

CAMERON STATION COMMUNITY ASSOCIATION

BOARD OF DIRECTORS

ZOOM MEETING DRAFT AGENDA

May 25, 2021 – 7:00 P.M.

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

Link: <https://zoom.us/j/97385179058?pwd=TUg1V1lvM011VStJS2k5b3NELOIRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

Join by phone: 1 301 715 8592 US (Washington DC)

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|-------|---|-----------|
| I. | CALL TO ORDER | 7:00 P.M. |
| II. | APPROVAL OF AGENDA | |
| III. | APPROVAL OF MINUTES – April 27, 2021 | |
| IV. | LT. WEINERT – CITY OF ALEXANDRIA | 7:05 P.M. |
| V. | ARTHUR IMPASTATO- CAMERON STATION CIVIC ASSOCIATION | |
| VI. | HOMEOWNER'S FORUM | 7:10 P.M. |
| VII. | TREASURER'S REPORT | 7:25 P.M. |
| VIII. | COMMITTEE REPORTS (FAC, ARC, CCFC, ComCom, CAC, A&E) | 7:45 P.M. |
| IX. | RATIFICATIONS | |
| X. | MATTERS FOR BOARD DECISION | 7:55 P.M. |
| | 1. 2020 Draft Audit | |
| | 2. Clubhouse HVAC Equipment Replacement Proposals | |
| | 3. Ad-Hoc Asphalt Paving Committee Resolution | |
| | 4. Ad-Hoc Paving Committee Appointments | |
| | 5. New Community COVID Operating Procedures | |
| XI. | MATTERS FOR BOARD DISCUSSION | 8:30 P.M. |
| | 1. Inflatables on Common and City Property in the Community | |
| XII. | MATTERS FOR BOARD INFORMATION | 8:45 P.M. |
| | 1. Management Report | |
| | i. Action Item list | |
| | ii. Fleet Transportation April Report | |
| | iii. ProFit April Report | |
| XIII. | NEW BUSINESS | 8:45 P.M. |
| XIV. | EXECUTIVE SESSION | 8:45 P.M. |
| | 1. ARC Application Appeal- Screen Door | |
| | 2. ARC Application Appeal- Fine Wavier Request | |
| XV. | ADJOURN | 9:00 P.M. |

Prepared by:

Heather Graham, CMCA, PCAM (Executive Vice President - CAMP, LLC)
& Jennifer Gilmore, CMCA, PCAM (On Site Community 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.*

Cameron Station Community Association, Inc.
Zoom Teleconference
Board of Directors' Meeting
April 27, 2021, 7:00 p.m.

ATTENDEES: Sarah Walsh, President, Mike Johnson, Vice President, Joan Lampe, Treasurer & Liaison to the Financial Advisory Committee (FAC); Andrew Hill, Secretary & Liaison to Cameron Club Facilities Committee (CCFC); Megan Christensen, Director & Liaison to Communications Committee (ComCom); Ernest Cage, Director & Liaison to Activities and Events Committee (A&E); Greg Hillson, Director & Liaison to Architectural Review Committee (ARC)

Others in Attendance: Heather Graham, CAMP, LLC; Jennifer Gilmore, CAMP On-Site Manager Cameron Station; Minute Recorder, On the Record, Inc.

I. CALL TO ORDER

Sarah Walsh called the Board of Directors' Meeting to order at 7:01 p.m., with the mention that this meeting is being recorded.

II. APPROVAL OF AGENDA

Motion: Sarah Walsh made a motion to approve the agenda as presented. It was approved by Megan Christensen and seconded by Joan Lampe.

Motion passed 7/0.

III. APPROVAL OF MINUTES

Motion: Sarah Walsh made a motion to approve the March 30, 2021 minutes, with the changes made by Megan Christensen and Greg Hillson. It was seconded by Joan Lampe.

Motion passed 7/0.

IV. LT. WEINERT – CITY OF ALEXANDRIA

Lt. Weinert reported only 7 reports, down from 11 around this time last year. There were two domestic assault reports and one motor vehicle incident.

V. ARTHUR IMPASTATO- CAMERON STATION CIVIC ASSOCIATION

Arthur Impastato reported on various local improvements including the Landmark Mall/Inova project, the Park View 2 Project and the Alexandria Mobility Plan. The next Civic Assn meeting is on May 5, 2021 at 7pm and encouraged everyone to attend.

VI. HOMEOWNERS FORUM

Juan Lopez-Campillo expressed concern regarding the landscape services near 307 Cameron Station Boulevard.

Jan Chong requested the Board consider an allowance to have a trainer accompany her husband to use the gym. Ms. Walsh requested the owner submit a written request with any pertinent documentation for the Board's consideration.

VII. TREASURER'S REPORT

Joan Lampe gave a summary of the current cash position and reminded the Board of the budgeted deficit of \$68,000. She also reported that it was projected the trash/recycling services may likely be over budget at year end due to the pass through charges for recycling services and landfill charges. Joan Lampe thanked CAMP for tracking down the \$7,000 invoice from the previous trash provider.

VIII. COMMITTEE REPORTS (FAC, ARC, CCFC, ComCom, CAC, A & E)

ARC: Paula Caro reported that ARC received 22 applications, they will be focusing on revising the DMS and suggestions are being solicited from the community. The revisions will be reviewed by legal counsel and then proposed to the Board.

CCFC: Ray Celeste said that the committee does not meet until May 8, and that Jan Chong would like to have a decision on her request by May 1. He noted the new app, Wellness Living, and it seems to be working well. A general update on the locker room reservation project was provided, with proposals for an architect company. Ray Celeste finished his report mentioning draft procedures/ hours for the pool, to be discussed later on in the meeting.

ComCom: Tricia Hemel reported that the March issue of the Compass went out digitally, with 1275 people opening the email. It was reported that Cameron Station now has a Facebook, Twitter and an Instagram. The committee is making a check list to give to Management and New Media Horizons for more content/ updates. She further reported, the welcome committee welcomed 7 new residents this month.

CAC: Robert Burns provided an update on the common area grounds, such as the flower rotation and the plans for the Cameron Station Circle. Regarding Linear Park, the Committee discussed the possibility for partial funding from the City. As for the Donovan Park fountain, it was suggested that the matter be tabled for now, to which Heather Graham and Sarah Walsh agreed. Then, an update was given on the Street Sweeping proposals. One of the proposed companies was recommended, due to the need for areas under cars to be cleaned. Greg Hillson made a point to mention that the public city streets are maintained by the City, to which Jennifer Gilmore confirmed that the city streets are not included in the proposals.

A&E: Andy Yang gave an update on the most recent events, and that they were well received. The committee has planned a taco event for Cinco de Mayo, and a second Virtual Trivia Night, as the first one was so well attended. There will also be an Ice Cream Social Event, sponsored by a local realtor. The 4th of July Event was

mentioned, as well as the Pool Party. Given the current and continuously updating COVID guidelines, future events in the Summer will be discussed/ considered, as the restrictions lift.

IX. MATTERS FOR BOARD DECISION

1. Street Sweeping Proposal

Motion: Mr. Hill moved to approve the Atlantic Sweeping and Cleaning proposal for \$5,440.00. Mike Johnson seconded.

Motion passed 7/0.

2. Donovan Fountain Replacement Proposal

This item was tabled.

3. Locker Room Renovation Architect Firm Proposal

Motion: Andrew Hill moved to approve as written in the Board materials. Greg Hillson seconded.

Discussion was held regarding the pricing, need and scope of the project. Ultimately, the motion failed.

Motion failed. 1-6-0.

4. Fitness Center Preventative Maintenance Contract

Motion: Andrew Hill made a motion to approve the proposal from Heartline Fitness for the Fitness Center preventative maintenance contract. Mike Johnson seconded.

Motion passed 7/0.

5. Main Street Great Room Request

Main street requested to use the great room for their annual meeting. Amenities are currently not open, so this would be a deviation from policy.

Motion: Mike Johnson made a motion to deny the request and Joan Lampe seconded the motion.

Motion passed 7/0.

6. 2021 Pool Season:

Jennifer Gilmore explained the pool operation hours were previously approved for the 2021 season based on the COVID hours from last season. She asked whether the Board wants to keep those hours or change them back to pre-COVID hours.

In addition, it was reported that the increased hours would allow for lap swim, water aerobics along with consideration for extending the pool season for 2 weekends after Labor Day.

Motion: Greg. Hillson moved to implement the pre-COVID hours, the “soft” pool opening and the extended season with the increased spending of \$31,453. Andrew Hill seconded the motion.

Motion passed 7/0.

Motion: Andrew Hill moved to increase the pool capacity from 20 to 30 and bring back the furniture inside the pods currently set up on the pool deck.

Greg Hillson moved to amend the motion to raise the capacity to 50. Mr. Johnson seconded the amendment.

Discussion was held regarding pool capacity and Virginia COVID regulations.

Andrew Hill accepted the amendment to his motion. Motion passed 7/0.

Motion: Greg Hillson moved to, contingent upon issuance of Virginia executive order allowing it, remove the mask requirement on the pool deck except when traversing through the facilities. Andrew Hill seconded.

Motion passed 7/0.

X. MATTERS FOR BOARD DISCUSSION

1. Fleet Transportation Update:

Jennifer Gilmore says the shuttle is up and running well. An update on Fleet’s monthly report will be provided when it comes.

2. Insurance Renewal Update:

The approved Insurance is executed and bound.

3. Linear Park MOU Update:

As discussed earlier, there is no action as of now.

4. ProFit

The received their PPP funds and a refund of \$18,000 has been issued to the Association.

5. Website Update

Jennifer Gilmore asked the Board to submit additional suggestions for Com Comm on improvements to the website.

XI. NEW BUSINESS

Sarah Walsh stated there was a need for an AD- HOC Committee for the upcoming paving project. The tasks will be primarily working with the logistics, choosing a contractor, and the engineer with management. This was accepted as

177 presented with the understanding that a formal Charter will come before the Board at
178 the May meeting along with the appointment of volunteers.

179 Heather Graham announced Toni Mancinelli has been promoted as the Assistant
180 Manager for Cameron Station.

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182 **XII. ADJOURN**

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184 Mike Johnson motioned the meeting to adjourn at 9:07 p.m.

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186

187 Respectfully Submitted by Allison Ballinger



MEMORANDUM

TO: Cameron Station Community Association Financial Advisory Committee

FROM: James M. Orlick, Director of Financial Services

DATE: May 11, 2021

RE: April 2021 Financial Statement Summary

This summary reflects the un-audited fiscal year-to-date 2021 financial entries.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 3,811,356		
Year to Date Income (net of Reserve and Capital Improvement, Contributions)	\$ 762,363	\$ 757,841	\$ 4,522 - F
Year to Date Expense	\$ 661,402	\$ 818,814	\$157,412 - F
Net Income Year to Date, surplus/ (loss)	\$ 100,961	\$ (60,973)	\$ 161,933 - F

U: Unfavorable

F: Favorable

ACCOUNTS RECEIVABLE AGING SUMMARY

	1-30	31-60	61-90	91-	Total
Jan	\$34,535	\$1,133	\$1,349	\$29,864	\$66,881
Feb	\$774	\$16,597	\$1,043	\$25,323	\$43,737
Mar	\$571	\$317	\$12,937	\$24,686	\$38,511
Apr	\$37,770	\$471	\$ 50	\$28,193	\$66,484

INVESTMENTS

GL Account & Institution	Investment Type	Balance as of 4/30/2021
Union Bank Operating	Operating-Checking	\$590,368
Union Bank Operating Petty Cash	Operating – Imprest	\$807
Congressional Bank Operating	Operating-Money Market	\$120,049
Congressional Bank Operating Fund-ICS	Operating-ICS	\$271,497
Union Bank Replacement Fund	Reserve Money Market	\$166,506
Morgan Stanley MM	Reserve Money Market	\$ 78,573
Morgan Stanley Investments	Reserve CD Accounts	\$1,022,000
Congressional Bank	Reserve Money Market	\$125,051
Congressional Bank	Reserve ICS	\$1,399,201
Union Bank Capital Improvement Fund	Capital Improvement MM	\$ 32,821
Accrued Interest Receivable	Reserve Accrued Interest	\$4,483
Total Cash & Investments		\$ 3,811,356

Balance Sheet:

The Accounts Receivable for Residential Assessments as of April 30, 2021 was \$66,484. The net delinquency rate is approximately 2.541%, which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable \$66,484/Total Annual Assessments: \$2,615,622.

Repair & Replacement Reserves and Capital Improvement fund balances total \$2,620,807, and \$32,821 respectfully, and are fully supported by cash and investments. This is calculated as follows:

\$ 3,811,356 Cash and Investments		\$ 3,094,607 Total Cash Available
<u>-\$ 716,709 Total Current Liabilities</u>	→	<u>-\$2,653,628 Total Reserve. & Capital Imp.</u>
\$ 3,094,647 Total Cash Available		\$ 440,979 Positive Cash Position

Prior Years Owner's Equity*, which has an unaudited balance of \$607,364, exceeds the 10 – 20% of the Association's assessment budget by 3.22%. Please keep in mind, the Association budgeted a deficit of \$68,498, for fiscal year 2021 which will ultimately reduce the Equity once the 2021 audit is completed.

**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 \$762,363 which is \$4,522 greater than the budgeted amount of \$757,841.

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

Room Rental - Unfavorable by \$2,668. Room Rental is currently unavailable due to Covid-19.

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

Late Fees net of fees waived – Favorable by \$4,789. An increase in late payments over those anticipated.

Interest Income Reserves - Favorable by \$3,223. Variance is caused by the interest value of maturing Certificate(s) of Deposit.

Year to Date Expense Variances FAVORABLE by \$2,500.00 (0.11% of budget) or more:

Common Area Maintenance & Services:

Flower Rotation - Favorable by \$9,750. Spring plantings did not occur in March. The BOD approved spring plantings in the amount of \$5,835 on March 30, 2021.

Irrigation Water – Favorable by \$6,848. The water budget, for irrigation, was allocated in 12 equal monthly amounts. We would expect full absorption of the annual budget. In addition, refunds were received from Virginia American Water exceeding \$1,400 during the month of March.

Lighting Supply Repair and Maintenance – Favorable by \$11,086. Expenditures YTD are less than the current expectation for general repairs. As you may recall, this was discussed with the Finance Committee and the appropriate charges are being allocated to the Reserves as there is an annual allocation for lighting replacement. There will still be minor charges to this account, but any major LED replacement will be taken from Reserves.

Linear Park Landscape – Favorable by \$7,224. There have not been YTD Expenses as of April 30, 2021. Please be aware, the Memorandum of Understanding with the City regarding the maintenance responsibilities of the Linear Park are currently underway. We do not anticipate that there will be substantial changes to the current arrangements; however, we will not know the details until the MOU is finalized.

Snow Removal – Favorable by \$21,916. Snow removal expenses year-to-date are less than anticipated.

TMP Expenses – Favorable by \$70,000. Shuttle service was temporarily discontinued and has been reinstated as of April 5th. We expect an invoice in the amount \$17,500.00 less a credit on account of approximately \$11,136.

Snow Removal – Favorable by \$21,915. Allocated sums have not been used as of the end of March.

Landscaping Repair & Maintenance

Erosion Control – Favorable by \$3,388. Expenses have been less than anticipated.

Cameron Club Maintenance and Operations:

Clubhouse Utilities – Favorable by \$3,229. The spread for utility expenses is less so far this year than anticipated. We would expect this to be absorbed by year-end.

Special Cleanings – Favorable by \$3,332. There have not been expenses incurred for this line item in 2021.

Trash & Recycling:

There are no year-to-date Trash and Recycling expense variances favorable by \$2,500 or more as of April 30, 2021.

Other Expenses:

There are no year-to-date Other Expense category expense variances favorable by \$2,500 or more as of April 30, 2021.

Professional Services:

Reserve Studies – Favorable by \$4,900. This favorable variance is caused by a budget timing issue and should be absorbed by the end of 2021.

Activities:

Events and Awards – Favorable by \$6,046. We expect this favorable variance to be used during the fiscal year. Due to Covid-19, event schedules have been delayed.

Communications:

There are no year-to-date Communications expense variances favorable by \$2,500 or more as of April 30, 2021.

Insurance:

There are no year-to-date Insurance expense variances favorable by \$2,500 or more as of April 30, 2021. However, please be aware, the Board approved changing the Insurance Broker and it is expected that a savings in this budget section will be realized. Also, the insurance premium will be paid in full so as to avoid monthly service charges.

Management Services:

Payroll Taxes/Benefits/Costs – Reflects a favorable variance of \$6,312. Taxes/Benefits and Costs were spread evenly each month. Actual costs incurred are less than budgeted.

Administration:

Parking Enforcement: Reflects a favorable variance of \$6,332. We currently are projecting annual savings in this category although management continues to search for service provider alternatives.

Income Taxes

Income Tax – Favorable by \$7,750. This is caused by the allocation of this budget line item. Estimated income taxes for the year have been computed as \$10,000 for 2021.

Year to Date Expense Variances UNFAVORABLE by \$2500 (0.11% of budget)

Common Area Maintenance:

Common Area Maintenance & Services:

Tree and Shrub Maintenance – Unfavorable by \$2,907. Projects have been approved by the Board of Directors and Management, exceeding the current budget spread, although still in line with the annual budgeted amount.

Landscape Repair & Maintenance:

There are no year-to-date Landscape Repair & Maintenance expense variances unfavorable by \$2,500 or more as of April 30, 2021.

Cameron Club Maintenance & Operations:

Building Repair and Maintenance – Unfavorable by \$4,010. Power washing of the Clubhouse pool deck area was completed as approved by the Board. Keep in mind, \$14,000 has been allocated for the year and power washing was an anticipated expense; however, the timing was not known at the time.

Pool Management – Unfavorable by \$9,210. This variance is caused by the allocation of the annual budget. The budget spread has been adjusted in accordance with the pool contract.

Trash & Recycling:

Trash and Recycling Services – Unfavorable by \$13,418. There is a December invoice of \$1,680.27 along with an invoice from July 2020 of \$1,380 (delayed due to transition) that will be adjusted by the Auditor which will reduce the overage to \$10,358. The Bates contract included the recycling services as a direct pass through and not part of the monthly fee. Given the recycling fee is an unknown number and varies each month, there could be an unfavorable budget variance for this account. We will continue to keep a close eye on this as the year progresses. At this time, over the first 3 months of 2021, the recycling invoices average approximately \$2,516 per month. Keep in mind, the recycling is billed in arrears, so the April recycling invoice has not yet been received.

Other Expenses:

There are no year-to-date Other Expense category expense variances unfavorable by \$2,500 or more as of April 30, 2021.

Professional Services:

Legal Services – Collections – Unfavorable by \$3,364. The volume of services required has exceeded budget expectations.

Legal Services – General Counsel – Unfavorable by \$16,252. Services required exceed the year-to-date budget allocation. Keep in mind, this covers costs to review contracts, Resolutions, complaints, etc.

Activities:

There are no year-to-date Activities expense variances unfavorable by \$2,500 or more as of April 30, 2021.

Communications:

There are no year-to-date Activities expense variances unfavorable by \$2,500 or more as of April 30, 2021.

Insurance:

There are no year-to-date Activities expense variances unfavorable by \$2,500 or more as of April 30, 2021.

Management Services:

There are no year-to-date Management Services expense variances unfavorable by \$2,500 or more as of April 30, 2021.

Administration:

There are no year-to-date Administration expense variances unfavorable by \$2,500 or more as of April 30, 2021.

Income Taxes:

There are no year-to-date Income Tax expense variances unfavorable by \$2,500 or more as of April 30, 2021.

Overall, there is a positive variance between annual income and annual expenses in the amount of \$161,933 through April 30, 2021.

Cameron Station Community Association
Operating Fund Schedule of Revenues and Expenses
For the Fourth Period ending April 30, 2021 or 33.33% of the Budget Year

	April Monthly Actual	April Monthly Budget	April Actual vs. Monthly Budget Variance	April Year-to- Date Actual	April Year-to- Date Budget	April Year-to-Date Actual vs. Budget	2021 Annual Budget	2021 Budget Remaining	Funds Committed Not Reflected	2021 Adjusted Budget Remaining	2021 Projected W/ Commitments	Projected Year End Variance to Budget	Operating Items Committed
<u>Assessment Revenue</u>													
Assessments - SFD/TH	134,430	134,397	33	537,642	537,588	54	1,612,764	1,075,122	0	1,075,122	1,612,764	0	
Bad Debt Adjustment	100	(1,875)	1,975	(1,784)	(3,750)	1,966	(7,500)	(5,716)	0	(5,716)	(7,500)	0	
Total Assessment Revenue	134,530	132,522	2,008	535,858	533,838	2,020	1,605,264	1,069,406	0	1,069,406	1,605,264	0	
<u>Commercial Assessments</u>													
Commercial Assessments	2,838	2,838	0	11,351	11,351	0	34,052	22,701	0	22,701	34,052	0	
Total Commercial Assessments	2,838	2,838	0	11,351	11,351	0	34,052	22,701	0	22,701	34,052	0	
<u>Condo Assessment</u>													
Condo Assessment	81,359	81,359	0	325,436	325,435	1	976,306	650,870	0	650,870	976,306	0	
Total Condo Assessment	81,359	81,359	0	325,436	325,435	1	976,306	650,870	0	650,870	976,306	0	
Total Adjusted Assessments	218,727	216,719	2,008	872,645	870,624	2,021	2,615,622	1,742,977	0	1,742,977	2,615,622	0	
<u>Other Income</u>													
Late Fees & Interest	4,019	375	3,644	7,509	1,500	6,009	4,500	(3,009)	0	(3,009)	4,500	0	
Late Payment Charges													
Waived	(250)	0	(250)	(1,220)	0	(1,220)	0	1,220	0	0	0	0	
Legal Reimbursements	0	667	(667)	1,381	2,668	(1,287)	8,000	6,619	0	6,619	8,000	0	
Newsletter Advertising	0	458	(458)	2,155	1,832	323	5,500	3,345	0	3,345	5,500	0	
Miscellaneous Income	1,934	0	1,934	2,889	0	2,889	0	(2,889)	0	(2,889)	955	955	
Charitable Donation Income	0	733	(733)	1,000	2,932	(1,932)	8,800	7,800	0	7,800	8,800	0	
Club Cleaning Fees	0	500	(500)	0	2,000	(2,000)	6,000	6,000	0	6,000	6,000	0	
Website Income	0	100	(100)	0	400	(400)	1,200	1,200	0	1,200	1,200	0	
HOA Compliance Fees	0	208	(208)	997	833	164	2,500	1,503	0	1,503	2,500	0	
Interest Earned - Operating	161	309	(148)	670	1,236	(566)	3,714	3,044	0	3,044	3,714	0	
Interest Earned - Reserves	2,228	1,578	650	9,535	6,312	3,223	18,936	9,401	0	9,401	18,936	0	
Reimbursements	0	0	0	0	0	0	0	0	0	0	0	0	
Returned Payment Fees	0	0	0	300	0	300	0	(300)	0	0	0	0	
Room Rental Fees	0	667	(667)	0	2,668	(2,668)	8,000	8,000	0	8,000	8,000	0	
Facilities passes/Guest Fees	0	83	(83)	0	332	(332)	1,000	1,000	0	1,000	1,000	0	
Total Other Income	8,092	5,678	2,414	25,216	22,713	2,503	68,150	42,934	0	42,014	69,105	955	
<u>Reserve Contributions</u>													
Repair & Replacement Expenses	(31,874)	(31,874)	0	(127,496)	(127,496)	0	(382,484)	(254,988)	0	(254,988)	(382,484)	0	
Capital Improvement Expenses	(2,000)	(2,000)	0	(8,000)	(8,000)	0	(24,000)	(16,000)	0	(16,000)	(24,000)	0	

Cameron Station Community Association
Operating Fund Schedule of Revenues and Expenses
For the Fourth Period ending April 30, 2021 or 33.33% of the Budget Year

	April Monthly Actual	April Monthly Budget	April Actual vs. Monthly Budget Variance	April Year-to- Date Actual	April Year-to- Date Budget	April Year-to-Date Actual vs. Budget	2021 Annual Budget	2021 Budget Remaining	Funds Committed Not Reflected	2021 Adjusted Budget Remaining	2021 Projected W/ Commitments	Projected Year End Variance to Budget	Operating Items Committed
Total Reserve Contributions	(33,874)	(33,874)	0	(135,496)	(135,496)	0	(406,484)	(270,988)	0	(270,988)	(406,484)	0	
Total Revenue	192,945	188,523	4,422	762,365	757,841	4,524	2,277,288	1,514,923	0	1,514,003	2,278,243	955	
Expenses													
Operating Expenses													
<u>Common Area Maintenance & Services</u>													
Electricity	1,278	3,542	2,264	12,121	14,168	2,047	42,500	30,379	0	30,379	42,500	0	
Irrigation Water	543	1,667	1,124	(180)	6,668	6,848	20,000	20,180	0	20,180	20,000	0	
Grounds & Landscape Contract	13,255	13,255	0	53,020	53,020	0	159,060	106,040	0	106,040	159,060	0	
Flower Rotation & Landscape Enhancements	0	0	0	0	9,750	9,750	39,000	39,000	26,089	12,912	39,000	0	Ticer Park Renovation BoD 2/23/21, Spring Rotation approved 3/30/21.
Turf Treatment & Enhancements	0	1,667	1,667	4,750	6,668	1,918	20,000	15,250	1,620	13,630	20,000	0	LI Proposal 30135, 30915, Part of Ticer Park, Stepping stone install-mailbox 371 CSB. Liriope Plantings, LI 30599 approved 3/30/21 on hold
General Repair & Maintenance	5,294	2,433	(2,861)	7,287	9,732	2,445	29,200	21,913	0	21,913	29,200	0	
General Maintenance Supplies	106	542	436	538	2,168	1,630	6,500	5,962	0	5,962	6,500	0	
Irrigation System Contract	5,193	5,520	327	5,908	5,520	(388)	15,150	9,242	0	9,242	15,150	0	
TMP Expenses	0	17,500	17,500	0	70,000	70,000	210,000	210,000	6,364	203,636	157,500	52,500	Services resumed 4/5/21. 17500-11,136.36 credit from 2020.
Pest Control	221	208	(13)	1,151	832	(319)	2,500	1,349	0	1,349	2,500	0	
Lighting Supplies/ Repair & Maintenance	0	3,167	3,167	1,582	12,668	11,086	38,000	36,418	0	36,418	38,000	0	
Linear Park Landscape Maintenance	0	1,806	1,806	0	7,224	7,224	21,668	21,668	0	21,668	21,668	0	
Pet Stations	828	1,042	214	1,804	4,168	2,364	12,500	10,696	472	10,224	12,500	0	
Tree & Shrub Maintenance	10,225	3,292	(6,933)	16,075	13,168	(2,907)	39,500	23,425	1,245	22,180	39,500	0	Removal at Bessley Pocket, 31008.
Street Repair & Maintenance	56	542	486	56	2,168	2,112	6,500	6,444	5,440	1,004	6,500	0	Street Sweeping per BOD 4/21/21
Fountain/Pond/Lake Repair & Maintenance	0	83	83	0	332	332	1,000	1,000	0	1,000	1,000	0	
Snow Removal Services	0	0	0	23,085	45,000	21,915	50,000	26,915	852	26,063	50,000	0	
Total Common Area Maintenance & Services	36,999	56,266	19,267	127,197	263,254	136,057	713,078	585,881	42,081	543,800	660,578	52,500	
Landscape Repair & Maintenance													
Erosion Control	1,613	1,250	(363)	1,613	5,000	3,387	15,000	13,387	0	13,387	15,000	0	

Cameron Station Community Association
Operating Fund Schedule of Revenues and Expenses
For the Fourth Period ending April 30, 2021 or 33.33% of the Budget Year

	April Monthly Actual	April Monthly Budget	April Actual vs. Monthly Budget Variance	April Year-to- Date Actual	April Year-to- Date Budget	April Year-to-Date Actual vs. Budget	2021 Annual Budget	2021 Budget Remaining	Funds Committed Not Reflected	2021 Adjusted Budget Remaining	2021 Projected W/ Commitments	Projected Year End Variance to Budget	Operating Items Committed
Irrigation Repairs	0	1,000	1,000	0	1,000	1,000	3,000	3,000	0	3,000	3,000	0	
Total Landscaping Repair & Maintenance	1,613	2,250	637	1,613	6,000	4,387	18,000	16,387	0	16,387	18,000	0	
Cameron Club Maintenance & Operation													
Access System Repairs	0	167	167	0	668	668	4,500	4,500	0	4,500	4,500	0	
Access System Supplies	0	375	375	0	1,500	1,500	2,000	2,000	0	2,000	2,000	0	
Building Repair & Maintenance	7,268	1,167	(6,101)	8,687	4,668	(4,019)	14,000	5,313	0	5,313	14,000	0	
Clubhouse Utilities	2,269	2,950	681	8,571	11,800	3,229	35,400	26,829		26,829	35,400	0	
Community Center Improvements	0	167	167	0	668	668	2,000	2,000	0	2,000	2,000	0	
Elevator Services	365	386	21	1,461	1,544	83	4,635	3,174	0	3,174	4,635	0	
Fire Prevention & Protection	2,894	858	(2,036)	3,377	3,432	55	10,300	6,923	0	6,923	10,300	0	
Fire Suppression System	408	500	92	1,631	2,000	369	6,000	4,369	0	4,369	6,000	0	
Fitness Center Supplies	664	583	(81)	1,658	2,332	674	7,000	5,342	0	5,342	7,000	0	
Fitness Equipment R&M	1,008	792	(216)	1,142	3,168	2,026	9,500	8,358	0	8,358	9,500	0	
Health Club Management/Staff	18,151	15,845	(2,306)	72,604	70,295	(2,309)	199,360	126,756	0	126,756	199,360	0	
HVAC Services	0	515	515	1,270	2,060	790	6,180	4,910	0	4,910	6,180	0	
Janitorial Services	3,535	3,535	0	14,140	14,140	0	42,420	28,280	0	28,280	42,420	0	
Miscellaneous Expense	0	83	83	171	332	161	1,000	829	0	829	1,000	0	
Pool Management	14,650	12,765	(1,885)	21,975	12,765	(9,210)	76,590	54,615		54,615	76,590	0	
Pool Repair & Maintenance	0	333	333	0	1,332	1,332	4,000	4,000	0	4,000	4,000	0	
Pool Supplies	0	2,000	2,000	0	2,000	2,000	5,000	5,000	0	5,000	5,000	0	
Recreational Equipment	0	333	333	141	1,332	1,191	4,000	3,859	0	3,859	4,000	0	
Safety & Security	583	458	(125)	1,578	1,832	254	5,500	3,922	0	3,922	5,500	0	
Special Cleanings	0	833	833	0	3,332	3,332	10,000	10,000	0	10,000	10,000	0	
Uniforms	0	67	67	0	268	268	800	800	0	800	800	0	
Total Cameron Club Maintenance & Operations	51,795	44,712	(7,083)	0	138,406	141,468	3,062	450,185	311,779	0	311,779	450,185	0
Trash & Recycling													
Trash & Recycling Services	27,413	26,980	(433)	121,338	107,920	(13,418)	323,759	202,421	38,600	163,821	362,359	(38,600)	Bates Contract variables for recycling \$2,510/month, Main Street Condo \$1,350 Month.
Total Trash & Recycling	27,413	26,980	(433)	121,338	107,920	(13,418)	323,759	202,421	38,600	163,821	362,359	(38,600)	
Other Expenses													
Sign Expenses	0	208	208	273	832	559	2,500	2,227	0	2,227	2,500	0	
Total Other Expenses	0	208	208	273	832	559	2,500	2,227	0	2,227	2,500	0	

Cameron Station Community Association
Operating Fund Schedule of Revenues and Expenses
For the Fourth Period ending April 30, 2021 or 33.33% of the Budget Year

