000 at the September Board meeting. Currently the amount expensed through September is \$32,167 with committed funds bringing the total to \$37,817 out of a budget of \$34,000.

CAMP Recommendation

It is recommended that the tree work be completed due to the liability and risk both to the owner's property but also to the Association now that the areas have been reported and identified. It is best to remove/limb up the trees even though it will exceed the budgeted amount.

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



PROPOSAL NO.
30758

October 8, 2020

CUSTOMER # 229

Susan Cassell
c/o CAMP
4114 Legato Road, Suite 200
Fairfax, VA 22033

Dear Susan,

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

TREE DAY (13, 14, 15) OF FISCAL YEAR 2020

Scope of Work: (3) Tree Days

(1) 3-man crew - use of climber, chipper truck, and grounds man per day.

Work includes but is not limited to; elevating trees above lights and signs, pruning trees away from buildings, pruning back trees from wood lines, or removing deadwood or broken branches

Work Locations:

5247 Tancreti Lane** **previous request** -Prune trees away from backyard

Rear of 5233 Tancreti -Prune tree away from home

4914 Kilburn** **previous request** -Prune trees away from home

166 Comay- Prune tree away from home

152 Martin Lane- Prune tree away from stop sign

185 Martin Lane- Prune tree away from home

Rear of 4912-4916 Gardner -Prune trees away from home

Rear of 124 Martin Lane -Prune trees away from home

TOTAL FOR ONE TREE DAY: \$4200.00

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

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____



**Cameron Station Community Association, Inc.
Board Decision Request
October 27, 2020**

TOPIC: Light Pole Replacement

Motion:

"I move to APPROVE the replacement of the light pole located at 5022 Grimm Drive for a cost of \$2,984.15 by PSE and the expense should be taken from the Reserve fund."

2nd:

Summary:

The Common Area Committee met earlier this month and has recommended the replacement of the damaged light pole at 5022 Grimm Drive for a cost of \$2,984.15 by PSE, which would be a Reserve expense. PSE is the contractor that performs the night inspections and various light repairs throughout the community. The proposal is attached for your reference.

CAMP Recommendation

CAMP agrees with the recommendation of the Committee.



From | **Power Systems Electric Corp**
4709 Eisenhower Avenue
Alexandria VA 22304
7037782626

Quote No. | **1359627**
Type | Design
Prepared By | A02 Dept.
Created On | 09/24/2020

Quote For | **Cameron Station Community Association - c/o CAMP - Community Association Management Professionals**
Cameron Station Community Association
5022 Grimm Drive
Alexandria VA 22304
703-567-4881 ext. 205

Description of Work

Furnish necessary labor and material to perform the following electrical work

- Install (1) new Pemco Lighting light post catalog # PLB102-4-12-F-125-T300-N-BK. new pole to be installed onto existing concrete base. Color to be gloss black.
- Install customer provided original pole top fixture onto the new pole.
- Install customer provided "No Parking " signs from original damaged pole onto new pole.

Price: \$2984.15

Notes & Exclusions:

1. Our price does not include electrical permits and inspections or utility company charges of any kind.
2. Our price does not include repairs, additions or modifications (if any) to the existing circuit wiring.
3. Our price does not include repair or patching (if any) to drywall damage existing behind the existing fixtures.
4. Our price does not include painting or touch up (if any) due to footprints left behind from the existing fixtures.
5. Our price does not include patching or painting (if any) to drywall cut for fishing wiring through the walls/ceilings.
6. Our price is based on having access to the properties as needed to maintain job progress.

Terms: 1/3 Deposit Required & Progressive Billing at the Discretion of PSEC, Net Due Upon Receipt of Invoice.

I/we accept the above quotation including terms and conditions on back of quotation. A late payment charge of 2% per month (24% per year) will be charged on all invoices over 30 days.

Thank you for the opportunity to be of service!

ENTER NAME AND TITLE

Services to be completed

[OTHER] Location - Building

Replace damage pole on site, reuse existing customer fixture. - repair

SUB TOTAL | \$2,842.21
TAX @ % | \$141.94

Terms and Conditions

TERMS AND CONDITIONS

1. Power Systems Electric Corporation (**PSEC**) is not responsible for any charges that could be made by the Utility Company in connection with this work. Customer will pay such charges, if any, directly to the appropriate Utility Company. Any special arrangements for appointments should be made directly between the **Customer** and the Utility Company. Therefore, payment of our invoice (s) shall not be delayed due to unfinished work related to Utility Company. Our contract shall be considered complete and final payment (s) and/or outstanding balances are due upon final electrical inspection of work. Final payment (s) shall not be withheld pending the Power Company scheduling of new service or connections.
2. **PSEC** is not responsible for restoration of any plaster, decorations, landscaping, grass area, blacktop, concrete or other materials, if any, damaged by us because of this installation or work.
3. Underground cable work and excavations if applicable and indicated in scope of work text; price includes necessary trench, back fill and grass seed with straw cover. However, final restoration of disturbed areas, if any, is not included in this scope of work.
4. Underground excavations; scope of work does not include excavation or removal of rock, if any. Additional charges will apply for work that involves excavation or removal of rock and customer agrees to any such additional charges.
5. In the event the party (**PSEC**) entitled to payments due under this agreement does not receive such payments when due, the party (**PSEC**) entitled to payment may terminate this agreement upon 10 days written notice. Such termination shall cause all amounts due or to become due under this Agreement to be immediately payable without further demand or notice, and the party (**PSEC**) entitled to payment may reduce such debt to judgment. Additionally, **Customer** understands and agrees to pay any reasonable costs incurred by **PSEC** in connection with enforcement of its rights and remedies, including, but not limited to reasonable attorneys fees, other collection costs plus interest on overdue amounts at the highest rate allowed by law.
6. This contract is based on **PSEC** installing the scope of work without changes. If **Customer** makes changes, we reserve the right to invoice the **Customer** for the entire installation on a time and materials basis and **Customer** agrees to pay such invoice.
7. The scope of work and contract is based on **PSEC** making the installation during normal **PSEC** working hours (Monday through Friday, 7:30 AM 4:00 PM), if **Customer** selects or desires work to be done at other times, it is understood and agreed by **Customer** that additional overtime charges may apply.
8. **Customer** understands and agrees that the scope of work is based on **PSEC** making the installation without waiting, should the **Customer** hold up mechanics in their work or cause them to lose time by waiting, the **Customer** is to pay for such time lost.
9. This contract is made directly between **PSEC** and the **Customer**. We therefore look directly to the **Customer** for prompt payment; hence, payment of our invoice (s) shall not be delayed pending payments to **Customer** by third parties, insurance company, etc.
10. Materials supplied by **PSEC** and delivered to and/or stored on the job site become the responsibility of the **Customer** or **Owner(s)** of that property, and/or the managing agent/company.
11. Materials and equipment, unless indicated otherwise on the front of this contract and approved by **PSEC** in writing, may become the property of **PSEC** in the event of **Customer** default in payment to **PSEC**.
12. Attention to the terms and conditions are printed on the front of this contract/quotation and it is **Customer's** responsibility to read and understand same before signing contract, failure of **Customer**, or person signing contract in behalf of **Customer**, to read same will not release them from full compliance with all the terms and conditions.
13. **PSEC IS NOT AN INSURER: DISCLAIMER OF WARRANTIES LIMITED LIABILITY**
 - 13a. **Customer** agrees and understands; that **PSEC** shall maintain general liability, vehicle and workmans compensation insurance in force for **PSEC** employees and work as preformed by **PSEC**; that **PSEC** is not an insurer and that insurance, if any, covering customers property, personal injury, including death, and real or personal property loss or damage in, about or to the premises shall be obtained by the **Customer**; that **PSEC MAKES NO GUARANTEE, REPRESENTATION OR WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE**; that the equipment or services are designed as improvements, but not to eliminate certain risks or loss and that the dollar amounts charged by **PSEC** are not sufficient to warrant or guarantee that no loss or damage will occur; that **PSEC** is not liable for any loss or damage which may occur even if due to the active or passive, joint or several negligence of **PSEC**, its agents, servants, employees, suppliers or sub-contractors. Any claim brought in product or strict liability and/or breach of warranty express or implied, and/or breach of contract express or implied, notwithstanding the above provisions, should there arise any liability on the part of **PSEC**. Such liability shall be limited to the maximum sum of \$2000.00, regardless of whether any loss or damage was caused by or contributed to by any conduct, act, or omission of **PSE**, its agents, servants, or employees, and this liability shall be exclusive. Some states do not allow the limitation or exclusion of incidental or consequential damages or limitation or exclusion of implied warranties; therefore, the above limitations or exclusions may not apply.
 - 13b. **LEGAL LIABILITY LIMITATIONS:** It is expressly understood and agreed between the client and PSE that in the event of any allegation(s) by the client of any breach of contract, breach of duty, error or omission against PSE, its officers, directors, employees, agents and/or contractors, the assertion of a claim arising from said allegation(s) shall be against PSE. Under no circumstances shall the client assert any allegation against an individual officer, director, employee, agent and/or contractor in any individual capacity. The remedy for any and all claims is expressly limited to PSE in its corporate capacity.

14. **PSEC** shall perform this scope of work in accordance to National Electric Code Requirements, in a quality and workman like manner.
15. **THIS Agreement** shall be deemed to have been in Rockville, Maryland and shall be governed by the laws of the State of Maryland. Any action commenced against **PSEC** arising out of this Agreement or any of their services shall be commenced in Montgomery County, MD. The parties expressly waive jury-by-jury trial. No suit or action shall be brought against **PSEC** more than one (1) year after the accrual of the cause of action therefore.
16. **THIS** Agreement and quotation contains the full understanding of the parties and can be modified only in writing and signed by the parties.
17. **Power Systems Electric Corporation**, for purposes of this contract shall be known as and referred to as **PSEC**.
18. **AUTHORITY:** The person signing this contract warrants that they have the authority to sign as, or on behalf of, the client for whom or for whose benefit the PSE services are rendered.

3/01, 7/01, 12/03,9/05, 05/06

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: _____ Date: _____

Signature: _____



Cameron Station Community Association, Inc.
Board Decision Request
October 27, 2020

Topic: 2021 Budget Draft

Motion:

"I move to approve the budget with _____ (no/2.48%/5.15%) increase to the assessments and a ____ (full/partial/no) subsidy from the Unappropriated Member's Equity fund".

2nd:

Summary:

Attached is the budget draft documentation beginning with the initial memo, the revisions from the first Finance Committee meeting and the Memo outlining 3 options for the Board. After the Special Board meeting held on October 21, 2020, the Board requested that a forecast be provided to allow for a scenario that took into account no increase to the assessments, small increase to the assessments using a partial subsidy of Member's Equity and a scenario that was supported by the full increase needed to support the expenses. In addition, we modified the expenses to the Irrigation Contract line item and the Storm Erosion line item as some of this is already reflected in the Reserve Study. The Irrigation Contract now reflects the costs associated only with the spring, summer and winter inspections as provided by Lancaster Landscapes.