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Total Direct Operating Expenses	117,820	130,416	12,596	388,827	519,474	130,647	1,507,522	1,118,695	80,681	1,038,013	1,493,622	13,900	
General and Administrative Expenses													
Professional Services													
Audit & Tax Services	6,603	7,000	397	6,603	7,000	397	7,000	397	0	397	7,000	0	
Reserve Studies	0	0	0	0	4,900	4,900	4,900	4,900	0	4,900	4,900	0	
Legal Services - General Counsel	12,618	2,500	(10,118)	26,252	10,000	(16,252)	30,000	3,748	0	3,748	30,000	0	
Legal Services	600	300	(300)	1,200	1,200	0	3,600	2,400	0	2,400	3,600	0	
Legal Services - Collections	5,884	1,917	(3,967)	11,032	7,668	(3,364)	23,000	11,968	0	11,968	23,000	0	
Total Professional Services	25,705	11,717	(13,988)	45,087	30,768	(14,319)	68,500	23,413	0	23,413	68,500	0	
Activities													
Events and Awards	2,192	2,344	152	3,321	9,376	6,055	28,125	24,804	0	24,804	28,125	0	
Total Activities	2,192	2,344	152	3,321	9,376	6,055	0	28,125	24,804	0	24,804	28,125	0
Communications													
Newsletter Services	0	0	0	6,018	6,500	482	15,500	9,482	0	9,482	15,500	0	
Other Communications	593	500	(93)	726	2,000	1,274	6,000	5,274	4,050	1,224	6,000	0	Social Media Management
Web Site Maintenance	0	292	292	93	1,168	1,075	3,500	3,407	0	3,407	3,500	0	
Total Communications	593	792	199	6,837	9,668	2,831	25,000	18,163	4,050	14,113	25,000	0	
Insurance													
Crime Protection Coverage	300	315	15	1,200	1,260	60	3,780	2,580	0	2,580	3,780	0	
Cyber Liability \$3 Million Coverage	291	306	15	1,165	1,224	59	3,670	2,505	0	2,505	3,670	0	
D&O Premiums	397	462	65	1,718	1,848	130	5,546	3,828	0	3,828	5,546	0	
Fidelity/Worker's Compensation	52	56	4	207	224	17	670	463	0	463	670	0	
General Liability Insurance	726	1,133	407	4,521	4,532	11	13,600	9,079	0	9,079	13,600	0	
Umbrella Insurance	387	1,108	721	4,274	4,432	158	13,300	9,026	0	9,026	13,300	0	
Total Insurance	2,153	3,380	1,227	13,085	13,520	435	40,566	27,481	0	27,481	40,566	0	
Management Services													
Administrative Salaries	33,510	28,583	(4,927)	113,198	114,332	1,134	343,000	229,802	0	229,802	343,000	0	
Payroll Taxes/Benefits/Costs Management	4,595	5,249	654	14,684	20,996	6,312	62,985	48,301	0	48,301	62,985	0	
Reimbursements	633	0	(633)	(2,151)	0	2,151	0	2,151	0	2,151	(2,784)	2,784	
Management Fees	12,241	12,316	75	48,964	49,264	300	147,797	98,833	0	98,833	147,797	0	
Total Management Services	50,979	46,148	(4,831)	174,695	184,592	9,897	553,782	379,087	0	379,087	550,998	2,784	

Administration

Cameron Station Community Association
Operating Fund Schedule of Revenues and Expenses
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Annual Meeting Expense	0	292	292	0	1,168	1,168	3,500	3,500	0	3,500	3,500	0	
Architectural													
Comprehensives	0	573	573	0	2,292	2,292	6,880	6,880	0	6,880	6,880	0	
Bank Charges	0	20	20	(25)	80	105	240	265	0	265	240	0	
Board Support	101	833	732	1,207	3,332	2,125	10,000	8,793	0	8,793	10,000	0	
Bundled Telecom Services	791	1,101	310	3,273	4,404	1,131	13,218	9,945	0	9,945	13,218	0	
Collection Charges	20	333	313	1,407	1,332	(75)	4,000	2,593	0	2,593	4,000	0	
Courier Service	0	62	62	0	248	248	750	750	0	750	750	0	
Decals & Parking Passes	0	0	0	6,833	6,500	(333)	7,500	667	0	667	7,500	0	
IT Support	2,385	833	(1,552)	5,519	3,332	(2,187)	10,000	4,481	0	4,481	10,000	0	
Licenses and Permits	0	183	183	0	732	732	2,200	2,200	0	2,200	2,200	0	
Office Equipment Lease	771	583	(188)	2,355	2,332	(23)	7,000	4,645	0	4,645	7,000	0	
Office Supplies	2,444	500	(1,944)	4,272	2,000	(2,272)	6,000	1,728	0	1,728	6,000	0	
Parking Enforcement	0	1,583	1,583	0	6,332	6,332	19,000	19,000	0	19,000	15,834	4,749	Parking enforcement not currently in place.
Postage	139	833	694	1,280	3,332	2,052	10,000	8,720	0	8,720	10,000	0	
Printing & Copying	688	458	(230)	1,113	1,832	719	5,500	4,387	0	4,387	5,500	0	
Software Licenses	0	42	42	68	168	100	500	432	0	432	500	0	
Temp Desk Coverage	0	500	500	0	2,000	2,000	6,000	6,000	0	6,000	6,000	0	
Total Administrative	7,339	8,729	1,390	27,302	41,416	14,114	112,288	84,986	0	84,986	109,122	4,749	
Total General and Administrative	88,961	73,110	(15,851)	270,327	289,340	19,013	828,261	557,934	4,050	553,884	822,311	7,533	
Income Taxes													
Income Tax	2,250	0	(2,250)	2,250	10,000	7,750	10,000	7,750	0	7,750	9,000	1,000	
Total Income Taxes	2,250	0	(2,250)	2,250	10,000	7,750	10,000	7,750	0	7,750	9,000	1,000	
Total Expenses	209,031	203,526	(5,505)	661,404	818,814	157,410	2,345,783	1,684,379	84,731	1,599,648	2,324,933	22,433	
NET SURPLUS (Deficit)	(16,086)	(15,003)	(1,083)	100,961	(60,973)	161,934	(68,495)	(169,456)	(84,731)	(85,645)	(46,690)	(21,478)	

Cameron Station Community Association
Financial Advisory Committee Meeting
April 26, 2021
Meeting ID 92962353196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:06 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Chelsea Lasik, and Fred Blum. Jeff Gathers was not present.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison. There was no CAMP representative.
- d. The meeting was conducted via ZOOM due to the Covid19 meeting restrictions and the Cameron Club being closed.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The March 29, 2021 minutes were approved unanimously.

IV. Resident Open Forum

There were no residents present.

V. Review of Financial Results

- a. March 31, 2021 Financial Statements & Variance Reports

Joan Lampe, Board Treasurer, discussed several issues:

Lighting Supplies Repair & Maintenance, there was an outlay reclassification of \$6,596.51 from operating to reserves for pole refitting to LED units. LEDs are a reserve item. It was noted there is a new vendor for lighting services.

The FAC reviewed the trash and recycling negative expense variance, both for the month \$7,889, and year-to-date, \$12,985. There are several factors driving the variance and underlying price increases:

--COVID 19 means more people are at home for longer periods generating more trash and recycling. There has been a notable increase in home deliveries, resulting in more packaging material to be recycled.

--The US cannot ship as much recycling material overseas as was once the case, particularly China. This results in an increase in what are called “tipping” fees at recycling sites and landfills.

--The new contract with Bates and a new pass-through cost structure on recycling fees.

Another part of trash is the Main Street condos. They use a different service provider, Republic. The condo trash and recycle are a master HOA responsibility. The commercial pickup is the merchant’s responsibility.

If the year-to-date average monthly negative variance, \$4328, is extended out for the remaining months of the fiscal year, there would be an additional \$38,955 deficit or a total \$51,938 for the fiscal year. Using similar thinking with just the March month deficit of \$7,889 would produce a \$71,001 for the remaining nine months and year total of \$83,986 ($\$71,001 + 12,985 = \$83,986$). The current monthly recycling pass-through of \$2,510 does not fully account for the YTD negative variance.

Transportation Management Plan (TMP) credit is to be used first with resumption of service.

b. Reserve Fund Investment Worksheet

Fred Blum discussed our current situation. The maturity of another CD and interim interest payments from Morgan Stanley. The market rate for a three-year CD remains under .5% rate we are currently getting at Congressional, so we should move the cash balance in the Morgan Stanley account to Congressional. This also helps with our liquidity needs for various upcoming projects, especially paving.

c. Review of CIRA

We have a favorable total year-to-date variance of \$162,189, instead of a budgeted deficit. Revenue was on budget and the lower expenses resulted in the favorable variance. The main positive expense variances were: TMP \$52,500, snow removal \$21,916, management services \$14,727, taxes \$10,000, lighting supplies, \$8,510, totaling \$107,653 or 66.3% of the total. The balance of the variance is spread across many line items, some under and others over budget. Budget spread for some items does not always reflect seasonal variance. Other items are affected by COVID 19. Trash, discussed above, is most problematic.

We also discussed parking enforcement, which has become more important with more people at home due to COVID 19. The job is currently unfilled, and Alexandria Police have put restrictions on their officers doing this kind of work.

VI. Old Business

a. Repair & Replacement Project Discussion

The FAC reviewed the reserve item project spreadsheet:

--Donovan Street park fountain replacement- This has not worked for several years. Bids are recommending a full replacement of the unit versus repair. This is in the reserve study at \$9,000, with bids coming in between \$12,000 to \$15,000.

--Cameron Club locker room renovation, a reserve estimate of \$116,220. The FAC chairman asked about the scope of work, whether it is largely cosmetic, or more structural in nature. This has a great impact on cost.

--The Clubhouse flat roof, air conditioning and boiler reserve items, although separately shown, all are related and treated as a single item with multiple parts for management purposes. These also have a sequence of work issue to minimize cost.

--Paving, the BOD has approved an outside engineer to provide technical support and oversight.

--The next reserve study can be safely postponed to 2022, in part because CAMP's plate is already quite full and the assistant manager's position is vacant.

VII. New Business

We reviewed the draft FAC article for the next edition of the. Compass. Fred Blum suggested we use the CIRA pie chart in a future Compass article.

VIII. Meeting Adjournment

Meeting was adjourned at 8:07 pm.

MEETING MINUTES

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday May 4, 2021**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for May was held on May 4th, 2021. The meeting was called to order at 7:00 p.m. by ARC Chair, Stephen Pearson, 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

Stephen Pearson- ARC Chair
Gayle Hatheway - ARC Vice Chair
Craig Schuck- ARC Member
Sharon Wilkinson – ARC Member
Jeremy Drislane- ARC Member
Paula Caro – ARC Member

MEMBERS ABSENT

Kevin Devaney – ARC Member

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
Greg Hillson, Board Liaison
Bethlehem Kebede, Covenants Administrator

APPROVE AGENDA

MOVE TO: “Approve the agenda as amended: to Include time for Community Manager, Jennifer Gilmore, to present a statement from CAMP to the Committee”

Moved By: Craig Schuck
Seconded By: Sharon Wilkinson
For: All
Against: None
Absent: Kevin Devaney

MOTION PASSED

RESIDENTS OPEN FORUM

Cameron Station residents have joined this zoom meeting to discuss the exterior modification applications that they submitted with the committee but not to speak in the residents open forum. No comments were made at this forum.

STATEMENT FROM CAMP MANAGEMENT COMPANY

Community Manager, Jennifer Gilmore, spoke on behalf of CAMP and notified the Committee that all applications moving forward will be moved to Cira (A CAMP Software Module) and that the Committee is to review applications through this method. The Committee discussed that they have had training and have tried out the Cira module and think that it is cumbersome and adds more workload on the Committee and that they would rather continue to meet once a month and deliberate, review applications and make decisions as they have been doing for so long. Ms. Gilmore suggested that in that case a hybrid system might work well for this particular property and the Committee and that she will update the Committee after she speaks to CAMP.

MOVE TO: “Approve the ARC Meeting Minutes from April as submitted.”

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Abstain: Jeremy Drislane, Paula Caro

Absent: Kevin Devaney

MOTION PASSED

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
236 Murtha St	Request Time Extension to Start the Fence Replacement Work	Extension Approved with a stipulation that work must be completed by June 30th. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
401 Cameron Station Blvd.	Window Replacement	Approved with Stipulation that the contractors are not to post yard signs Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED

5016 Barbour Drive Unit B	Window Replacement	Approved with Stipulation that all windows match existing, also stipulated that the approval is good through September 30. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
4908 Kilburn St	Window Replacement	Approved with Stipulation that the Grid pattern matches existing Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
366 Cameron Station Blvd.	Landscaping	Withdrawn by the homeowner
5132 Grimm Dr	Tree Replacement/Ratify Only	Approved with Stipulation that the tree is at least 6' tall when planted Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
5132 Grimm Dr	Fence Replacement & Backyard Work /Ratify Only	Approved with Stipulation that the replacement fence matches the existing in design and style located in the exact same location and be stained with an approved color matching the deck Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
5132 Grimm Dr	Front Landscaping/Ratify Only	Approved as submitted Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED

162 Cameron Station Blvd.	Roof Replacement	Approved as submitted Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
5013 John Ticer Drive	Tree Removal/Replacement	Return for more information: File separate application for each tree and indicate what tree it is being replaced with Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
285 Cameron Station Blvd, #102	Window Replacement	Approved as submitted Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
383 Cameron Station Blvd	Tree Replacement	Return for more information Provide property plat to establish tree ownership Moved By: Craig Schuck Seconded By: Jeremy Drislane For: All Against: None Absent: Kevin Devaney MOTION PASSED
143 Cameron Station Blvd.	House Number	Disapproved Moved By: Jeremy Drislane Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
4908 Kilburn St	Roof Replacement	Approved as submitted Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED

325 Cameron Station Blvd	Camera	Approved with Stipulation that all wirings be secured inconspicuously Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney MOTION PASSED
5239 Tancreti Ln	Roof Replacement	Approved with Stipulation that the roof color matches existing or original Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
278 Murtha St	Tree Replacement	Approved with Stipulation that the replacement tree is 6' tall when planted Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: Jeremy Drislane Absent: Kevin Devaney MOTION PASSED
5010 Gardner Dr	Exterior Light Fixture	Approved as submitted Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None Absent: Kevin Devaney MOTION PASSED
162 Comay Terrace	Install Ring Doorbell	Approved as submitted Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED
5168 California Ln	Install Patio Paver in Backyard	Return for more information Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney MOTION PASSED

MATTERS FOR INFO/DISCUSSION/DECISION

Covenants Report – April 2021

- The number of Comprehensive Inspections conducted in April is 0.
- The number of Resale Inspections conducted in April is 18.
- The number of Exterior Modification Applications reviewed in April is 20.
- No vehicle was towed in April.
- 23 violation letters have been mailed in April.
- The next meeting is scheduled for June 1, and applications are due by May 21, for this meeting

Board meeting report

Paula Caro gave a brief report to members on items discussed with the board at the April board meeting.

Change of attendance Jeremy Drislane left the meeting at 9:16p.m.

MOVE TO: “Convene into Executive Session to discuss violation report at 9:16p.m.”

Moved By: Stephen Pearson

Seconded By: Gayle Hatheway

For: All

Against: None

Absent: Jeremy Drislane, Kevin Devaney

MOTION PASSED

MOVE TO: “Exit Executive Session at 9:26p.m.”

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane, Kevin Devaney

MOTION PASSED

MOVE TO: “Adjourn the Meeting at 9:30p.m.”

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane, Kevin Devaney

MOTION PASSED

Minutes prepared by, Stephen Pearson, ARC Chair

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, April 8, 2021

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

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair
Tim Regan, CCFC Member
Brendan Hanlon, CCFC Member
Hans Estes, CCFC Member
Jennifer Gilmore, Community Manager, CAMP
Andrew Hill, Board Liaison to CCFC
Allison Rivera, Resident
Mike Ernst, Rust Orling Architecture
Dean Ventola, Dean Ventola Architect, LLC

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:00 p.m.

II. Approve the Agenda

Brendan Hanlon made a motion to approve the agenda as presented; the motion was seconded by Tim Regan and it passed unanimously.

III. Approval of the Minutes from March's meeting

Tim Regan moved to approve the minutes in the packet. It was seconded by Brendan Hanlon and passed unanimously.

IV. Homeowner's Forum

There was no business in the homeowner's forum.

V. Matters for Committee Recommendation.

1. Architectural Firms Interviews

Mike Ernst presented on behalf of Rust | Orling Architecture. Dean Ventola presented on behalf of himself. The firms both answered identical questions. After discussion, *Hans Estes moved to approve the proposal from Rust | Orling in the amount of \$24,940. The motion was seconded by Tim Regan and passed unanimously.* The renovations were included in the reserve study and will be funded out of the reserves account.

2. Fitness Center Equipment Preventative Maintenance Proposals

CAMP presented the committee with 3 proposals for fitness equipment maintenance contractors. *Tim Regan moved to approve the proposal from Heartline in the amount of \$2,996. The motion was seconded by Hans Estes and passed unanimously.* This budgeted expense will be funded from the Fitness Equipment R&M line item, which has \$9,500 remaining as of April 1, 2021.

3. Pool Opening Procedures & Programs

The committee discussed the protocols for opening the pool with the newest guidelines from federal and state authorities. American Pool provided a COVID Operations Guidance Summary and per the BOD, many of the COVID procedures that were in place at the end of the 2020 season will remain in place for the opening of the 2021 season. Restrictions will be lifted as COVID conditions permit. The committee will hold a special meeting to present the Board with specific, detailed recommendations for guidelines for the 2021 pool season.

VI. Matters for Committee Information

1. Board Update

Ray Celeste updated the committee on recent Board developments. The board approved the purchase of new pool covers and increasing the fitness center capacity from 10 to 12 people.

i. CAMP Management's Report

Jennifer Gilmore presented CAMP's report. The pool has begun to be prepped in anticipation of the 2021 pool season.

ii. Project Timeline

CAMP presented an updated action item report for maintenance in the clubhouse. The report included timelines for pending projects.

iii. Action item List/Pending Tasks

CAMP noted that there have been some delays and to expect updates to the HVAC and roof repair pending items at May's meeting. Specifically, they are still waiting on a final proposal from Densel, who has inspected and provided a report on the HVAC system. The contractor for the kitchen door has experienced material delays, which is why the door isn't finished.

2. Budget/Finance Update

There were no variances in the financials from the past month.

VII. ProFIT Report

1. March Summary Report The committee reviewed the report from ProFIT included in the meeting packet. The fitness center saw 58% in utilization in March, with a total of 2,524 visitors.

ProFIT plans to switch some of the cardio equipment that is being used as the current open machines are seeing heavy usage.

Wellness Living, a new reservation system launched on April 8. This is to replace the Omnify system.

VIII. New Business.

1. Reminder Upcoming Meeting The next meeting will be Thursday, May 13, 2021 at 7:00 pm

IX. Adjournment

Dan Ogg made a motion to adjourn the meeting; Hans Estes seconded the motion and it passed unanimously. The meeting ended at 9:02 pm.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
APRIL 14, 2021

The meeting was conducted by Zoom due to the existence of a Commonwealth of Virginia state of emergency regarding public gatherings.

COMMITTEE MEMBERS PRESENT:

Tricia Hemel - Chair
Christine Fisher – Member/ Newsletter Subcommittee Editor
Susan Klejst - Member
Linda Taousakis - Member
Lenore Marema - Member
Rebecca Pipkins - Member

COMMITTEE MEMBERS ABSENT:

All present

ALSO PRESENT:

Megan Christensen - HOA Board Liaison
Juana Michels - Management
Pat Sugrue - Newsletter Subcommittee

CALL TO ORDER

Motion: Tricia Hemel called the meeting to order at 7:02 pm. A quorum was present.

I. APPROVAL OF MINUTES

Upon a Motion that was Moved and Seconded, the Committee's minutes from March 10, 2021 were approved.

II. RESIDENT OPEN FORUM

None.

III. ITEMS FOR RECOMMENDATION:

The Committee had no action items for the Board.

IV. MATTERS FOR COMMITTEE INFORMATION

Summary of Orientation for Board and Committee Members: CAMP conducted a session regarding how the Board and committees work in the HOA. The Committee discussed members using a separate email for committee communications, directing inquiries on social media to CAMP, and setting an end time for all committee meetings.

Management Report:

Juana Michels reported that *The Compass* was resent electronically using the E Mail Blast list. There were 1275 that opened the email and 1336 that did not. Management will keep a running track of trends in the electronic communications. That information could be valuable to current and potential advertisers.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
APRIL 14, 2021

Board Update: Megan Christensen reported that the Board approved a \$75/meeting expenditure for food at any Board or committee meeting. This will not include any funding for alcohol. If groups do not use these funds, they can be used at year's end for a gathering.

Committee Business: The Committee has an opening for a new member. The Board has approved the Committee Charter and Resolution that the Committee amended and/or drafted and posted on the website.

Newsletter Subcommittee: Christine Fisher reported that she has conducted a meeting with the Subcommittee and has a list of articles for the May/June edition. The Subcommittee asked if the pdf electronic version can be converted to flip pages.

Weekly Email Blast: No new updates reported.

Welcome Subcommittee: Susan Klejst reported that assignments to contact recent new residents will be distributed after the meeting.

Social Media: The Committee asked for a working group to give the vendor a checklist of how we want the social media posts to appear. The content could be more dynamic and appealing. Instagram still needs to be set up.

Website: Management will review the website proposals in more detail before moving forward.

Photography Subcommittee: The HOA legal counsel allows us to publish pictures of groups of residents at Cameron Station without consent. Getting the drop box and licensed users is near completion.

Bulletin Boards and Signage: No new updates reported

Marketing & Public Relations: The Committee discussed getting a uniform email signature for the community. Examples will be circulated.

Budget: The invoice for the March/April edition of *The Compass* has been received. The social media vendor will bill us monthly. We are under a 90 day trial with the new vendor.

V. OLD BUSINESS

The SOP Manual still needs to be updated and submitted to the Board of Directors for approval.

VI. NEW BUSINESS

Next Meetings: April 27 - Board of Directors and May 12 – Communications Committee

VII. ADJOURNMENT

The meeting was adjourned at 8:13pm

Respectfully Submitted, Lenore Marema

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

Monday, April 12, 2021

The meeting was called to order at 7:00 p.m. by Robert Burns with attendees participating in person through Zoom.

Members present: Robert Burns, CAC Chairman Kathy McCollom, CAC Vice Chairman
Linda Greenberg, CAC Secretary Kyle Gerron, CAC member
Chris Alex, CAC member Wendy Ulmer, CAC member
Colby Hostetler, CAC non-voting member

Members absent: Mindy Lyle, CAC member

Others in attendance:

Jenn Gilmore, General Manager, CAMP

Motion to Approve Agenda

Moved by McCollom

Seconded by Greenberg

For: All

Against: None

Motion passed.

Motion to Approve Minutes from March 8, 2020

Moved by Ulmer

Seconded by Gerron

For: All

Against: None

Motion passed.

Homeowners Forum: No homeowners.

Burns asked Gilmore for feedback on the proposal to have Lancaster conduct a tree education program. Gilmore said plans are on hold until after the tree situation on Grimm is considered by the board. We can consider the proposal at the May meeting. Hostetler asked about the removal of trees at the condominiums on Barbour (4900, 5010, 5020).

Proposal Considerations: The CAC reviews the CS budget for each proposal to ensure adequate funding for its costs prior to a final vote and/or to determine whether to table the proposal.

MATTERS FOR COMMITTEE RECOMMENDATION:

Street Sweeping Proposals (Budget Line 6760), Total cost \$5,440.

Motion to Have Atlantic Sweeping & Cleaning, Inc. clean/sweep streets in Cameron Station, including areas under parked cars, in one day. Debris will be disposed of off-site. Of the three proposals received, CAMP recommended Atlantic. It was also the most cost-efficient.

Moved by McCollom

Seconded by Greenberg

For: All

Against: None

Motion passed.

Donovan Fountain Replacement Proposals. Reserve.

Discussion: It was agreed that a fountain similar to the one in place in the park at a lower cost is acceptable. Considerable discussion followed on how important a fountain is in Donovan Park versus the maintenance costs of any water attraction. Burns noted that original plan for Donovan Park included a fountain. Gilmore suggested CAC needs guidance from the board on whether the park must have or should have a fountain. Gilmore will bring this question to the board in her weekly Friday letter so that we can get a quick answer. With the answer, CAC can provide more germane input on the issue to the board at the board's next meeting. It was also suggested that resident input, from a survey, would be helpful. Gilmore will follow up on a survey.

Metal Edging (Budget Line 6600) Total cost \$1,755. Proposal No. 30956.

Move to Install approximately 90 feet of metal edging to prevent mulch spill along mulch bed next to the pool on Kilburn. 9 sections of 10-foot edging @ \$195 each.

Moved by Greenberg

Seconded by Ulmer

For: All

Against: None

Motion passed.

Linear Park MOU

Gilmore provided background to the Linear Park MOU. Although we refer to a signed MOU between the city of Alexandria and Cameron Station management for the mowing and care of the Linear Park, CAMP has not found one. Do we want one?

Motion to keep the MOU between the city of Alexandria and Cameron Station. Cameron Station would continue to pay for the maintenance and care of the Linear Path. The MOU spells out what services the city will perform and what services Cameron Station will provide.

Discussion: Because the level of city mowing services is not equal to the standards expected by Cameron Station residents, CAC feels they must hire an outside contractor to assure these services, i.e., mowing every 7 rather than every 14 days. Lancaster is providing these services now.

Moved by Greenberg

Seconded by Ulmer

For: All

Against: None

Motion passed.

Pride of Ownership (POO) Procedures. Greenberg and McCollom will provide Gilmore with an explanation and timetable for POO procedures.

MATTERS FOR COMMITTEE INFORMATION

Board Update. None.

CAMP Management Report and Action item list.

Gilmore provided an update on the liriopse for the circle around the gazebo. CAMP will work with the city and Lancaster to find an acceptable plant for that area.

Budget/Finance Update. Available.

NEW BUSINESS

The first walk to inspect a section of Cameron Station takes place Thursday, May 20, at 8:30. We meet in front of the club house unless otherwise notified.

Chris asked if we are on a 7-day mowing schedule. Gilmore said we are.

The next CAC meeting is May 10, 2021 at 7 p.m.

The meeting adjourned at 8:16.

Linda Greenberg

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
April 7, 2021

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.

COMMITTEE MEMBERS PRESENT:

Andrew Yang- Chair
Ritah Karera- Committee Member
Rebecca Stalnaker- Committee Member
Susan Smith- Committee Member
Mindy Dullea- Committee Member

COMMITTEE MEMBERS ABSENT: Amanda Wilkinson

ALSO PRESENT:

Nest Cage - Board Liaison

I. CALL TO ORDER

Motion: The meeting is called to order at 7:40 p.m.

II. APPROVAL OF MINUTES

Motion: Andy **MOVED** and Rebecca **SECONDED** to approve the 3/3 meeting minutes as submitted.

III. ITEMS FOR RECOMMENDATION:

{The Committee reviewed the information and raised the following questions:}

1. St Patrick's Day Themed Trivia (Wednesday, March 17, 7:30 PM)
 - a. 14 people attended, down from 23 last trivia event
 - b. Could have used more advertising, other than email blast
 - c. Suggest instructions on how to use Slido platform for new users
2. Easter Event (Saturday, April 3, 10 AM)
 - a. Mostly positive feedback
 - b. Possible improvements include more décor and more activities
 - c. Very few no-shows, hard to limit amount of eggs, but there were plenty enough
 - d. Idea to launch large egg hunt at "main site" and other smaller egg hunts next year
3. Spring Yard Sale (Saturday, April 17, 8 AM – 1 PM)
 - a. Andy will look into Washington Post, Alexandria Zebra/Times, Patch
 - b. Rebecca will post in facebook, nextdoor, and craigslist
 - c. Andy will try for about 40 helium balloons to be distributed at the gazebo
 - d. Andy will ask Sarah to reuse modified versions of last year's flyers advertising the event
4. Cinco De Mayo (Wednesday, May 5)
 - a. Ritah will follow through with Port City regarding trivia night/beer delivery
 - b. Rebecca will contact Taco Bamba regarding pickup to-go orders

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
April 7, 2021

IV. NEW BUSINESS

Susan raised the issue(s) of July Fourth, Maui Wowi/Rocklands BBQ might interfere with Farmer's Market on Sunday

Rebecca raised the issue of Irina Babb Cookie/Ice Cream truck, plan is sometime in May or Memorial Day weekend

V. ADJOURNMENT

Motion: Andy **MOVED** and Susan **SECONDED** to adjourn the meeting at 8:30pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang, Committee Chair



Cameron Station Community Association, Inc.
Board Decision Request
May 25, 2021

TOPIC: 2020 Audit Draft

Motion:

"I move to approve the 2020 audit draft as submitted".

2nd:

Summary:

Goldklang and Associates submitted the 2020 audit draft which was reviewed by the FAC at their May meeting. The audit notes the following:

- The Association's delinquency rate is at 2% which is consistent with their recommendation to maintain A/R at 3% or less.
- The Association had accumulated Member's Equity equal to 26% of the annual assessments and it is recommended to maintain a balance between 10 – 20%. You may recall, this was discussed during the budget development process and the Board approved to use a portion of the ME to offset the assessment increase to the members, which will reduce the funding %.
- The Reserve funds were fully supported by cash which signifies a healthy financial position.
- There is \$11,913 of prior owner prepaid balances from the management transition.

There are complications in addressing the prepaid balances:

1. They cannot be easily verified to determine if the balances are legitimate.
2. Part of the escheating process includes notifying the owners; however, the last known address on file would be the Cameron Station address which we know is no longer valid.
3. The escheating process is not one conducted by the auditor, the Association's attorney or management.

We will follow up with the Association's legal counsel to determine if there is an issue with the Association writing off this remaining balance based upon the aforementioned items.

CAMP Recommendation

The audit report has been reviewed by the FAC as well. At this time, management is recommending the approval of the audit as submitted.



Principals

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

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Associate Principals

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

Manager

Andrew T. Plaugher, CPA

April 28, 2021

Board of Directors

Cameron Station Community Association, Inc.

Dear Board Members:

Enclosed, please find the draft audit for Cameron Station Community Association, Inc. for the years ended December 31, 2020 and 2019.

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

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

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

Sincerely,

Goldklang Group CPAs, P.C.

GOLDKLANG GROUP CPAs, P.C.

**Principals**

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INFORMATION INCLUDED WITH THE AUDIT

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

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

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

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

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

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

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

Principals

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Independent Auditor's Report

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

Report on the Financial Statements

We have audited the accompanying financial statements of Cameron Station Community Association, Inc., which comprise the balance sheets as of December 31, 2020 and 2019, and the related statements of revenues, expenses and changes in fund balances, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cameron Station Community Association, Inc. as of December 31, 2020 and 2019, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Disclaimer of Opinion on Required Supplementary Information

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

Report on Summarized Comparative Information

We have previously audited Cameron Station Community Association, Inc.'s December 31, 2019 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated June 25, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2019 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Reston, Virginia

CAMERON STATION COMMUNITY ASSOCIATION, INC.