Below is a chart that outlines the three scenarios and forecasts the potential impact in FY 2022 based upon an assumption of a 1.5% increase to the expense line items.

| | 2021 (reflects increase between assessments based off of 0% increase) | 2022 forecast (based upon an assumption of 1.5% increases to expenses) |
|---|---|---|
| 0% increase: Full subsidy of UME of \$136,992 | SF: \$390.70 Condos: \$312.56 Comm: \$340.63 | *would require an increase of 6.73% for SF/TH/Condos and 7.5% for commercials = increase of: \$26.18 for SF/TH \$21.03 for Condos \$25.54 for Commercial |
| 2.48% increase: ½ subsidy of UME of \$68,498 | SF: \$402.37 (\$11.67) Condos: \$321.89 (\$9.33) Comm: \$352.30 (\$11.67 – 2.84%) | *would require an increase of 3.63% for SF/TH/Condos and 3.94% for Commercial = increase of: \$14.61 for SF/TH \$11.70 for Condos \$13.87 for Commercial |
| 5.15% increase: \$0 subsidy of UME | SF: \$410.82 (\$20.12) Condos: \$328.66 (\$16.10) Comm: \$360.76 (\$20.13- 5.91%) | *would require an increase of 1.5% for all unit types = increase of: \$6.16 for SF/TH \$4.93 for Condos \$5.41 for Commercial |

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401



It is not anticipated that there would be a substantial change to the funding of Unappropriated Member's Equity by using the surpluses as noted above given that it is highly likely that the Association will have a significant surplus for 2020. The Association would remain in a healthy financial position even using the full subsidy scenario given the anticipated surplus. Alternatively, in a worst-case scenario, if there were no surplus for 2020, use of the full subsidy would drop Unappropriated Member's Equity to 10% which is the minimum recommended by the auditors.

CAMP Recommendation

CAMP would typically recommend a full increase to support the expenses of the Association. However, recognizing that the Association is likely to have a surplus coupled with the circumstances surrounding COVID 19, management would suggest the second alternative which would be to increase the assessments by 2.48% with a subsidy of \$68,498. This would allow for an increase in 2022 of approximately 3.6% and then a 1.5% increase in 2023 (provided there are no substantial changes to the expenses). There is always the possibility of reducing the 2022 increase through the bid process and an overall evaluation of the Association's expenses in 2021. It is not recommended that the Board hold the assessment rates for 2021 with no increase as this will only exacerbate the size of the increase needed in 2022.

In addition, under scenario 1 or 2, it would be important to clearly communicate this to the membership so that they have an understanding of the financial position of the Association as well as to establish expectations for the 2020 fiscal year as well.

Cameron Community Association, Inc.

2021 Draft Operating Budget V 3

[illegible]

Cameron Community Association, Inc.

2021 Draft Operating Budget V 3

| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|-----------------------------|-----------|-----------|-----------|-----------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|--|---|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Late Fees & Interest | \$ 7,771 | \$ 7,456 | \$ 6,922 | \$ 7,400 | \$ 8,878 | \$ 12,600 | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ (2,900) | \$ 8,687 | 2020: Year end projection based off of operating history through July. Does not include 2 months of late fees due to transition. 2021: Increased slightly from 2020 due to 4 year avg. | Review Late Fee Calculation to remove Condo Late Fees. HG: \$3,590 condo fee was factored into the accrual and the 4 year avg. Reduced 2021 budget to |
| | Legal Reimbursements | \$ 12,359 | \$ 8,869 | \$ 9,225 | \$ 6,000 | \$ 4,538 | \$ 7,500 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 2,000 | \$ 9,488 | 2020: Year end projection based off of operating history through July. Does not reflect 2 months of income due to transition. 2021: Increased slightly due to 4 year avg. | |
| | Newsletter Advertising | \$ 6,300 | \$ 6,080 | \$ 3,960 | \$ 6,000 | \$ 2,870 | \$ 5,740 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ (500) | \$ 5,520 | Based upon operating history with 6 newsletter publications. 2021: Reduced slightly based on 4 year average. | |
| | Charitable Donation Income | \$ 11,032 | \$ 3,687 | \$ 11,000 | \$ 8,800 | \$ 3,300 | \$ 3,300 | \$ 8,800 | \$ 8,800 | \$ 8,800 | \$ 8,800 | \$ - | \$ 7,255 | Income rec'd from donations to offset Social events. 2020: Maintained low rate as fewer social events anticipated due to COVID. 2021: Based on Operating History as 2020 was unique. | |
| | Club Cleaning Fees | \$ 5,000 | \$ 6,600 | \$ 6,000 | \$ 6,000 | \$ 1,875 | \$ 1,875 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ - | \$ 4,869 | Cleaning Fees related to the rental of the Great Room. 2020: Maintained low rate due to COVID. 2021: Maintained the same rate as prior years as 2020 was | |
| | Website Income | \$ 1,200 | \$ 1,700 | \$ 1,025 | \$ 1,000 | \$ 600 | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ 200 | \$ 1,281 | Advertising Income - including Google Ads. 2021: based upon operating history and 4 year avg. | |
| | HOA Compliance Fees | \$ 284 | \$ 3,075 | \$ 6,757 | \$ 5,000 | \$ (420) | \$ - | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ (2,500) | \$ 2,529 | Pertains to fines imposed for arch issues. 2020: reduced projection due to transition process. 2021: Based upon 4 year avg. | |
| | Interest Earned - Operating | \$ 22,789 | \$ 33,899 | \$ 12,711 | \$ 12,700 | \$ 6,511 | \$ 12,000 | \$ 3,713 | \$ 3,713 | \$ 3,713 | \$ 3,713 | \$ (8,987) | \$ 20,350 | Interest earned off of Operating Account. 2020: Projection is based upon amount in Congressional MM at a rate of 1.75% | |

Cameron Community Association, Inc.

2021 Draft Operating Budget V 3

| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|---|---|--------------------------------------|---|---------------------|---|-----------------|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Interest Earned - Reserves | \$ - | \$ - | \$ 37,043 | \$ 29,000 | \$ 18,495 | \$ 24,500 | \$ 18,936 | \$ 18,936 | \$ 18,936 | \$ 18,936 | \$ (10,064) | \$ 15,386 | Interest earned from Reserve Account. Need to confirm this is intended to offset Operating Expenses and not to go to the Reserve Fund. 2020: Based off of information provided by Ted Hart with Morgan Stanley. | |
| | Room Rental Fees | \$ 6,880 | \$ 7,570 | \$ 8,080 | \$ 8,000 | \$ 2,420 | \$ 2,420 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ - | \$ 6,238 | Fees related to the use of the Great Room. 2020: Projection is low due to COVID. 2021: Maintained same amount as 2020. | |
| | Facilities passes/Guest Fees | \$ 630 | \$ 842 | \$ 1,275 | \$ 2,000 | \$ 515 | \$ 900 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ (1,000) | \$ 912 | Replacement for facility ID cards. 2020: Projection is based upon operating history. 2021: Based upon 4 | |
| | Resale Processing Fees | \$ 6,012 | \$ 5,574 | \$ 12,089 | \$ 8,800 | \$ 5,986 | \$ 8,400 | \$ - | \$ - | \$ - | \$ - | \$ (8,800) | \$ 8,019 | Resale inspection income from prior management | |
| | Miscellaneous Income | \$ 45 | \$ 2,133 | \$ 20 | \$ - | \$ 84 | \$ 84 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 571 | Minor amount allocated - eliminated allowance. | |
| | Total Other Income | \$ 80,301 | \$ 87,486 | \$ 116,107 | \$ 100,700 | \$ 55,652 | \$ 80,519 | \$ 68,150 | \$ 68,150 | \$ 68,150 | \$ 68,150 | \$ (32,550) | \$ 91,103 | | |
| | | | | | | | | | | | | | | | |
| | Reserve Contributions | | | | | | | | | | | | | | |
| | Repair & Replacement Expenses | \$ (308,500) | \$ (320,797) | \$ (333,600) | \$ (368,482) | \$ (214,948) | \$ (368,482) | \$ (382,484) | \$ (382,484) | \$ (382,484) | \$ (382,484) | \$ (14,002) | \$ (332,845) | Contribution based upon five year contribution plan set at the time of 2019 Budget Approval per Takis | |
| | Capital Improvement Expenses | \$ (24,000) | \$ (24,000) | \$ (24,000) | \$ (24,000) | \$ (14,000) | \$ (24,000) | \$ (24,000) | \$ (24,000) | \$ (24,000) | \$ (24,000) | \$ - | \$ (24,000) | 2020: Projection based on full amount budgeted. 2021: Maintains same amount. 10/22/20 Changed Option #3 to remove a possible reduction. | |
| | Total Reserve Contributions | \$ (332,500) | \$ (344,797) | \$ (357,600) | \$ (392,482) | \$ (228,948) | \$ (392,482) | \$ (406,484) | \$ (406,484) | \$ (406,484) | \$ (406,484) | \$ (14,002) | \$ (356,845) | | |
| | | | | | | | | | | | | | | | |
| | Total Revenue | \$ 2,122,176 | \$ 2,201,578 | \$ 2,252,073 | \$ 2,260,226 | \$ 1,319,761 | \$ 2,240,045 | \$ 2,213,674 | \$ 2,208,791 | \$ 2,277,286 | \$ 2,345,783 | \$ (46,552) | \$ 2,203,968 | | |
| | | | | | | | | | | | | | | | |

Cameron Community Association, Inc.

2021 Draft Operating Budget V 3

| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|------------------------------------|--|------------|------------|------------|------------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|---|--|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| Expenses | | | | | | | | | | | | | | | |
| Operating Expenses | | | | | | | | | | | | | | | |
| Common Area Maintenance & Services | | | | | | | | | | | | | | | |
| | Electricity | \$ 42,706 | \$ 43,779 | \$ 42,368 | \$ 41,000 | \$ 24,187 | \$ 41,400 | \$ 42,500 | \$ 42,500 | \$ 42,500 | \$ 42,500 | \$ (1,500) | \$ 42,563 | 2021: Based on operating history and 4 year average | |
| | Water & Wastewater | \$ 22,616 | \$ 9,931 | \$ 23,447 | \$ 20,000 | \$ 14,144 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ - | \$ 18,999 | 2021: Based on operating history and 4 year average. | |
| | Grounds & Landscape Contract | \$ 154,399 | \$ 156,066 | \$ 160,800 | \$ 155,952 | \$ 92,327 | \$ 155,952 | \$ 155,952 | \$ 159,060 | \$ 159,060 | \$ 159,060 | \$ - | \$ 156,804 | 2020: Based upon contract with Lancaster Landscapes which is to expire 12/20. Currently out to bid. | |
| | Flower Rotation & Landscape Enhancements | \$ 21,082 | \$ 20,795 | \$ 22,606 | \$ 23,000 | \$ 6,979 | \$ 23,000 | \$ 39,000 | \$ 39,000 | \$ 39,000 | \$ 39,000 | \$ (16,000) | \$ 21,871 | 2020 projection includes \$4,292 recently approved in July. Assumes full allowance to be spent. 2021: Increased based upon CAC feedback. | Enhancements requested for both Ticer Park post construction and Donovan, HG: Reduced by \$4k as it would come from the reserves. |
| | Turf Treatment & Enhancements | \$ 14,684 | \$ 22,600 | \$ 21,811 | \$ 20,000 | \$ 12,120 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ - | \$ 19,774 | 2020 projection assumes use of full allowance. 2021: Maintained same amount; based upon CAC feedback. | |
| | General Repair & Maintenance | \$ 6,252 | \$ 27,629 | \$ 22,632 | \$ 9,200 | \$ 1,827 | \$ 11,000 | \$ 29,200 | \$ 29,200 | \$ 29,200 | \$ 29,200 | \$ (20,000) | \$ 16,878 | Allowance for maintenance projects in common area that are not completed in-house. 2020: Projection includes \$6,040 for metal edge and stepping stone project. Will likely be over budget due to additional maintenance needs. 2021: Increase based CAC feedback. 4 year ag shows \$16k. | Includes Brick Cleaning for Duke Street wall. HG: Bench repairs, trash cans (new and replace) are not currently reflected in the Reserve Study; however, we should discuss this further. No changes have been made to the 2021 budget allocation. |
| | General Maintenance Supplies | \$ 9,251 | \$ 7,015 | \$ 4,989 | \$ 6,500 | \$ 136 | \$ 4,000 | \$ 6,500 | \$ 6,500 | \$ 6,500 | \$ 6,500 | \$ - | \$ 6,314 | Allowance for small maintenance items, golf cart supplies, etc. 2020: Assumes full allowance to be spent. 2021: Maintained same amount as 2020. Based upon CAC feedback. | |

Cameron Community Association, Inc.