BALANCE SHEETS

DECEMBER 31, 2020 AND 2019

	<u>Operating</u>	<u>Replacement Reserves</u>	<u>Capital Improvement Fund</u>	<u>Total 2020</u>	<u>Total 2019</u>
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 526,178	\$ 1,438,621	\$ 27,222	\$ 1,992,021	\$ 1,163,290
Interest-Bearing Deposits	-	1,265,000	-	1,265,000	1,604,000
Due to/from	346,548	(345,887)	(661)	-	-
Assessments Receivable - Net	31,376			31,376	19,090
Accounts Receivable - Other	13,761			13,761	2,067
Income Taxes Receivable	5,145			5,145	129
Accrued Interest	-	4,876		4,876	5,098
Prepaid Expenses	19,655			19,655	15,318
Total Assets	<u>\$ 942,663</u>	<u>\$ 2,362,610</u>	<u>\$ 26,561</u>	<u>\$ 3,331,834</u>	<u>\$ 2,808,992</u>
<u>LIABILITIES AND FUND BALANCES</u>					
Accounts Payable	\$ 158,573	\$ 29,934	\$ -	\$ 188,507	\$ 79,128
Income Taxes Payable	-	-	-	-	2,107
Prepaid Assessments	171,363	-	-	171,363	229,710
Total Liabilities	<u>\$ 329,936</u>	<u>\$ 29,934</u>	<u>\$ -</u>	<u>\$ 359,870</u>	<u>\$ 310,945</u>
Total Fund Balances	<u>\$ 612,727</u>	<u>\$ 2,332,676</u>	<u>\$ 26,561</u>	<u>\$ 2,971,964</u>	<u>\$ 2,498,047</u>
Total Liabilities and Fund Balances	<u>\$ 942,663</u>	<u>\$ 2,362,610</u>	<u>\$ 26,561</u>	<u>\$ 3,331,834</u>	<u>\$ 2,808,992</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

	Operating	Replacement Reserves	Capital Improvement Fund	Total 2020	Total 2019
<u>REVENUES:</u>					
Assessments	\$ 1,960,694	\$ 368,482	\$ 24,000	\$ 2,353,176	\$ 2,340,879
Transportation Management Plan	207,039			207,039	150,656
Interest	39,196		1	39,197	49,754
Insurance Claim Proceeds				-	31,050
Newsletter	3,720			3,720	3,960
Resale Packages				-	12,089
Legal Fees				-	9,225
Recovery of Bad Debt				-	2,031
Other	30,952			30,952	41,079
Total Revenues	<u>\$ 2,241,601</u>	<u>\$ 368,482</u>	<u>\$ 24,001</u>	<u>\$ 2,634,084</u>	<u>\$ 2,640,723</u>
<u>EXPENSES:</u>					
Management Fees	\$ 116,622	\$ -	\$ -	\$ 116,622	\$ 160,679
Management Reimbursements	361			361	2,758
Legal, Audit and Tax Preparation	110,073			110,073	93,316
Engineer/Consulting	-			-	7,430
Insurance	46,396			46,396	32,049
Community Activities	11,383			11,383	33,878
Reimbursed Payroll and Related Costs	306,127			306,127	397,448
Communications	16,772			16,772	14,798
Administrative	102,899			102,899	131,480
Trash Removal	323,158			323,158	315,339
Health Club	232,089			232,089	220,406
Shuttle Bus	147,121			147,121	210,000
Landscaping	297,108			297,108	311,136
Janitorial	36,985			36,985	52,333
Pool	53,190			53,190	81,075
Utilities	95,247			95,247	105,782
Common Area Maintenance	64,252			64,252	113,485
Bad Debt	2,078			2,078	-
Income Taxes	7,204			7,204	10,107
Reserve Expenditures		124,310	16,406	140,716	109,310
Total Expenses	<u>\$ 1,969,065</u>	<u>\$ 124,310</u>	<u>\$ 16,406</u>	<u>\$ 2,109,781</u>	<u>\$ 2,402,809</u>
Excess of Revenues Over Expenses	\$ 272,536	\$ 244,172	\$ 7,595	\$ 524,303	\$ 237,914
<u>FUND BALANCES:</u>					
Beginning of Year	\$ 390,577	\$ 2,088,504	\$ 18,966	\$ 2,498,047	\$ 2,260,133
Prior Period Adjustment	(50,386)	-	-	(50,386)	-
End of Year	<u>\$ 612,727</u>	<u>\$ 2,332,676</u>	<u>\$ 26,561</u>	<u>\$ 2,971,964</u>	<u>\$ 2,498,047</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

	<u>Operating</u>	<u>Replacement Reserves</u>	<u>Capital Improvement Fund</u>	<u>Total 2020</u>	<u>Total 2019</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>					
Excess of Revenues Over Expenses	\$ 272,536	\$ 244,172	\$ 7,595	\$ 524,303	\$ 237,914
Adjustments to Reconcile Excess of Revenues Over Expenses to Net Cash Provided by Operating Activities:					
Bad Debt Expense (Recovery)	2,078	-	-	2,078	(2,031)
Decrease (Increase) in:					
Due to/from	(288,322)	268,695	19,627	-	-
Assessments Receivable	(14,364)	-	-	(14,364)	(10,900)
Accounts Receivable - Other	(11,694)	-	-	(11,694)	(2,067)
Income Taxes Receivable	(5,016)	-	-	(5,016)	(129)
Accrued Interest	222	-	-	222	440
Prepaid Expenses	(4,337)	-	-	(4,337)	11,325
Increase (Decrease) in:					
Accounts Payable	38,793	20,200	-	58,993	(27,616)
Income Taxes Payable	(2,107)	-	-	(2,107)	555
Deferred Insurance Proceeds	-	-	-	-	(30,050)
Prepaid Assessments	(58,347)	-	-	(58,347)	(7,900)
Net Cash Flows from Operating Activities	<u>\$ (70,558)</u>	<u>\$ 533,067</u>	<u>\$ 27,222</u>	<u>\$ 489,731</u>	<u>\$ 169,541</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>					
Received from Interest-Bearing Deposits/Investments	\$ 517,000	\$ 640,000	\$ -	\$ 1,157,000	1,004,000
Disbursed for Interest-Bearing Deposits/Investments	(363,000)	(455,000)	-	(818,000)	(993,000)
Net Cash Flows from Investing Activities	<u>\$ 154,000</u>	<u>\$ 185,000</u>	<u>\$ -</u>	<u>\$ 339,000</u>	<u>\$ 11,000</u>
Net Change in Cash and Cash Equivalents	\$ 83,442	\$ 718,067	\$ 27,222	\$ 828,731	\$ 180,541
Cash and Cash Equivalents at Beginning of Year	<u>442,736</u>	<u>720,554</u>	<u>-</u>	<u>1,163,290</u>	<u>982,749</u>
Cash and Cash Equivalents at End of Year	<u>\$ 526,178</u>	<u>\$ 1,438,621</u>	<u>\$ 27,222</u>	<u>\$ 1,992,021</u>	<u>\$ 1,163,290</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</u>					
Cash Paid for Income Taxes				<u>\$ 14,600</u>	<u>\$ 9,700</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 AND 2019

NOTE 1 - NATURE OF OPERATIONS:

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

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

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES:

A) Method of Accounting - The financial statements are presented on the fund method of accounting in which financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

- Operating Fund - This fund is used to account for financial resources available for the general operations of the Association.
- Replacement Reserves - This fund is used to accumulate financial resources designated for future major repairs and replacements.
- Capital Improvement Fund - This fund is used to accumulate financial resources available for capital improvements.

B) Member Assessments - Association members are subject to annual assessments to provide funds for the Association's operating expenses and major repairs and replacements. Assessment revenue is recognized as the related performance obligations are satisfied at transaction amounts expected to be collected. The Association's performance obligations related to its assessments are satisfied over time on a daily pro-rata basis using the input method. Assessments receivable at the balance sheet date are stated at the amounts expected to be collected from outstanding assessments from members. The Association's policy is to retain legal counsel and place liens on the properties of homeowners whose assessments are delinquent. Any excess assessments at year end are retained by the Association for use in the succeeding year. The Association treats uncollectible assessments as credit losses. Methods, inputs, and assumptions used to evaluate when assessments are considered uncollectible include consideration of past experience and susceptibility to factors outside the Association's control.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 AND 2019
(CONTINUED)

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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

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

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

NOTE 3 - REPLACEMENT RESERVES:

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

The Association had a reserve study conducted by Miller Dodson Associates, Inc. during 2019. The table included in the Supplementary Information on Future Major Repairs and Replacements is based on this study.

The study recommends a contribution to reserves of \$353,698 for 2020. For 2020, the Association budgeted for and contributed \$368,482 to replacement reserves

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

As of December 31, 2020 and 2019, the Association had designated \$2,332,676 and \$2,088,504, respectively, for replacement reserves. These designated reserves were funded by cash and interest-bearing deposits.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 AND 2019
(CONTINUED)

NOTE 4 - INCOME TAXES:

For income tax purposes, the Association may elect annually to file either as an exempt homeowners association or as an association taxable as a corporation. As an exempt homeowners association, the Association's net assessment income would be exempt from income tax, but its interest would be taxed. Electing to file as a corporation, the Association is taxed on its net income from all sources (to the extent not capitalized or deferred) at normal corporate rates after corporate exemption, subject to the limitation that operating expenses are deductible only to the extent of income from members. For 2020 and 2019, the income taxes were calculated using the corporate method.

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

NOTE 5 - CASH AND INTEREST-BEARING DEPOSITS:

As of December 31, 2020, the Association maintained its funds in the following manner:

<u>Institution</u>	<u>Cash and Cash Equivalents*</u>	<u>Interest-Bearing Deposits</u>
Union Bank	\$ 251,240	\$ -
Congressional	1,739,652	
Morgan Stanley		
(Various Institutions)	1,129	1,265,000
	<u>\$ 1,992,021</u>	<u>\$ 1,265,000</u>

*See Note 2(E) above.

Balances at banks are insured by the FDIC for up to \$250,000 per financial institution. Amounts in excess of the insured limits were \$21,165 and \$138,708 as of December 31, 2020 and 2019, respectively. The Association's management agent has obtained excess insurance coverage for the Union Bank accounts to cover the funds in excess of the FDIC insurance limit.

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

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 AND 2019
(CONTINUED)

NOTE 6 - ASSESSMENTS RECEIVABLE - NET:

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

	<u>2020</u>	<u>2019</u>
Assessments Receivable	\$ 38,776	\$ 54,223
Less: Allowance for Doubtful Assessments	(7,400)	(35,133)
Assessments Receivable - Net	<u>\$ 31,376</u>	<u>\$ 19,090</u>

NOTE 7 - FASB ASC 606 NEW ACCOUNTING GUIDANCE IMPLEMENTATION:

The Financial Accounting Standards Board (FASB) issued new guidance that created Topic 606, Revenue from Contracts with Customers, in the Accounting Standards Codification (ASC). Topic 606 supersedes the revenue recognition requirements in FASB ASC 972-605, Real Estate—Common Interest Realty Associations, Revenue Recognition, and requires the recognition of revenue when promised goods or services are transferred to customers in an amount that reflects the consideration to which a CIRA expects to be entitled in exchange for those goods or services.

The Association adopted the new guidance as of January 1, 2019, using the modified retrospective method of transition, which requires that the cumulative effect of the changes related to the adoption be charged to beginning unappropriated members' equity balance. The Association applied the new guidance using the practical expedient provided in Topic 606 that allows the guidance to be applied only to contracts that were not complete as of January 1, 2019. Adoption of the new guidance resulted in changes to our accounting policies for assessment income, as previously described.

The adoption of the new revenue recognition guidance resulted in no changes to balances as of January 1, 2019.

NOTE 8 - CAPITAL IMPROVEMENT FUND:

The Association has established a reserve for capital improvements. During 2020 and 2019, the Association elected to contribute \$24,000 each year to this fund. As of December 31, 2020 and 2019, the balance in the capital improvement fund was \$26,561 and \$18,966, respectively. This fund was funded by cash and interest-bearing deposits.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 AND 2019
(CONTINUED)

NOTE 9 - PRIOR PERIOD ADJUSTMENT:

The Association incorrectly overcharged the condominium members for Transportation Management Plan (TMP) income from 2016 to 2019. The amount of the overcharge, \$50,386, is included in accounts payable as of December 31, 2020. This reduction of TMP income had the following effect on the financial statements.

	<u>Operating Fund</u>
Balance at December 31, 2019, as previously stated	\$ 390,577
Transportation Management Plan Income overcharge	<u>(50,386)</u>
Balance at December 31, 2019, as restated	<u>\$ 340,191</u>

NOTE 10 - RELATED PARTY TRANSACTIONS:

The Association was managed by Community Management Corporation (CMC) through July 31, 2020. CMC is owned by Associa. Officers of Associa are stockholders in Pacific Premier Bank. In addition, the President/Chief Executive Officer of Associa serves on the bank's board of directors. The Association maintained funds at Pacific Premier Bank through November 2020.

Associa also owns Associa OnCall, which provided general repairs and maintenance services. Through July 31, 2020 and during 2019, the Association paid Associa OnCall \$1,520 and \$35,142, respectively, for general repairs and maintenance services and gazebo repairs. No amounts were owed to Associa OnCall as of December 31, 2020 and 2019 for these services.

NOTE 11 - PAYROLL AND RELATED COSTS:

The Association's management agent utilizes a central management payroll system, whereby payroll returns were filed under the management agent's name and federal identification number. In addition to the payment of management fees, the Association reimbursed management for wages, payroll taxes, workers' compensation and health insurance for employees that performed work for the Association.

NOTE 12 - CHANGE IN MANAGEMENT:

Effective August 1, 2020, Community Association Management Professionals became the new management agent.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020 AND 2019
(CONTINUED)

NOTE 13 - SUBSEQUENT EVENTS:

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

Draft

CAMERON STATION COMMUNITY ASSOCIATION, INC.
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR
REPAIRS AND REPLACEMENTS
DECEMBER 31, 2020
(UNAUDITED)

The Association had a replacement reserve study review conducted by Miller Dodson Associates, Inc. during 2019 to estimate the remaining useful lives and the replacement costs of the components of common property. Replacement costs were based on the estimated costs to repair or replace the common property components at the date of the study. The estimated replacement costs presented below do not take into account the effects of inflation between the date of the study and the date the components will require repair or replacement; however, the Association's replacement reserve study does take inflation into consideration when evaluating future expenditures and recommended contribution to reserves.

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

<u>Component</u>	<u>2019 Estimated Remaining Useful Life (Years)</u>	<u>2019 Estimated Replacement Cost</u>
Site Components	0-41	\$ 7,072,407
Clubhouse	0-41	169,413
Clubhouse Interiors	0-11	331,227
Building Systems	0-41	376,540
Swimming Pool	0-41	571,286
Fitness Center Equipment	1-10	335,000

**Principals**

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S. Gail Moore, CPA
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Associate Principals

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

Manager

Andrew T. Plaughner, CPA

Management Letter

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

April 28, 2021

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

Dear Board Members and Management:

In planning and performing our audit of the financial statements of Cameron Station Community Association, Inc. as of December 31, 2020 and for the year then ended, in accordance with auditing standards generally accepted in the United States of America, we considered the Association's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

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

Association Specific Comments**Financial Analysis**

Associations budget their income evenly over a twelve-month period. When assessments become delinquent, cash flow problems develop and the Association may have problems paying its monthly expenses. Assessments receivable at a level of 3% or less of annual assessments indicates good collection procedures and has a positive impact on cash flow, whereas a balance of more than 3% of annual assessments suggests the Association may have future cash flow problems. As of December 31, 2020, the Association's assessments receivable balance of \$38,776 (before deducting the allowance for doubtful assessments of \$7,400) was equal to 2% of annual assessments. We recommend the Association continue to aggressively pursue all delinquent accounts.

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

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As of December 31, 2020, the Association had a surplus of \$612,727 in excess operating funds. This represents 26% of annual assessments. We recommend the Association maintain excess operating funds at a level of 10% to 20% of annual assessments. Any funds in excess of 20% may be transferred to replacement reserves.

The designated replacement reserves of \$2,332,676 as of December 31, 2020 were funded by cash and interest-bearing deposits.

Income Taxes

For 2020, we recommend the Association file using the corporate method.

Prior Owner's Prepaid Balance Carried Forward

As of December 31, 2020, there was a prior owners prepaid balance of \$11,913. We recommend the Association investigate this balance and refund the amounts. If the owners cannot be located, we recommend the Association discuss with its attorney whether the funds should be turned over to the State as unclaimed property.

Industry Standard Comments

The comments below are industry standard recommendations that we believe provide important guidance to all associations, especially since the volunteers serving on the Association's Board of Directors change periodically. The comments listed below do not imply that the Association is not in compliance with these industry standard recommendations, but rather serve as reminders.

Insurance

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

Investment Policy

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

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

Monitoring Activities

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

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

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

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

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.

Principals

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Manager

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

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

April 28, 2021

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

Dear Board Members and Management:

We have audited the financial statements of Cameron Station Community Association, Inc. as of December 31, 2020 and for the year then ended and have issued our report thereon. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

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

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

Planned Scope and Timing of the Audit

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

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

Significant Audit Matters

Qualitative Aspects of Accounting Practices

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

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant accounting estimates for the year under audit.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the disclosure of the prior period adjustment.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The adjusting journal entries have been provided to the Association and will be posted to the Association's accounts, if appropriate. The journal entries are material, either individually or in the aggregate, but are limited to individual account consolidations or reclassifications for financial statement presentation purposes only.

Disagreements with Management

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

Management Representations

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

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

Required Supplementary Information

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

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.

Account # / Description		Prior Period (Adjusted) 12/31/2019	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
1010-00-00	Cash - Operating Fund		133,579.28			133,579.28	B-1B
1010-08-00	Cash - Congressional Bank Operating		120,061.25			120,061.25	B-6
1010-09-00	Cash - Congressional Bank ICS Operating		270,790.32			270,790.32	B-6
1010-10-00	PPB Operating	390,604.57					
1010-30-00	Onsite Petty Cash Acct		1,747.92			1,747.92	B-5
1020-00-01	Cash-Replacement Fund-Reserves		88,691.73			88,691.73	B-4
1020-08-01	Congressional Bank - MM Reserves	715,404.33	125,069.01			125,069.01	B-3
1020-20-01	Cash Morgan Stanley MM Reserves	57,281.24	1,129.22			1,129.22	B-2
1020-30-01	Cash Congressional Bank ICS Reserves		1,223,731.32			1,223,731.32	B-3
1020-35-02	Cash-Union Bank Capital Improvement Fund		27,221.90			27,221.90	B-4
1020-40-01	Cash Replacement Fund CD Reserves		1,265,000.00			1,265,000.00	B-2
1030-00-00	Smith Barney Investments (CDs)	1,604,000.00					
1210-00-00	A/R Residential Assessments	54,222.68	38,775.54			38,775.54	E-1
1210-10-00	A/R Other	2,067.00	11,988.86	AJE-5	1,771.70	13,760.56	E-2
1210-15-00	A/R Taxes	129.00		AJE-6 AJE-7	349.00 4,796.00	5,145.00	T-1
1210-20-01	Interest Receivable Reserves	5,097.51	4,876.17			4,876.17	B-2
1250-00-00	Allowance for Doubtful Accounts	(35,132.60)	(7,400.00)			(7,400.00)	F-1
1410-00-00	Prepaid Expense	8,502.11	6,894.71			6,894.71	G-2
1410-10-00	Prepaid Insurance	6,816.35	12,759.70			12,759.70	G-1
1530-00-00	Due from Operating Fund		170,791.00	AJE-1	(170,791.00)		
1530-00-01	Due from Operating Fund Reserves		(168,385.00)	AJE-1	168,385.00		
1530-00-02	Due From Operating Fund-Cap Improvement Fund		(2,406.00)	AJE-1	2,406.00		
2010-00-00	A/P Trade	(6,455.98)	(16,044.07)	AJE-4	(1,554.00)	(17,598.07)	N-1
2010-00-01	Accounts Payable Reserves		(4,916.53)			(4,916.53)	N-1

1619.A20		Cameron Station Community Association, Inc.				Prepared by_____	
04/21/2021		Adjusted Trial Balance				Reviewed by_____	
03:14 PM		for the period ended December 31, 2020				Page 2	
Account # / Description		Prior Period (Adjusted) 12/31/2019	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
2010-10-00	Transfer Fee Payable		(525.00)			(525.00)	
2050-00-00	Resident Refunds	(731.86)					
2100-00-00	Prepaid Residential Assessments	(229,710.14)	(171,362.64)			(171,362.64)	E-1
2510-00-00	Other Current Liabilities		(11,912.97)			(11,912.97)	E-1
2510-15-00	TMP Payable		(59,621.00)			(59,621.00)	N-4
2510-20-00	Condo TMP Refunds		(50,386.09)			(50,386.09)	N-3
2510-25-00	Accrued Payroll	(19,125.00)	(4,837.64)			(4,837.64)	N-2
2510-30-00	Accrued Expenses	(52,814.82)	(16,917.49)			(16,917.49)	N-1
2510-30-01	Accrued Expenses - Reserves		(21,792.09)			(21,792.09)	N-1
2510-35-00	A/P Income Taxes	(2,107.00)					
3000-00-00	Prior Year Owner's Equity	(432,003.75)					
3020-00-00	Funds Transfers Operating		178,981.98	AJE-1	(178,981.98)		
3020-00-01	Funds Transfers Reserves		(161,761.48)	AJE-1	161,761.48		
3020-00-02	Funds Transfers Capital Improvement Fund		(17,220.50)	AJE-1	17,220.50		
3060-00-00	Prior Years Surplus/Deficit Operating		(340,191.05)			(340,191.05)	R-2
3060-00-01	Prior Years Surplus/Deficit Reserves		(2,107,470.25)	AJE-3	(225,205.64)	(2,332,675.89)	R-1
3060-00-02	Capital Reserve Beg Balance	(18,966.50)		AJE-3	(26,560.50)	(26,560.50)	R-1
3102-00-00	Repair & Repl Reserve Beginning Balance	(2,088,503.75)					
(Profit) Loss		41,426.61	(518,940.11)		246,403.44	(272,536.67)	
		0.00	0.00		0.00	0.00	

Account # / Description		Prior Period (Adjusted) 12/31/2019	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
4010-00-00	Residential Assessments - SFD/TH	(1,440,775.32)	(1,445,410.11)			(1,445,410.11)	Y-1
4040-00-00	TMP Assessments	(150,655.68)	(207,038.61)			(207,038.61)	Y-1
4050-00-00	Assessments - Commercial	(27,924.80)	(33,109.11)			(33,109.11)	Y-1
4060-00-00	Assessments - Condo	(872,179.08)	(874,657.12)			(874,657.12)	Y-1
4220-00-00	Assessment Allocation - Operating		392,481.96	AJE-1	(392,481.96)		
4220-00-01	Assessment Allocation - Reserves		(368,481.96)	AJE-1	368,481.96		
4220-00-02	Assessment Allocation - Cap Improvement Fund		(24,000.00)	AJE-1	24,000.00		
4245-00-00	Newsletter Advertising	(3,960.00)	(3,720.00)			(3,720.00)	
4250-00-00	Facilities Passes/Guest Fees	(1,275.00)					
4260-00-00	Resale Processing Fees	(12,089.11)					
4265-00-00	Website Income	(1,025.00)	(600.00)			(600.00)	
4295-00-00	Charitable Donations Income	(11,000.00)	(4,300.00)			(4,300.00)	
4405-00-00	Club Cleaning Fees	(6,000.00)	(1,875.00)			(1,875.00)	
4510-00-00	Late Fees	(6,922.27)	(9,435.79)	AJE-2	36.69	(9,399.10)	
4510-10-00	Collection Fees - Lien Filing		(8,768.29)			(8,768.29)	
4520-00-00	Late Payment Charges Waived		585.00			585.00	
4530-00-00	Miscellaneous Income	(20.03)	(85.64)			(85.64)	
4530-05-00	Returned Check Fees		(250.00)			(250.00)	
4530-10-00	Reimbursements		(1,453.65)			(1,453.65)	
4530-30-00	Fines	(6,756.80)	4,319.68			4,319.68	
4530-50-00	Interest Income - Operating	(12,710.63)	(39,159.40)	AJE-2	(36.69)	(39,196.09)	Y-2
4530-50-01	Interest Income - Reserves	(37,043.33)					
4530-50-02	Interest Income - Capital Improvement Fund		(1.40)			(1.40)	Y-2
4540-10-00	Amenity Center Rental	(8,080.00)	(2,420.00)			(2,420.00)	
4540-20-00	Pool Keys, Access Cards, Transmitters		(515.00)			(515.00)	

Account # / Description		Prior Period (Adjusted) 12/31/2019	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
4550-00-00	Transfer Fees		(6,189.87)			(6,189.87)	
4720-00-00	Legal Fees	(9,224.97)					
4825-00-00	Bad Debt Recovery	(2,030.65)					
5195-00-00	Miscellaneous	1,015.00		AJE-6	50.80	50.80	
5210-00-00	Electric Service	42,367.95	41,180.51			41,180.51	X-1
5210-00-01	Common Area Maintenance & Services - Reserves		8,261.41	AJE-3	(8,261.41)		
5210-10-00	Water Service	23,447.47	23,142.89	AJE-6	144.00	23,286.89	
5210-15-00	Grounds & Landscaping - Contract	160,800.00	157,307.00			157,307.00	X-1
5210-20-00	Flower Rotation & Landscape Enhancements	22,605.50	20,814.10			20,814.10	
5210-25-00	Turf Treatment and Enhancements	21,810.50	17,120.00			17,120.00	
5210-30-00	General Repairs/Maint	22,632.32	5,462.95			5,462.95	
5210-35-00	General Maintenance Supplies	4,988.96	2,898.02			2,898.02	
5210-40-00	Irrigation System Contract	12,472.00	19,770.00			19,770.00	
5210-45-00	TMP Expenses	210,000.00	147,121.00			147,121.00	X-1
5210-50-00	Pest Control Contract	2,214.00	2,799.70			2,799.70	
5210-55-00	Lighting Supplies/Repair & Maintenance	35,355.69	35,628.34			35,628.34	X-1
5210-60-00	Linear Park Landscape Maintenance	17,381.49	17,381.49			17,381.49	
5210-65-00	Pet Stations	10,139.40	13,235.18			13,235.18	
5210-70-00	Tree and Shrub Maintenance	52,005.00	42,294.50			42,294.50	X-1
5210-75-00	Street/Curb/Gutter Repair & Maint	4,449.34	300.00			300.00	
5210-80-00	Fountain/Pond/Lake Repair & Maintenance	840.00					
5210-85-00	Snow Removal Contract	30,699.00	287.36			287.36	
5430-10-00	Erosion Control		17,322.50			17,322.50	X-1
5430-20-00	Irrigation Repairs	20,096.00	5,098.00			5,098.00	
5430-30-00	Storm Recovery Repair & Maintenance	900.00	1,160.00			1,160.00	

Account # / Description		Prior Period (Adjusted) 12/31/2019	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
5440-00-00	Health Club Management/Staff	166,670.03	183,003.90			183,003.90	X-1
5440-00-01	Cameron Club Maint & Operation - Reserves		4,916.53	AJE-3	(4,916.53)		
5440-10-00	Clubhouse Utilities	39,967.10	30,778.62			30,778.62	X-1
5440-15-00	Uniforms	571.26					
5440-20-00	Elevator Contract	5,157.34	5,011.06			5,011.06	
5440-25-00	Fire Supression System	193.82	2,034.63			2,034.63	
5440-30-00	HVAC Contract	4,473.25	5,770.04			5,770.04	
5440-35-00	Janitorial Services	43,632.70	34,584.64			34,584.64	X-1
5440-36-00	Miscellaneous Expense		152.35			152.35	
5440-40-00	Special Cleanings	8,700.00	2,399.80			2,399.80	
5440-45-00	Pool Management Contract	68,788.00	46,345.00			46,345.00	X-1
5440-50-00	Safety & Security	3,192.94	2,179.50			2,179.50	
5440-55-00	Fire Prevention & Protection	11,007.17	8,747.71			8,747.71	
5440-60-00	Building Repair/Maint	8,563.11	9,101.70			9,101.70	
5440-65-00	Community Center Improvement	878.54	1,200.00			1,200.00	
5440-70-00	Fintess Equipment Repair & Maintenance	8,448.76	3,922.07			3,922.07	
5440-75-00	Fitness Center Supplies	7,779.38	9,519.05			9,519.05	
5440-80-00	Access System Supplies	1,554.47					
5440-85-00	Access System Repairs	877.08					
5440-90-00	Pool Equipment Repair/Maint	3,540.00	5,436.99			5,436.99	
5440-95-00	Pool Supplies	8,746.67	1,407.66			1,407.66	
5440-96-00	Recreation Supplies		1,598.34			1,598.34	
5610-00-00	Other Expenses		2,602.60			2,602.60	
5610-10-00	Other Expenses - Signage	695.92	2,481.03			2,481.03	
5660-00-00	Trash and Recycling Service	315,339.28	323,157.59			323,157.59	X-1

Account # / Description		Prior Period (Adjusted) 12/31/2019	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
6010-00-00	Audit/Tax Returns	6,700.00	12,456.00			12,456.00	X-1
6010-15-00	Reserve Study	4,819.66					
6010-20-00	Legal Services	3,800.00	3,500.00			3,500.00	X-1
6010-25-00	Legal Fees - Collections	30,367.74	29,596.52			29,596.52	X-1
6010-30-00	Legal Fees - General Counsel	52,447.50	64,520.33			64,520.33	X-1
6025-00-00	Bad Debt		2,077.89			2,077.89	F-1
6055-00-00	Internet Service	13.96					
6110-00-00	CAC Events & Awards	33,878.18	10,428.75	AJE-4	954.00	11,382.75	
6120-00-00	Other Communications	3,544.51	961.18			961.18	
6120-10-00	Newsletter	8,659.13	14,259.19			14,259.19	
6120-15-00	Website Maintenance	2,594.40	1,551.90			1,551.90	
6200-00-00	Watering & Supplies	3,965.00					
6210-00-00	D & O Insurance	5,122.00	5,255.36			5,255.36	G-1
6210-10-00	Liability/Property Insurance	15,072.36	18,495.21			18,495.21	G-1
6210-15-00	Umbrella Insurance	10,160.50	14,898.04			14,898.04	G-1
6210-20-00	Fidelity/Workman's Comp	1,694.19	652.87			652.87	G-1
6210-25-00	Crime Protection Coverage		3,600.00			3,600.00	G-1
6210-30-00	Cyber Liability \$3 Million Coverage		3,495.00			3,495.00	G-1
6310-00-00	Administrative Payroll	305,779.50	261,404.94			261,404.94	X-2
6310-10-00	Payroll Taxes/Benefits/Costs	91,668.43	44,722.33			44,722.33	X-2
6310-15-00	Management Reimbursements	2,757.50	2,132.34	AJE-5	(1,771.70)	360.64	
6310-20-00	Management Fees	160,679.32	116,621.69			116,621.69	X-1
6410-10-00	Printing/Copying	19,034.85	12,846.07			12,846.07	
6410-15-00	Bank Charges	282.09	(636.71)			(636.71)	
6410-20-00	Board/Committee Expenses	8,713.62	7,550.51			7,550.51	

Account # / Description		Prior Period (Adjusted) 12/31/2019	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
6410-25-00	Acct Setup/DD/Coupouns	9,873.50	6,523.00			6,523.00	
6410-30-00	Cost of Collections	2,257.80	8,814.24			8,814.24	
6410-35-00	IT Support	20,628.60	18,240.51	AJE-4	600.00	18,840.51	
6410-40-00	Software Licenses		422.01			422.01	
6410-45-00	Architechtrual Comprehensives	3,891.77					
6410-50-00	Office Supplies	10,721.54	5,255.74			5,255.74	
6410-55-00	Postage	16,864.27	10,947.73			10,947.73	
6410-60-00	Office Equipment Lease	7,703.22	6,586.31			6,586.31	
6410-65-00	Bundled Telecom Services	11,201.90	11,990.81			11,990.81	
6410-70-00	Annual Meeting Expenses	750.00	3,340.86			3,340.86	
6410-75-00	Temp Desk Coverage	4,779.99	4,335.50			4,335.50	
6410-80-00	Parking Enforcement	9,112.50					
6410-85-00	Courier/Delivery Service	390.46	461.75			461.75	
6410-90-00	Decals & Parking Passes	3,744.78	2,179.45			2,179.45	
6410-95-00	Permits and Licenses	500.20	639.40			639.40	
7005-00-00	Consulting Services	2,610.00					
7010-00-01	Capital Expenditures - Reserves		111,131.92	AJE-3	(111,131.92)		
7010-00-02	Capital Expenditures - Capital Improvement Fund		16,406.00	AJE-3	(16,406.00)		
8130-00-00	Income Taxes	10,107.00	12,543.80	AJE-6 AJE-7	(543.80) (4,796.00)	7,204.00	T-1
9106-00-01	Capital Improvements Reserve	24,000.00		AJE-3	24,000.00	24,000.00	R-1
9800-00-01	Repair/Repl Reserves	333,600.00		AJE-3	368,482.00	368,482.00	R-1
9934-00-00	Recreation Equipment	1,610.87					

Account # / Description	Prior Period (Adjusted) 12/31/2019	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workpaper Reference
(Profit) Loss	41,426.61	(518,940.11)		246,403.44	(272,536.67)	

04/21/2021

Adjusting Journal Entries

03:14 PM

for the period ended December 31, 2020

Page 1

Account #	Account Name / Description	Debits	Credits
12/31/2020	AJE 1		
1530-00-01	Due from Operating Fund Reserves	168,385.00	
1530-00-02	Due From Operating Fund-Cap Improvement Fund	2,406.00	
1530-00-00	Due from Operating Fund		170,791.00
3020-00-01	Funds Transfers Reserves	161,761.48	
3020-00-02	Funds Transfers Capital Improvement Fund	17,220.50	
3020-00-00	Funds Transfers Operating		178,981.98
4220-00-01	Assessment Allocation - Reserves	368,481.96	
4220-00-02	Assessment Allocation - Cap Improvement Fund	24,000.00	
4220-00-00	Assessment Allocation - Operating		392,481.96

To eliminate accounts for financial statement presentation.

12/31/2020	AJE 2		
4510-00-00	Late Fees	36.69	
4530-50-00	Interest Income - Operating		36.69

To adjust interest income.

12/31/2020	AJE 3		
9800-00-01	Repair/Repl Reserves	368,482.00	
9106-00-01	Capital Improvements Reserve	24,000.00	
5210-00-01	Common Area Maintenance & Services - Reserves		8,261.41
5440-00-01	Cameron Club Maint & Operation - Reserves		4,916.53
7010-00-01	Capital Expenditures - Reserves		111,131.92
7010-00-02	Capital Expenditures - Capital Improvement Fund		16,406.00
3060-00-01	Prior Years Surplus/Deficit Reserves		225,205.64
3060-00-02	Capital Reserve Beg Balance		26,560.50

To record 2020 fund activity for financial statement presentation.

12/31/2020	AJE 4		
6110-00-00	CAC Events & Awards	954.00	
6410-35-00	IT Support	600.00	
2010-00-00	A/P Trade		1,554.00

To record additional accounts payable as of 12/31/20 per auditor's search.

12/31/2020	AJE 5		
1210-10-00	A/R Other	1,771.70	
6310-15-00	Management Reimbursements		1,771.70

Account #	Account Name / Description	Debits	Credits
To set up a receivable as of 12/31/20 for incorrect reimbursements paid in 2020.			
12/31/2020		AJE 6	
12101500	Management Reimbursements	349.00	
8130-00-00	Income Taxes		543.80
5210-10-00	Water Service	144.00	
5195-00-00	Miscellaneous	50.80	
To reclassify prior year tax refund and amount still receivable.			
12/31/2020		AJE 7	
1210-15-00	A/R Taxes	4,796.00	
8130-00-00	Income Taxes		4,796.00
To record 2020 income tax expense and refunds receivable.			
Totals		1,143,439.13	1,143,439.13

Representation Letter

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

Cameron Station Community Association, Inc.