2021 Draft Operating Budget V 3

| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|---|------------|------------|------------|------------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|--|---|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Irrigation System Contract | \$ 15,019 | \$ 13,476 | \$ 12,472 | \$ 22,150 | \$ 5,193 | \$ 22,150 | \$ 22,150 | \$ 15,150 | \$ 15,150 | \$ 15,150 | \$ - | \$ 15,779 | Allowance for irrigation contract maintenance - Spring start up and Fall winterization. Any major repairs to be taken from Reserves. 2020: Projection includes \$2,800 irrigation system check. Assumed full allowance to be spent. 2021: Maintained same allowance based upon CAC feedback. | All options have been changed to reflect the actual cost of inspections at a cost of \$15,095. Major repairs are a Reserve expense and minor repairs are accounted for in Irrigation Repair expense. |
| | Irrigation Repairs | \$ - | \$ - | \$ 20,096 | \$ 3,800 | \$ 3,166 | \$ 5,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 800 | \$ 6,274 | 2020: Typically, any expense over \$1,000 would be taken from Reserves as there is an allowance already included. Projection includes additional minor repairs as may be necessary. 2021: Increased based upon CAC feedback. | System age is resulting in greater repairs and electrical issues with system. HG: Maintained small allowance for minor repairs, less than \$1,000. All other repairs will come from Reserves. |
| | TMP Expenses | \$ 215,000 | \$ 212,083 | \$ 210,000 | \$ 210,000 | \$ 98,636 | \$ 175,000 | \$ 210,000 | \$ 210,000 | \$ 210,000 | \$ 210,000 | \$ - | \$ 203,021 | 2020: Projection includes a reduction of fee due to COVID through August and the shuttle not being operational. May be reduced further pending Board direction. 2021: Based upon contract with Fleet that expires 5/23 with a monthly fee of \$17,500. | |
| | Lighting Supplies/ Repair & Maintenance | \$ 32,395 | \$ 42,538 | \$ 35,356 | \$ 38,000 | \$ 12,911 | \$ 38,000 | \$ 38,000 | \$ 38,000 | \$ 38,000 | \$ 38,000 | \$ - | \$ 37,072 | Allowance for common area street lights, sensors and bulbs to be replaced. 2020: Assumes full allowance will be spent. 2021: Maintained same amount as 2020. | |
| | Linear Park Landscape Maintenance | \$ 21,066 | \$ 14,196 | \$ 17,381 | \$ 21,668 | \$ 7,449 | \$ 21,668 | \$ 21,668 | \$ 21,668 | \$ 21,668 | \$ 21,668 | \$ - | \$ 18,578 | landscape maintenance; includes leaf removal twice per year based upon prior year proposals. 2020: Assumes full allowance will be spent. 2021: Maintained same amount based upon CAC feedback. Contract currently out to bid. | |

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|--|-----------------------------|-----------|-----------|-----------|-----------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|--|--|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Pest Control | \$ - | \$ - | \$ 2,214 | \$ 2,500 | \$ 1,393 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ - | \$ 1,179 | Allowance for common area pest control services. 2020: Assumes full allowance to be spent. 2021: Maintained same amount. | |
| | Pet Stations | \$ 10,727 | \$ 14,907 | \$ 10,139 | \$ 8,500 | \$ 3,505 | \$ 8,500 | \$ 12,500 | \$ 12,500 | \$ 12,500 | \$ 12,500 | \$ (4,000) | \$ 11,068 | Allowance for 23 pet station supplies. 2020: Assumes full allowance to be spent. 2021: Increased amount based upon CAC feedback. | Three additional dog stations for installation and for back up |
| | Tree & Shrub Maintenance | \$ 31,482 | \$ 36,880 | \$ 52,005 | \$ 34,000 | \$ 22,843 | \$ 34,000 | \$ 39,500 | \$ 39,500 | \$ 39,500 | \$ 39,500 | \$ (5,500) | \$ 38,592 | Tree trimming allowance. 2020: Projection includes \$6,000 for Knapp park improvements, tree root, dead yews removal as well as misc tree removal. Assumes full allowance to be spent. 2021: Maintained same amount. | There is an allowance of \$25,000 in the Reserve Stud for tree replacement. HG: Increased by \$5,500 based on committee feedback. |
| | Street Repair & Maintenance | | \$ 5,440 | \$ 4,449 | \$ 6,500 | \$ 300 | \$ 6,500 | \$ 6,500 | \$ 6,500 | \$ 6,500 | \$ 6,500 | \$ - | \$ 4,097 | Allowance for street cleaning - not yet completed in 2020 due to management transition. 2020: Assumes full allowance to be spent - pending further direction from CAC to clean streets. 2021: Maintained same allowance based upon CAC | |
| | Fountain Maintenance | \$ 240 | \$ - | \$ 840 | \$ 1,000 | \$ - | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ - | \$ 520 | Allowance for fountain repairs - management is currently working on bids for repair services. 2020: assumes full allowance will be spent. 2021: Maintained same amount by CAC | |
| | Snow Removal Services | \$ 26,371 | \$ 16,046 | \$ 30,699 | \$ 70,000 | \$ 287 | \$ 5,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 20,000 | \$ 19,529 | 2020: projection includes a small increase in anticipation of snow removal in Dec. 2021: Maintained same amount by CAC feedback. | HG: Reduced to \$50,000 based on 7 year history and feedback from Committee. |

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|--|---|------------|------------|------------|------------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|---|--|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Pride of Ownership Gift Cards | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | New line item based on CAC feedback. | HG: Already included in the Activities expense line item. Removed allocation from this line item. |
| | Watering Supplies | \$ - | \$ - | \$ 3,965 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 991 | | |
| | Total Common Area Maintenance & Services | \$ 623,289 | \$ 643,380 | \$ 698,270 | \$ 693,770 | \$ 307,404 | \$ 594,670 | \$ 719,970 | \$ 716,078 | \$ 716,078 | \$ 716,078 | \$ (26,200) | \$ 639,902 | | |

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|--|---|-------|-------|--------|-----------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|--|--|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Landscape Repair & Maintenance | | | | | | | | | | | | | | |
| | Erosion Control | \$ - | \$ - | \$ - | \$ 10,000 | \$ 14,000 | \$ 10,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ (5,000) | \$ 2,500 | 2020 projection includes contract approval of \$4,292 in July 2020. Assumes full allowance will be spent. 2021: Increased based on CAC feedback. | Experience and age of community demonstrates greater funds needed. HG: Confirmed that this is not included in Reserves; however, we should discuss further. Changed Options 2 and 3 to include an allowance until the actual Reserve Study is completed at which time discussion will be held to move all expenses to the Reserves which is consistent with Auditor and Reserve Study Specialist confirmation |
| | Storm Recover Repair & Maintenance | \$ - | \$ - | \$ 900 | \$ 4,000 | \$ 1,160 | \$ 4,000 | \$ 4,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,225 | Allowance for storm clean up. 2020: Assumes full allowance will be spent. 2021: Maintained same amount. | Options 2 and 3 assume all expenses to be taken from Reserves based on Auditor and Reserve Study Specialist confirmation |
| | Total Landscaping Repair & Maintenance | \$ - | \$ - | \$ 900 | \$ 14,000 | \$ 15,160 | \$ 14,000 | \$ 19,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ (5,000) | \$ 3,725 | | |
| | | | | | | | | | | | | | | | |

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|---|---------------------------------|------------|------------|------------|------------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|--|---|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| Cameron Club Maintenance & Operation | | | | | | | | | | | | | | | |
| | Miscellaneous Expense | \$ - | \$ - | \$ - | \$ 1,000 | \$ 110 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ - | \$ 250 | Small expenditures not included in listed categories. | |
| | Health Club Management/Staff | \$ 159,720 | \$ 161,875 | \$ 166,670 | \$ 165,112 | \$ 71,138 | \$ 172,314 | \$ 199,350 | \$ 199,360 | \$ 199,360 | \$ 199,360 | \$ (34,238) | \$ 165,145 | 2020: Based on current contract with Profit - expires 12/20. Projection is less than budget due to down time of fitness center. No other information is available for this projection. 2021: Increased fee by 3%; requested renewal and feedback from CCFC is pending. | Staff increase to run Club for covid-19 compliance per Governor's Order. Check into alternataives. Need to take this out to Bid as contract expires 12/20. HG: Based upon Board approved service agreement: \$15,845 per month for 8 months at 10 hours per day (April - Nov) plus \$18,150 per month for 4 months at 12 hours per day (Dec - March) - \$199,360. Changed budget accordingly. Also changed projection to reflect: YTD through July + \$27,765 (Aug)+\$28,047 (Sept)+\$17,042 (Oct - includes credit for Sept) - \$5,673 (change between rates for Oct) + \$15845 (Nov) + \$18,150 (Dec). |
| | Clubhouse Utilities | \$ 41,739 | \$ 38,677 | \$ 39,967 | \$ 38,400 | \$ 18,702 | \$ 32,000 | \$ 35,800 | \$ 35,400 | \$ 35,400 | \$ 35,400 | \$ 2,600 | \$ 38,096 | Includes allowance for all utilities (ie. gas, elec, water). 2020: projection is lower than budget - use of Great Room suspended due to COVID. 2021: maintained same rate as 2020. Also consistent with 4 year avg. | HG: Reduced by \$2600 for Cable cost reductions. 10.22.20 Reduced by an additional \$400 based on information rec'd by A. Hill. |
| | Uniforms | \$ - | \$ 89 | \$ 571 | \$ 800 | \$ - | \$ 500 | \$ 800 | \$ 800 | \$ 800 | \$ 800 | \$ - | \$ 290 | Allowance for Maint Tech uniforms. 2020: projection is lower than budget due to management transition. 2021: Maintained same rate based upon CAC feedback. | |

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|--|------------------------------|-----------|-----------|-----------|-----------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|--|-----------------|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Elevator Services | \$ 4,234 | \$ 4,142 | \$ 5,157 | \$ 4,500 | \$ 2,573 | \$ 4,436 | \$ 4,635 | \$ 4,635 | \$ 4,635 | \$ 4,635 | \$ (135) | \$ 4,492 | Allowance for quarterly payments for regular elevator maintenance service. Verifying current contract and may update. 2020: Based on first two quarterly payments made to Schindler. 2021: Includes annual increase of 3%. | |
| | Fire Prevention & Protection | \$ 1,247 | \$ 1,348 | \$ 11,007 | \$ 10,000 | \$ 6,110 | \$ 10,000 | \$ 10,300 | \$ 10,300 | \$ 10,300 | \$ 10,300 | \$ (300) | \$ 5,901 | Allowance for annual system testing and annual backflow test by Simplexx Grinnell - pending contract verification. 2020: Assumes full allowance will be spent. 2021: Includes annual increase of 3%. | |
| | HVAC Services | \$ 3,932 | \$ 4,604 | \$ 4,473 | \$ 6,000 | \$ 2,971 | \$ 6,000 | \$ 6,180 | \$ 6,180 | \$ 6,180 | \$ 6,180 | \$ (180) | \$ 4,752 | Allowance for quarterly payments for HVAC services. Verifying current contract and may update. 2020: Based on payments made to Trademasters for first 1/2 of 2020. Assumes full allowance will be spent. 2021: Includes annual increase of 3%. | |
| | Janitorial Services | \$ 41,043 | \$ 42,720 | \$ 43,633 | \$ 42,420 | \$ 13,198 | \$ 42,420 | \$ 42,420 | \$ 42,420 | \$ 42,420 | \$ 42,420 | \$ - | \$ 42,454 | services with National - pending current contract which looks to expire in 4/30/22. 2020: based on current rate for the year and includes carpet cleaning. 2021: Maintained same rate. | |
| | Special Cleanings | \$ 4,425 | \$ 7,425 | \$ 8,700 | \$ 7,000 | \$ 2,050 | \$ 3,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ (3,000) | \$ 5,888 | Allowance to clean meeting rooms after rentals/parties. 2020: Maintained YTD for the year as restrictions remain in place for COVID. 2021: Increased by \$3,000 to allow for additional cleaning requirements anticipated from Covid 19. | |

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|--|-------------------------------|-----------|-----------|-----------|-----------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|--|--------------------------------|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Pool Management | \$ 55,000 | \$ 62,319 | \$ 68,788 | \$ 66,340 | \$ 56,989 | \$ 55,306 | \$ 76,590 | \$ 76,590 | \$ 76,590 | \$ 76,590 | \$ (10,250) | \$ 60,353 | Allowance for pool management services. Contract with American is set to expire at the end of 2020. Original CMC 2020 budget reflected different amount than contract of \$65,950 and budget provided by Takis. Matched 2020 budget from Takis Taousakis to this draft. 2020 Projection is based upon info rec'd from American re: credit of \$10,644 pending verification. 2021: Based upon feedback from CCFC. | Increase in labor costs. |
| | Safety & Security | \$ 2,385 | \$ 4,037 | \$ 3,193 | \$ 5,500 | \$ 385 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ - | \$ 3,779 | Allowance for alarm monitoring and small repairs. Pending contract verification. 2020: Projection includes \$4,382 from PSE for security lighting. 2021: Maintained same amount based on feedback from CCFC. | |
| | Fire Suppression System | \$ 6,240 | \$ 7,419 | \$ 194 | \$ 6,000 | \$ - | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ - | \$ 4,963 | Allowance for sprinkler fire suppression system testing, inspection and minor repairs. Pending contract verification. 2020 projection assumes full allowance to be spent. 2021: Maintained same amount based upon feedback from CCFC. | Contract should go out to bid. |
| | Building Repair & Maintenance | \$ 10,695 | \$ 4,987 | \$ 8,563 | \$ 14,000 | \$ 296 | \$ 14,305 | \$ 14,000 | \$ 14,000 | \$ 14,000 | \$ 14,000 | \$ - | \$ 9,637 | to clubhouse - roofing, plumbing, electrical, etc. 2020 projection includes \$881 commitment for insulation replacement. Assumes 1/2 of budget will be spent through the remainder of the year. 2021: Maintained same amount based upon feedback from CCFC. | |

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|--|--|----------|-----------|----------|----------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|--|-----------------|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Community Center Improvements | \$ 939 | \$ 889 | \$ 879 | \$ 2,000 | \$ - | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | \$ 1,177 | to Community Center, misc purchases for small decorating or refurbishments. 2020 projection assumes full allowance to be spent. 2021: Maintained same amount based upon feedback from CCFC. | |
| | Fitness Equipment Repair & Maintenance | \$ 9,285 | \$ 11,739 | \$ 8,449 | \$ 9,500 | \$ 1,846 | \$ 15,000 | \$ 9,500 | \$ 9,500 | \$ 9,500 | \$ 9,500 | \$ - | \$ 11,118 | Allowance for quarterly preventive maintenance service contract. Pending contract verification with Heartline. 2020 projection exceeds budget. 2021: Maintained same amount based upon feedback from CCFC. | |
| | Fitness Center Supplies | \$ 6,685 | \$ 9,271 | \$ 7,779 | \$ 6,000 | \$ 2,418 | \$ 6,000 | \$ 7,000 | \$ 7,000 | \$ 7,000 | \$ 7,000 | \$ (1,000) | \$ 7,434 | Allowance for fitness center cleaning supplies. 2020: assumes full allowance to be spent. 2021: Increased amount based on feedback from CCFC. | |
| | Access System Supplies | \$ 4,954 | \$ 4,055 | \$ 1,554 | \$ 4,500 | \$ - | \$ 2,250 | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ - | \$ 3,203 | Allowance for fobs for fitness badges. 2020: assumes 1/2 expense for 2020. 2021: Maintained same amount based upon feedback from CCFC. | |
| | Access System Repairs | \$ - | \$ 870 | \$ 877 | \$ 2,000 | \$ - | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | \$ 937 | Allowance for cost of repairs to system. 2020: assumes full allowance to be spent. 2021: Maintained same amount based upon feedback from CCFC. System is at capacity and will require additional services. Management is researching | |
| | Pool Repair & Maintenance | \$ 1,460 | \$ 2,751 | \$ 3,540 | \$ 4,000 | \$ 4,147 | \$ 5,641 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ - | \$ 3,348 | Allowance for minor pool equipment repair. Major expenses to be taken from Reserves. 2020: Assumed full allowance to be spent. 2021: Maintained same amount - pending feedback | |

Cameron Community Association, Inc.

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| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|--|--------------|--------------|--------------|--------------|-------------------|---------------|--|---|---|--------------------------------------|---|--------------|---|-----------------|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Pool Supplies | \$ 4,411 | \$ 4,507 | \$ 8,747 | \$ 5,000 | \$ (42) | \$ 2,500 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - | \$ 5,041 | Allowance for chemicals and other supplies needed for pool. 2020: Assumes 1/2 of allowance to be spent for remainder of pool season. 2021: Maintained same amount based upon | |
| | Recreational Equipment | \$ 3,051 | \$ 1,672 | \$ 1,611 | \$ 4,000 | \$ 925 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ - | \$ 2,583 | Allowance for recreational supplies (ie. mats, basketballs, nets, jump ropes, etc). 2020: Assumes full allowance will be spent. 2021: Maintained same amount based upon feedback from CCFC. | |
| | Total Cameron Club Maintenance & Operations | \$ 361,445 | \$ 375,394 | \$ 394,352 | \$ 404,072 | \$ 183,816 | \$ 392,172 | \$ 450,575 | \$ 450,185 | \$ 450,185 | \$ 450,185 | \$ (46,503) | \$ 380,841 | | |
| | | | | | | | | | | | | | | | |
| | Trash & Recycling | | | | | | | | | | | | | | |
| | Trash & Recycling Services | \$ 285,172 | \$ 306,425 | \$ 315,339 | \$ 323,759 | \$ 188,769 | \$ 318,372 | \$ 323,759 | \$ 323,759 | \$ 323,759 | \$ 323,759 | \$ - | \$ 306,327 | Allowance for trash services. 2020: projection based on current billing. Contract currently out to bid. 2021: Maintained same amount as bids are slightly less than budget - depends upon Board decision. | |
| | Total Trash & Recycling | \$ 285,172 | \$ 306,425 | \$ 315,339 | \$ 323,759 | \$ 188,769 | \$ 318,372 | \$ 323,759 | \$ 323,759 | \$ 323,759 | \$ 323,759 | \$ - | \$ 306,327 | | |
| | | | | | | | | | | | | | | | |
| | Other Expenses | | | | | | | | | | | | | | |
| | Sign Expenses | \$ - | \$ 24 | \$ 696 | \$ 2,500 | \$ 1,535 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ - | \$ 805 | Allowance to replace various signs throughout community. 2020: Projection assumes full amount will be spent. 2021: Maintained same amount. | |
| | Total Other Expenses | \$ - | \$ 24 | \$ 696 | \$ 2,500 | \$ 1,535 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ - | \$ 805 | | |
| | | | | | | | | | | | | | | | |
| | Total Direct Operating Expenses | \$ 1,269,906 | \$ 1,325,224 | \$ 1,409,557 | \$ 1,438,101 | \$ 696,684 | \$ 1,321,714 | \$ 1,515,804 | \$ 1,507,522 | \$ 1,507,522 | \$ 1,507,522 | \$ (77,703) | \$ 1,331,600 | | |
| | | | | | | | | | | | | | | | |
| | General and Administrative Expenses | | | | | | | | | | | | | | |
| | Professional Services | | | | | | | | | | | | | | |

Cameron Community Association, Inc.

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| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|--|------------------|------------------|-------------------|------------------|-------------------|------------------|--|---|---|--------------------------------------|---|------------------|---|-----------------|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Audit & Tax Services | \$ 6,500 | \$ 6,600 | \$ 6,700 | \$ 6,800 | \$ 6,352 | \$ 6,928 | \$ 7,000 | \$ 7,000 | \$ 7,000 | \$ 7,000 | \$ (200) | \$ 6,682 | Allowance for completion of annual audit and tax and taxes. 2020 Projection: includes an interim audit at a cost of \$5,500 + \$26 bank confirmation. 2021: Based upon engagement letter pending Board approval (\$6,400 audit, \$550 taxes and \$26 bank confirm). | |
| | Reserve Studies | \$ - | \$ - | \$ 4,820 | \$ 1,500 | \$ - | \$ 1,500 | \$ 1,500 | \$ 4,900 | \$ 4,900 | \$ 4,900 | \$ - | \$ 1,580 | Allowance for annual review of Reserves. 2020: Assumed allowance would be fully spent. 2021: Reflects an allowance for a Study update. | |
| | Legal Services - General Counsel | \$ 16,000 | \$ 25,871 | \$ 52,448 | \$ 30,000 | \$ 19,831 | \$ 40,508 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ - | \$ 33,706 | Allowance for legal consultation. 2020: Projection assumes full amount will be spent. 2021: Based on 4 year avg. | |
| | Legal Services | \$ 6,260 | \$ 4,056 | \$ 3,800 | \$ 4,000 | \$ 1,200 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 400 | \$ 4,429 | Allowance for legal retainer for phone consultation at \$300 per month, which includes Board training. 2020: Projected year end based on existing costs. 2021: Reduced to reflect actual cost. | |
| | Legal Services - Collections | \$ 31,500 | \$ 18,751 | \$ 30,368 | \$ 21,000 | \$ 11,949 | \$ 21,000 | \$ 23,000 | \$ 23,000 | \$ 23,000 | \$ 23,000 | \$ (2,000) | \$ 25,405 | pursue delinquencies. 2020; Projection matches budget although trend is a bit higher mainly related to management transition and suspension of late fees for 2 months. 2021: increased by \$3,000 to be closer to 4 year avg. | |
| | Consulting Services | \$ 3,521 | \$ - | \$ 2,610 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,533 | | |
| | Total Professional Services | \$ 63,780 | \$ 55,278 | \$ 100,745 | \$ 63,300 | \$ 39,332 | \$ 73,536 | \$ 65,100 | \$ 68,500 | \$ 68,500 | \$ 68,500 | \$ (1,800) | \$ 73,335 | | |
| | | | | | | | | | | | | | | | |
| | Activities | | | | | | | | | | | | | | |

Cameron Community Association, Inc.