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

Dear Auditors:

The representation letter is provided in connection with your audits of the financial statements of **Cameron Station Community Association, Inc.** which comprise the balance sheets as of **December 31, 2020 and 2019**, and the related statements of revenues, expenses and changes in fund balances, and cash flows for the years then ended, and the related notes to the financial statements (collectively, the “financial statements”), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

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

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

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements. In regard to the non-attest services outlined in our engagement letter to be performed by you, we have –
 - Assumed all management responsibilities.
 - Designated an individual with suitable skill, knowledge, or experience to oversee the services.
 - Evaluated the adequacy and results of the services performed.
 - Accepted responsibility for the results of the services.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

- We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Association's accounts, if appropriate.
- ASU 2014-09, *Revenue from Contracts with Customers (Topic 606) Section A – Summary and Amendments that Create Revenue from Contracts with Customers (Topic 606) and Other Assets and Deferred Costs - with Customers (Subtopics 340-40)* has been appropriately accounted for and disclosed in accordance with FASB ASC 606, *Revenue from Contracts with Customers*. All contracts underlying revenue recognized in the financial statements have commercial substance and have been approved by appropriate parties. We have considered side agreements, implied promises, and unstated customary business practices in identifying performance obligations in the contracts. We have implemented the new accounting standard in accordance with the transition guidance prescribed in the ASU. We have sufficient and appropriate documentation supporting all estimates and judgements underlying the amounts recorded and disclosed in the financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning pending litigation, claims, or assessments.
- Significant estimates and material concentrations have been properly disclosed in accordance with U.S. GAAP and are complete and accurate.
- That no subsequent event has occurred that would require adjustment to the accounting estimates or disclosures included in the financial statements.
- Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- The prior period financial statements have been restated as disclosed in the notes to the financial statements.
- Transfers or designations of equity balance or inter-equity borrowings have been properly authorized and approved and have been properly recorded or disclosed in accordance with U.S. GAAP.
- Uncollectible inter-equity loans have been properly accounted for and disclosed in accordance with U.S. GAAP.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
- We have fully disclosed to you all terms of contracts that affect the amount and timing of revenue recognized in the financial statements, including price adjustments, side agreements, implicit provisions, unstated customary business practices, or other arrangements (written or oral).
- We have provided you with minutes of meetings of the Board of Directors.

- We have provided you with communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, if any.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning pending litigation, claims, or assessments.
- We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions of which we are aware.
- Except as made known to you and disclosed in the notes to the financial statements, the Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral. If applicable, we have reviewed our long lived assets for impairment whenever events or changes in circumstances have indicated that the carrying amount of assets might not be recoverable and have appropriately recorded the adjustment.
- Assessments receivable recorded in the financial statements represent valid claims against debtors for assessments or other charges arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
- We have reviewed with our insurance agent the adequacy of our insurance coverage, including compliance with any statutory or documentary requirements.
- We acknowledge our responsibilities for presenting the required supplementary information (RSI) in accordance with U.S. GAAP. The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI. The Association had a study conducted in 2019. Amounts accumulated in the replacement reserves may or may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.

- We understand that the Association is responsible for the choice of income tax filing method and the consequences thereof. The Association's allocation of expenses against membership and non-membership income conforms to IRS rules, which require that the allocation be made "on a reasonable and consistently applied basis." We have adequately documented such allocation. If the Association has excess membership income in the current year the Association, for tax purposes, has elected to either (a) offset it against next year's assessments or (b) refund it to members. We have adequately documented such election in the current year.
- We have disclosed to you all material events, if any, that would require adjustments to, or disclosure in, the financial statements. In addition, we represent that no other material events have occurred since you completed your audit fieldwork on April 19, 2021 and through the date of this letter. Examples of material events include, but are not limited to, contracts for replacement reserve expenditures, losses due to a fire, changes in ongoing litigation or new litigation and approval of special assessments. Material events that have occurred are:

Cameron Station Community Association, Inc.
December 31, 2020 and 2019

Management Representative:

 Signature

 Printed Name

 Date

President/Treasurer:

 Signature

 Printed Name

 Date

Client ID# 1619



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
May 25, 2021**

TOPIC: Clubhouse HVAC Equipment Replacement Proposal

Motion:

"I move to APPROVE the proposal from Wright Mechanical in the amount of \$31,900.00 for the replacement of three (3) HVAC units for the Clubhouse. This will be funded from the Reserves.

2nd:

Summary:

As you may recall, several Clubhouse HVAC units were identified as having 0 life in the 2019 Reserve Study. Trademasters, the current HVAC preventive maintenance provider, was contacted to see if any issues had been identified.

It was reported that Unit #8 at the Clubhouse was in need of replacement as the motor is no longer operational and given the age of the equipment replacement is in order, not repair. Bids were solicited for replacement from three (3) contractors over the winter.

Upon further investigation, Management sought additional expertise from Densel, a commercial HVAC provider, to audit the current condition of all HVAC equipment and the report dated 3/8/2021 is included for reference. Additional proposals were then solicited from Densel as well Wright Mechanical for comparison to the previous three (3) bids received. Please see the next page for the comparison table for all five (5) proposals received. Management also consulted with a Chief Engineer currently on staff with CAMP for his expertise as well in reviewing the proposals and suggested recommendations.

CAMP Recommendation:

Although units #5, and #6 are still operational – they are 20 years old and at the end of their useful service life. Management recommends replacing them now in a proactive manner as well as replacing #8, which is inoperable. Based on the bid evaluation, the Wright Mechanical proposal is recommended for approval for all three units.

- Note: At the CCFC meeting a questions was raised regarding the 10 year warranty offer by Wright. Management reached out and was advised that unfortunately upon further review the 10 year warranty is not available as this is commercial equipment, not residential.

Contractor	#5 Replacement Costs	#6 Replacement Costs	#8 Replacement Costs	Total Cost Replacement	Notes
DM Select	\$8,600.00	\$7,325.00	\$10,850.00	\$26,775.00	DPOR License Look Up: Not Active Workmanship warranty: None Indicated Equipment Warranty: None Indicated
Chamberlain	No unit price	No unit price	No unit price	\$46,300.00	DPOR License Look Up: Exp 9/30/2021 Workmanship warranty: 1 Year Equipment Warranty: Manufacturer Standard 5 years on major components, 1 year on non-major components.
Trademasters	\$11,237.00	\$10,263.00	\$16,411.00	\$40,293.00 10% discount if all (3) units done at same time. \$36,264.00	DPOR License Look Up: Exp. 11/30/2021 Workmanship warranty: 1 Year Equipment Warranty: Manufacturer Standard 5 years on major components, 1 year on non-major components.
Densel	\$10,442.34	\$10,263.00	\$16,411.00	\$37,116.43	DPOR License Look Up: Exp. 1/31/2022 Workmanship warranty: 90 days Equipment Warranty: Manufacturer Standard 5 years on major components, 1 year on non-major components.
Wright Mechanical	\$9,779.00	\$8,833.00	\$16,852.00	\$35,464.00 10% discount if all (3) units done at same time. \$31,900.00	DPOR License Look Up: Exp 5/31/2022 Workmanship warranty: 1 Year Equipment Warranty: Manufacturer Standard 5 years on major components, 1 year on non-major components.

VIRGINIA

 4114 Legato Road, Suite 200
 Fairfax, Virginia 22033

MARYLAND

 209 West Street, Suite 302
 Annapolis, Maryland 21401

DM SELECT SERVICES PROPOSAL

8245 Backlick Road, Suite L, Lorton, VA 22079

01.19.2021

Mark Bondurant
200 Cameron Station Boulevard
Alexandria, VA 22304

DM Select Heating and Air Conditioning Services Inc. is pleased to submit this proposal for services. If you have questions, please do not hesitate to contact me at 703-764-0005.

Scope of Work, Split System #5:

- Provide a new 5-ton split system air conditioner including new 100,000 BTU condensing gas furnace.
- Provide a small crane to remove defective condenser and set new condenser on the roof back in the same location on existing factory support pad.
- Provide gas pipe and fitting to reconnect existing gas service to new furnace.
- Reconnect the controls to the existing wall mount thermostat.
- Provide PVC to reconnect the existing flue and intake to new furnace.
- Provide duct work transitions and flexible connections as required to reconnect existing supply and return ducts to new furnace. New duct work will be insulated.
- Reconnect the existing electrical circuit to the new equipment. Reuse the existing safety disconnects.
- It is assumed the existing duct mount smoke detector is operational and remains in place to be reconnected to the new furnace.
- Flush the existing line set with an approved cleaner, test line set to verify there are no leaks and provide materials to tie existing line set into new equipment.
- Includes condensate removal to existing floor drain in mechanical room.
- Check, test and start new system to verify proper operation.
- Includes the demolition, refrigerant recovery and removal of defective equipment.
- It is assumed all work can be performed during normal business hours.
- Includes local permits as required.
- This equipment is in stock regionally but should be reverified upon award.

Equipment Schedule:

Carrier Model# 24ACC Series A/C Condenser
Carrier Model# 58SB Series Gas Furnace
CNPVP Series Evaporator Coil
Honeywell Pro 6000 Series Digital Thermostat

Total Materials & Labor: \$8,600.00

(Eight Thousand Six Hundred Dollars and 00/100)

Scope of Work, Split System #6:

- Provide a new 3.5 ton split system air condition including a new 80,000 BTU condensing gas furnace.
- Provide a small crane to remove defective condenser and set new condenser on the roof back in the same location on existing factory support pad.
- Provide gas pipe and fitting to reconnect existing gas service to new furnace.
- Reconnect the controls to the existing wall mount thermostat.
- Provide PVC to reconnect the existing flue and intake to new furnace.
- Provide duct work transitions and flexible connections as required to reconnect existing supply and return ducts to new furnace. New duct work will be insulated.
- Reconnect the existing electrical circuit to the new equipment. Reuse the existing safety disconnects.
- Flush the existing line set with an approved cleaner, test line set to verify there are no leaks and provide materials to tie existing line set into new equipment.
- Includes condensate removal to existing floor drain in mechanical room.
- Check, test and start new system to verify proper operation.
- Includes the demolition, refrigerant recovery and removal of defective equipment.
- It is assumed all work can be performed during normal business hours.
- Includes local permits as required.
- This equipment is in stock regionally but should be reverified upon award.

Equipment Schedule:

Carrier Model# 24ACC Series A/C Condenser

Carrier Model# 58SB Series Gas Furnace

CNPVP Series Evaporator Coil

Honeywell Pro 6000 Series Digital Thermostat

Total Materials & Labor: \$7,325.00

(Seven Thousand Three Hundred Twenty-Five Dollars and 00/100)

Scope of Work, Split System #8:

- Provide a new 7.5-ton split system air conditioner including 2 new 80,000 BTU condensing gas furnaces twinned together.
- Provide a small crane to remove defective condenser and set new condenser on the roof back in the same location on existing factory support pad. Support rails will be added as new condenser is a bit larger than existing.
- Provide gas pipe and fitting to reconnect existing gas service to new furnace.
- Reconnect the controls to the existing wall mount thermostat.
- Provide PVC to reconnect the existing flue and intake to new furnace.
- Provide duct work transitions and flexible connections as required to reconnect existing supply and return ducts to new furnace. New duct work will be insulated.
- Reconnect the existing electrical circuit to the new equipment. Reuse the existing safety disconnects.
- It is assumed the existing duct mount smoke detector is operational and remains in place to be reconnected to the new furnace.
- Flush the existing line set with an approved cleaner, test line set to verify there are no leaks and provide materials to tie existing line set into new equipment.

- Includes condensate removal to existing floor drain in mechanical room.
- Check, test and start new system to verify proper operation.
- Includes the demolition, refrigerant recovery and removal of defective equipment.
- It is assumed all work can be performed during normal business hours.
- Includes local permits as required.
- This equipment is in stock regionally but should be reverified upon award
- We will provide advanced notice so items in pull storage room can be removed to allow access the mechanical room.

Equipment Schedule:

Carrier Model# 24ACC Series A/C Condenser

Carrier Model# 58SB Series Gas Furnace

CNPVP Series Evaporator Coil

Honeywell Pro 6000 Series Digital Thermostat

Total Materials & Labor: \$10,850.00

(Ten Thousand Eight Hundred Fifty Dollars and 00/100)

NOTE: Price includes all necessary rigging required for a/c systems to roof location

Job includes all necessary electrical, control, removal and disposal of old equipment and any other material necessary to complete job. All systems include environmental friendly refrigerant.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner per specifications submitted, per standard practices. Any alteration or deviation from above specification involving additional cost will be included only upon written orders and will become an entire charge over and above estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner required to carry fire, tornado, and any other necessary insurance. Job includes all necessary permits and in accordance with state and local codes. Customer responsible for inspections. All HVAC installations include, assessment of local climate size, shape, north orientation of the house, insulation levels in the attic, crawl space and walls, windows are, window location, type and U-value, air infiltration rates, lights, and major home appliances, which emit into the home, ceiling lights and window shading, occupant comfort preferences, and many other factors. A formal load calculation can be provided upon request. You may cancel this contract at any time before midnight of the third business day after receiving a copy of this contract. If you wish to cancel this contract, you must either send a signed and dated written notice of cancellation by registered or certified mail, return receipt requested or personally deliver a signed and dated written notice of cancellation to DM Home Services Inc. If you cancel this contract within the three-day period, you are entitled to a full refund of your money. Refunds must be made within 30 days of contractor's receipt of cancellation notice.

Signature: _____ **Date:** _____

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

CHAMBERLAIN ENTERPRISE

Heating - Cooling - Refrigeration

P.O. Box 577

Rixeyville, V.A. 22737

VA Trade License 2710 051200 (Classifications: Master HVAC & Gas Fitter)

VA Class A Contractor License 2705 130590A

Proposal

Date Issued: January 14, 2021

Offer Valid Until: March 1, 2021

Proposal Submitted To: Community Association Management Professionals
200 Cameron Station Blvd
Alexandria, VA 22304

HVAC Systems #5, 6, & 8 Replacement

Chamberlain Enterprise will provide the services and materials listed below:

Split System #5

- Furnish and install one new 5 ton AC system with a new 100,000 BTU gas furnace.
- Furnish all labor, materials, crane rental and rigging to remove the existing and install the new roof top and indoor equipment.
- Furnish and install a new filter track, supply, and return connection to adapt to the new furnace.
- Adapt the existing gas piping, electrical, controls, and exhaust/intake furnace piping to the new furnace.
- The existing thermostat is to be reused per the RFP.
- It is assumed the existing duct smoke detector is operational and will be reused per the RFP.
- Furnish and install new drain piping to existing floor drain per the RFP.
- The existing line set will be flushed, pressure checked and reused per the RFP.
- Building management will provide access to the building, the required mechanical rooms, electrical panels, and any other building related logistics.
- Chamberlain Enterprise will not be responsible for any cutting, patching or painting.
- Chamberlain Enterprise will tie into the existing duct system, controls, power, gas system, floor drain, and smoke detection system. Customer understands that Chamberlain Enterprise is not responsible past the points of tie in. Any

additional work or repairs will be on a separate contract at an additional charge.

- Chamberlain Enterprise will not be responsible for any damage to the pavement etc. that may result from setting up the crane in the back parking lot.
- This proposal is priced for normal business hours 8-5PM Monday through Friday.
- All work will be permitted and inspected.

Split System #6

- Furnish and install one new 3.5 ton AC system with a new 80,000 BTU gas furnace.
- Furnish all labor, materials, crane rental and rigging to remove the existing and install the new roof top and indoor equipment.
- Furnish and install a new filter track, supply, and return connection to adapt to the new furnace.
- Adapt the existing gas piping, electrical, controls, and exhaust/intake furnace piping to the new furnace.
- The existing thermostat is to be reused per the RFP.
- It is assumed the existing duct smoke detector is operational and will be reused per the RFP.
- Furnish and install new drain piping to existing floor drain per the RFP.
- The existing line set will be flushed, pressure checked and reused per the RFP.
- Building management will provide access to the building, the required mechanical rooms, electrical panels, and any other building related logistics.
- Chamberlain Enterprise will not be responsible for any cutting, patching or painting.
- Chamberlain Enterprise will tie into the existing duct system, controls, power, gas system, floor drain, and smoke detection system. Customer understands that Chamberlain Enterprise is not responsible past the points of tie in. Any additional work or repairs will be on a separate contract at an additional charge.
- Chamberlain Enterprise will not be responsible for any damage to the pavement etc. that may result from setting up the crane in the back parking lot.
- This proposal is priced for normal business hours 8-5PM Monday through Friday.
- All work will be permitted and inspected.

Split System #8

- Furnish and install one new 7.5 ton AC system with two new 80,000 BTU twinned gas furnace.
- Furnish all labor, materials, crane rental and rigging to remove the existing and install the new roof top and indoor equipment.

- Furnish and install a new filter track, supply, and return connection to adapt to the new furnace.
- Adapt the existing gas piping, electrical, controls, and exhaust/intake furnace piping to the new furnace.
- The existing thermostat is to be reused per the RFP.
- It is assumed the existing duct smoke detector is operational and will be reused per the RFP.
- Furnish and install new drain piping to existing floor drain per the RFP.
- The existing line set will be flushed, pressure checked and reused per the RFP.
- Building management will provide access to the building, the required mechanical rooms, electrical panels, and any other building related logistics.
- Chamberlain Enterprise will not be responsible for any cutting, patching or painting.
- Chamberlain Enterprise will tie into the existing duct system, controls, power, gas system, floor drain, and smoke detection system. Customer understands that Chamberlain Enterprise is not responsible past the points of tie in. Any additional work or repairs will be on a separate contract at an additional charge.
- Chamberlain Enterprise will not be responsible for any damage to the pavement etc. that may result from setting up the crane in the back parking lot.
- This proposal is priced for normal business hours 8-5PM Monday through Friday.
- All work will be permitted and inspected.

This proposal is based on the provided RFP. Chamberlain Enterprise is not responsible for errors in the RFP. Any items not included in this proposal will be on a separate contract at additional charge.

Total Contact Price \$42,300.00

Forty Two Thousand Three Hundred Dollars 00/100 Cents

Add Options (not in RFP):

**Option 1: Roof Top electrical disconnects X3 \$1,500.00 Installed
(Disconnects are weathered, recommend replacement)**

**Option 2: UV Lights/Air Purifiers x8 (we believe there are 8 systems)
\$8,500.00 installed.**

(Note: uv/air purifier price is adjusted for a quantity of 8 while onsite installing systems #5, 6, & 8)

Customer will supply materials and services listed below:

⇒ Access to areas where the equipment is located.

This contract supersedes any previous contracts or agreements made before this date.

Any reference to "Chamberlain Enterprise" or "Company" in this Contract shall be construed to mean Chamberlain Enterprise Heating – Cooling - Refrigeration, as identified above.

Terms: A deposit in the amount of 50% the contract price will be required to order the equipment and start work. The balance will be due upon completion. In the event that the owner's account is placed into the hands of an attorney for collection, whether or not suit is filed, the Owner agrees to pay a reasonable attorney's fee together with any other suit costs or costs of collection. The Owner also agrees to pay a 1 ½ percent per month service charge (18.0 percent per annum) on past due amounts and to pay a service charge of \$25.00 on each dishonored check or credit card charge.

TERMS AND CONDITIONS

AGREEMENT: This Agreement sets forth the entire transaction between the parties. Any and all prior agreements, warranties, oral discussions, or oral representations made by either part are superseded by this Agreement. Any modification of this Agreement must be in writing and signed by all parties.

CHANGES: Any customer-directed specification changes that necessitate additional materials and labor are not covered by or included in this Agreement, but will be provided after both parties execute a written change.

One Year limited warranty: Any manufactured part furnished and installed by Chamberlain Enterprise as an independent element of an existing system or as an element of an assembly, component, or system furnished and installed by Chamberlain Enterprise is warranted by Chamberlain Enterprise to function properly for at least one year. Should such part fail before one year has elapsed, Chamberlain Enterprise shall repair or replace it during **regular** business hours solely for its ordinary labor charge, provided that failure occurs as a consequence of ordinary usage. Chamberlain Enterprise shall have no replacement obligation when failure occurs as a consequence of: an act of God; untreated or improperly treated water with a high acid or mineral content; lack of proper preventive maintenance, service or alteration performed by a party other than Chamberlain Enterprise; tampering; vandalism; intentional abuse or any other cause not reasonably considered ordinary wear and tear.

KEEP THIS PROPOSAL IN A SAFE PLACE for Chamberlain Enterprise to honor this or any other warranty, we must have proof that Chamberlain

Enterprise installed the part or equipment and we need to know when we installed it!

OTHER LIMITED WARRANTY INFORMATION: Chamberlain Enterprise warrants its work for one year from the date its work was completed, except when: the manufacturer of the part, component, or system offers a more generous limited warranty; a local code or ordinance dictates otherwise; or a different warranty period is indicated below. Note that these warranties do not apply when failure is caused by: an act of God; service or alteration performed by a party other than Chamberlain Enterprise; tampering; vandalism; intentional abuse; or any other cause not reasonably considered ordinary wear and tear and as otherwise noted.

INSTALLATION: Chamberlain Enterprise will install materials and/or improvements in accordance with this contract. The customer authorizes Chamberlain Enterprise to periodically inspect the installation and agrees to pay Chamberlain Enterprise the amount agreed to in this proposal upon completion. Minor adjustments of services needed upon installation are covered by warranties and shall not be construed as failure to complete.

MATERIALS: Materials furnished by Chamberlain Enterprise that are not used in construction are the property of Chamberlain Enterprise.

DELAYS: Chamberlain Enterprise shall not be liable for delays caused by events that are unforeseeable, beyond Chamberlain Enterprise's control, or that arise due to no fault or negligence of Chamberlain Enterprise. Such events include, but are not limited to, acts of God; acts of a public enemy; acts of the Owner or Customer; fire; riot; civil disturbance; flood; strike; freight embargo; unusually severe weather; inability to obtain materials, and finalizing or alteration of plans or specifications. Such delays shall cause the contract start and completion dates to be extended on a day-for-day basis.

INTERFERENCE: If the Customer unreasonably prevents Chamberlain Enterprise from starting or completing the work, the Customer shall compensate Chamberlain Enterprise for the reasonable value of Chamberlain Enterprise's labor, materials, and overhead, such amount to be, in no event, less than Chamberlain Enterprise's costs.

CODE VIOLATIONS: Chamberlain Enterprise will strive to assure that its work complies with local requirements for building permits, inspections and zoning. Chamberlain Enterprise assumes no responsibility or liability for any pre-existing violations of any government codes, ordinances or regulations. Unless this Agreement specifically calls for Chamberlain Enterprise to correct such violations, such correction is excluded from this Agreement and is the sole responsibility of the Customer. Should this Agreement call for Chamberlain Enterprise to identify any violations and correct them, Chamberlain Enterprise

will do its best to comply but it cannot guarantee that it will be able to identify all violations or to correct all those Chamberlain Enterprise does identify.

DISTURBANCES: Unless specifically provided, otherwise herein, Chamberlain Enterprise is not responsible for the repair, restoration or tamping of soil or the repair or restoration of sod, wallboard, plaster, ductwork or other materials Chamberlain Enterprise disturbs in order to affect a repair.

CONSEQUENTIAL DAMAGES: Consequential damages are those which occur as a result of others, as when carpeting is damaged by a leaking water pipe or when failure to pay a bill in a timely manner requires the person issuing the bill to obtain a loan in order to meet payments that would otherwise have been met by the receipt of the money due. As a condition precedent upon Chamberlain Enterprise accepting this work and as a condition precedent on the Customer's retaining Chamberlain Enterprise for this work, the Customer and Chamberlain Enterprise hereby agree to waive any claim of consequential damages of one party against the other, be it damage to property, injury to person, loss of income or any other cause foreseeable or unforeseeable at the time this Contract was entered into.

LIMITATION OF LIABILITY: As part of the compensation Chamberlain Enterprise requires to perform this work and to the fullest extent permitted by law, the Customer shall limit Chamberlain Enterprise's liability (including attorney's fees) for any injury or loss to the Customer and/or any third party arising or allegedly arising from Chamberlain Enterprise's performance of this work to a maximum of five hundred thousand dollars (\$500,000.00).

The undersigned represents that the undersigned is the Responsible party of the Property described in this Contract (hereinafter "responsible party or Customer"). It is understood that the entire Contract is contained in this agreement and that no other agreement or understanding, oral or written, shall be binding on the Company, and that this Contract becomes effective only upon written acceptance by the Company, after which this Contract is not subject to cancellation. Worker's compensation and public liability insurance are provided by the Company as required by law. Responsible party agrees to execute all necessary papers or forms to enable the Company to obtain payment for equipment, labor and material pertaining to this Contract. Responsible party is entitled to a copy of this Contract at the time of affixing signature. All contracts are subject to credit and installation department approval.

Accepted:

Date: _____, 2021 Authorized By: _____

Date: 1 - 14 - 2021 By: Will Chamberlain

Authorized Chamberlain Enterprise Representative

Options Accepted:

Option 1: Authorized By: _____

Option 2: Authorized By: _____



Proposal

December 23, 2020

Customer Information

Cameron Station Club House
200 Cameron Station Blvd.
Alexandria, Va. 22304

Re: Replace Three (3) Separate Split Systems with Gas Furnaces

Scope of Project:

Thank you for allowing Trademasters the opportunity to provide a proposal for this project. This proposal is to replace (3) separate systems and we have quoted them separately with a discount if all (3) systems are awarded and changed at the same time. The systems are as follows: One 3.5 ton with a single gas furnace, one 5 ton with a single gas furnace and one 7.5 ton with twin gas furnaces. The following are the details of our installation.

Split System #6:

- Provide a new **3.5-ton** split system air conditioner including a new 80,000 BTU condensing gas furnace.
- Provide a small crane to remove defective condenser and set new condenser on the roof back in same location on existing factory support pad.
- Provide gas pipe and fitting to reconnect existing gas service to new furnace.
- Reconnect the controls to the existing wall mount thermostat.
- Provide PVC to reconnect the existing flue & intake to new furnace.
- Provide duct work transitions and flexible connections as required to reconnect existing supply & return ducts to new furnace. New ductwork will be insulated.
- Reconnect the existing electrical circuits to the new equipment. Reuse the existing safety disconnects.
- Flush the existing line set with an approved cleaner, test line set to verify there are no leaks and provide materials to tie existing line set into new equipment.
- Includes condensate removal to existing floor drain in mechanical room.
- Check, test and start new system to verify proper operation.
- Includes the demolition, refrigerant recovery & removal of defective equipment.
- It is assumed all work can be performed during normal business hours.
- Includes local permits as required.
- This equipment is in stock regionally but should be re-verified upon award.

(Total cost for work as described above - \$10,462)

Split System #5:

- Provide a new **5-ton** split system air conditioner including a new 100,000 BTU condensing gas furnace.
- Provide a small crane to remove defective condenser and set new condenser on the roof back in same location on existing factory support pad.
- Provide gas pipe and fitting to reconnect existing gas service to new furnace.
- Reconnect the controls to the existing wall mount thermostat.
- Provide PVC to reconnect the existing flue & intake to new furnace.
- Provide duct work transitions and flexible connections as required to reconnect existing supply & return ducts to new furnace. New ductwork will be insulated.
- Reconnect the existing electrical circuits to the new equipment. Reuse the existing safety disconnects.
- It is assumed the existing duct mount smoke detector is operational and remains in place to be reconnected to the new furnace.
- Flush the existing line set with an approved cleaner, test line set to verify there are no leaks and provide materials to tie existing line set into new equipment.
- Includes condensate removal to existing floor drain in mechanical room.
- Check, test and start new system to verify proper operation.
- Includes the demolition, refrigerant recovery & removal of defective equipment.
- It is assumed all work can be performed during normal business hours.
- Includes local permits as required.
- This equipment is in stock regionally but should be re-verified upon award.

(Total cost for work as described above - \$11,237)

Split System #8:

- Provide a new **7.5-ton** split system air conditioner including **two (2)** new 80,000 BTU condensing gas furnaces twinned together.
- Provide a small crane to remove defective condenser and set new condenser on the roof back in same location on existing factory support pad. Support rails will be added as new condenser is a bit larger than existing.
- Provide gas pipe and fitting to reconnect existing gas service to new furnaces.
- Reconnect the controls to the existing wall mount thermostat.
- Provide PVC to reconnect the existing flues & intakes to new furnaces.
- Provide duct work transitions and flexible connections as required to reconnect existing supply & return ducts to new furnace. New ductwork will be insulated.
- Reconnect the existing electrical circuits to the new equipment. Reuse the existing safety disconnects.
- It is assumed the existing duct mount smoke detector is operational and remains in place to be reconnected to the new furnace.
- Flush the existing line set with an approved cleaner, test line set to verify there are no leaks and provide materials to tie existing line set into new equipment.
- Includes condensate removal to existing floor drain in mechanical room.

- Check, test and start new system to verify proper operation.
- Includes the demolition, refrigerant recovery & removal of defective equipment.
- It is assumed all work can be performed during normal business hours.
- Includes local permits as required.
- This equipment is in stock regionally but should be re-verified upon award.
- We will provide advance notice so items in pool storage room can be removed to allow access to the mechanical room.

(Total cost for work as described above - \$18,594)

Warranty:

- All new equipment, new materials and labor are covered by a limited one year warranty from the date of completion or startup.
- Includes an additional 4 years on compressors (Part only).

Economy of Scale:

- ❖ Should all (3) systems be awarded and installed at the same time please deduct 10% from the totals. **(\$36,264)**

Exclusions:

- Outside air, replacing the line sets, electrical upgrades or modifications, new roof support pads, smoke detectors, overtime and any additional work not mentioned in this proposal.

Sincerely,



Ron Bennett

V.P. Commercial

(703) 644-6400

rbennett@trademasters.com

**Customer
Agreement:**

Please sign below to indicate acceptance of this proposal authorizing the performance of the work and payment as described above. All invoices are due in full within (30) days of receipt. Please return a signed, dated copy of the proposal to our office and retain a copy for your records. Thank you for trusting **Trademasters Service Corp.**

Signed: _____ Date: _____

PROPOSAL

Proposal Number 2340

Page 1 of 1

Densel Company
7640-A Airpark Road
Gaithersburg, MD 20879
PHONE : (301)670-0970
FAX : (301)840-9705

To: 3140 CAMERON STATION CO/CAMP PO BOX 80355 DALLAS, TX 75380	Date 04/01/2021	PO #
	Job Name / Location: CAMERON STATION COMMUNITY ASSOCIATION 200 CAMERON STATION BLVD ALEXANDRIA, VA 22304	
Phone (703)567-4881 Fax () -	Phone (703)567-4881	Fax () -

We are pleased to provide you with the following proposal:

PROVIDE MATERIALS AND LABOR TO REPLACE THE #5 CARRIER UNIT M/N: 58MXA100-F S/N: 0401A11878 TO INCLUDE THE FOLLOWING:

1. RECOVER THE REFRIGERANT CHARGE AND STORE IN D.O.T. CYLINDERS.
2. DISCONNECT AND REMOVE THE EXISTING GAS FURNACE, EVAPORATOR COIL AND CONDENSER.
3. PROVIDE A CRANE TO REMOVE THE OLD CONDENSER AND SET THE NEW CONDENSER ON THE ROOF.
4. PROVIDE AND INSTALL A NEW CARRIER SYSTEM TO MATCH THE OLD SYSTEM.
5. PROVIDE A REFRIGERANT FLUSH KIT TO CLEAN THE PIPING AND PIPE THE NEW UNITS TO THE EXISTING PIPING.
6. LEAK CHECK OUR WORK.
7. CONNECT THE ELECTRICAL AND CONTROLS TO THE EXISTING ELECTRICAL POWER AND CONTROL WIRING.
8. PROVIDE A START-UP OF THE NEW UNIT AND LOG TEMPS, PRESSURES AND ELECTRICAL.
9. CLEAN JOB AREA.
10. PROPERLY DISPOSE OF THE OLD EQUIPMENT AND REFRIGERANT.

ITEMS NOT INCLUDED: PREMIUM TIME LABOR, REPAIRS AND/OR ADJUSTMENTS OTHER THAN LISTED.

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

Ten Thousand Four Hundred Forty Two And 34/100

\$10,442.34

Payment to be made as follows:

NET 10 DAYS

This quotation may be withdrawn by us if not accepted within 30 days.