2021 Draft Operating Budget V 3

| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|-------------------------|------------------|------------------|------------------|------------------|-------------------|------------------|--|---|---|--------------------------------------|---|------------------|--|---|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Events and Awards | \$ 30,885 | \$ 64,783 | \$ 33,878 | \$ 37,500 | \$ 5,888 | \$ 10,000 | \$ 28,125 | \$ 28,125 | \$ 28,125 | \$ 28,125 | \$ 9,375 | \$ 34,886 | Allowance for social events. 2020 projection: | HG: Reduced by 25% based on Committee feedback. |
| | Activity Charges | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| | Total Activities | \$ 30,885 | \$ 64,783 | \$ 33,878 | \$ 37,500 | \$ 5,888 | \$ 10,000 | \$ 28,125 | \$ 28,125 | \$ 28,125 | \$ 28,125 | \$ 9,375 | \$ 34,886 | | |

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| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|---------------------------------|------------------|------------------|------------------|------------------|-------------------|------------------|--|---|---|--------------------------------------|---|------------------|--|--|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | | | | | | | | | | | | | | | |
| | Communications | | | | | | | | | | | | | | |
| | Other Communications | \$ 2,540 | \$ 839 | \$ 3,544 | \$ 6,000 | \$ 700 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ - | \$ 3,231 | smaller mailings, postcards and reminders. 2020: Projection assumes full amount to be spent. 2021: Reduced amount based on 4 year avg. | Committee. Looking into the addition of Social Media. HG: Changed budget amount to match 2020 based on Committee request |
| | Newsletter Services | \$ 13,237 | \$ 15,024 | \$ 8,659 | \$ 15,500 | \$ 7,622 | \$ 18,872 | \$ 15,500 | \$ 15,500 | \$ 15,500 | \$ 15,500 | \$ - | \$ 13,948 | Allowance for bi-monthly newsletter at \$3,750 per issue - 6 issues in total. 2020: Projection based off of additional 3 newsletters for 2020. 2021: Maintained same amount. | HG: 2020 Does not include postage; however, changed to reflect 2021 inclusion which is approximately \$450 per issue. Also based upon five issues per year, not six issues. Committee and Management to pursue electronic delivery. |
| | Web Site Maintenance | \$ 810 | \$ 932 | \$ 2,594 | \$ 3,500 | \$ 878 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ - | \$ 1,959 | Allowance for website maintenance, Constant Contact. 2020: Projection assumes full amount to be spent. 2021: Reduced amount based on 4 year avg. | Look for additionl website resouces. Difficult to navigate and difficult to maintain. HG: Committee requesting funds remain the same as 2020. Changed to \$3,500 |
| | Total Communications | \$ 16,586 | \$ 16,796 | \$ 14,798 | \$ 25,000 | \$ 9,200 | \$ 28,372 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ - | \$ 19,138 | - | |
| | | | | | | | | | | | | | | | |
| | Insurance | | | | | | | | | | | | | | |
| | D&O Premiums | \$ 4,843 | \$ 4,714 | \$ 5,122 | \$ 5,500 | \$ 3,055 | \$ 5,255 | \$ 5,546 | \$ 5,546 | \$ 5,546 | \$ 5,546 | \$ (46) | \$ 4,984 | 2020 Projection: annual premium of \$5,282 through Dec 2020. Policy exp 4/15/21. 2021: Includes an increase of 5%. | |
| | General Liability Insurance | \$ 10,483 | \$ 12,512 | \$ 15,072 | \$ 17,000 | \$ 9,316 | \$ 12,772 | \$ 13,600 | \$ 13,600 | \$ 13,600 | \$ 13,600 | \$ 3,400 | \$ 12,710 | 2020 Projection: annual premium through Dec 2020. Annual Premium - \$12,898 + \$48 for non-owned/hired auto. Policy exp 4/15/21. 2021: Included 5% increase | |
| | Umbrella Insurance | \$ 9,553 | \$ 9,539 | \$ 10,161 | \$ 11,150 | \$ 7,752 | \$ 13,672 | \$ 13,300 | \$ 13,300 | \$ 13,300 | \$ 13,300 | \$ (2,150) | \$ 10,731 | 2020: Projection based on existing premium of \$12,536 + \$136 for terrorist coverage. Policy exp 4/15/21. 2021: Includes increase of 5% | |

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2021 Draft Operating Budget V 3

| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--|---|---|--------------------------------------|---|-------------------|--|---|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Worker's Compensation | \$ 2,073 | \$ 1,585 | \$ 1,694 | \$ 600 | \$ 728 | \$ 988 | \$ 670 | \$ 670 | \$ 670 | \$ 670 | \$ (70) | \$ 1,585 | 2020: YTD is off because first 4 months included Fidelity coverage. 2020 Projection based on existing premium of \$638. 2021: includes an increase of 5% | |
| | Crime Protection Coverage | \$ - | \$ - | \$ - | \$ 3,700 | \$ 2,100 | \$ 3,600 | \$ 3,780 | \$ 3,780 | \$ 3,780 | \$ 3,780 | \$ (80) | \$ 900 | 2020: Projection based off current premium of \$3,600. 2021: Includes an increase of 5%. | |
| | Cyber Liability \$3 Million Coverage | \$ - | \$ - | \$ - | \$ 3,900 | \$ 2,039 | \$ 3,496 | \$ 3,670 | \$ 3,670 | \$ 3,670 | \$ 3,670 | \$ 230 | \$ 874 | 2020: Projection based off current \$3,496. 2021: Includes an increase of 5%. | |
| | Total Insurance | \$ 26,953 | \$ 28,349 | \$ 32,049 | \$ 41,850 | \$ 24,990 | \$ 39,783 | \$ 40,566 | \$ 40,566 | \$ 40,566 | \$ 40,566 | \$ 1,284 | \$ 31,784 | | |
| | Management Services | | | | | | | | | | | | | | |
| | Administrative Salaries | \$ 264,706 | \$ 266,148 | \$ 305,780 | \$ 338,091 | \$ 138,562 | \$ 338,091 | \$ 343,000 | \$ 343,000 | \$ 343,000 | \$ 343,000 | \$ (4,909) | \$ 293,681 | 2020: Based on existing salary structure. 2021: Includes small allowance for mid year increase. | |
| | Payroll Taxes/Benefits/Costs | \$ 71,516 | \$ 75,314 | \$ 91,668 | \$ 90,796 | \$ 32,702 | \$ 58,000 | \$ 62,985 | \$ 62,985 | \$ 62,985 | \$ 62,985 | \$ 27,811 | \$ 74,125 | 2020: Projection reflects taxes, etc in accordance with management agreement. 2021: Same. | Revisit for accuracy. HG: Confirmed correct amount has been included. |
| | Management Reimbursements | \$ 3,089 | \$ 2,090 | \$ 2,758 | \$ 3,000 | \$ 1,352 | \$ 2,200 | \$ - | \$ - | \$ - | \$ - | \$ 3,000 | \$ 2,534 | 2020: Projection reflects amounts paid to CMC through 7/31/20. 2021: Amounts incorporated into management agreement. | |
| | Management Fees | \$ 160,823 | \$ 160,446 | \$ 160,679 | \$ 95,000 | \$ 55,417 | \$ 116,621 | \$ 147,797 | \$ 147,797 | \$ 147,797 | \$ 147,797 | \$ (52,797) | \$ 149,642 | 2020: Projection reflects amounts paid to CMC through 7/31/20. 2021: Based upon approved management agreement. | |
| | Total Management Services | \$ 500,134 | \$ 503,997 | \$ 560,885 | \$ 526,887 | \$ 228,033 | \$ 514,912 | \$ 553,782 | \$ 553,782 | \$ 553,782 | \$ 553,782 | \$ (26,895) | \$ 519,982 | | |

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2021 Draft Operating Budget V 3

| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|-----------------------|---|----------|-----------|-----------|-----------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|---|--|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| <u>Administration</u> | | | | | | | | | | | | | | | |
| | Bank Charges | \$ 45 | \$ 68 | \$ 282 | \$ 240 | \$ (682) | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ - | \$ 159 | 2020: Assumes full amount to be spent. 2021: Maintained same amount. | |
| | Board Support | \$ 8,666 | \$ 9,634 | \$ 8,714 | \$ 10,000 | \$ 5,443 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | \$ 9,253 | Allowance for meeting expenses (ie. food - NTE \$75 per Committee, name plates, board meetings, etc). 2020: Projection assumes full allowance will be spent. 2021: Maintained same amount. | |
| | Acct Setup/DD/Coupons | \$ 9,435 | \$ 10,157 | \$ 9,874 | \$ 10,000 | \$ 6,523 | \$ 5,591 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ 8,764 | 2020 Projection includes YTD plus small amount for July. 2021: Expense removed due to change in Management Company. | |
| | Collection Charges | \$ 3,689 | \$ 3,290 | \$ 2,258 | \$ 3,000 | \$ 4,291 | \$ 6,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ (1,000) | \$ 3,809 | Allowance for cost of collections, delinquency notices, etc. 2020: Projection is based on operating history taking into account 2 months of suspension due to management transition. 2021: Based upon 4 year avg. | |
| | IT SUPPORT (aka Computer Network (C3)) | \$ 6,865 | \$ 19,719 | \$ 20,629 | \$ 10,000 | \$ 9,198 | \$ 15,398 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | \$ 15,653 | 2020: Projection based upon YTD plus July. 2021: Expense removed for 2021 due to change in Management Company | IT Services are required. Need an allowance for this. Rename to IT Support. HG: Changed projection based off of monthly fee from DirectConnexLLC of \$1,120 per month. Includes \$600 of misc troubleshooting. 2021: Maintained same budget as 2020 and will solicit additional bids as well. |

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| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|---------------------------------|-----------|----------|-----------|-----------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|---|--|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Licenses and Permits | \$ 2,122 | \$ 2,097 | \$ 500 | \$ 4,000 | \$ 110 | \$ 4,000 | \$ 2,200 | \$ 2,200 | \$ 2,200 | \$ 2,200 | \$ 1,800 | \$ 2,180 | Allowance for permits (elevator, fire, pool, registered agent fee, SCC, hydrant fee). 2020: Projection assumes full amount to be spent. 2021: Based upon 4 year avg. | |
| | Architectural Comprehensives | \$ 3,696 | \$ 1,036 | \$ 3,892 | \$ 6,880 | \$ - | \$ - | \$ 6,880 | \$ 6,880 | \$ 6,880 | \$ 6,880 | \$ - | \$ 2,156 | Allowance for ARC Comprehensive process to be completed. 2020: Projection does not reflect this being completed this year due to management transition. 2021: Maintained same amount. | |
| | Office Supplies | \$ 2,977 | \$ 5,694 | \$ 10,722 | \$ 3,500 | \$ 2,039 | \$ 6,050 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ (2,500) | \$ 6,361 | Allowance for misc office supplies. 2020: Based on monthly operating history. 2021: Increased based on 4 year avg. | |
| | Postage | \$ 10,976 | \$ 8,019 | \$ 16,864 | \$ 10,000 | \$ 3,426 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | \$ 11,465 | Allowance for mass mailings and misc letters. 2020: Projection is based off of year to date history. 2021: Maintained same amount. | |
| | Printing & Copying | \$ 14,161 | \$ 8,574 | \$ 19,035 | \$ 7,500 | \$ 3,104 | \$ 7,500 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ 2,000 | \$ 12,317 | Allowance for Welcome Packages, stationary, business cards, gov doc booklets, etc. 2020: Projection assumes full amount to be spent. 2021: Maintained same amount. | Review as CAMP Fees are not being charged. Reduce this line item by 2K as CMC was charging here. |
| | Office Equipment Lease | \$ 5,792 | \$ 6,618 | \$ 7,703 | \$ 7,000 | \$ 3,880 | \$ 7,000 | \$ 7,000 | \$ 7,000 | \$ 7,000 | \$ 7,000 | \$ - | \$ 6,778 | Allowance for copier, toner, etc. 2020: Projection assumes full amount spent. 2021: Maintained same amount. | |
| | Bundled Telecom Services | \$ 11,105 | \$ 7,861 | \$ 11,216 | \$ 13,218 | \$ 6,813 | \$ 11,594 | \$ 13,218 | \$ 13,218 | \$ 13,218 | \$ 13,218 | \$ - | \$ 10,444 | Allowance for Comcast services. 2020 Projection based on YTD operating history. 2021: Maintained same amount. | |

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| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|----------------------------|-----------|-----------|----------|-----------|-------------------|---------------|--|---|---|--------------------------------------|---|-------------|---|--|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Annual Meeting Expense | \$ 1,939 | \$ 1,915 | \$ 750 | \$ 2,500 | \$ - | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ (1,000) | \$ 2,026 | to Annual Meeting (ie. food, school reservations, etc). 2020: Projection assumes full amount spent. 2021: Maintained same amount; however, this may need to increase depending upon Board's selection of On Line Voting. | Adjust for electronic voting. HG: Increased 2020 projection to reflect the full cost of online voting plus mailings. Made same adjust to 2021. |
| | Temp Desk Coverage | \$ 4,751 | \$ 3,579 | \$ 4,780 | \$ 6,000 | \$ 1 | \$ - | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ - | \$ 3,278 | Allowance for Saturday office coverage. 9 a.m. - 1 p.m. 2020: Projection reflects office hours closed on Saturday due to COVID. 2021: Maintained same amount. | |
| | Parking Enforcement | \$ 14,060 | \$ 20,970 | \$ 9,113 | \$ 15,000 | \$ - | \$ 7,500 | \$ 19,000 | \$ 19,000 | \$ 19,000 | \$ 19,000 | \$ (4,000) | \$ 12,911 | Allowance for parking enforcement. Based on \$30 per hour rate for 33 hours per month - 400 total hours annually. 2020: Projection reflects 1/2 amount spent. 2021: Includes increase in hours to 48 hours per month (12 hours per Fri/Sat eve) = 576 hours per year at \$33 per. | HG: No changes to this expense - based on rates included in proposals under consideration. |
| | Courier Service | \$ 500 | \$ 890 | \$ 390 | \$ 750 | \$ 109 | \$ 750 | \$ 750 | \$ 750 | \$ 750 | \$ 750 | \$ - | \$ 633 | Allowance for courier service as needed. 2020: Projection assumes full amount spent. 2021: Maintained same amount. | |
| | Software Licenses | \$ - | \$ - | \$ - | \$ 500 | \$ - | \$ 250 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ - | \$ 63 | Allowance for licenses as needed. 2020: Projection reflects 1/2 spent. 2021: Maintained same amount. | |
| | Decals & Parking Passes | \$ 858 | \$ 2,934 | \$ 3,745 | \$ 7,500 | \$ 265 | \$ 3,750 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ - | \$ 2,822 | Allowance for parking passes, annual visitor passes and annual decals. 2020: Assumes 1/2 will be spent. 2021: Maintained same amount. | |
| | Miscellaneous | \$ 595 | \$ 872 | \$ 1,015 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 621 | | |

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| | | 2017 | 2018 | 2019 | 2020 | 2020 | 2020 | 2021 - 1st Revision following Committee Mtng | 2021 Option #1- No Increase - Full Subsidy | 2021 Option #2- Partial Increase - 1/2 Subsidy | 2021 Option #3 - Full Increase | Change from 2020 to 2021 Initial Version | 4 Year Avg. | CAMP NOTES | COMMITTEE NOTES |
|--|---|--------------|--------------|--------------|--------------|-------------------|---------------|--|---|---|--------------------------------------|---|--------------|---|-----------------|
| | | Audit | Audit | Audit | Budget | Actual (7 Mos) | YE Projection | Budget | 136992 | 68498 | | | | | |
| | Total Administrative | \$ 102,232 | \$ 113,928 | \$ 131,480 | \$ 117,588 | \$ 44,520 | \$ 99,123 | \$ 112,288 | \$ 112,288 | \$ 112,288 | \$ 112,288 | \$ 5,300 | \$ 111,691 | | |
| | | | | | | | | | | | | | | | |
| | Total General and Administrative | \$ 740,571 | \$ 783,132 | \$ 873,835 | \$ 812,125 | \$ 351,962 | \$ 765,726 | \$ 824,861 | \$ 828,261 | \$ 828,261 | \$ 828,261 | \$ (12,736) | \$ 790,816 | | |
| | | | | | | | | | | | | | | | |
| | Income Taxes | | | | | | | | | | | | | | |
| | Income Tax | \$ 2,725 | \$ 6,352 | \$ 10,107 | \$ 10,000 | \$ 12,051 | \$ 8,800 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | \$ 6,996 | Based on 21.6% of interest income (\$24,500 + \$16k as noted above) | |
| | Total Income Taxes | \$ 2,725 | \$ 6,352 | \$ 10,107 | \$ 10,000 | \$ 12,051 | \$ 8,800 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | \$ 6,996 | | |
| | | | | | | | | | | | | | | | |
| | Total Expenses | \$ 2,013,202 | \$ 2,114,707 | \$ 2,293,499 | \$ 2,260,226 | \$ 1,060,697 | \$ 2,096,240 | \$ 2,350,665 | \$ 2,345,783 | \$ 2,345,783 | \$ 2,345,783 | \$ (90,439) | \$ 2,129,412 | | |
| | | | | | | | | | | | | | | | |
| | NET SURPLUS (Deficit) | \$ 108,974 | \$ 86,871 | \$ (41,426) | \$ - | \$ 259,064 | \$ 143,805 | \$ (136,992) | \$ (136,993) | \$ (68,498) | \$ (1) | \$ (136,992) | \$ 74,556 | | |

MEMORANDUM

TO: Finance Committee Members
FROM: Heather Graham and Jim Orlick - CAMP, LLC
DATE: October 15, 2020
CC: Board of Directors
RE: 2021 Budget Draft – V2

Following a discussion held between the Treasurer and the Finance Chair, below is additional information for the Board's discussion that may have an impact on the budget for 2021. In addition, we have provided 3 options for consideration that will allow the Board to increase assessments by approximately 2.5%. For your reference, we have maintained the outline of changes that occurred due to the review of the initial draft by the Finance Committee. Attached is the revised budget – all changes are highlighted for your reference. Please know that we have also updated the landscape contract line item to reflect the Lancaster Landscapes contract renewal approved at the September board meeting.

RESERVE EXPENDITURES:

1. It is recommended that a revised Reserve Study should be conducted next year to incorporate a variety of items that we believe have been omitted unnecessarily such as erosion control, benches, trash cans, furnishings, and perhaps crack sealing, and a few other items.
2. In anticipation of this and based upon confirmation from the auditor on 10/08/20 that this would be acceptable, one of the options below includes the removal of expenditures for erosion in the amount of \$15,000 along with the removal of major irrigation repairs of \$7,000 (already in Reserve Study) and storm water management of \$4,000 (already in Reserve Study) for a reduction in expenses of \$26,000. Because it was not clear at this time how much money has been spent on trash cans and bench replacements we did not make any additional changes to the general repairs expense line item but if the Board agrees, these expenses would come from Reserves in 2021 fiscal year.
3. A cost for a new Reserve Study update has been included in the amount of \$4,900.

FINANCIAL POSITION OF THE ASSOCIATION:

Because two of the proposed options include a subsidy from prior year Member's Equity, we have included a summary of the Association's financial position as of the last audit from 12/31/19 for your reference.

- The 2019 audit notes the Association has \$390,576 in Unappropriated Member's Equity, which equals 15% of the Association's annual assessment income. The Auditor's recommend Associations maintain a level ranging between 10 – 20% to be used for unforeseen expenses. Please also keep in mind, this is above and beyond the funding noted in the Reserves which is \$2,107,471.
- If the Association were to use \$81,509 of UME as in option #1, this would reduce the % to 12% and if the Association were to use \$55,509 of UME as in Option #2, this would reduce the % to 13%. It is appropriate and acceptable to use UME to offset expenses if the Board so chooses; however, it should be noted, that this is not sustainable year over year and the Association will have to endure subsequent increases in order to fully meet expenses.
- The above balances do not take into account the current financial position of the Association and any projected surplus at the end of 2020.

BUDGET OPTIONS:

If there were no changes or reduction of expenses to the budget, an increase of approximately 5% would be necessary to adequately fund the operations. After discussion with the Treasurer and the Finance Chair, it was requested that options be provided to reach an increase level between 2 – 3%. Below are 3 options for the Boards consideration which combine a subsidy of prior year's Member's Equity and a reduction of expenses.

1. Option #1 - Maintain all expense allocations as noted in the 2nd draft (changes outlined below) plus the update to the landscape contract and reserve study as well as subsidize the expenses with \$81,509 of prior year equity. This will achieve an increase of approximately 2.4% for SF/TH/Condos and an increase of 2.8% for the Commercial units.
2. Option #2 -- Reduce the expenses as noted above by \$26,000 (reduce irrigation, eliminate erosion and storm water management costs) and subsize the balance of \$55,509 from prior year equity. This also leads to the same increases as noted above of 2.4% for SF/TH/Condos and 2.8% for Commercial units.
3. Reduce expenses as noted above by \$26,000 PLUS the items below which would lead to a total savings of \$75,000 and require an increase of approximately 2.7% for SF/TH/Condos and 3% for the Commercial units:
 - a. Reduce the Capital Improvements allocation from \$24,000 to \$13,220 = \$10,780 savings
 - b. Reduce the hours of the fitness center to 10 hours per day throughout the entire year versus 10 hours per day for 8 months and 12 hours per day for 4 months = \$9,220 savings
 - c. Reduce the Flower Rotation/Enhancement line item from \$39,500 to \$20,000. The Flower rotation costs have been confirmed to be \$15,122 which would leave a small allowance of approximately \$5,000 for enhancements = \$19,000 savings
 - d. Reduce turf treatment from \$20,000 to \$10,000 = \$10,000 savings.

We recognize that this is a lot of information. We hope this is helpful to you and if you have any questions, please let us know prior to the meeting next week, if possible so that we may be prepared to address all of the issues that may arise.

See next page for a summary of changes for V2 of the budget.

CHANGES MADE IN THE SECOND DRAFT OF THE BUDGET - 9/30/20:

Income:

1. The TMP Assessment Income has been included with the General Assessment Income as requested.
2. After a review of the Late Fee income, we found that it was overstated due to Condo late fee being incorporated although it was subsequently waived. The initial amount of \$8,000 has been reduced to \$4,500.
3. After review and discussion with Takis, the Interest Income remains unchanged.