Authorized Signature MICHAEL A. AUSTIN

Submitted By: MICHAEL AUSTIN

Note: This proposal may be
withdrawn by us if not accepted within 30 days

Acceptance of proposal

Signature _____

Date of Acceptance: _____ **Signature** _____

PROPOSAL

Proposal Number 2339

Page 1 of 1

Densel Company
7640-A Airpark Road
Gaithersburg, MD 20879
PHONE : (301)670-0970
FAX : (301)840-9705

To: 3140 CAMERON STATION CO/CAMP PO BOX 80355 DALLAS, TX 75380	Date 04/01/2021	PO #
	Job Name / Location: CAMERON STATION COMMUNITY ASSOCIATION 200 CAMERON STATION BLVD ALEXANDRIA, VA 22304	
Phone (703)567-4881 Fax () -	Phone (703)567-4881	Fax () -

We are pleased to provide you with the following proposal:

PROVIDE MATERIALS AND LABOR TO REPLACE **CARRIER UNIT #6** M/N: 24AB5342A500 TO INCLUDE THE FOLLOWING:

1. RECOVER THE REFRIGERANT CHARGE AND STORE IN D.O.T. CYLINDERS.
2. DISCONNECT AND REMOVE THE EXISTING GAS FURNACE, EVAPORATOR COIL AND CONDENSER.
3. PROVIDE A CRANE TO REMOVE THE OLD CONDENSER AND SET THE NEW CONDENSER ON THE ROOF.
4. PROVIDE AND INSTALL A NEW CARRIER SYSTEM TO MATCH THE OLD SYSTEM.
5. PROVIDE A REFRIGERANT FLUSH KIT TO CLEAN THE PIPING AND PIPE THE NEW UNITS TO THE EXISTING PIPING.
6. LEAK CHECK OUR WORK.
7. CONNECT THE ELECTRICAL AND CONTROLS TO THE EXISTING ELECTRICAL POWER AND CONTROL WIRING.
8. PROVIDE A START-UP OF THE NEW UNIT AND LOG TEMPS, PRESSURES AND ELECTRICAL.
9. CLEAN JOB AREA.
10. PROPERLY DISPOSE OF THE OLD EQUIPMENT AND REFRIGERANT.

ITEMS NOT INCLUDED: PREMIUM TIME LABOR, REPAIRS AND/OR ADJUSTMENTS OTHER THAN LISTED.

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

Ten Thousand Two Hundred Sixty Three And 00/100

\$10,263.00

Payment to be made as follows:

NET 10 DAYS

This quotation may be withdrawn by us if not accepted within 30 days.

Authorized Signature MICHAEL A. AUSTIN

Submitted By: MICHAEL AUSTIN

Note: This proposal may be
withdrawn by us if not accepted within 30 days

Acceptance of proposal

Signature _____

Date of Acceptance: _____ **Signature** _____

258	KOEHLER - DAVID	Date:2021-03-08 D:11:30 AM C:
282	LEISHEAR - JAMES	Date:2021-03-08 D: C:

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 Carrier Model# Z158MXA100-15130 Sr# S1001A13201 Loc. FRONT HALLWAY, RIGHT**(B) Service Provided**

3/7/21

Assessed the condition of the carrier gas furnace.

Checked over the condition of all wiring, and the condition of each component inside the furnace. The coil is in okay condition. The wiring is in good condition. The furnace fired up when there was a call for heat.

Return temp: 70 degrees.

Supply temp: 121 degrees.

The furnace is 20 years old. Was manufactured the 10th week of 2001. There are signs of rust on the heat exchanger. This could be a problem in the future. In the process of checking the furnace out, a CO2 reading was taken, and the reading shown was 0ppms.

Checked the air conditioning function. The unit worked as I should, but rattled when the A/C was running.

Return temp: 72.

Supply temp: 48.

Dk/JL

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 CARRIER Model# 24AB5342A500 Sr# 3708E04536 Loc. ROOF**(B) Service Provided**

3/8/21

Inspected carrier condensing unit. All the wiring and components inside/associated with this unit are in good visible shape, and the unit was cooling as it was designed for. The only cause for concern I could conceive, was the condenser was manufactured in early 2001. This would raise a cause for concern, because the unit is 20+ years old. In my opinion, I would look into replacing the system, if it starts to cause problems.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 CARRIER Model# 38AKS008-501- Sr# 0600G00019 Loc. ROOF**(B) Service Provided**

3/8/21

Inspected the condensing unit for the slave, and master pool deck units. This unit is currently turned off by the disconnect, and with my assessment, taking into account the failing indoor units, and age, I would replace this unit. The unit is 20+ years old and there are multiple newer efficient units that could be installed. Another tech from a different company, has turned this unit off, so I left it turned off.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 CARRIER Model# 38CKC060520 Sr# 0601E03868 Loc. ROOF

(B) Service Provided

3/8/21

Inspected carrier condensing unit. All the wiring and components inside/associated with this unit are in good visible shape, and the unit was cooling as it was designed for. The only cause for concern I could conceive, was the condenser was manufactured in early 2001. This would raise a cause for concern, because the unit is 20+ years old. In my opinion, I would look into replacing the system, if it starts to cause problems.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 CARRIER Model# 48TCDD14A3A5A0A0A0 Sr# 0712G40199 Loc. ROOF

(B) Service Provided

3/8/21

Inspected rooftop unit.

All wiring and all components inside Rooftop are in good condition. Rooftop unit has been replaced within the last couple years. No concerns with the operation of this unit.

Unit is in excellent shape.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 CARRIER Model# 48TCEA07A2AA0A0G0 Sr# 3718C80040 Loc. ROOF

(B) Service Provided

3/8/21

Inspected rooftop unit.

All wiring and all components inside Rooftop are in good condition. Rooftop unit has been replaced within the last couple years. No concerns with the operation of this unit.

Unit is in excellent shape.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 CARRIER Model# 48TCED12A2A5A0A0G0 Sr# 4818P87130 Loc. ROOF

(B) Service Provided

3/8/21

Inspected rooftop unit.

All wiring and all components inside Rooftop are in good condition. Rooftop unit has been replaced within the last couple years. No concerns with the operation of this unit.

Unit is in excellent shape.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 CARRIER Model# 58MXA08016 Sr# 0201A01087 Loc. CLOSET ON POOL DECK

(B) Service Provided

3/8/21

Inspected the units on the pool deck. These units are designated as a slave and master system, labeled on their panels. There are two units butted side by side. There is a cause for concern with the main unit being broken at the time. Parts are starting to fail per the building engineer. These units, along with their shared condenser are the oldest units on the property. There is significant visible rust on the units, due to their locations. I would look into replacing them, with their associated condensing unit.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 CARRIER Model# 58MXA080F116 Sr# 0401AA1187 Loc. FRONT HALLWAY LEFT

(B) Service Provided

3/7/21

Assessed the condition of the carrier gas furnace.

Checked over the condition of all wiring, and the condition of each component inside the furnace. The coil is in okay condition. The wiring is in good condition. The furnace fired up when there was a call for heat.

Return temp:71 degrees.

Supply temp: 124 degrees.

This furnace is also 20 years old. The manufacturing date of this furnace was the 4th week of 2001.

There are signs of rust buildup on the heat exchanger, which could be a problem in the future. While checking the operation of the unit, a C02 reading was taken. The units were putting out 0ppm of C02 at the supply ducts.

The unit ran fine in cooling mode.

Return temp: 70 degrees.

Supply temp: 51 degrees.

Dk/JL

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 CARRIER Model# 58MXA080-F-15116 Sr# 0201A01137 Loc. CLOSET ON POOL DECK

(B) Service Provided

3/8/21

Inspected the units on the pool deck. These units are designated as a slave and master system, labeled on their panels. There are two units butted side by side. There is a cause for concern with the main unit being broken at the time. Parts are starting to fail per the building engineer. These units, along with their shared condenser are the oldest units on the property. There is significant visible rust on the units, due to their locations. I would look into replacing them, with their associated condensing unit.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 LOCHINVAR Model# CFN1260PM Sr# A011777 Loc. UPSTAIRS IN GYM

(B) Service Provided

3/8/21

Inspected lochinvar boiler. From looking at the boiler, I could tell it was in good working order. All wiring was good. The circulation pump was operating properly. The boiler was maintaining Setpoint, and there were no leaks visible.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 TRANE Model# 4TTB3048D1000BA Sr# 12462S1T3F Loc. ROOF

(B) Service Provided

3/8/21

Rooftop trane condenser is in good shape. No need for concern with this unit. No signs of leaks. Unit has been replaced within the last ten years. Wiring and all components are in good shape.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 TRANE Model# 4TTB3048D1000BA Sr# 12462TG83F Loc. ROOF

(B) Service Provided

3/8/21

Rooftop trane condenser is in good shape. No need for concern with this unit. No signs of leaks. Unit has been replaced within the last ten years. Wiring and all components are in good shape.

Dk

CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 TRANE Model# TUH1C100A9481AA Sr# 12453NAY Loc. UTILITY CLOSET LEFT

(B) Service Provided
<p>3/8/21</p> <p>Found unit not running upon arrival. Found a drain pipe loose inside the furnace, causing condensate to leak down into the overflow pan. This condensate has tripped the wet disk. Re-installed flue pipe to its proper location, and dried off the wet disk. After these repairs, the unit ran as it should in A/C and heating modes.</p> <p>Dk</p>
<p>CAMERON STATION COMMUNITY ASSO WO# 311103 Sm# 5472 TRANE Model# TUH1C100A9481AA Sr# 1245M8S2G Loc. UTILITY CLOSET ON RIGHT</p>
(B) Service Provided
<p>3/8/21</p> <p>Trane furnace is currently turned off. A technician from another company has tagged it out for improper flue install/flue not operating properly. Could visible see a cause for concern with loose piping, and flue rubbing on the sprinkler pipe. Will have to repair.</p> <p>Dk</p>
(E) Recommendations
<p>Repair flue</p>

Call Pictures



SUBMITTAL

Project

200 Cameron Station

Date

Tuesday, April 27, 2021

Franco Honores

Hanover MD 21076
410-981-4423



Turn to the experts

Project: 200 Cameron Station
Model Number: 24ABB342A005

Plan-ID: System-01

Page: 3
Quantity: 1

AHRI Rated Cooling Performance

AHRI Certified Reference # 9166045
AHRI Rated Cooling Capacity 41,000 Btuh
EER 11.00 EER
SEER 13 SEER
Rated Indoor Coil: CNPVP4217ALA
Rated Furnace: 59SC2D080E21-20

Cooling Performance @ Project Parameters

Net Cooling Capacity 42,412 Btuh
Net Sensible Capacity 35,987 Btuh
Net Latent Capacity 6,425 Btuh
Total Supply Air 1748 cfm
Outdoor DB Temp 95.0 °F
Entering DB Temp 80.0 °F
Entering WB Temp 67.0 °F
Leaving DB Temp 60.9 °F
Leaving WB Temp 59.6 °F

Electrical Data

Power Supply 208/230 Volts
3 Phase
60 Hertz
Minimum Circuit Ampacity 18 Amps
MOCP 30 Amps

Weight

Total Weight 190 lb
Factory Charge 5.84 lb
Required Charge 5.84 lb

Field Installed Accessories



Turn to the experts

Project: 200 Cameron Station
Model Number: 24ABB342A005

Plan-ID: System-01

Page: 4
Quantity: 1

Features

13 Seer Air Conditioner

Efficiency

- Up to 11 EER
- Microtube Technology™ refrigeration system
- Indoor air quality accessories available
- Copper tube / Aluminum fin

Comfort

- System supports Edge Thermostat or standard thermostat controls

Reliability

- Non-ozone depleting Puron refrigerant
- Scroll compressor
- Internal pressure relief valve
- Internal thermal overload
- Filter drier
- Balanced refrigeration system for maximum reliability

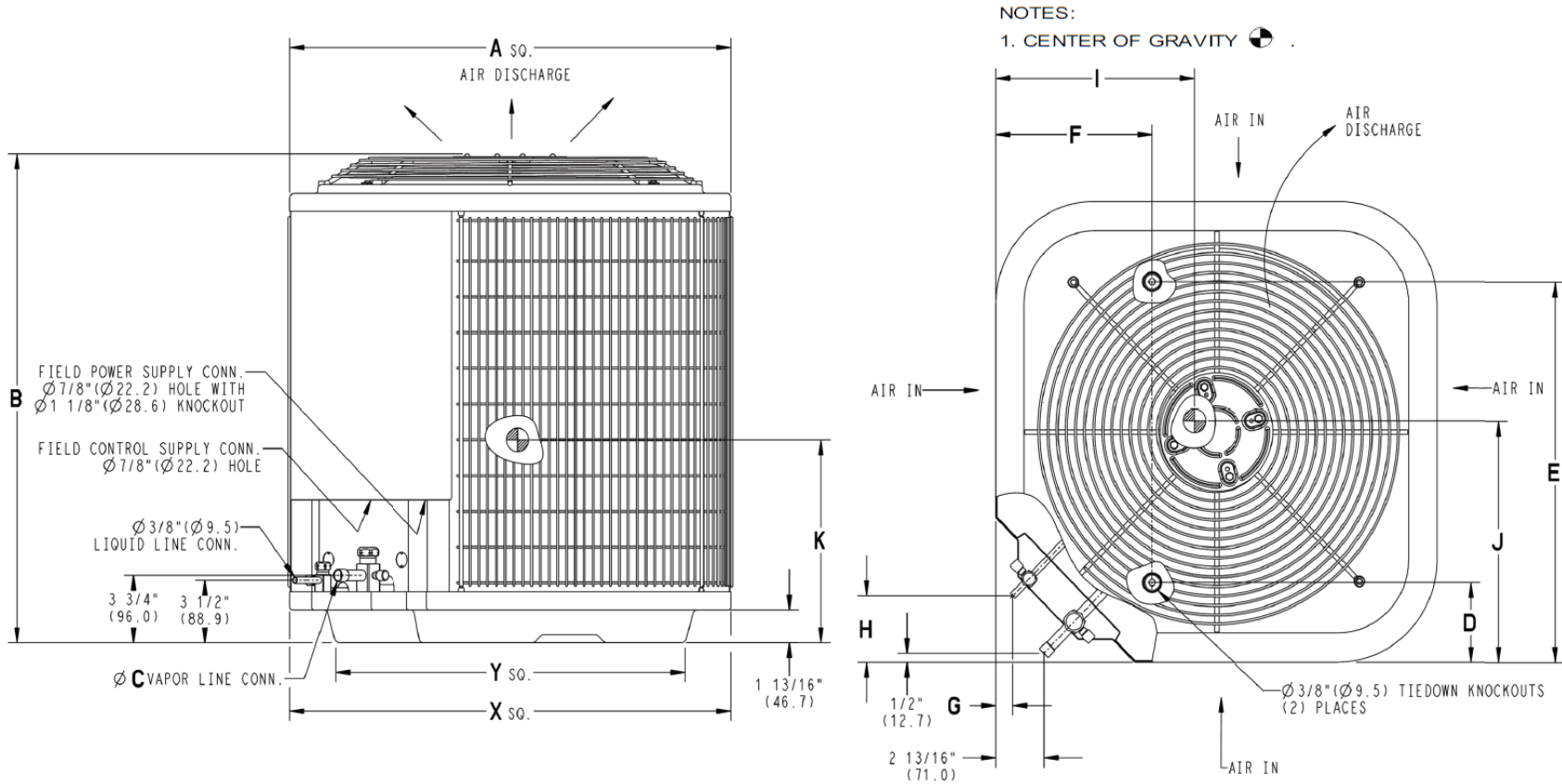
Durability

WeatherArmor™ protection package:

- Solid, durable sheet metal construction
- Baked-on, complete outer coverage, powder paint

Applications

- Long-line - up to 250 feet (76.20 m) total equivalent length, up to 200 feet (60.96 m) condenser above evaporator, or up to 80 ft. (24.38 m) evaporator above condenser (See Longline Guide for more information.)
- Low ambient (down to -10 F/-23 C) with accessory kit



Dimensions (in.)

A	B	C	D	E	F	G	H	I	J	K	Min Mounting Pad
31-3/16	32-1/16	7/8	6-9/16	24-11/16	9-1/8	5/16	3	15-3/4	16-1/4	13-3/4	31-3/16 x 31-3/16



Turn to the experts

Project: 200 Cameron Station
Model Number: 59SC2D080E21-20

Plan-ID: System-01

Page: 6
Quantity: 1

Heating Performance

Heating Capacity Output	75,000	Btuh
Heating Capacity Input	80,000	Btuh
AFUE	92.1%	
Orientation	Upflow	

Supply Air Performance

Total Supply Air	1748	cfm
External Static Pressure	0.30	in wg.
Coil Static Pressure	0.32	in wg.
Blower Type	Direct Drive	
Gray Blower Speed		

Air flow is based on wet coil and filter

Supply Air Performance is shown for Cooling Mode

Electrical Data

Power Supply	115	Volts
	1	Phase
	60	Hertz
Minimum Circuit Ampacity	12.9	Amps
MOCP	15	Amps

Weight

Total Weight	150	lb
--------------	-----	----

Field Installed Accessories



Turn to the experts

Project: 200 Cameron Station
Model Number: 59SC2D080E21-20

Plan-ID: System-01

Page: 7
Quantity: 1

Features

Single-Stage 4-Way Multipoise Condensing Gas Furnace

- Fixed-speeds, constant torque (FCT) ECM blower motor for electrically efficient operation all year long in heating, cooling and continuous fan operation
- Single-speed inducer motor, and single-stage gas valve
- Silicon nitride power heat hot surface igniter
- Adjustable blower speed for heating and cooling.
- Aluminized-steel primary heat exchanger.
- Stainless-steel condensing secondary heat exchanger

Installation Flexibility

- Factory-configured ready for upflow applications
- Ideal height 35" cabinet: short enough for taller coils, but still allows enough room for service.
- Direct-vent/sealed combustion, single-pipe venting, or ventilated combustion air.

Applications

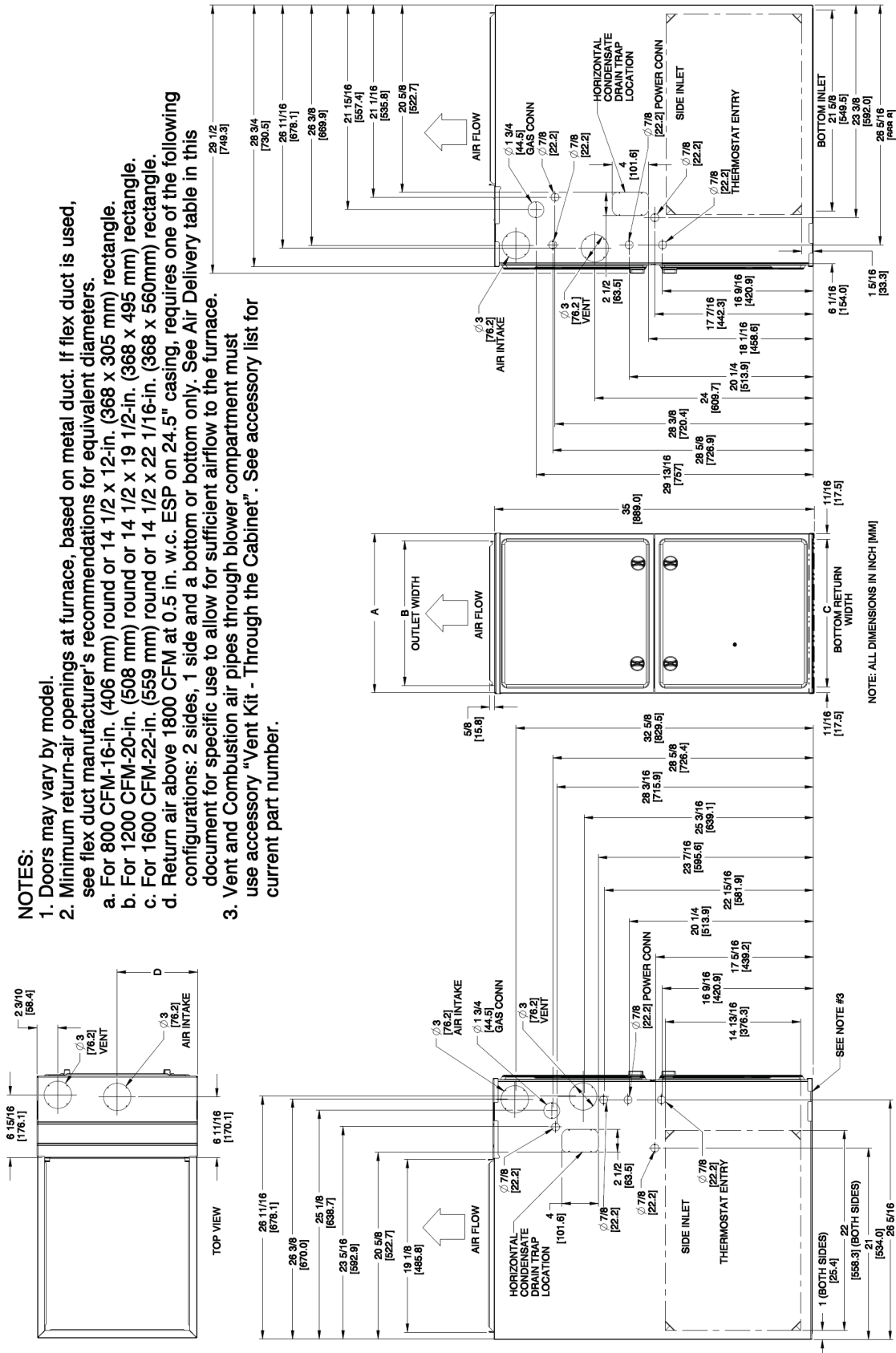
- Approved for Manufactured Housing/Mobile Home applications with MH accessory kit.
- Propane convertible with gas conversion accessory

Certification

- Meets ENERGY STAR South regional standards
- Cabinet air leakage less than 2.0% at 1.0 in. W.C. and cabinet air leakage less than 1.4% at 0.5 in. W.C. when tested in accordance with ASHRAE standard 193.
- Low NOx units are designed for California installations and meet 40 ng/J NOx emissions. Can be installed in air quality management districts with a 40 ng/J NOx emissions requirement.
- For California Residents:
- For installation in SCAQMD only: This furnace does not meet the SCAQMD Rule 1111 14 ng/J NOx emission limit, and thus is subject to a mitigation fee of up to \$450. This furnace is not eligible for the Clean Air Furnace Rebate Program: www.CleanAirFurnaceRebate.com

NOTES:

1. Doors may vary by model.
2. Minimum return-air openings at furnace, based on metal duct. If flex duct is used, see flex duct manufacturer's recommendations for equivalent diameters.
 - a. For 800 CFM-16-in. (406 mm) round or 14 1/2 x 12-in. (368 x 305 mm) rectangle.
 - b. For 1200 CFM-20-in. (508 mm) round or 14 1/2 x 19 1/2-in. (368 x 495 mm) rectangle.
 - c. For 1600 CFM-22-in. (559 mm) round or 14 1/2 x 22 1/16-in. (368 x 560 mm) rectangle.
 - d. Return air above 1800 CFM at 0.5 in. w.c. ESP on 24.5" casing, requires one of the following configurations: 2 sides, 1 side and a bottom or bottom only. See Air Delivery table in this document for specific use to allow for sufficient airflow to the furnace.
3. Vent and Combustion air pipes through blower compartment must use accessory "Vent Kit - Through the Cabinet". See accessory list for current part number.



Dimensions (in.)				
A	B	C	D	
21	19-3/8	19-1/2	10-1/2	



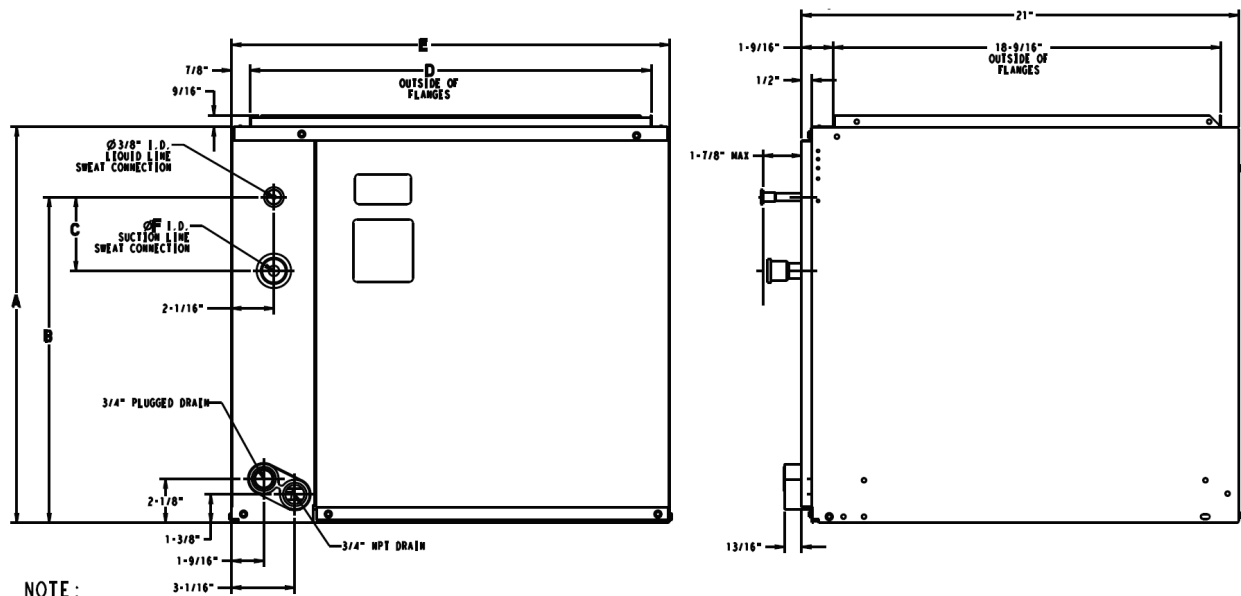
Weight		
Weight	52	lb

Features

- Evaporator Coil - Cased Vertical N-Coil

Standard Features

- Water Management - These coil designs do an excellent job of water management. The coils are designed to avoid water blow-off into the ducts by directing condensate away from the fins and into the drain pan. The coil drain pan design provides improved condensate removal into the drain. This improves indoor air quality.
- Durable Condensate Pan - Each coil is equipped with a corrosion-resistant condensate drain pan. The condensate drain pan is designed with a slope to help ensure proper drainage, improved moisture removal, and home comfort
- Compact Design - Unique design offers as much as 2 to 4 in. less in height to aid in tight installations.
- Brass Inserts - Every condensate pan features two 3/4-in. female threaded brass insert connections. The unique brass inserts provide for a leak-free condensate line connection to prevent water damage.
- Refrigerant Connections - The coils are provided with proven sweat connections for leak-free operation maintaining system reliability.
- Burst Pressure - These coils meet or exceed burst pressure of 2100 psi which is at least three to five times the pressure they will see in actual application.
- Thermostatic Expansion Valves (TXV) - All coils have refrigerant-specific, factory-installed TXVs.
- Teflon Ring - The ring, installed inside the liquid line connection at the TXV is the best option for preventing refrigerant leaks and future service calls. Teflon works with both Puron[®] and R-22 refrigerants.
- Protective Tube Sheets — Protect the durable copper tubing from being damaged during the manufacturing and installation process.



1. SERIES DESIGNATION IS THE 14TH POSITION OF UNIT MODEL NUMBER.
2. IN THE ELEVENTH POSITION (#) THE "C" DESIGNATES NON-COATED HAIRPINS AND "T" DESIGNATES TIN-COATED HAIRPINS.
3. ALL DIMENSIONS ARE IN "INCHES" UNLESS NOTED.

Dimensions (in.)					
A	B	C	D	E	F
21-1/8	13-7/8	3-9/16	15-3/4	17-1/2	7/8



Turn to the experts

Project: 200 Cameron Station
Model Number: 24ABB360A005

Plan-ID: System-02

Page: 11
Quantity: 1

AHRI Rated Cooling Performance

AHRI Certified Reference # 9191707
AHRI Rated Cooling Capacity 57,000 Btuh
EER 11.00 EER
SEER 13 SEER
Rated Indoor Coil: CNPVP6024ALA
Rated Furnace: 59SC2D120E24-20

Cooling Performance @ Project Parameters

Net Cooling Capacity 55,289 Btuh
Net Sensible Capacity 39,718 Btuh
Net Latent Capacity 15,571 Btuh
Total Supply Air 1819 cfm
Outdoor DB Temp 95.0 °F
Entering DB Temp 80.0 °F
Entering WB Temp 67.0 °F
Leaving DB Temp 59.8 °F
Leaving WB Temp 57.5 °F

Electrical Data

Power Supply 208/230 Volts
3 Phase
60 Hertz
Minimum Circuit Ampacity 21.4 Amps
MOCP 30 Amps

Weight

Total Weight 198 lb
Factory Charge 8.80 lb
Required Charge 8.80 lb

Field Installed Accessories



Turn to the experts

Project: 200 Cameron Station
Model Number: 24ABB360A005

Plan-ID: System-02

Page: 12
Quantity: 1

Features

13 Seer Air Conditioner

Efficiency

- Up to 11 EER
- Microtube Technology™ refrigeration system
- Indoor air quality accessories available
- Copper tube / Aluminum fin

Comfort

- System supports Edge Thermostat or standard thermostat controls

Reliability

- Non-ozone depleting Puron refrigerant
- Scroll compressor
- Internal pressure relief valve
- Internal thermal overload
- Filter drier
- Balanced refrigeration system for maximum reliability

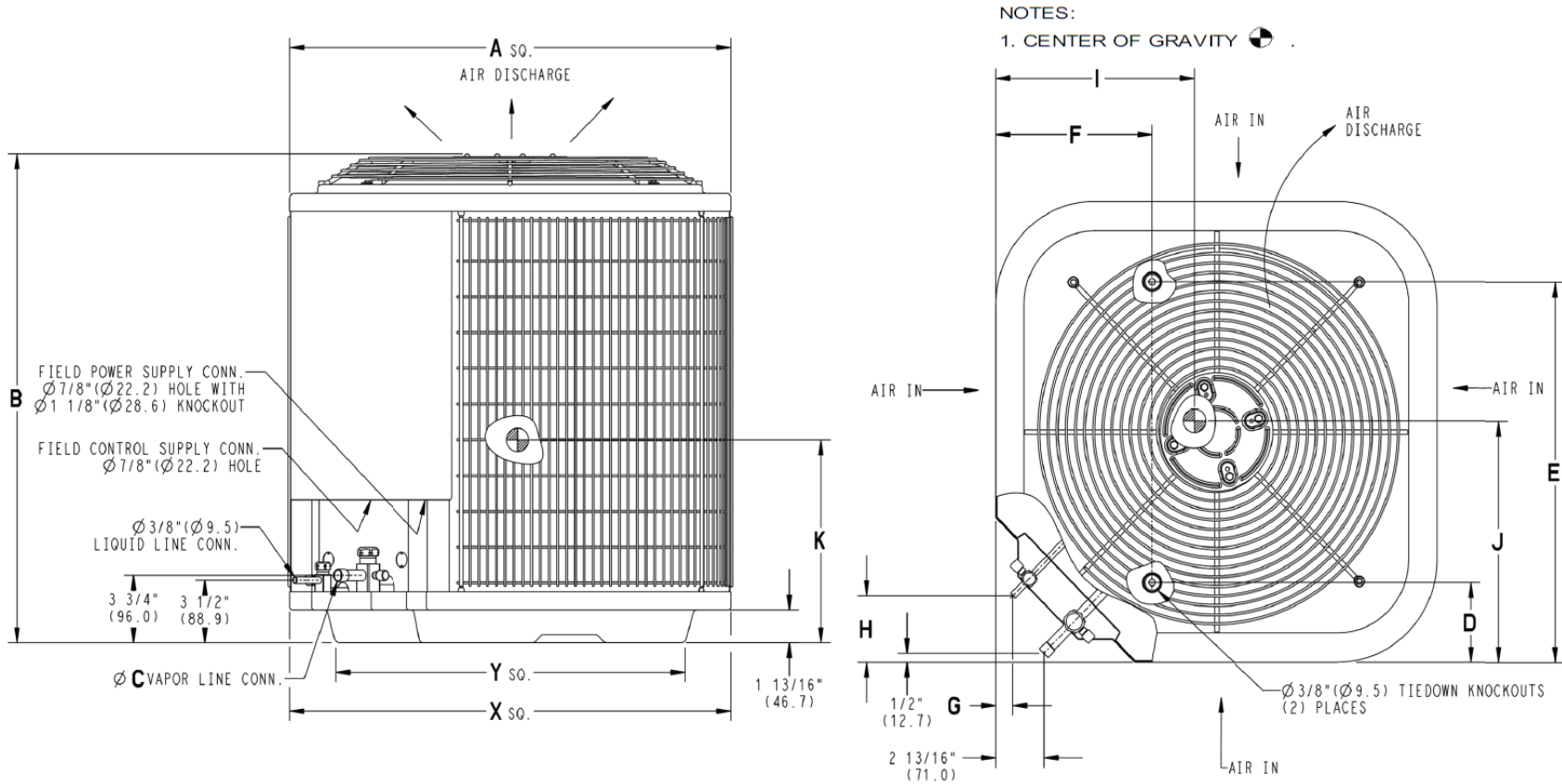
Durability

WeatherArmor™ protection package:

- Solid, durable sheet metal construction
- Baked-on, complete outer coverage, powder paint

Applications

- Long-line - up to 250 feet (76.20 m) total equivalent length, up to 200 feet (60.96 m) condenser above evaporator, or up to 80 ft. (24.38 m) evaporator above condenser (See Longline Guide for more information.)
- Low ambient (down to -10 F/-23 C) with accessory kit



Dimensions (in.)