Expense:

1. Reserve expenditures: there were several areas that we were to confirm were or were not in the Reserve Study. Erosion control and the replacement of benches and trash cans are NOT included in the Reserve Study. However, all irrigation repairs and tree replacement are both included. As a result, we have reduced the irrigation from \$8,000 to \$3,000 which includes an allowance of minor repairs less than \$1,000. The Flower Rotation and Landscape Enhancements has been reduced by \$4,000 accordingly. We would like to have a discussion with the Committee on Reserve expenses for future consideration.
2. An additional \$5,500 was added to the Tree and Shrub Maintenance line item based upon additional feedback after the meeting.
3. The Snow Removal costs were reduced by \$50,000 based upon additional feedback after the meeting.
4. Health Club and Management Staff was reduced from \$217,500 to \$199,350 based on the proposal approved at the September Board meeting which reduced staffing from 3 to 2 along with other minor changes that impact the current fiscal year. Changed the 2020 YE Projection to reflect the new rates for Oct – Dec. Please keep in mind, this contract will be out to bid in the coming months.
5. Clubhouse Utilities were reduced by \$2,600 based on the new rates negotiated by Andrew Hill.
6. Other Communications was changed to match the 2020 budget based on Communications Committee feedback as discussed at the meeting.
7. Newsletter Services was changed to match the 2020 budget based on Communications Committee feedback as discussed at the meeting. In addition, notes were added to reflect this line item includes the cost of the postage, which is approximately \$450 per issue.
8. Website Maintenance was also changed to match the 2020 budget based on Communications Committee feedback as discussed at the meeting.
9. Payroll Taxes, etc were confirmed to be correct.
10. The Activities expense was reduced to \$28,125 based upon additional feedback from the Committee.
11. Computer Network/C3 has been changed to IT Support. We also updated the 2020 projection based off of monthly invoices in the amount of \$1,120 plus an allowance for misc troubleshooting. For 2021, we maintained the same amount as 2020 and will solicit additional bids for future consideration.
12. Printing and Copying has been reduced by \$2,000 based on the calculation provided by Andrew Hill for CMC related services.
13. Annual Meeting Expense has been adjusted to incorporate the costs of the online voting and mailing. The 2020 projection was updated by \$1,000 and the 2021 budget was increased by \$1,000 to \$3,500.
14. No change was made to the Parking Enforcement line item as this is still under consideration and is based on bids received to date.

With the above noted changes, this leaves a deficit in the amount of \$117,468. The income has been adjusted and reflects an increase for each owner per quarter of \$18.36 for SF/TH, \$14.69 for the condos and \$18.37 for the commercial units. There may be some additional savings in the trash expense line item but this contract has not been finalized and it may be premature to rely upon savings that have not been confirmed.

As you know, we are happy to meet with the Committee to discuss this further. We hope that this first draft is helpful to you and if you have any questions, please don't hesitate to let us know. As always, thank you!

MEMORANDUM

TO: Finance Committee Members
FROM: Heather Graham, Jim Orlick and Susan Cassell- CAMP, LLC
DATE: September 18, 2020
CC: Board of Directors
RE: 2021 Budget Draft

Attached is a copy of the 1st budget draft for your review. Noted below are the primary assumptions used when developing the budget. Please keep in mind, this budget was based off of the best information we have to date along with prior year operating history. We have included in the NOTES column pertinent details about what is included in each line item for your reference. There is also a 4 year average column which was useful when assuming 2021 information along with a net change column so you can quickly see the line items that had changes from 2020 budget to 2021 budget.

Income Assumptions:

1. As you will see, the Assessment income for 2021 assumes no increase to the Assessments. This was intended to allow the Committee to see the deficit between income and expenses to determine how best to move forward. Currently, there is a deficit of approximately \$156,383. Most of the increases are attributed to Committee requests, an increase in the Reserve contribution and various smaller increases to insurance and other contracts. We recognize that this is not a realistic increase but without having more knowledge about the Community, we did not want to make substantial changes without having further dialogue.
2. As a reminder, the “Assessment Allocation” is the Reserve Contribution which has been updated according to the Reserve Study. Once the budget is finalized and the Reserve Contribution is set, we will create a separate Reserve Budget based upon anticipated expenses noted in the Study.
3. The Capital Improvement Allocation was maintained at \$24,000 for 2021.
4. The Interest Income for the Reserves is reflected in the Operating budget – we are requesting confirmation that this is intended by the Committee versus including this in the Reserve budget.

Expense Assumptions:

Once the budget is adopted, we will create a 12 month budget spread to align with the expectation of the various expenses.

1. You will see that all feedback has been incorporated from all of the Committees. In some cases, the changes from 2020 to 2021 were substantial as in the Health Club Management Staff (\$52k change) and with the Pool Management Contract (\$10k change). It is our understanding that this will be discussed in further detail during the first budget meeting with the Committee Chairs.
2. Notes have been included to reflect the year end projection and the basis for the 2021 expenses.

3. You will see in many cases, the same amount was maintained from 2020 to 2021 with the exception of expiring contracts which were increased by 3% and the insurance premiums which was increased by 5% based upon the recommendation of the insurance agent.
4. Various expense categories have been eliminated due to the recently negotiated management agreement.
5. No expenses have been included for COVID expenses aside from an increase to the Special Cleaning line item to allow for additional increases.

Overall Financial Position:

As of the July financial statement, the Association had total cash in the amount of \$3,366,475 of which \$2,262,476 is designated to General Reserves. An overall evaluation of the expenses forecasted in the Reserve Study needs to be completed and we will advise accordingly once we have additional information.

The Capital Improvements line item has a funding level of \$17,220 which is also supported by cash.

Prior Years Owner's Equity, which has a balance of \$390,577.14, is within the 10 – 20% of the Association's budget as recommended by the auditor.

The Association's delinquency rate is at 3.3% which is within the industry average of 3- 5%.

Recommendation:

As a general rule, it is always a good idea to incorporate a small increase to the assessments to cover the cost of inflation. This draft reflects increases to a variety of line items but there may be areas where the Committee feels comfortable making adjustments based on your history with the Association.

As you know, we are happy to meet with the Committee to discuss this further. We hope that this first draft is helpful to you and if you have any questions, please don't hesitate to let us know. As always, thank you!

**CAMERON STATION COMMUNITY ASSOCIATION
OPEN ACTION ITEM LIST - OCT 2020**

| Item | Description | Status | Responsible | Due |
|--|--|---------|-------------|------------|
| Pool Winterization | Signed proposal for anchors related to cover installation - \$119.40; Signed proposal for winterization - \$947 | Pending | CCFC | 11/30/2020 |
| Solicit Bids for Pool | Janeva is creating an RFP for pool management services based on previous contractual agreement and CAMERON STATION POOL OPERATION PLAN AND RULES. RFP is in the process of being completed, we hope to have proposals to the Committee for the November meeting. | Pending | CCFC | 12/30/2020 |
| Fitness Center RFP/ Proposals | Janeva sent CCFC RFP and Exhibit One for review and will set up a bidders conference with contractors based on committees edits to the RFP. We will set deadline for proposal submissions from the vendors and hope to have this for the Nov Committee meeting. | Pending | CCFC | 11/30/2020 |
| Clubhouse HVAC/ roof Leaks | HVAC leaks throughout office and gym. Approved repair \$1250 Approved. Unable to secure commitment from original vendor. Received bids form NV Roofing and Chris Cicotello on 10/20. Getting third and final bid from Joe Spagnola on 10/21. | Pending | CCFC | 11/6/2020 |
| Clubhouse Flat Roof- Condition Assessment | Assess the current condition of the flat roof on the clubhouse as it is at the end of its life according to the 2019 Reserve Study. Sent follow up email to C2 (vendor) 10/19/20. | Pending | CCFC | 12/30/2020 |
| Replace Sprinkler Cage BBall court | One sprinkler head cage is missing. Contacted 2 companies for estimate. Waiting to hear back from Tyco. | Pending | CCFC | 10/31/2020 |
| Pool Filter Tanks | Investigate issue (?) with pool filter tanks at end of pool season. 08/25/20 Received pool filter proposals from American Pool. To be forwarded to the CCFC for their September meeting. 10/14/20 - Returned signed proposal for diagnostic test of main pool. \$420.00 | Pending | CCFC | 11/30/2020 |

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|---|--|---------|------|------------|
| New Water Fountain - Fitness Center | Purchase/install the new water fountain for the fitness center. 08/26/20 Submitted check request for Thomas Somerville Company to replace the water fountain at a cost of \$1,194.06. 10/20 Received bids for installation from Dynasty and Home Advisor. Waiting on third and final bid from All Plumbing. | Pending | CCFC | 10/30/2020 |
| Fix tile and drywall issues - Men's Locker Room | Caused by water damage under far left sink and near handicap shower. 08/25/20 Stall has been blocked off for use and due to COVID. 2 contractors have inspected but they are not able to address. Plan to combine this project with the proposal for remodeling the locker rooms. Meeting with Ultra on 10/23 to discuss options. | Pending | CCFC | 11/30/2020 |
| Update Resident Computer Registration System | The current system is at capacity for issuing passes. Alternative options need to be investigated to include use of current system (upgrade) and new systems. 10/20 One proposal has been received, submitted specs to 5 other vendors - will forward to Committee upon review. | Pending | CCFC | 12/30/2020 |
| Evaluate health of Reserve Study's 0 life equipment | Several Clubhouse HVAC units have been identified as 0 life in RS2019. Need independent eval to confirm remaining life. 10/20 also reached out to Trademasters to determine if anything was previously noted on inspections. Have not yet heard back. | Pending | CCFC | 12/30/2020 |
| Rotten trim ext kitchen door & openings | Replace rotten trim around kitchen door. Door needs to be replaced. Received bid from Williamson Home Repair and Southern Specialty. Meeting with Exterior Medics on 10/23 for third and final bid. | Pending | CCFC | 10/30/2020 |
| Basketball Court Replacement | On going - need to check status. 08/26/20 1 bid received under CMC. Confirming proposal cost as bid is dated 5/20. Received one additional proposal and soliciting 2 more for October Committee meeting. BOARD AGENDA ITEM | Pending | CCFC | 10/31/2020 |

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|---------------------------------|---|---------|-----------------------|------------|
| Locker Room Renovation | Solicit bids from Architectural firms to redesign the locker room repair on men's side. Need to confirm scope, status, etc. 10/20 CAMP does not believe ARCH firm is necessary - will solicit bids and evaluate further before providing to Committee. | Pending | CCFC | 11/30/2020 |
| Monthly Night Inspection Part 2 | PSE found several items to be addressed. As they repair lights, they upgrade them to the LED fixtures. Management Approved these locations to be repaired prior to Halloween. \$1,170.00 Quote#1394849. | Pending | Common Area Committee | 10/31/2020 |
| Monthly Night Inspection Part 1 | PSE found several items to be addressed. As they repair lights, they upgrade them to the LED fixtures. Management Approved these locations to be repaired prior to Halloween. \$2,066.50 Quote#1392775. | Pending | Common Area Committee | 10/31/2020 |
| Landscape Enhancement | Along Duke Street - CAC recommended completion; within management's authority \$1,890 | Pending | Common Area Committee | 11/30/2020 |
| Drainage - Medlock Lane | Proposal from Lancaster - CAC recommended completion, signed; within management's authority. \$1,795 total cost, Tentatively scheduled for 11/5. | Pending | Common Area Committee | 11/30/2020 |
| Paint STOP stripe on pavement | Due to an obscured stop sign, CSCA will paint a white STOP line on the pavement. Waiting on the specialized paint order | Pending | Common Area Committee | 10/31/2020 |
| ADA Ramp Proposal - Curb Cut | Proposal to reinstall pavers onto ADA ramp received 8/26. Needs to be reviewed by mgmt, Common Area Committee and Board. Received two bids from Brothers and Portugal. Waiting on third and final bid from Finley. | Pending | Common Area Committee | 11/6/2020 |
| Benches and Trash Cans | Inspect and inventory to replace rotted wood on benches and trash can lids. Mark conducted an inspection and is the process of repairing two benches. Will follow up on trash can lids. 09/11/20 33 lids are needed; found vendor and will order a few to ensure proper fitting. Cost to repair two benches is \$929.56. Replacement slats have been ordered for the benches. Waiting on delivery. | Pending | Common Area Committee | 10/30/2020 |