A	B	C	D	E	F	G	H	I	J	K	Min Mounting Pad
31-3/16	28-11/16	7/8	6-9/16	24-11/16	9-1/8	5/16	3	16	15-1/2	12-3/4	31-3/16 x 31-3/16



Turn to the experts

Project: 200 Cameron Station
Model Number: 59SC2D120E24-20

Plan-ID: System-02

Page: 14
Quantity: 1

Heating Performance

Heating Capacity Output	111,000	Btuh
Heating Capacity Input	120,000	Btuh
AFUE	92.1%	
Orientation	Upflow	

Supply Air Performance

Total Supply Air	1819	cfm
External Static Pressure	0.30	in wg.
Coil Static Pressure	0.25	in wg.
Blower Type	Direct Drive	
Gray Blower Speed		

Air flow is based on wet coil and filter

Supply Air Performance is shown for Cooling Mode

Electrical Data

Power Supply	115	Volts
	1	Phase
	60	Hertz
Minimum Circuit Ampacity	13	Amps
MOCP	15	Amps

Weight

Total Weight	183	lb
--------------	-----	----

Field Installed Accessories



Turn to the experts

Project: 200 Cameron Station
Model Number: 59SC2D120E24-20

Plan-ID: System-02

Page: 15
Quantity: 1

Features

Single-Stage 4-Way Multipurpose Condensing Gas Furnace

- Fixed-speeds, constant torque (FCT) ECM blower motor for electrically efficient operation all year long in heating, cooling and continuous fan operation
- Single-speed inducer motor, and single-stage gas valve
- Silicon nitride power heat hot surface igniter
- Adjustable blower speed for heating and cooling.
- Aluminized-steel primary heat exchanger.
- Stainless-steel condensing secondary heat exchanger

Installation Flexibility

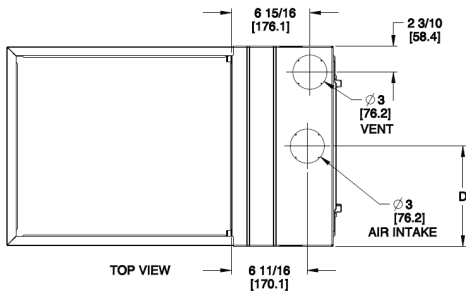
- Factory-configured ready for upflow applications
- Ideal height 35" cabinet: short enough for taller coils, but still allows enough room for service.
- Direct-vent/sealed combustion, single-pipe venting, or ventilated combustion air.

Applications

- Approved for Manufactured Housing/Mobile Home applications with MH accessory kit.
- Propane convertible with gas conversion accessory

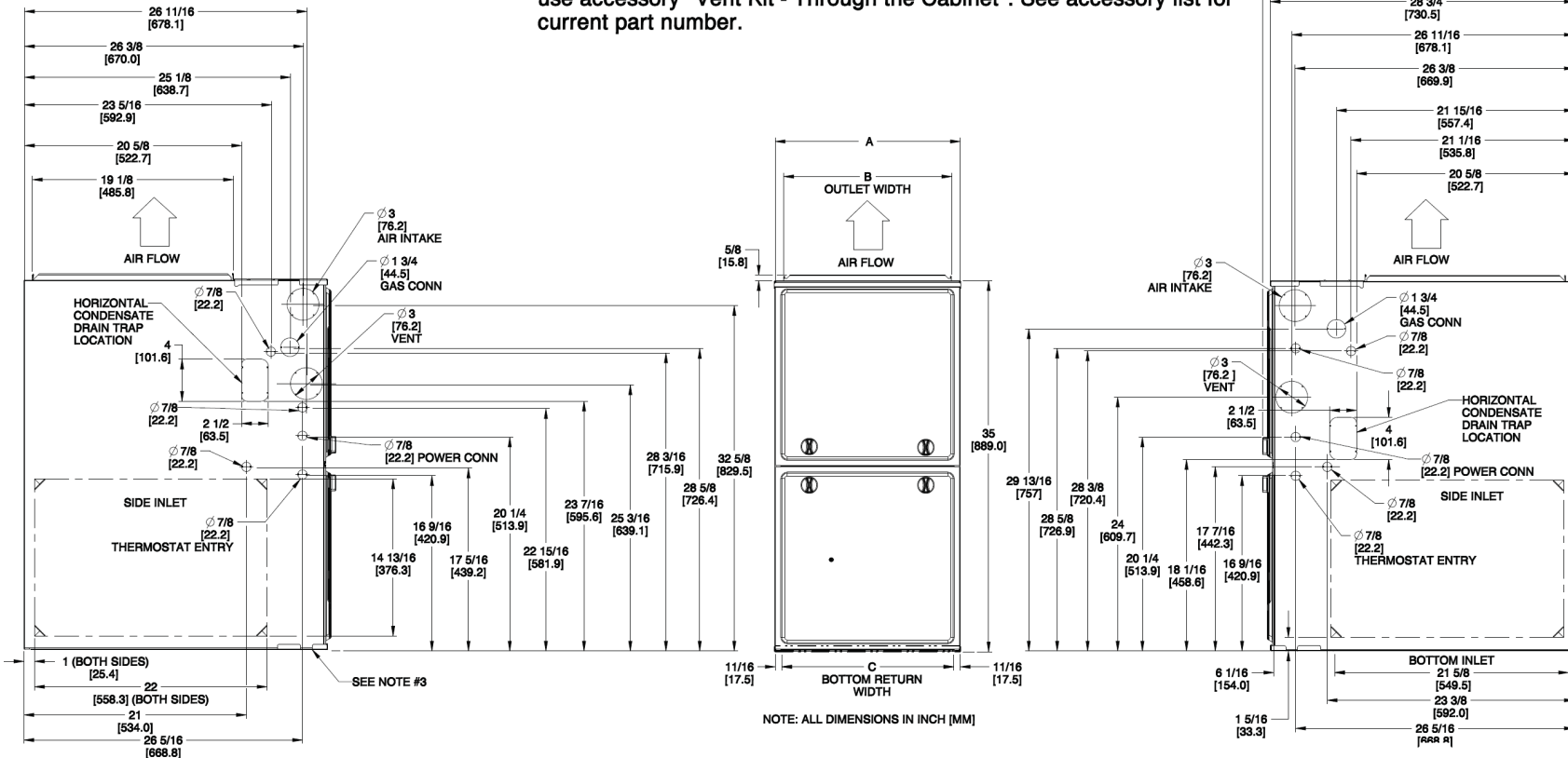
Certification

- Meets ENERGY STAR South regional standards
- Cabinet air leakage less than 2.0% at 1.0 in. W.C. and cabinet air leakage less than 1.4% at 0.5 in. W.C. when tested in accordance with ASHRAE standard 193.
- Low NOx units are designed for California installations and meet 40 ng/J NOx emissions. Can be installed in air quality management districts with a 40 ng/J NOx emissions requirement.
- For California Residents:
- For installation in SCAQMD only: This furnace does not meet the SCAQMD Rule 1111 14 ng/J NOx emission limit, and thus is subject to a mitigation fee of up to \$450. This furnace is not eligible for the Clean Air Furnace Rebate Program: www.CleanAirFurnaceRebate.com



NOTES:

1. Doors may vary by model.
2. Minimum return-air openings at furnace, based on metal duct. If flex duct is used, see flex duct manufacturer's recommendations for equivalent diameters.
 - a. For 800 CFM-16-in. (406 mm) round or 14 1/2 x 12-in. (368 x 305 mm) rectangle.
 - b. For 1200 CFM-20-in. (508 mm) round or 14 1/2 x 19 1/2-in. (368 x 495 mm) rectangle.
 - c. For 1600 CFM-22-in. (559 mm) round or 14 1/2 x 22 1/16-in. (368 x 560mm) rectangle.
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3. Vent and Combustion air pipes through blower compartment must use accessory "Vent Kit - Through the Cabinet". See accessory list for current part number.



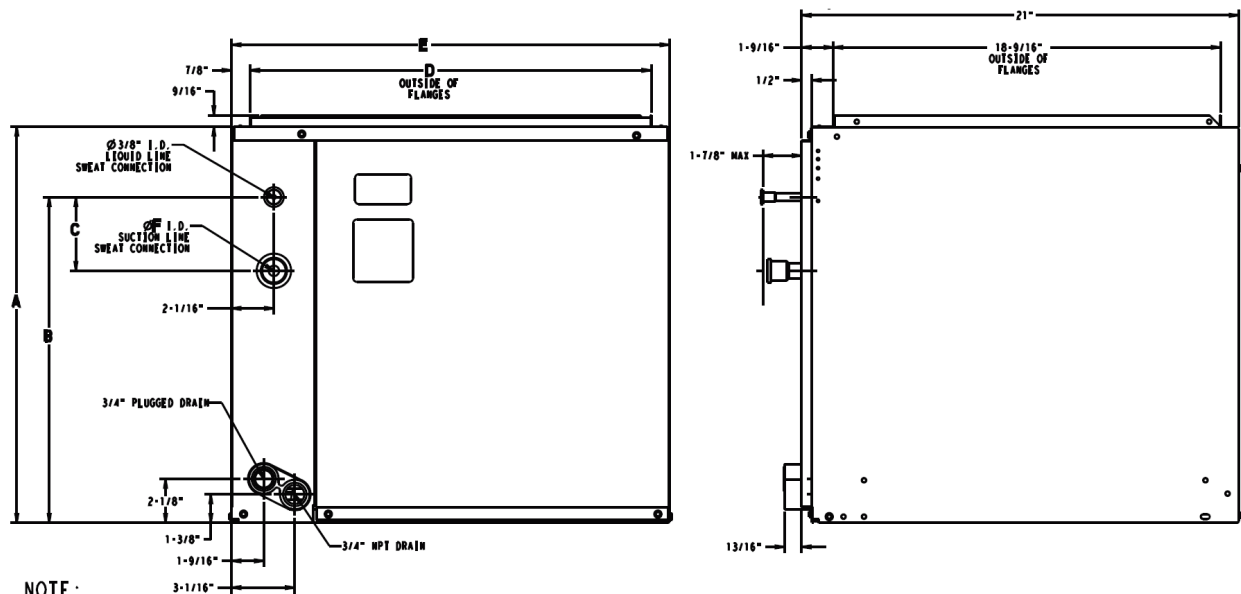
Dimensions (in.)			
A	B	C	D
24-1/2	22-7/8	23	12-1/4



Weight		
Weight	78	lb

Features

- Evaporator Coil - Cased Vertical N-Coil
- Standard Features**
- Water Management - These coil designs do an excellent job of water management. The coils are designed to avoid water blow-off into the ducts by directing condensate away from the fins and into the drain pan. The coil drain pan design provides improved condensate removal into the drain. This improves indoor air quality.
 - Durable Condensate Pan - Each coil is equipped with a corrosion-resistant condensate drain pan. The condensate drain pan is designed with a slope to help ensure proper drainage, improved moisture removal, and home comfort
 - Compact Design - Unique design offers as much as 2 to 4 in. less in height to aid in tight installations.
 - Brass Inserts - Every condensate pan features two 3/4-in. female threaded brass insert connections. The unique brass inserts provide for a leak-free condensate line connection to prevent water damage.
 - Refrigerant Connections - The coils are provided with proven sweat connections for leak-free operation maintaining system reliability.
 - Burst Pressure - These coils meet or exceed burst pressure of 2100 psi which is at least three to five times the pressure they will see in actual application.
 - Thermostatic Expansion Valves (TXV) - All coils have refrigerant-specific, factory-installed TXVs.
 - Teflon Ring - The ring, installed inside the liquid line connection at the TXV is the best option for preventing refrigerant leaks and future service calls. Teflon works with both Puron[®] and R-22 refrigerants.
 - Protective Tube Sheets — Protect the durable copper tubing from being damaged during the manufacturing and installation process.



NOTE:

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2. IN THE ELEVENTH POSITION (#) THE "C" DESIGNATES NON-COATED HAIRPINS AND "T" DESIGNATES TIN-COATED HAIRPINS.
3. ALL DIMENSIONS ARE IN "INCHES" UNLESS NOTED.

Dimensions (in.)					
A	B	C	D	E	F
26-7/8	17-15/16	3-9/16	22-3/4	24-1/2	7/8

Unit Report For CU-3

Project: 200 Cameron Station
Prepared By: Franco Honores

04/27/2021
03:22PM



Outdoor Unit Parameters

Unit Quantity:.....1
Unit Model:.....**38AUZ**
Unit Size:.....**7.5 Tons**
Voltage:.....**208-3-60** V-Ph-Hz
Condenser Coil:.....**Al/Cu**
No. of Stages:.....**Single Stage**

System Parameter

System Quantity:.....1
Refrigerant Type:.....**PURON**
Compressor Quantity:.....1
Compressor Type:.....**Scroll**
Std. Capacity Steps:.....**100**
Std. Min. Outdoor Temp(Cooling):.....**35.0** °F
No. of Outdoor fans:.....**2**

Outdoor Unit Dimensions and Weight

Unit Length:.....**4' 11.4"**
Unit Width:.....**3' 9.9"**
Unit Height:.....**3' 6.4"**
Unit Shipping Weight:.....**391** lb
Unit Operating Weight:.....**391** lb

Warranty Information Outdoor (Note: for US & Canada only)

First Year - Parts Only (Standard)

NOTE: Please see Warranty Catalog 808-218 for explanation of policies and ordering methods.

Ordering Information

Part Number	Description	Quantity
Base Unit - Outdoor		
38AUZA08A0A5-0A0A0		1
	Base Unit	
	Al/Cu Condensing Coil	1
	Standard Refrigerant Options	1
	Service Options - None	1
	Electrical Options - None	1
	Packaging Options - Standard	1
	Standard Electrical Mechanical Controls	1
	Refrig Circ/Compressor Staging - Single Circuit, Single Stage	1

The 38AUZ/AUD are furnished with filter drier which is factory provided (field installed). Additional filter driers can be purchased separately through RCD (Replacement Components Division). See the Product Library for Replacement Filter Drier Information for more information.

Performance Summary For CU-3

Project: 200 Cameron Station
Prepared By: Franco Honores

04/27/2021
03:22PM

System:..... **38AUZ008**
No. of Stages:..... **Single Stage**
System Quantity:..... **1**
Altitude:..... **0.0** ft
EER @ ARI Conditions:..... **12.9**
Suction Line Loss:..... **1.4** °F

Typical Liquid and Suction Line Sizing

Pipe Length	Liquid Line Size	Suction Line Size
0 - 25	1/2	7/8
26 - 50	5/8	1 1/8
51 - 75	5/8	1 1/8
76 - 100	5/8	1 1/8
101 - 125	5/8	1 3/8
126 - 150	5/8	1 3/8
151 - 175	5/8	1 3/8
176 - 200	5/8	1 3/8

Refer to the 38AU installation instructions for installation specific line sizing guidance

Outdoor Unit Parameters

Unit Quantity:..... **1**
 PartNumber:..... **38AUZA08A0A5-0A0A0**
 Unit Model:..... **38AUZ**
 Unit Size:..... **7.5 Tons**
 Condenser Coil:..... **Al/Cu**
 Voltage:..... **208-3-60** V-Ph-Hz
 Total Clg Cap.(Gross):..... **91.9** MBH
 SDT:..... **115.5** °F
 Clg Ent Air DB:..... **95.0** °F
 Saturated Suction Temp:..... **45.0** °F

Outdoor Electrical Data

Unit Voltage:..... **208-3-60** V-Ph-Hz
 Unit MCA:..... **35.0** Amps
 Unit MOCP:..... **50.0** Amps
 Total Compressor Power of Unit:..... **6.50** kW
 Voltage Range Min:..... **187** V
 Voltage Range Max:..... **253** V
 Compressor RLA:..... **25**
 Compressor LRA:..... **164**
 Compressor Quantity:..... **1**
 Fan Motors Qty:..... **2**
 Fan Motor FLA:..... **1.5** Amps

Notice: Outdoor unit elect. data is based on 208-3-60
 Control Panel SCCR: 5kA RMS at Rated Symmetrical Voltage

Acoustics

Sound Power Levels, db re 10E-12 Watts

A-Weighted	Outdoor Unit (dB)	Indoor Unit (dB,Ducted)
Total Level	84.6	NA
63Hz	63.1	NA
125Hz	68.9	NA
250Hz	73.4	NA
500Hz	79.5	NA
1000Hz	80.2	NA
2000Hz	76.4	NA
4000Hz	72.0	NA
8000Hz	64.9	NA
Sound Message	Sound for AUZ008	

Acoustic Notes:

Performance Summary For CU-3

Project: 200 Cameron Station
Prepared By: Franco Honores

04/27/2021
03:22PM

1. 38AUZ/D/Q units sound ratings are in accordance with AHRI 270-2008 - Sound Rating of Outdoor Unitary Equipment.
2. The acoustic center of the unit is located at the geometric center of the unit.

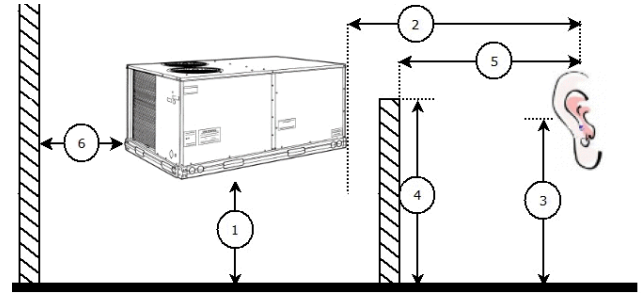
Performance Summary For CU-3

Project: 200 Cameron Station
Prepared By: Franco Honores

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Advanced Acoustics Parameters

1. Unit height above ground:..... **1.0** ft
2. Horizontal distance from unit to receiver:..... **20.0** ft
3. Receiver height above ground:..... **5.7** ft
4. Height of obstruction:..... **0.0** ft
5. Horizontal dist. from obstruction to receiver:..... **0.0** ft
6. Horizontal dist. from unit to obstruction:..... **0.0** ft



Detailed Acoustics Information


Octave Band Center Frequency, Hz	63	125	250	500	1k	2k	4k	8k	Overall
Sound Power Levels at Unit's Acoustic Center (Lw), dB	89	85	82	83	80	75	71	66	92
A-Wgtd Sound Power Levels at Unit's Acoustic Center (LwA), dBA	63	69	73	80	80	76	72	65	85
Sound Press. Levels at Dist. Specified above (Lp), dB	65	61	58	58	56	51	47	42	68
A-Wgtd Sound Press. Levels at Dist. Specified above (LpA), dBA	39	45	49	55	56	52	48	41	60

Calculation methods used in this program are patterned after the ASHRAE Guide; other ASHRAE Publications and the AHRI Acoustical Standards. While a very significant effort has been made to insure the technical accuracy of this program, it is assumed that the user is knowledgeable in the art of system sound estimation and is aware of the tolerances involved in real world acoustical estimation. This program makes certain assumptions as to the dominant sound sources and sound paths which may not always be appropriate to the real system being estimated. Because of this, no assurances can be offered that this software will always generate an accurate sound prediction from user supplied input data. If in doubt about the estimation of expected sound levels in a space, an Acoustical Engineer or a person with sound prediction expertise should be consulted.

Certified Drawing for CU-3

Project: 200 Cameron Station
Prepared By: Franco Honores

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UNITED TECHNOLOGIES
 CARRIER
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UNIT	ELECTRICAL CHARACTERISTICS	STD. UNIT WT.		CORNER A		CORNER B		CORNER C		CORNER D		CENTER OF GRAVITY			UNIT HEIGHT
		LBS.	KG.	LBS.	KG.	LBS.	KG.	LBS.	KG.	LBS.	KG.	X	Y	Z	
38AUZ-07 (MCHX)	208/230-3-60,460-3-60,575-3-60	328	149	128	58	68	31	62	28	70	32	21 [533.4]	19 [482.6]	13 [330.2]	42-3/8 [1076.0]
38AUZ-08 (MCHX)	208/230-3-60,460-3-60,575-3-60	353	160	138	63	72	33	65	29	78	35	19 [482.6]	23 [584.2]	13 [330.2]	42-3/8 [1076.0]
38AUZ-12 (MCHX)	208/230-3-60,460-3-60,575-3-60	418	190	165	75	85	39	78	35	90	41	23 [584.2]	20 [508.0]	15 [381.0]	50-3/8 [1279.2]
38AUZ-14 (MCHX)	208/230-3-60,460-3-60,575-3-60	431	196	162	73	82	37	92	42	95	43	19 [482.6]	23 [584.2]	15 [381.0]	50-3/8 [1279.2]
38AUD-12 (MCHX)	208/230-3-60,460-3-60,575-3-60	499	226	193	88	111	50	72	38	123	56	20 [508.0]	23 [584.2]	15 [381.0]	50-3/8 [1279.2]
38AUD-14 (MCHX)	208/230-3-60,460-3-60,575-3-60	505	229	190	86	88	40	76	34	151	68	20 [508.0]	24 [609.6]	15 [381.0]	50-3/8 [1279.2]
38AUZ-07 (RTPF)	208/230-3-60,460-3-60,575-3-60	389	176	141	64	96	44	62	28	91	41	18 [457.2]	24 [609.6]	21 [533.4]	42-3/8 [1076.0]
38AUZ(A,B)08 (RTPF)	208/230-3-60,460-3-60,575-3-60	391	177	142	64	96	44	62	28	91	41	18 [457.2]	24 [609.6]	21 [533.4]	42-3/8 [1076.0]
38AUZ(D,E)08 (RTPF)	208/230-3-60,460-3-60,575-3-60	430	195	142	64	96	44	76	34	111	50	18 [457.2]	24 [609.6]	21 [533.4]	42-3/8 [1076.0]
38AUZ-12 (RTPF)	208/230-3-60,460-3-60,575-3-60	490	222	177	80	120	54	78	35	114	52	18 [457.2]	24 [609.6]	24 [609.6]	50-3/8 [1279.2]
38AUZ-14 (RTPF)	208/230-3-60,460-3-60,575-3-60	598	271	195	88	142	64	110	50	151	68	20 [508.0]	25 [635.0]	24 [609.6]	50-3/8 [1279.2]
38AUD-12 (RTPF)	208/230-3-60,460-3-60,575-3-60	516	234	185	84	117	53	83	38	131	59	19 [482.6]	23 [584.2]	24 [609.6]	50-3/8 [1279.2]
38AUD-14 (RTPF)	208/230-3-60,460-3-60,575-3-60	654	297	214	97	155	70	120	54	165	75	20 [508.0]	25 [635.0]	24 [609.6]	50-3/8 [1279.2]
38AUG-07	208/230-3-60,460-3-60,575-3-60	444	201	134	61	97	44	90	41	123	56	22 [558.8]	25 [635.0]	13 [330.2]	42-3/8 [1076.0]
38AUG(A,B)08	208/230-3-60,460-3-60,575-3-60	483	219	162	74	110	50	85	39	125	57	20 [508.0]	24 [609.6]	21 [533.4]	42-3/8 [1076.0]
38AUG(D,E)08	208/230-3-60,460-3-60,575-3-60	523	237	174	79	118	54	96	44	135	61	21 [533.4]	24 [609.6]	23 [584.2]	50-3/8 [1279.2]
38AUG-12	208/230-3-60,460-3-60,575-3-60	575	261	186	84	126	57	106	48	157	71	21 [533.4]	24 [609.6]	23 [584.2]	50-3/8 [1279.2]

NOTES:

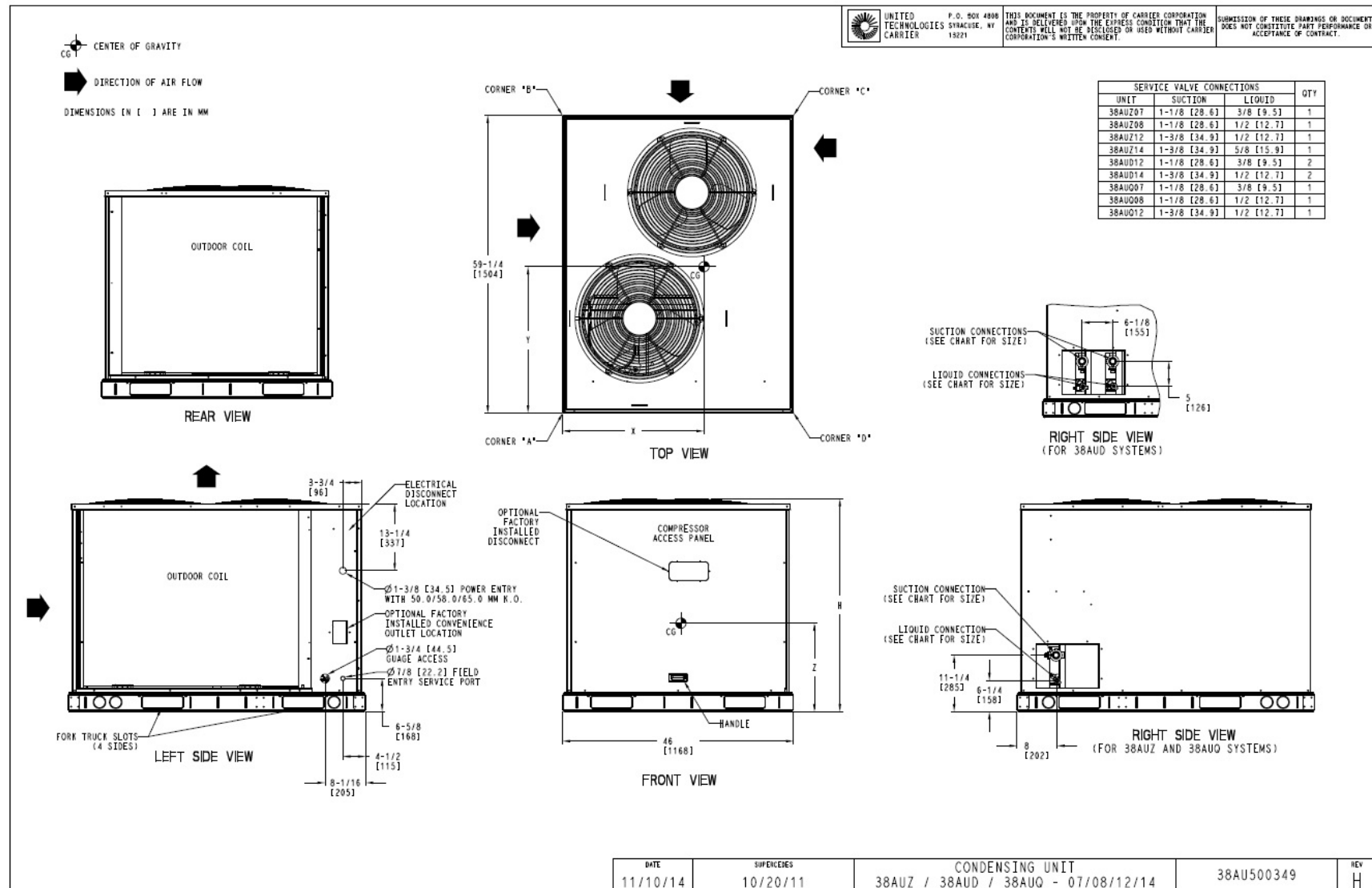
- MINIMUM CLEARANCE (LOCAL CODES OR JURISDICTION MAY PREVAIL):
 - BOTTOM TO COMBUSTIBLE SURFACES: 0 INCHES.
 - OUTDOOR COIL, FOR PROPER AIR FLOW: 36 INCHES ONE SIDE, 12 INCHES THE OTHER. THE SIDE GETTING THE GREATER CLEARANCE IS OPTIONAL. STANDARD CLEARANCES ON REMAINING TWO SIDES.
 - OVERHEAD: 60 INCHES, TO ASSURE PROPER OUTDOOR FAN OPERATION.
 - BETWEEN UNITS: CONTROL BOX SIDE, 42 INCHES PER NEC.
 - BETWEEN UNIT AND UNGROUNDED SURFACES: CONTROL BOX SIDE, 36 INCHES PER NEC.
 - BETWEEN UNIT AND BLOCK OR CONCRETE WALLS AND OTHER GROUNDED SURFACES: CONTROL BOX SIDE, 42 INCHES PER NEC.
- WITH EXCEPTION OF THE CLEARANCE FOR THE OUTDOOR COIL AS STATED IN NOTE 1B, A REMOVABLE FENCE OR BARRICADE REQUIRES NO CLEARANCE.
- UNITS MAY BE INSTALLED ON COMBUSTIBLE FLOORS MADE FROM WOOD OR CLASS A, B OR C ROOF COVERING MATERIAL.

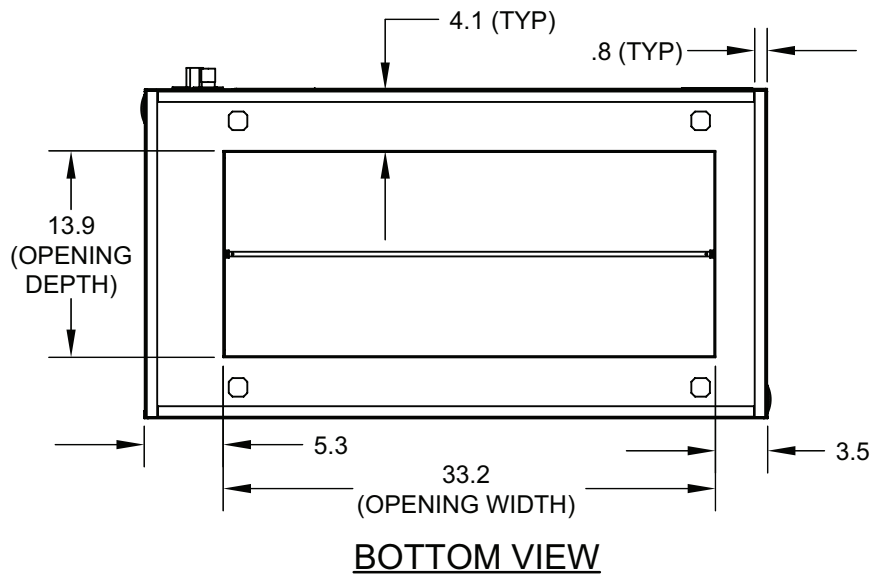
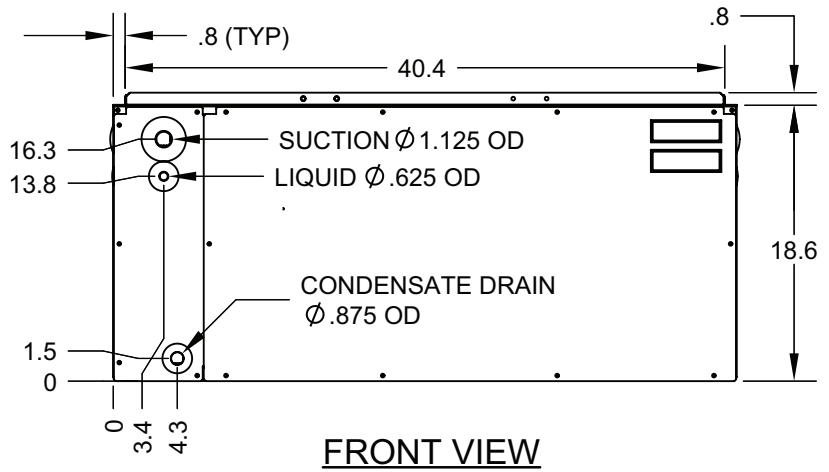
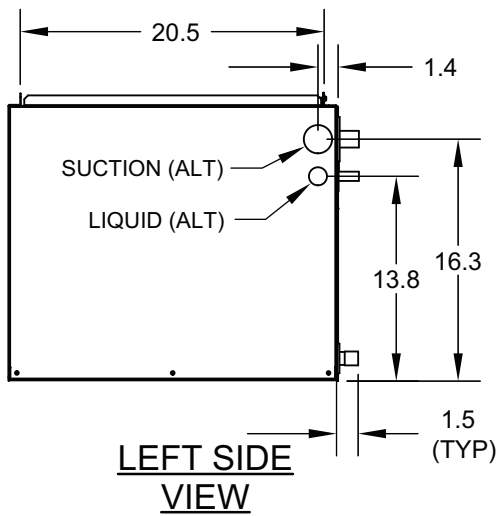
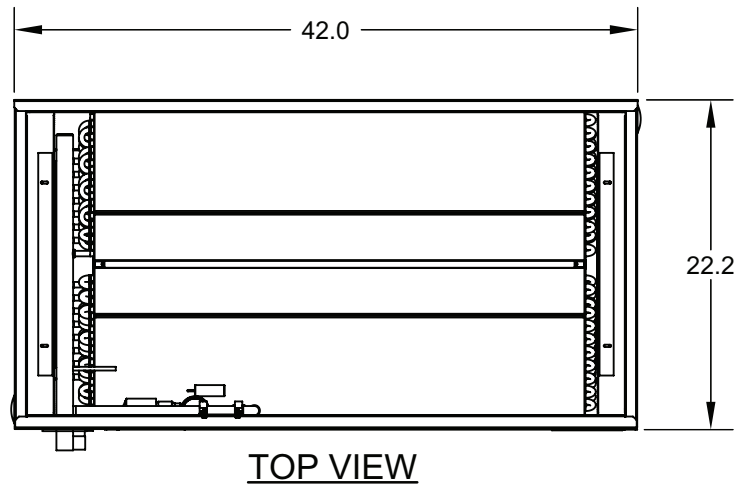
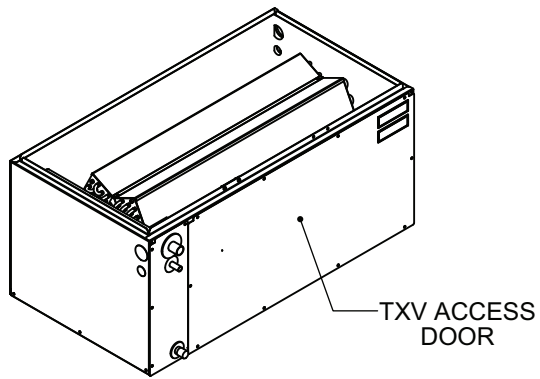
DATE	SUPPLIES	CONDENSING UNIT	REV
11/10/14	10/20/11	38AUZ / 38AUD / 38AUG - 07/08/12/14	H

Certified Drawing for CU-3

Project: 200 Cameron Station
Prepared By: Franco Honores

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NOTES:

1. ALL DIMENSIONS ARE IN INCHES.
2. CONNECTION TYPES ARE SWT.

Fig. 1 - CAVTCOIL*08 Unit Dimensions

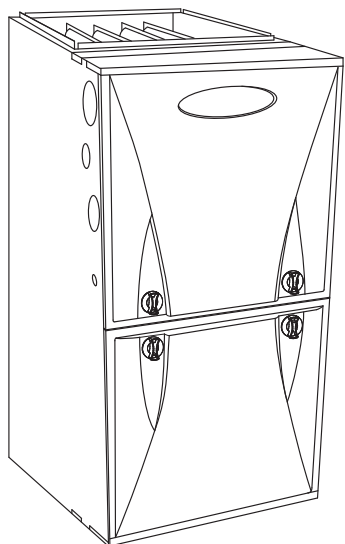
C11310

59SC5B

Comfort™ 95 Single-Stage, 4-Way Multipoise, Condensing Gas Furnace



Product Data



A11263
The 59SC5B Multipoise Comfort™ Condensing Gas Furnace features SEER--boosting year-round electrical efficiency when paired with a compatible condensing unit. Energy efficiency is at the heart of this furnace with up to 96.5% AFUE, gas efficiency and the electrically-efficient fixed-speeds, constant torque (FCT) ECM blower motor. This gas furnace also features 4-way multipoise installation flexibility, and is available in eleven model sizes. All sizes except the 26,000 BTUH model can be vented for direct vent/two-pipe, ventilated combustion air, or single-pipe applications. The 26,000 BTUH model can use the same 2-pipe venting system using outside air for combustion, but is not considered direct-vent. All sizes are design certified in Canada, and select sizes are certified for mobile/manufactured home use with conversion kit accessory.

PERFORMANCE

- Fixed-speeds, constant torque (FCT) ECM blower motor for electrically efficient operation all year long in heating, cooling and continuous fan operation.
- Single-speed inducer motor, and single-stage gas valve.
- Silicon Nitride PowerHeat™ Hot Surface Igniter.
- Dual fuel capable HybridHeat™ with a compatible heat pump and thermostat for energy-saving heating performance
- Adjustable blower speed for heating and cooling.
- Aluminized-steel primary heat exchanger.
- Stainless-steel condensing secondary heat exchanger.

INSTALLATION FLEXIBILITY

- 4-way multipoise design for upflow, downflow or horizontal installation, with unique vent elbow for optional venting through-the-cabinet downflow venting capability.
- Factory-configured ready for upflow applications.
- Ideal height 35" (889 mm) cabinet: short enough for taller coils, but still allows enough room for service.
- Two-pipe venting, single-pipe venting or ventilated combustion air.

APPLICATIONS

- Approved for Twinning applications with accessory kit (060E17--14, 080E17--16, 080E21--20, 100E21--20, 120E24--22, 140E24--22 models, only).
- Approved for Manufactured Housing/Mobile Home applications with MH accessory kit.
- Convertible to propane with gas conversion accessory kit.

CERTIFICATIONS

- All sizes meet ENERGY STAR® Verizon 4.1 criteria for gas furnaces: 95%+ AFUE.
- Cabinet air leakage less than 2.0% at 1.0 in. W.C. and cabinet air leakage less than 1.4% at 0.5 in. W.C. when tested in accordance with ASHRAE standard 193.
- All sizes can be installed in air quality management districts with a 40 ng/J NOx emissions requirements.

Comfort
SERIES



FURNACE	CASING DIMENSIONS (IN.)			RATED HEATING OUTPUT* BTUH	AFUE		ENERGY STAR®	HEATING AIRFLOW		COOLING CFM @ 0.5 ESP (in. W.C.)	MOTOR HP
	H	D	W		UPFLOW/HORIZONTAL	DOWNFLOW		HEATING CFM†	HEATING ESP (in. W.C.)		
59SC5B026E14--10	35	29.50	14.20	25,000	96.0%	95.0%	YES	605	0.10	895	1/3
59SC5B040E14--10	35	29.50	14.20	39,000	96.0%	95.0%	YES	695	0.10	950	1/2
59SC5B040E17--12	35	29.50	17.50	39,000	96.5%	95.0%	YES	650	0.10	1010	1/2
59SC5B060E14--12	35	29.50	14.20	58,000	95.0%	95.0%	YES	930	0.12	1120	1/2
59SC5B060E17--14	35	29.50	17.50	58,000	96.5%	95.0%	YES	1010	0.12	1330	3/4
59SC5B080E17--16	35	29.50	17.50	78,000	96.5%	95.0%	YES	1325	0.12	1665	3/4
59SC5B080E21--20	35	29.50	21.00	78,000	96.5%	95.0%	YES	1330	0.12	1855	1
59SC5B100E21--20	35	29.50	21.00	97,000	96.3%	95.0%	YES	1730	0.15	2125	1
59SC5B100E21--22	35	29.50	21.00	97,000	96.3%	95.0%	YES	1785	0.15	2065	1
59SC5B120E24--22	35	29.50	24.00	116,000	96.1%	95.0%	YES	2020	0.20	2105	1
59SC5B140E24--22	35	29.50	24.00	135,000	95.0%	95.0%	YES	2130	0.20	2310	1

*. Capacity in accordance with DOE test procedures. Ratings are position dependent. See rating plate.

†. Heating CFM at factory default blower motor heating tap settings

ESP - External Static Pressure

FEATURES AND BENEFITS

HYBRID HEAT® Dual Fuel System - This system can provide more control over your monthly energy bills by automatically selecting the most economical method of heating. With HYBRID HEAT components, our system automatically switches between the gas furnace and the electric heat pump as outside temperatures change to maintain greater efficiency and comfort than with any traditional single-source heating system. The heat pump also delivers high-efficiency cooling in the summer.

Power Heat™ Igniter - Carrier's unique SiN igniter is not only physically robust but it is also electrically robust. It is capable of running at line voltage and does not require complex voltage regulators as do other brands. This unique feature further enhances the gas furnace reliability and continues Carrier's tradition of technology leadership and innovation in providing a reliable and durable product.

Comfort™ ECM Blower Motor - This basic ECM, or electronically commutated motor, can provide an efficiency enhancement for select Carrier air conditioner or heat pump systems. It uses less electrical power than its PSC counterpart and has 5 speeds.

Reliable Heat Exchanger Design - The aluminized steel, clam shell primary heat exchanger has a crimped, no-weld seam create an efficient, robust design for this essential component.

The condensing heat exchanger, a stainless steel fin and tube design, is positioned in the furnace to extract additional heat. Stainless steel coupling box componentry between heat exchangers has exceptional corrosion resistance in both natural gas and propane applications.

Media Filter Cabinet - Enhanced indoor air quality in the home is made easier with our media filter cabinet-accessory (purchased separately). When installed as a part of the system, this cabinet allows for easy and convenient addition of a Carrier high efficiency air filter.

4-Way Multipoise Design - One model for all applications – there is no need to stock special downflow or horizontal models when one unit will do it all.

Direct or Single-pipe Venting, or Optional Ventilated Combustion

Air - All sizes except the 26,000 BTUH model can be vented for direct vent/two-pipe, ventilated combustion air, or single-pipe applications. The 26,000 BTUH model can use the same 2-pipe venting system using outside air for combustion, but is not considered direct-vent.

Sealed Combustion System - This furnace brings in combustion air from outside the furnace, which results in especially quiet operation. By sealing the entire combustion vestibule, the entire furnace can be made quieter, not just the burners.

Insulated Casing - Foil-faced insulation in the heat exchanger section of the casing minimizes heat loss.

Monoport Burners - The burners are specially designed and finely tuned for smooth, quiet combustion and economical operation.

Bottom Closure - Factory-installed for side return; easily removable for bottom return. The multi-use bottom closure can also serve for roll-out protection in horizontal applications, and act as the bottom closure for the optional return air base accessory.

Blower Access Panel Switch - Automatically shuts off 115-v power to furnace whenever blower access panel is opened.

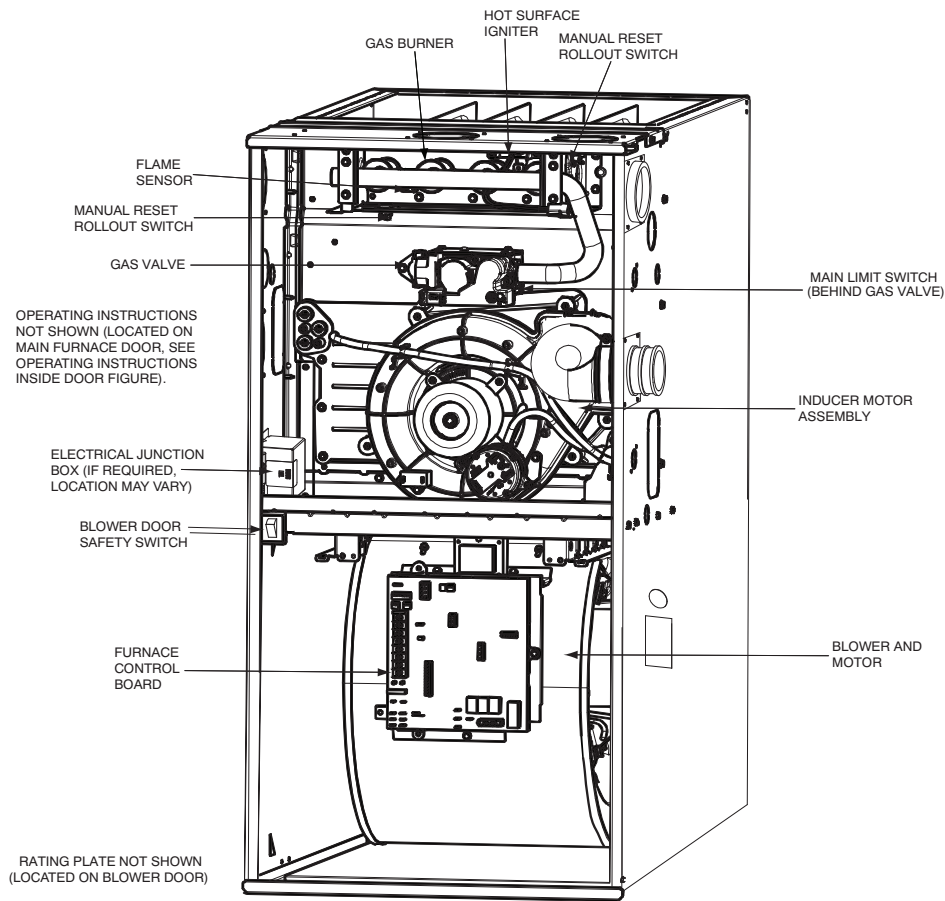
Quality Registration - Our furnaces are engineered and manufactured under a quality management system registered to ISO 9001.

MODEL NUMBER NOMENCLATURE

1, 2	3	4	5	6	7, 8, 9	10	11, 12	13	14	15, 16
Gas Furnace	Heating Stages	Tier	Min. AFUE/NOx	Major Series	Heating Input	Motor Type	Width	Voltage (1-phase)	Minor Series	Airflow
59	M	N	7	B	060	E	17	1	1	16
58 = 80% Non-Condensing 59 = 90%+ Condensing	M = Modulating S = Single Stage T = Two Stage	B = Base C = Comfort E = Export N = Infinity P = Performance U = Ultra Low Nox	0 = Std. NOx 80% 1 = 80% Low Nox 2 = 92% 5 = 95% 6 = 96% 7 = 97% 8 = 98%	A B C ---	026 = 26,000 BTUh 040 = 40,000 BTUh 060 = 60,000 BTUh --- 155 = 155,000 BTUh	C = Comm. Variable-Speed Constant Airflow (VCA) ECM E = Fixed-Speeds Constant Torque (FCT) ECM V = Variable-Speed Constant Torque (VCT) ECM	14 - 14.2" 17 - 17.5" 21 - 21.0" 24 - 24.5"	1 = 110V/60Hz 2 = 230V/50Hz	1 2 3 ---	08 = 800 CFM 10 = 1000 CFM 12 = 1200 CFM 14 = 1400 CFM 16 = 1600 CFM 20 = 2000 CFM 22 = 2200 CFM

A200524

FURNACE COMPONENTS



A190145

For California Residents:

If installed with a manufactured (mobile) home conversion kit in SCAQMD: This furnace does not meet the SCAQMD Rule 1111 14 ng/J NOx emission limit, and thus is subject to a mitigation fee of up to \$450. This furnace is not eligible for the Clean Air Furnace Rebate Program: www.CleanAirFurnaceRebate.com

SPECIFICATIONS

The furnace should be sized to provide 100 percent of the design heating load requirement plus any margin that occurs because of furnace model size capacity increments. None of the furnace model sizes can be used if the heating load is 12,000 BTUH or lower. Use Air Conditioning Contractors of America (Manual J and S); American Society of Heating, Refrigerating, and Air-Conditioning Engineers; or other approved engineering method to calculate heating load estimates and select the furnace. Excessive oversizing of the furnace may cause the furnace and/or vent to fail prematurely, customer discomfort and/or vent freezing.

Failure to follow these guidelines is considered faulty installation and/or misapplication of the furnace; and resulting failure, damage, or repairs may impact warranty coverage.

Furnace Model		026E14--10	040E14--10	040E17--12	060E14--12	060E17--14
Heating Capacity and Efficiency						
Input (BTUh)		26,000	40,000	40,000	60,000	60,000
Output (BTUh)		25,000	39,000	39,000	58,000	58,000
Certified Temperature Rise Range °F (°C)		25 - 55 (14 - 31)	40 - 70 (22 - 39)	40 - 70 (22 - 39)	45 - 75 (25 - 42)	40 - 70 (22 - 39)
Airflow Capacity and Blower Data						
Rated External Static Heating		0.10	0.10	0.10	0.12	0.12
Pressure (in. w.c.) Cooling		0.50	0.50	0.50	0.50	0.50
Airflow Delivery @ Rated Heating		605	695	650	930	1010
ESP (CFM) Cooling		895	950	1010	1120	1330
Cooling Capacity (tons) @ 400 CFM/ton		2	2	2.5	2.5	3.5
350 CFM/ton		2.50	2.50	3	3	4
Direct-Drive Motor Type		Electronically Commutated Motor (ECM)				
Direct-Drive Motor HP		1/3	1/2	1/2	1/2	3/4
Motor Full Load Amps		4.4	6.3	6.8	6.3	8.8
RPM Range		400 - 1200	600 - 2000	400 - 1200	600 - 2000	400 - 1200
Speed Selections		5	5	5	5	5
Blower Wheel Dia x Width	in.	11 x 7	11 x 7	11 x 8	11 x 7	11 x 8
Air Filtration System		Field Supplied Filter				
Filter Used for Certified Watt Data		325531-40*				
Electrical Data						
Input Voltage	Volts-Hertz-Phase	115-60-1				
Operating Voltage Range	Min-Max	104-127				
Maximum Input Amps	Amps	5.1	7.0	7.5	7.1	9.6
Unit Ampacity	Amps	7.3	9.7	10.3	9.8	12.9
Minimum Wire Size	AWG	14	14	14	14	14
Maximum Wire Length@	Feet	50	38	36	38	28
Minimum Wire Size	(M)	(15.5)	(11.7)	(10.9)	(11.5)	(8.7)
Maximum Fuse/Ckt Bkr (Time-Delay Type Recommended)	Amps	15	15	15	15	15
Transformer Capacity (24vac output)		40 VA				
External Control Power	Heating	27.9 VA				
Available	Cooling	34.6 VA				
Controls						
Gas Connection Size		1/2" - NPT				
Burners (Monoport)		2	2	2	3	3
Gas Valve (Redundant)	Manufacturer	White Rodgers				
Minimum Inlet Gas pressure (in. wc)		4.50				
Maximum Inlet Gas pressure (in. wc)		13.60				
Manufactured (Mobile) Home Kit		See Accessory Listing				
Ignition Device		Silicon Nitride				
Heating Blower Control (Heating Off-Delay)		Adjustable: 90, 120, 150, 180 seconds				
Cooling Blower Control (Time Delay Relay)		90 seconds				
Communication System		none				
Thermostat Connections		Com 24V, R, W, G, Y				
Accessory Connections		EAC (115vac); HUM (24vac); 1-stg AC (via Y)				

Furnace Model		080E17--16	080E21--20	100E21--20	100E21--22	120E24--22	140E24--22
Heating Capacity and Efficiency							
Input (BTUh)		80,000	80,000	100,000	100,000	120,000	140,000
Output (BTUh)		78,000	78,000	97,000	97,000	117,000	135,000
Certified Temperature Rise Range °F (°C)		40 - 70 (22 - 39)	40 - 70 (22 - 39)	40 - 70 (22 - 39)	40 - 70 (22 - 39)	40 - 70 (22 - 39)	45 - 75 (25 - 42)
Airflow Capacity and Blower Data							
Rated External Heating		0.12	0.12	0.15	0.15	0.20	0.20
Static Pressure (in. w.c.) Cooling		0.50	0.50	0.50	0.50	0.50	0.50
Airflow Delivery @ Heating		1325	1330	1730	1785	2020	2130
Rated ESP (CFM) Cooling		1665	1855	2125	2065	2105	2310
Cooling Capacity 400 CFM/ton		4	5	5	5	5	5
(tons) @ CFM/ton 350 CFM/ton		4.50	5.50	6	5.5	6	6
Direct-Drive Motor Type		Electronically Commutated Motor (ECM)					
Direct-Drive Motor HP		3/4	1	1	1	1	1
Motor Full Load Amps		9.2	11.5	11.7	11.0	11.0	11.7
RPM Range		400 - 1200	400 - 1200	400 - 1200	400 - 1300	400 - 1300	400 - 1200
Speed Selections		5	5	5	5	5	5
Blower Wheel Dia x Width	in.	11 x 8	11 x 10	11 x 10	11 x 10	11 x 11	11 x 11
Air Filtration System		Field Supplied Filter					
Filter Used for Certified Watt Data		325531-40*					
Electrical Data							
Input Voltage	Volts-Hertz-Phase	115-60-1					
Operating Voltage Range	Min-Max	104-127					
Maximum Input Amps	Amps	10	12.3	12.6	12.6	12.4	12.6
Unit Ampacity	Amps	13.4	16.3	16.7	16.7	16.7	16.7
Minimum Wire Size	AWG	14	12	12	12	12	12
Maximum Wire Length@ Minimum Wire Size	Feet (M)	27 (8.4)	35 (10.7)	34 (10.5)	34 (10.5)	35 (10.7)	34 (10.5)
Maximum Fuse/Ckt Bkr (Time-Delay Type Recommended)	Amps	15	20	20	20	20	20
Transformer Capacity (24vac output)		40 VA					
External Control Heating		27.9 VA					
Power Available Cooling		34.6 VA					
Controls							
Gas Connection Size		1/2" - NPT					
Burners (Monoport)		4	4	5	5	6	7
Gas Valve (Redundant)	Manufacturer	White Rodgers					
Minimum Inlet Gas pressure (in. wc)		4.50					
Maximum Inlet Gas pressure (in. wc)		13.60					
Manufactured (Mobile) Home Kit		See Accessory Listing					
Ignition Device		Silicon Nitride					
Heating Blower Control (Heating Off-Delay)		Adjustable: 90, 120, 150, 180 seconds					
Cooling Blower Control (Time Delay Relay)		90 seconds					
Communication System		none					
Thermostat Connections		Com 24V, R, W, G, Y					
Accessory Connections		EAC (115vac); HUM (24vac); 1-stg AC (via Y)					

ACCESSORIES

DESCRIPTION	PART NUMBER	026E14--10	040E14--10	040E17--12	060E14--12	060E17--14
Vent Kit - Through the Cabinet	KGADC0101BVC	X	X	X	X	X
Vent Terminal - Concentric - 2" (51 mm)	KGAVT0701CVT	See Venting Tables				
Vent Terminal - Concentric - 3" (76 mm)	KGAVT0801CVT					
Vent Terminal Bracket - 2" (51 mm)	KGAVT0101BRA					
Vent Terminal Bracket - 3" (76 mm)	KGAVT0201BRA					
Vent Kit - Rubber Coupling	KGAAC0101RVC					
Freeze Protect Kit - Condensate Drain Line Tape	KGAHT0101CFP	X	X	X	X	X
Freeze Protect Kit - Condensate Trap with Heat Pad	KGAHT0201CFP	X	X	X	X	X
CPVC to PVC Drain Adapters - 1/2" CPVC to 3/4" PVC	KGAAD0110PVC	X	X	X	X	X
Horizontal Trap Grommet - Direct Vent	KGACK0101HCK	All 2-Pipe Horizontal				
Condensate Neutralizer Kit	P908-0001*	X	X	X	X	X
External Trap Kit	KGAET0201ETK	X	X	X	X	X
Downflow Furnace Base Kit for Combustible Floors	KGASB0201ALL	X	X	X	X	X
Coil Adapter Kits - No Offset	KGADA0101ALL	X	X	X	X	X
Coil Adapter Kits - Single Offset	KGADA0201ALL	X	X	X	X	X
Coil Adapter Kits - Double Offset	KGADA0301ALL	X	X	X	X	X
Return Air Base (Upflow Applications) 14.0-in. wide	KGARP0301B14	X	X	-	X	-
Return Air Base (Upflow Applications) 17.5-in. wide	KGARP0301B17	-	-	X	-	X
IAQ Device Duct Adapters 20.0-in. IAQ to 16 in. Side Return	KGAAD0101MEC	20"x25" IAQ Devices				
IAQ Device Duct Adapters 24.0-in. IAQ to 16 in. Side Return	KGAAD0201MEC	24"x25" IAQ Devices				
Mobile Home Kit	KGCMH0601KIT	-	X	X	X	X
Gas Conversion Kit - Nat to LP	AGAGC9NPL01A	X	-	-	-	-
Gas Conversion Kit - LP to Nat	AGAGC9PNL01A	X	-	-	-	-
Gas Conversion Kit - Nat to LP	AGAGC9NPS01B	-	X	X	X	X
Gas Conversion Kit - LP to Nat	AGAGC9PNS01B	-	X	X	X	X
Gas Valve Tower Port Adapter Kit	92-1003*	X	X	X	X	X
Twinning Kit	AGATWNDTE01A	-	-	-	-	X
Blower Speed Tap Jumper Kit (10 piece)	AGABLRJMP10A	X	X	X	X	X
External Bottom Return Filter Rack - 14.5 x 25 inches (366 x 635 mm)	FHG1425-2*	X	X	-	X	-
External Bottom Return Filter Rack - 16 x 25 inches (406 x 635 mm)	FHG1625-2*	-	-	X	-	X
Filter Washable - 16x25x3/4 (406x635x19 mm)	325531-402*	X	X	X	X	X

*. Purchased from RCD Components

X = Used with the model furnace

ACCESSORIES (continued)

DESCRIPTION	PART NUMBER	080E17--16	080E21--20	100E21--20	100E21--22	120E24--22	140E24--22
Vent Kit - Through the Cabinet	KGADC0101BVC	X	X	X	X	X	X
Vent Terminal - Concentric - 2" (51 mm)	KGAVT0701CVT	See Venting Tables					
Vent Terminal - Concentric - 3" (76 mm)	KGAVT0801CVT						
Vent Terminal Bracket - 2" (51 mm)	KGAVT0101BRA						
Vent Terminal Bracket - 3" (76 mm)	KGAVT0201BRA						
Vent Kit - Rubber Coupling	KGAA0101RVC						
Freeze Protect Kit - Condensate Drain Line Tape	KGAHT0101CFP	X	X	X	X	X	X
Freeze Protect Kit - Condensate Trap with Heat Pad	KGAHT0201CFP	X	X	X	X	X	X
CPVC to PVC Drain Adapters - 1/2" CPVC to 3/4" PVC	KGAAD0110PVC	X	X	X	X	X	X
Horizontal Trap Grommet - Direct Vent	KGACK0101HCK	All 2-Pipe Horizontal					
Condensate Neutralizer Kit	P908-0001*	X	X	X	X	X	X
External Trap Kit	KGAET0201ETK	X	X	X	X	X	X
Downflow Furnace Base Kit for Combustible Floors	KGASB0201ALL	X	X	X	X	X	X
Coil Adapter Kits - No Offset	KGADA0101ALL	X	X	X	X	X	X
Coil Adapter Kits - Single Offset	KGADA0201ALL	X	X	X	X	X	X
Coil Adapter Kits - Double Offset	KGADA0301ALL	X	X	X	X	X	X
Return Air Base (Upflow Applications) 17.5-in. wide	KGARP0301B17	X	-	-	-	-	-
Return Air Base (Upflow Applications) 21.0-in. wide	KGARP0301B21	-	X	X	X	-	-
Return Air Base (Upflow Applications) 24.5-in. wide	KGARP0301B24	-	-	-	-	X	X
IAQ Device Duct Adapters 20.0-in. IAQ to 16 in. Side Return	KGAAD0101MEC	20"x25" IAQ Devices					
IAQ Device Duct Adapters 24.0-in. IAQ to 16 in. Side Return	KGAAD0201MEC	24"x25" IAQ Devices					
Mobile Home Kit	KGCMH0601KIT	X	X	X	X	X	-
Gas Conversion Kit - Nat to LP	AGAGC9NPS01B	X	X	X	X	X	X
Gas Conversion Kit - LP to Nat	AGAGC9PNS01B	X	X	X	X	X	X
Gas Valve Tower Port Adapter Kit	92-1003*	X	X	X	X	X	X
Twinning Kit	AGATWNDTE01A	X	X	X		X	X
Blower Speed Tap Jumper Kit (10 piece)	AGABLRJMP10A	X	X	X	X	X	X
External Bottom Return Filter Rack - 16 x 25 inches (406 x 635 mm)	FHG1625-2*	X	-	-	-	-	-
External Bottom Return Filter Rack - 20x 25 inches (508 x 635 mm)	FHG2025-2*	-	X	X	X		
External Bottom Return Filter Rack - 24.5 x 24 inches (607 x 607 mm)	FHG2424-2*	-	-	-	-	X	X
Filter Washable - 16x25x3/4 (406x635x19 mm)	325531-402*	X	-	-	-	-	-
Filter Washable - 20x25x3/4 (508x635x19 mm)	325531-403*	-	X	X	X	-	-
Filter Washable - 24x25x3/4 (610x635x19 mm)	325531-404*	-	-	-	-	X	X

* - Order from RCD Components

X = Used with the model furnace

ACCESSORIES (continued)

DESCRIPTION		
Gas Orifice Kit - #42 (Nat Gas)	LH32DB207	See Installation Instructions for model, altitude, and heat value usages.
Gas Orifice Kit - #43 (Nat Gas)	LH32DB202	
Gas Orifice Kit - #44 (Nat Gas)	LH32DB200	
Gas Orifice Kit - #45 (Nat Gas)	LH32DB205	
Gas Orifice Kit - #46 (Nat Gas)	LH32DB208	
Gas Orifice Kit - #47 (Nat Gas)	LH32DB078	
Gas Orifice Kit - #48 (Nat Gas)	LH32DB076	
Gas Orifice Kit - #54 (LP)	LH32DB203	
Gas Orifice Kit - #55 (LP)	LH32DB201	
Gas Orifice Kit - #56 (LP)	LH32DB206	
Gas Orifice Kit - 1.25mm (LP)	LH32DB209	
Gas Orifice Kit - 1.30mm (LP)	LH32DB210	

DESCRIPTION	ACCESSORY
HUMIDIFIER	Model HUM
HEAT RECOVERY VENTILATOR	Model HRV
ENERGY RECOVERY VENTILATOR	Model ERV
UV LIGHTS	Model UVL

Carrier has a wide variety of thermostats for your system, please visit www.Carrier.com to see all thermostat and IAQ products.