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|-------------------------------|--|---------|-----------------------|------------|
| Exterior Cleaning - Clubhouse | Solicit bids for power washing of the clubhouse. | Pending | Common Area Committee | 12/31/2020 |
| Condo Landscape Violations | Investigate landscape violations specific to Condos. 10/20/20 appears all landscape violations have been addressed but will work with CAC to confirm. | Pending | Common Area Committee | 10/31/2020 |
| Fence Evaluation | Inspect fenced areas and identify repairs needed. Working on securing appropriate vendors for bids. | Pending | Common Area Committee | 9/30/2020 |
| Pot Hole Repairs | Repair various pot holes in a temp fashion until paving proposals are finalized. Need to get filler from Home Depot. Will have this completed prior to cold weather. | Pending | Common Area Committee | 11/18/2020 |
| Street Sweeping Proposals | Obtain street sweeping proposals - coordinate with Committee as to timing. This will hold until next Spring. | Pending | Common Area Committee | 11/30/2020 |
| Fountain Repair | Investigate fountain repairs needed. Reached out to multiple vendors regarding repairs. Received proposals from Cascades and Harmony Ponds. Waiting on third and final proposal from Virginia Water Gardens. General consensus is complete replacement. Anticipate providing proposals to Committee for Nov meeting. | Pending | Common Area Committee | 11/20/2020 |
| Trash Proposals | Under review by CAC. Will follow up accordingly. 09/11/20 Working with J. Lampe and R. Burns regarding negotiations with new trash company - working to coordinate with the multiple Condos. Also reviewed all billing for Master Association and pursuing refund for July/Aug retail and rental fees to Main Street. BOARD AGENDA ITEM | Pending | Common Area Committee | 10/31/2020 |
| Paving Proposals | Proposals to be received by 7/31 for paving project. Need to be reviewed by mgmt, Committee and Board. 10/09/20 spoke to Robert and Joan regarding engaging an engineering firm to review specs, proposals and project oversight. 10/14/20 Reached out to SRG, ETC and Becht Engineering for costs. | Pending | Common Area Committee | 4/30/2021 |

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|--------------------------------------|---|-----------|---------------------------|------------|
| Landscape Proposals | Bids have been rec'd and the CAC will be recommending a vendor at their August meeting. 10/06/20 Board approved renewal with Lancaster. In process of finalizing contract for signature. | Pending | Common Area Committee | 10/31/2020 |
| Social Media - Facebook/Twitter | Work with Committee to identify and address ideas to improve Social Media and Website. | Pending | Communication s Committee | 12/31/2020 |
| Update Community Map | Work to update Community Map (ie. pet waste stations, etc). 10/14/20 Received and approved estimate for 100 new maps and one mailbox location map for a total cost of \$711.65. | Pending | Communication s Committee | 10/30/2020 |
| New Owner Information | Provide to Communications Committee new conveyance details on the 2nd Tuesday of each month. | Pending | Communication s Committee | 9/7/2020 |
| Newsletter Delivery Alternatives | Pursue electronic options for delivery of the newsletter. | Pending | Communication s Committee | 12/31/2020 |
| Review Comcast Phone Lines, Etc | Follow up on email provided by Andrew Hill with Comcast phone line details. COMPLETED | Completed | Finance Committee | 12/31/2020 |
| Budget Review | CAMP is working on the budget draft and will have this to the Committee NLT than the week of 08/24/20. 09/11/20 Budget draft was provided to Committee - aiming for joint Board/Committee meeting date week of 9/21. 09/21/20 - Budget meeting scheduled for 09/23/20 to review with Committee Chairs. BOARD AGENDA ITEM | Pending | Finance Committee | 9/30/2020 |
| Soap Refills for Bathroom Dispensors | Ordered 10 cases of soap refills - discounted rate for large order. Cost of \$620.99 from supplies. | Pending | Heather Graham | 11/20/2020 |
| Signature Cards | Update all signature cards due to transition. 09/23/20 All signature cards have been updated EXCEPT Congressional Bank and we are finalizing the last few documents for signature. | Completed | James Orlick | 10/9/2020 |

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|--------------------------------|---|---------|----------------|------------|
| Parking Enforcement | Parking enforcement for Cameron Station enforcement parking policy. Bids have been received but need to evaluate overall parking issue/areas/limitations, etc. Need to determine property boundaries - following up with engineers and legal for Phase Plats. | Pending | Janeva Sharps | 10/31/2020 |
| Parking decals | Ordered 500 parking decals - \$506.65 | Pending | Juana Michel | 11/30/2020 |
| Great Room | Clean out Great Room for the upcoming election. Waiting on direction from the election officials. | Pending | Mark Bondurant | 10/30/2020 |
| Light Pole | Light Pole at 5024 Grimm was cracked at the bottom. It has been removed and will be replaced. BOARD AGENDA ITEM | Pending | Mark Bondurant | 11/11/2020 |
| Gazebo | A few posts along the bottom are beginning to rot. Received quotes from Bernuy Painting and Dynasty Community Services. Scheduled to meet with Ultra on Friday for third and final bid. | Pending | Mark Bondurant | 10/23/2020 |
| Fleet Transportation Extension | Revisit extension that is to expire to extend each month. 08/26/20 Board APPROVED at August meeting - extension through 10/12/20 - J. Lampe to forward Addendum to Fleet. 09/09/20 - confirmation of signed Addendum by both parties. Will need to revisit this issue at the Sept meeting for October services. 10/06/20 Board approved continued suspension of services through 11/9/20. Will be on Oct agenda for further review. | Pending | Susan Cassell | 11/30/2020 |
| Annual Meeting Notices | Prepare Annual Meeting Notices once on line voting options have been secured. Also, follow up with T. Sinkins regarding Virtual Meeting Resolution. 09/09/20 Board approved Virtual Annual Resolution - pending Board signatures. Contract has been executed with Survey and Ballots. Deadline for Candidate Submission is 09/21/20. 09/21/20 - Deadline Submission has been extended to 09/25/20. 10/20/20 All information submitted to Survey and Ballots - registration and voting is now open. Walt Jarrett withdrew his nomination. | Pending | Susan Cassell | 11/10/2020 |

CAMERON STATION COMMUNITY ASSOCIATION
COMPLETED ITEMS - OCT 2020

| Item | Status | Responsible | Due |
|--------------------------------------|-----------|-----------------------|------------|
| Light Bulbs | Completed | Mark Bondurant | 10/21/2020 |
| Switch Plate | Completed | Mark Bondurant | 10/21/2020 |
| Cracked Baseboard | Completed | Mark Bondurant | 10/21/2020 |
| Soap Dispensers | Completed | Mark Bondurant | 10/19/2020 |
| Guest Parking Sign | Completed | Mark Bondurant | 10/13/2020 |
| Light Pole - donovan | Completed | Mark Bondurant | 10/9/2020 |
| Light Pole - 5002 Barbour | Completed | Mark Bondurant | 10/8/2020 |
| Storm Drains | Completed | Mark Bondurant | 10/8/2020 |
| Visitor Parking Sign | Completed | Mark Bondurant | 10/8/2020 |
| Clock | Completed | Mark Bondurant | 10/20/2020 |
| Back Fence | Completed | Mark Bondurant | 10/5/2020 |
| Pool Deck | Completed | Mark Bondurant | 10/9/2020 |
| Drain on Knapp PL. | Completed | Mark Bondurant | 9/28/2020 |
| Pool Benches | Completed | Mark Bondurant | 9/25/2020 |
| Switch Plate | Completed | Mark Bondurant | 9/25/2020 |
| TV's in Fitness Room | Completed | Mark Bondurant | 9/18/2020 |
| Benches in Ferdinand Day Pocket Park | Completed | Mark Bondurant | 9/18/2020 |
| Egress Lights | Completed | Mark Bondurant | 9/16/2020 |
| Yard Sale Sign | Completed | Mark Bondurant | 9/16/2020 |
| Brackets | Completed | Mark Bondurant | 9/15/2020 |
| Bad sensor on light pole | Cancelled | Mark Bondurant | 11/4/2020 |
| Trash Shed | Completed | Mark Bondurant | 9/28/2020 |
| Railings/Gate Installation | Completed | Common Area Committee | 9/30/2020 |
| Pet Station | Completed | Mark Bondurant | 9/30/2020 |
| Light out | Completed | Mark Bondurant | 9/3/2020 |
| Cracked switch plates | Completed | Mark Bondurant | 9/2/2020 |
| Sprinkler Rooms | Completed | Mark Bondurant | 9/23/2020 |
| Egress Lights | Completed | Mark Bondurant | 9/23/2020 |
| Fire Extinguishers | Completed | Mark Bondurant | 9/23/2020 |
| Water stained attic covering | Completed | Mark Bondurant | 9/3/2020 |
| Clogged Drains | Completed | Mark Bondurant | 9/10/2020 |

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|---|-----------|----------------------|------------|
| TV in Fitness Room | Completed | CCFC | 9/25/2020 |
| Brick Stoop damage-@ BBall emergency & sprinkler Rm | Completed | CCFC | 10/31/2020 |
| Bench | Completed | Mark Bondurant | 9/4/2020 |
| 2 street lights out | Completed | Mark Bondurant | 10/7/2020 |
| Light - Kitchen Door | Completed | CCFC | 9/30/2020 |
| Benches - Pool | Completed | CCFC | 11/30/2020 |
| Baby Pool Sign | Completed | CCFC | 5/31/2021 |
| Repair Damaged Brick - Basketball Court | Completed | CCFC | 10/30/2020 |
| Benches - Memorial Bench Repair | Completed | CCFC | 9/30/2020 |
| Outdoor Clock | Completed | CCFC | 9/11/2020 |
| Replace bulb in large outdoor clock | Completed | CCFC | 9/11/2020 |
| Newsletter Advertisers | Completed | Communications Commi | 8/31/2020 |
| Board Portal Training | Completed | Heather Graham | 9/30/2020 |
| Interim Audit Proposal and 2020 Engagement | Completed | Susan Cassell | 9/30/2020 |
| Review/Reconcillation of all Resolutions | Completed | Heather Graham | 9/30/2020 |
| Budget Development Process | Cancelled | Finance Committee | 9/30/2020 |
| Update all internal systems to CS Office | Completed | Susan Cassell | 8/31/2020 |
| On Line Voting Options - Annual Meeting | Completed | Susan Cassell | 9/30/2020 |
| | | | |