DESCRIPTION	ACCESSORY	14"	17"	21"	24"
Carrier Carbon Monoxide Alarm (10 pack)	COALMCCNRB02-A10	X	X	X	X
Carrier Infinity Air Purifier - 16x25 (407x635 mm)	DGAPAXX1625	X	X	-	-
Carrier Infinity Air Purifier - 20x25 (508x635 mm)	DGAPAXX2025	-	-	X	X
Carrier Infinity Air Purifier Repl. Filter- 16x25 (407x635 mm)	PGAPXCAR1625A02	X	X	-	-
Carrier Infinity Air Purifier Repl. Filter- 20x25 (508x635 mm)	PGAPXCAR2025A02	-	-	X	X
Cartridge Media Filter - 16" (407 mm) (MERV 11)	FILXXCAR0116	X	X	-	-
Cartridge Media Filter - 16" (407 mm) (MERV 8)	FILXXCAR0016	X	X	-	-
Cartridge Media Filter - 20" (508 mm) (MERV 8)	FILXXCAR0020	-	-	X	-
Cartridge Media Filter - 20" (508 mm) (MERV11)	FILXXCAR0120	-	-	X	-
Cartridge Media Filter - 24" (610 mm) (MERV 8)	FILXXCAR0024	-	-	-	X
Cartridge Media Filter - 24" (610 mm) (MERV11)	FILXXCAR0124	-	-	-	X
EZ Flex Cabinet Side or Bottom - 16"	EZXCAR--0016	X	X	-	-
EZ Flex Cabinet Side or Bottom - 20"	EZXCAR--0020	-	-	X	X
EZ Flex Replacement Filters 16" MERV 10	EXPXXFIL0016	X	X	-	-
EZ Flex Replacement Filters 16" MERV 13	EXPXXFIL0316	X	X	-	-
EZ Flex Replacement Filters 20" MERV 10	EXPXXFIL0020	-	-	X	-
EZ Flex Replacement Filters 20" MERV 13	EXPXXFIL0320	-	-	X	-
EZ Flex Replacement Filters 24" MERV 10	EXPXXFIL0024	-	-	-	X
EZ Flex Replacement Filters 24" MERV 13	EXPXXFIL0324	-	-	-	X
EZ-Flex Filter with End Caps - 16" (407 mm) (MERV 10)	EXPXXUNV0016	X	X	-	-
EZ-Flex Filter with End Caps - 16" (407 mm) (MERV 13)	EXPXXUNV0316	X	X	-	-
EZ-Flex Filter with End Caps - 20" (508 mm) (MERV 10)	EXPXXUNV0020	-	-	X	-
EZ-Flex Filter with End Caps - 20" (508 mm) (MERV 13)	EXPXXUNV0320	-	-	X	-
EZ-Flex Filter with End Caps - 24" (610 mm) (MERV 10)	EXPXXUNV0024	-	-	-	X
EZ-Flex Filter with End Caps - 24" (610 mm) (MERV 13)	EXPXXUNV0324	-	-	-	X
Media Filter Cabinet - 20"	FILCABXL0020	-	-	X	-
Media Filter Cabinet - 24"	FILCABXL0024	-	-	-	X
Media Filter Cabinet -16"	FILCABXL0016	X	X	-	-

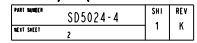
Air Delivery - CFM (Bottom Return With Filter)

UNIT SIZE	WIRE LEAD COLOR	SPEED TAPS ^{2, 3} (Function)	EXTERNAL STATIC PRESSURE (IN.W.C.)									
			0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0
026E14--10	Black	Cooling. Do not use for heating	1045	1010	975	935	895	855	810	760	715	670
	Yellow	Alt Cooling or alt Heating	820	770	730	680	630	585	530	480	435	385
	Orange	Alt Cooling or alt Heating	655	600	550	495	435	385	335	265	-	-
	Blue ⁷	Heating or alt Cooling	605	545	490	435	375	335	255	-	-	-
	Red ⁷	Alt Cooling. Do not use for heating	480	415	360	305	235	-	-	-	-	-
040E14--10	Gray	Cooling. Do not use for heating	1050	1025	1000	975	950	920	895	870	845	820
	Yellow	Alt Cooling. Do not use for heating	920	890	860	830	805	775	745	715	690	660
	Orange	Alt Cooling or alt Heating	735	700	665	630	595	555	525	490	450	415
	Blue	Heating or alt Cooling	695	660	625	590	555	515	480	445	405	370
	Red ⁷	Alt Cooling. Do not use for heating	540	495	455	410	365	320	280	235	-	-
040E17--12	Gray	Cooling. Do not use for heating	1180	1140	1100	1055	1010	960	915	860	805	735
	Yellow	Alt Cooling. Do not use for heating	880	845	810	780	745	710	675	640	600	570
	Blue	Heating or alt Cooling	650	610	560	515	470	435	395	360	325	265
	Orange ⁷	Alt Cooling. Do not use for heating	525	460	405	350	320	275	210	-	-	-
	Red ⁷	Alt Cooling. Do not use for heating	515	420	350	310	270	205	-	-	-	-
060E14--12	Gray	Cooling. Do not use for heating	1225	1200	1175	1145	1120	1095	1065	1040	1015	990
	Yellow	Alt Cooling. Do not use for heating	1105	1080	1050	1020	990	965	935	905	880	850
	Blue	Heating or alt Cooling	940	910	875	845	810	775	745	710	680	645
	Orange	Alt Cooling or alt Heating	725	690	650	610	570	530	490	445	405	365
	Red ⁷	Alt Cooling. Do not use for heating	545	495	445	395	345	295	245	-	-	-
060E17--14	Gray	Cooling. Do not use for heating	1475	1445	1405	1370	1330	1290	1255	1215	1175	1140
	Yellow	Alt Cooling or alt Heating	1230	1190	1155	1120	1085	1050	1005	970	925	885
	Orange	Alt Cooling or alt Heating	1070	1030	990	950	920	875	840	800	755	715
	Blue	Heating or alt Cooling	1020	975	940	900	860	820	775	740	690	650
	Red	Alt Cooling. Do not use for heating	700	590	535	485	460	390	340	300	275	210
080E17--16	Gray ^{5, 6}	Cooling. Do not use for heating	1820	1790	1755	1710	1665	1620	1570	1525	1480	1435
	Yellow	Alt Cooling or alt Heating	1455	1420	1380	1345	1310	1275	1240	1205	1170	1135
	Blue	Heating or alt Cooling	1335	1295	1260	1220	1185	1150	1110	1075	1040	1005
	Orange	Alt Cooling or alt Heating	1110	1065	1020	980	935	895	850	810	770	725
	Red ⁷	Alt Cooling. Do not use for heating	425	335	240	-	-	-	-	-	-	-
080E21--20	Gray ^{5, 6}	Cooling. Do not use for heating	2045	1995	1950	1900	1855	1805	1760	1710	1660	1615
	Yellow	Alt Cooling. Do not use for heating	1665	1625	1575	1530	1480	1435	1385	1340	1285	1240
	Orange	Alt Cooling or alt Heating	1475	1420	1370	1320	1270	1220	1170	1125	1070	1025
	Blue	Heating or alt Cooling	1345	1290	1235	1180	1130	1080	1025	975	935	885
	Red	Alt Cooling. Do not use for heating	1155	1080	1015	960	895	845	790	735	675	620
100E21--20	Gray ^{5, 6}	Cooling. Do not use for heating	2280	2240	2200	2165	2125	2085	2020	1910	1795	1665
	Yellow ^{5, 6}	Alt Cooling. Do not use for heating	1860	1815	1775	1730	1690	1645	1605	1560	1515	1465
	Blue	Heating or alt Cooling	1755	1710	1665	1620	1580	1535	1485	1440	1390	1340
	Orange	Alt Cooling or alt Heating	1530	1480	1425	1380	1325	1275	1215	1160	1110	1060
	Red	Cooling. Do not use for heating	1340	1285	1230	1170	1110	1050	990	930	875	820
100E21--22	Gray ^{5, 6}	Cooling. Do not use for heating	2215	2180	2145	2105	2065	2025	1985	1940	1900	1860
	Yellow ^{5, 6}	Alt Cooling. Do not use for heating	2115	2080	2035	2000	1960	1920	1880	1835	1790	1740
	Orange ^{5, 6}	Alt Cooling. Do not use for heating	1975	1935	1890	1850	1805	1760	1720	1670	1620	1570
	Blue ^{5, 6}	Heating or alt Cooling	1810	1765	1715	1670	1620	1570	1515	1460	1405	1355
	Red	Alt Cooling. Do not use for heating	1530	1475	1425	1360	1300	1240	1175	1115	1055	1000
120E24--22	Gray ^{5, 6}	Cooling. Do not use for heating	2310	2255	2205	2155	2105	2055	2005	1955	1910	1885
	Blue ^{5, 6}	Heating or alt Cooling	2065	2020	1970	1915	1860	1805	1740	1690	1635	1580
	Yellow ^{5, 6}	Alt Cooling or alt Heating	1850	1800	1745	1690	1640	1585	1530	1475	1420	1360
	Orange	Alt Cooling. Do not use for heating	1500	1440	1380	1320	1260	1205	1145	1085	1035	955
	Red	Alt Cooling. Do not use for heating	1070	960	875	805	710	630	560	490	420	355
140E24--22	Gray ^{5, 6}	Cooling. Do not use for heating	2505	2465	2425	2370	2310	2250	2180	2090	1955	1810
	Blue ^{5, 6}	Heating or alt Cooling	2180	2130	2085	2035	1990	1945	1900	1850	1800	1755
	Yellow ^{5, 6}	Alt Cooling or alt Heating	1910	1855	1810	1760	1705	1655	1605	1555	1505	1460
	Orange	Alt Cooling. Do not use for heating	1560	1505	1445	1380	1325	1265	1210	1155	1100	1040
	Red ⁷	Alt Cooling. Do not use for heating	855	760	665	565	470	385	305	-	-	-

NOTE:

1. A filter is required for each return-air inlet. Airflow performance includes a 3/4-in. (19 mm) washable filter media (see accessory list). To determine airflow performance without this filter, assume an additional 0.1 in. w.c. available external static pressure.
2. **ADJUST THE BLOWER SPEED TAPS AS NECESSARY FOR THE PROPER AIR TEMPERATURE RISE FOR EACH INSTALLATION.**
3. The "Function" column identifies which speed taps can be used for heating.
4. If the same motor speed tap is needed for heating and cooling, a Jumper Wire accessory kit is available, see Product Data accessories for the current Jumper Wire accessory part number. Reference the "Start-up, Adjustments, and Safety Check" section of installation instructions for further Jumper Wire instructions.
5. Airflows over 1800 CFM require bottom return, two-side return, or bottom and side return. A minimum filter size of 20" x 25" (508 x 635 mm) is required.
6. For upflow applications, air entering from one side into both the side of the furnace and a return air base counts as a side and bottom return.
7. The "-" entry indicates an unstable operating condition.

Manufacturer reserves the right to change, at any time, specifications and designs without notice and without obligations.



FURNACE SIZE	A	B	C	D	SHIP WT. LB (KG)
	CABINET WIDTH	OUTLET WIDTH	BOTTOM INLET WIDTH	AIR INTAKE	
026E14--10	14-3/16 (361)	12-1/2 (319)	12-9/16 (322)	7-1/8 (181)	118.0 (53.5)
040E14--10	14-3/16 (361)	12-1/2 (319)	12-9/16 (322)	7-1/8 (181)	120 (54.4)
040E17--12	17-1/2 (445)	15-7/8 (403)	16 (406)	8-3/4 (222)	126.5 (57.4)
060E14--12	14-3/16 (361)	12-1/2 (319)	12-9/16 (322)	7-1/8 (181)	129 (58.5)
060E17--14	17-1/2 (445)	15-7/8 (403)	16 (406)	8-3/4 (222)	138.5 (62.8)
080E17--16	17-1/2 (445)	15-7/8 (403)	16 (406)	8-3/4 (222)	146.5 (66.5)
080E21--20	21 (533)	19-3/8 (492)	19-1/2 (495)	10-1/2 (267)	154.5 (70.1)
100E21--20	21 (533)	19-3/8 (492)	19-1/2 (495)	10-1/2 (267)	164.5 (74.6)
100E21--22	21 (533)	19-3/8 (492)	19-1/2 (495)	10-1/2 (267)	164.5 (74.6)
120E24--22	24-1/2 (622)	22-7/8 (581)	23 (584)	12-1/4 (311)	179.5 (81.4)
140E24--22	24-1/2 (622)	22-7/8 (581)	23 (584)	12-1/4 (311)	189 (85.7)

MAXIMUM ALLOWABLE EXPOSED VENT LENGTH

Maximum Allowable Exposed Vent Lengths in Unconditioned Space Insulation Table - Ft.

Winter Design Temp °F	Unit Size	26,000* BTUH					
		Uninsulation		3/8-in. Insulation		1/2-in. Insulation	
	Pipe Dia. in.	1 ½	2	1 ½	2	1 ½	2
	20	20	20	50	45	60	50
	0	5	5	25	20	30	25

Winter Design Temp °F	Unit Size	40,000* BTUH									60,000 BTUH											
		Uninsulated			3/8-in. Insulation			1/2-in. Insulation			Uninsulated				3/8-in. Insulation				1/2-in. Insulation			
	Pipe Dia. in.	1 ½	2	2 ½	1 ½	2	2 ½	1 ½	2	2 ½	1 ½	2	2 ½	3	1 ½	2	2 ½	3	1 ½	2	2 ½	3
	20	20	20	20	20	50	45	20	60	50	20	30	30	25	20	75	65	60	20	85	75	65
	0	10	5	5	20	25	20	20	30	25	15	15	10	10	20	40	30	25	20	45	40	30

Winter Design Temp °F	Unit Size	80,000 BTUH														
		Uninsulated					3/8-in. Insulation					1/2-in. Insulation				
	Pipe Dia. in.	1 ½	2	2 ½	3	4	1 ½	2	2 ½	3	4	1 ½	2	2 ½	3	4
	20	15	40	40	35	30	15	50	90	75	65	15	50	70	70	70
	0	15	20	15	10	5	15	50	45	35	30	15	50	50	40	35

Winter Design Temp °F	Unit Size	100,000 BTUH												120,000 BTUH								
		Uninsulated				3/8-in. Insulation				1/2-in. Insulation				Uninsulated			3/8-in. Insulation			1/2-in. Insulation		
	Pipe Dia. in.	2	2 ½	3	4	2	2 ½	3	4	2	2 ½	3	4	2 ½	3	4	2 ½	3	4	2 ½	3	4
	20	20	50	40	35	20	80	95	80	20	80	105	90	10	50	40	10	75	95	10	75	105
	0	20	20	15	10	20	55	45	35	20	65	55	45	10	20	15	10	55	45	10	65	50

Winter Design Temp °F	Unit Size	140,000* BTUH								
		Uninsulated			3/8-in. Insulation			1/2-in. Insulation		
	Pipe Dia. in.	2 ½	3	4	2 ½	3	4	2 ½	3	4
	20	5	55	50	5	65	105	5	65	125
	0	5	25	15	5	65	50	5	65	60

*. Not all model families have this size.

Maximum Allowable Exposed Vent Length in Unconditioned Space - Meters

Winter Design Temp °C	Unit Size	26,000* BTUH					
		Uninsulation		3/8-in. Insulation		1/2-in. Insulation	
	Pipe Dia. mm	38	51	38	51	38	51
	-7	6.1	6.1	15.2	13.7	18.3	15.2
	-18	1.5	1.5	7.6	6.1	9.1	7.6

Winter Design Temp °C	Unit Size	40,000 BTUH									60,000 BTUH											
		Uninsulated			3/8-in. Insulation			1/2-in. Insulation			Uninsulated				3/8-in. Insulation				1/2-in. Insulation			
	Pipe Dia. mm	38	51	64	38	51	64	38	51	64	38	51	64	76	38	51	64	76	38	51	64	76
	-7	6.1	6.1	6.1	6.1	15.2	13.7	6.1	18.3	15.2	6.1	9.1	9.1	7.6	6.1	22.9	19.8	18.3	6.1	25.9	22.9	19.8
	-18	3.0	1.5	1.5	6.1	7.6	6.1	6.1	9.1	7.6	4.6	4.6	3.0	3.0	6.1	12.2	9.1	7.6	6.1	13.7	12.2	9.1

Winter Design Temp °C	Unit Size	80,000 BTUH														
		Uninsulated					3/8-in. Insulation					1/2-in. Insulation				
	Pipe Dia. mm	38	51	64	76	102	38	51	64	76	102	38	51	64	76	102
	-7	4.6	12.2	12.2	10.7	9.1	4.6	15.2	27.4	22.9	19.8	4.6	15.2	21.3	21.3	21.3
	-18	4.6	6.1	4.6	3.0	1.5	4.6	15.2	13.7	10.7	9.1	4.6	15.2	15.2	12.2	10.7
	-29	4.6	3.0	1.5			4.6	10.7	9.1	6.1	4.6	4.6	12.2	9.1	7.6	4.6
	-40	3.0	1.5				4.6	7.6	6.1	4.6	1.5	4.6	9.1	7.6	6.1	3.0

Winter Design Temp °C	Unit Size	100,000 BTUH												120,000 BTUH								
		Uninsulated				3/8-in. Insulation				1/2-in. Insulation				Uninsulated			3/8-in. Insulation			1/2-in. Insulation		
	Pipe Dia. mm	51	64	76	102	51	64	76	102	51	64	76	102	64	76	102	64	76	102	64	76	102
	-7	6.1	15.2	12.2	10.7	6.1	24.4	28.9	24.4	6.1	24.4	32.0	27.4	3.0	15.2	12.2	3.0	22.9	28.9	3.0	22.9	32.0
	-18	6.1	6.1	4.6	3.0	6.1	16.8	13.7	10.7	6.1	19.8	16.7	13.7	3.0	6.1	4.6	3.0	16.8	13.7	3.0	19.8	15.2
	-29	4.6	3.0	1.5		6.1	10.7	9.1	6.1	6.1	13.7	10.7	7.6	3.0	3.0		3.0	10.7	7.6	3.0	13.7	9.1
	-40	3.0	1.5			6.1	7.6	6.1	3.0	6.1	9.1	7.6	4.6	3.0	1.5		3.0	7.6	4.6	3.0	9.1	6.1

Winter Design Temp °C	Unit Size	140,000* BTUH*								
		Uninsulated			3/8-in. Insulation			1/2-in. Insulation		
	Pipe Dia. mm	64	76	102	64	76	102	64	76	102
	-7	1.5	16.7	15.2	1.5	19.8	32.0	1.5	19.8	38.1
	-18	1.5	7.6	4.6	1.5	19.8	15.2	1.5	19.8	18.3
	-29	1.5	3.0	1.5	1.5	13.7	9.1	1.5	15.2	12.2
	-40	1.5	1.5		1.5	9.1	6.1	1.5	35	7.6

*. Not all model families have this size.

MAXIMUM EQUIVALENT VENT LENGTH - Ft. (M)

NOTE: Maximum Equivalent Vent Length (MEVL) includes standard and concentric vent termination and does NOT include elbows. Use Deductions from Maximum Equivalent Vent Length to determine allowable vent length for each application.

Unit Size		26,000 ²		40,000 ¹			60,000 ²				80,000					100,000 ³				120,000			140,000 ³		
Altitude (feet)	Pipe Dia. (in)	1 ½	2	1 ½	2	2 ½	1 ½	2	2 ½	3	1 ½	2	2 ½	3	4	2	2 ½	3	4	2 ½	3	4	2 ½	3	4
	0-2000	70	200	40	155	185	20	100	175	200	15	55	130	175	200	20	80	175	200	10	75	185	5	65	155
	2001-3000	65	190	35	150	175		95	165	185	10	49	125	165	185	15	75	165	185		70	175		60	140
	3001-4000	60	175	30	135	160	16	90	155	175		10		115	155		175	10		155	175	5	65	165	
	4001-4500	55	160	25	130	155	15	85	150	170	10		44	110	150	165	10		70	170	N/A	60	160	N/A	50
	4501-5000		125		145	80		145	165			65	150	165	45	100		135	150	60		135	145		50
	5001-6000	50	145	20	120	130		75	140	155		41	100	135	150	10		140	155	N/A		155	N/A	35	80
	6001-7000	45	135	15	110	120	13	70	130	145		38	90	125	145			60	135		145			50	140
	7001-8000	40	120	10	100	110	10	65	120	135	N/A	36		120	125		55	125	135	N/A	46	130	N/A	25	45
	8001-9000	35	110		90	95	5	60	115	125			33	80	110	115		50	115		125			43	120
9001-10000	30	95	5	80	85	N/A	55	105	115		30	75	100	105		N/A	45	100	115		39	115		10	15
Maximum Equivalent Vent Length - Meters																									
Unit Size		26,000 ²		40,000 ¹			60,000 ²				80,000					100,000 ³				120,000			140,000 ³		
Altitude (meters)	Pipe Dia. (mm)	38	51	38	51	64	38	51	64	76	38	51	64	76	102	51	64	76	102	64	76	102	64	76	102
	0-610	21.3	60.9	12.1	47.2	56.3	6.0	30.4	53.3	60.9	4.5	16.7	39.6	53.3	60.9	6.0	24.3	53.3	60.9	3.0	22.8	56.3	1.5	19.8	47.2
	611-914	19.8	57.9	10.6	45.7	53.3		28.9	50.2	56.3	3.0	14.9	38.1	50.2	56.3	4.5	22.8	50.2	56.3		21.3	53.3		18.2	42.6
	915-1219	18.2	53.3	9.1	41.1	48.7	4.8	27.4	47.2	53.3		3.0		35.0	47.2		53.3	3.0		47.2	53.3	1.5	19.8	50.2	
	1220-1370	16.7	48.7	7.6	39.6	47.2	4.5	25.9	45.7	51.8	3.0		13.4	33.5	45.7	50.2	3.0		21.3	51.8	NA	48.7	NA	15.2	33.5
	1371-1524		38.1		44.1	24.3		44.1	50.2			44.1	48.7		45.7	50.2		18.2	47.2	13.7		30.4			
	1525-1829	15.2	44.1	6.0	36.5	39.6		22.8	42.6	47.2		12.4	30.4	41.1	45.7	3.0	19.8	42.6	47.2	NA	48.7	NA	10.6	24.3	
	1830-2134	13.7	41.1	4.5	33.5	36.5	3.9	21.3	39.6	44.1		11.5	27.4	38.1	42.6			18.2	41.1		44.1			15.2	42.6
	2135-2438	12.1	36.5	3.0	30.4	33.5	3.0	19.8	36.5	41.1	NA	10.9		36.5	38.1	NA	16.7	38.1	41.1		14.0	39.6		7.6	13.7
	2439-2743	10.6	33.5		27.4	28.9	1.5	18.2	35.0	38.1			10.0	24.3	33.5		35.0		15.2	35.0	38.1		13.1	36.5	
2744-3048	9.1	28.9	1.5	24.3	25.9	NA	16.7	32.0	35.0		9.1	22.8	30.4	32.0		13.7	30.4	35.0		11.8	35.0		3.0	4.5	

- 40K Inducer Outlet Restrictor disk (P/N 337683-401; 1.25-in. (32 mm) Dia.) shipped in the loose parts bag or available through Replacement Components required under 10-ft. (3 M) TEVL in all orientations. Required for installations from 0 - 2000 ft. (0 to 610 M) above sea level. Failure to use an outlet restrictor may result in flame disturbances or flame sense lock-out.
- 26K (shipped in loose parts bag) & 60K Inducer Outlet Restrictor disk (P/N 337683-401; 1.25-in. (32 mm) Dia. available through Replacement Components) required for less than 5-ft. (1.5 M) TEVL in downflow and horizontal orientations only. Required for installations from 0 - 2000 ft. (0 to 610 M) above sea level.
- 120K & 140K Inducer Outlet Restrictor disk (P/N 337683-402; 1.50-in. (38 mm) Dia. available through Replacement Components) required for less than 5-ft. (1.5 M) TEVL in downflow and horizontal orientations only. Required for installations from 0 - 2000 ft. (0 to 610 M) above sea level.



WRIGHT MECHANICAL SERVICES, LLC

Mark Bondurant
Maintenance Technician
Cameron Station
200 Cameron Station Blvd.
Alexandria, VA 22304

April 28, 2021

Wright Mechanical Services is pleased to provide this proposal to replace the existing #5 HVAC split system as per the following scope of work at the property referenced below.

Work to be Performed at: 200 Cameron Station Blvd. Alexandria, VA 22304

Equipment: Carrier 95% Gas Furnace Model#59SC2D120E24-20, Case Coil Model# CNPVP6024ALA, Condenser Model# 24ABB360A005

Scope of Work:

1. Perform lock out tag out per OSHA guidelines on existing indoor and outdoor unit.
2. Remove all refrigerant from system and dispose of per EPA regulations.
3. Disconnect existing refrigerant lines and flush with R11 to be reused for new system.
4. Disconnect all electric, drain, thermostat wire, flue, gas piping and ductwork.
5. Provide Crane to remove old condenser and set new on roof.
6. Remove indoor and outdoor unit and dispose of per EPA regulations.
7. Set new indoor unit in same location as old and connect duct work, electric, thermostat, flue, gas piping and drain lines.
8. Install new 7 Day programable thermostat.
9. Perform leak test with nitrogen and use vacuum pump to evacuate system and charge per manufacture recommendations.
10. Start system and check for proper operation.
11. Clean area of all job-related debris and remove from site.

Notes and Exclusions:

1. Work will be performed during normal business hours.
2. This proposal is good for 30 days from date indicated above. If signed after thirty days, it is WMS right to accept or decline this proposal.
3. WMS is not responsible for delays due to scheduling, weather, shipping, or manufacturing.
4. WMS will provide 1-year warranty on workmanship. Equipment comes with a standard 10-limited warranty for years no labor is included with equipment warranty.
5. WMS is not responsible for conditions of power wire suppling either disconnects.
6. WMS will provide deficiencies list for any future repairs need to be made.
7. WMS is not responsible for any unforeseen problems.

Continued on next page.

Wright Mechanical Services • 106 Paul Mellon Court • Waldorf MD, 20602

Office 301-390-7134 • Fax 301-390-7135 • Emergency 1-800-477-9147

Acceptance of Scope of work and Additional Terms and Conditions of Sale\$9,779.00

Sincerely,

Accepted

Brandon Baucom

Brandon Baucom
V.P. of Operations

Date: _____

Wright Mechanical Services • 106 Paul Mellon Court • Waldorf MD, 20602

Office 301-390-7134 • Fax 301-390-7135 • Emergency 1-800-477-9147



WRIGHT MECHANICAL SERVICES, LLC

Mark Bondurant
Maintenance Technician
Cameron Station
200 Cameron Station Blvd.
Alexandria, VA 22304

April 28, 2021

Wright Mechanical Services is pleased to provide this proposal to replace the existing #6 HVAC split system as per the following scope of work at the property referenced below.

Work to be Performed at: 200 Cameron Station Blvd. Alexandria, VA 22304

Equipment: Carrier 95% Gas Furnace Model#59SC2D080E21-20, Case Coil Model# CNPVP4217ALA, Condenser Model# 24ABB342A005

Scope of Work:

1. Perform lock out tag out per OSHA guidelines on existing indoor and outdoor unit.
2. Remove all refrigerant from system and dispose of per EPA regulations.
3. Disconnect existing refrigerant lines and flush with R11 to be reused for new system.
4. Disconnect all electric, drain, thermostat wire, flue, gas piping and ductwork.
5. Provide Crane to remove old condenser and set new on roof.
6. Remove indoor and outdoor unit and dispose of per EPA regulations.
7. Set new indoor unit in same location as old and connect duct work, electric, thermostat, flue, gas piping and drain lines.
8. Install new 7 Day programable thermostat.
9. Perform leak test with nitrogen and use vacuum pump to evacuate system and charge per manufacture recommendations.
10. Start system and check for proper operation.
11. Clean area of all job-related debris and remove from site.

Notes and Exclusions:

1. Work will be performed during normal business hours.
2. This proposal is good for 30 days from date indicated above. If signed after thirty days, it is WMS right to accept or decline this proposal.
3. WMS is not responsible for delays due to scheduling, weather, shipping, or manufacturing.
4. WMS will provide 1-year warranty on workmanship. Equipment comes with a standard 10-limited warranty for years no labor is included with equipment warranty.
5. WMS is not responsible for conditions of power wire suppling either disconnects.
6. WMS will provide deficiencies list for any future repairs need to be made.
7. WMS is not responsible for any unforeseen problems.

Continued on next page.

Wright Mechanical Services • 106 Paul Mellon Court • Waldorf MD, 20602

Office 301-390-7134 • Fax 301-390-7135 • Emergency 1-800-477-9147

Acceptance of Scope of work and Additional Terms and Conditions of Sale\$8,833.00

Sincerely,

Accepted

Brandon Baucom

Brandon Baucom
V.P. of Operations

Date: _____

Wright Mechanical Services • 106 Paul Mellon Court • Waldorf MD, 20602

Office 301-390-7134 • Fax 301-390-7135 • Emergency 1-800-477-9147



WRIGHT MECHANICAL SERVICES, LLC

Mark Bondurant
Maintenance Technician
Cameron Station
200 Cameron Station Blvd.
Alexandria, VA 22304

April 28, 2021

Wright Mechanical Services is pleased to provide this proposal to replace the existing #8 HVAC split system as per the following scope of work at the property referenced below.

Work to be Performed at: 200 Cameron Station Blvd. Alexandria, VA 22304

Equipment: Carrier (2) 95% Gas Furnace Model#59SC5B080E17-14, Case Coil Model# CAVTCOIL408A00, Condenser Model# 38AU2A08A0A5-0A0A0

Scope of Work:

1. Perform lock out tag out per OSHA guidelines on existing indoor and outdoor unit.
2. Remove all refrigerant from system and dispose of per EPA regulations.
3. Disconnect existing refrigerant lines and flush with R11 to be reused for new system.
4. Disconnect all electric, drain, thermostat wire, flue, gas piping and ductwork.
5. Provide Crane to remove old condenser and set new on roof.
6. Remove indoor and outdoor unit and dispose of per EPA regulations.
7. Set new indoor unit in same location as old and connect duct work, electric, thermostat, flue, gas piping and drain lines.
8. Install new 7 Day programable thermostat.
9. Perform leak test with nitrogen and use vacuum pump to evacuate system and charge per manufacture recommendations.
10. Start system and check for proper operation.
11. Clean area of all job-related debris and remove from site.

Notes and Exclusions:

1. Work will be performed during normal business hours.
2. This proposal is good for 30 days from date indicated above. If signed after thirty days, it is WMS right to accept or decline this proposal.
3. WMS is not responsible for delays due to scheduling, weather, shipping, or manufacturing.
4. WMS will provide 1-year warranty on workmanship. Equipment comes with a standard 10-limited warranty for years no labor is included with equipment warranty.
5. WMS is not responsible for conditions of power wire suppling either disconnects.
6. WMS will provide deficiencies list for any future repairs need to be made.
7. WMS is not responsible for any unforeseen problems.

Continued on next page.

Wright Mechanical Services • 106 Paul Mellon Court • Waldorf MD, 20602

Office 301-390-7134 • Fax 301-390-7135 • Emergency 1-800-477-9147

Acceptance of Scope of work and Additional Terms and Conditions of Sale\$16,852.00

Sincerely,

Accepted

Brandon Baucom

Brandon Baucom
V.P. of Operations

Date: _____

Wright Mechanical Services • 106 Paul Mellon Court • Waldorf MD, 20602

Office 301-390-7134 • Fax 301-390-7135 • Emergency 1-800-477-9147



**Cameron Station Community Association, Inc.
Board Decision Request
May 25, 2021**

TOPIC: Ad-Hoc Paving Committee Resolution

Motion:

"I move to APPROVE the Policy Resolution pertaining to the creation of an Ad-Hoc Paving Committee as submitted". (*or* with the following amendments)

2nd:

Summary:

As you may recall, the Board of Directors has engaged the services of an engineering firm to review the scope of work of paving, the proposals submitted and to provide project oversight. At the April 27, 2021 Board meeting, there was discussion regarding the need to form an Ad-Hoc Committee of volunteers who will be able to assist with the logistics of the project. As a result, the proposed Ad-Hoc Paving Committee Resolution was drafted by the Association's Counsel for consideration. The responsibilities of the Committee are outlined broadly on the Resolution and management would look for specific assistance in the following areas:

- working with the engineer and management to make a contractor recommendation,
- helping to establish a communication plan,
- identifying areas or issues that need to be taken into account for planning purposes,
- plan for relocation of vehicles on paving day
- a variety of other issues that may come up as it relates to the execution of the project.

CAMP Recommendation

At this time, it is requested that the Board consider approving the Ad-Hoc Paving Committee Resolution as owner/resident feedback is very helpful in developing a plan for the implementation of a project of this magnitude.

CAMERON STATION COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION No. 2021-_____

(Creation of Ad Hoc Asphalt Restoration Committee)

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

WHEREAS, the Association has engaged an Engineering Consultant to serve as project manager for the purpose of managing the Association's asphalt repair and repaving project; and

WHEREAS, the Board of Directors desires to create an ad hoc committee to provide assistance in the evaluation proposals and working with the Association's Community Manager and Engineering Consultant to oversee the asphalt repairs and repaving of the asphalt within the Association.

NOW THEREFORE, BE IT RESOLVED that the Board hereby establishes an Ad Hoc Asphalt Restoration Committee which shall operate according to the following guidelines:

I. RESPONSIBILITIES

1. Work with the Association's Management Agent and Engineering Consultant to receive and review proposals for the performance of the repair and repaving of the Association's asphalt and make recommendations to the Board of Directors as to the engagement of a paving contractor.
2. Work with the Association's Management Agent and Engineering Consultant to communicate with the paving contractor on issues related to the performance of the scope of work. Notwithstanding the foregoing, all direct communications with the paving contract will be made either by the Association's Management Agent and Engineering Consultant.
3. Work with the Association's Management Agent and Engineering Consultant to communicate with Cameron Station residents on issues related to the performance of the paving work, including, but not limited to, possible temporary parking closures and work schedules. Notwithstanding the foregoing, all direct communications with Cameron Station residents will be made by the Association's Management Agent.
4. Submit minutes of committee meetings to the Community Manager for inclusion in the monthly report to the Board of Directors. Provide report on committee activities and any decision item requests to the Community Manager for inclusion in the monthly report to the Board.

5. Perform other duties as assigned by the Board of Directors.

II. ELIGIBILITY

Committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or legal action initiated by the Cameron Station Community Association, Inc.

III. NUMBER OF MEMBERS & LENGTH OF TERM

1. The Board of Directors shall appoint five (5) members to the Ad Hoc Asphalt Restoration Committee. The Committee shall not operate with less than three (3) members. There may only be one voting member on the Committee from any household at Cameron Station.
2. The members of the Ad Hoc Asphalt Restoration Committee shall serve until such time as the asphalt repair and restoration project is completed, unless they are removed or resign from the Committee.

IV. APPOINTMENT

1. Committee vacancies shall be publicized at least once in the Association newsletter, e-blast and website prior to being filled.
2. Owners interested in being appointed must submit their request for appointment, in writing, to the Community Manager.
3. Once the management office has determined that the owner is eligible to be appointed, the Community Manager shall forward a copy of the written request to the Committee Chair.
4. The Committee shall make recommendations to the Board on the appointment of eligible members to the Committee.
5. Following receipt of the Committee's recommendation, the Board shall, in its sole discretion, appoint persons to serve on the Committee to fill any existing vacancy. Any person appointed to the Committee to fill a vacancy created by the removal or resignation of a Committee member shall serve the remainder of the predecessor member's term.
6. No owner shall continue to serve as a Committee member if such owner is more than sixty (60) days delinquent in meeting financial obligations of the Association or has a current violation of the Declaration or Design and Maintenance Standards.

7. The Board may remove a Committee member who fails to attend three (3) consecutive meetings without the prior knowledge and approval of the Committee Chair.
8. If the Committee Chair believes that an eligible owner who has requested appointment should not be appointed or that a sitting Committee member should be removed for reasons other than failure to attend three (3) consecutive meetings without the prior knowledge and approval of the Chair, then the Committee Chair shall submit the matter for consideration by the Board of Directors.
9. The Board of Directors may appoint or remove Committee members, including the Chair, with or without cause.

V. MEETINGS

1. The Committee shall meet as needed to perform its responsibilities. All meetings shall be open to residents and owners in the Association. The Committee shall reserve a time period at its meetings to allow input from the any non-committee members present at the meeting.
2. The Chair may call special meetings of the Committee if three (3) business days' notice is provided to the Committee members stating the purpose of the meeting. Advanced notice of a special meeting is deemed waived if consented to by all members of the Committee or if all members of the Committee are present at such special meeting.
3. Quorum: A quorum of members must be present in order to convene a meeting or conduct business. A quorum is defined as a majority of the members of the committee.

If the Committee is unable to convene a meeting due to lack of a quorum, the Committee Chair may do one of the following:

- 1) Reschedule the meeting provided that a minimum of three business days' notice can be provided to Committee members and interested parties;
- 2) Cancel the meeting, and hold the meeting on the next regularly scheduled date.
4. Voting: The vote of a majority of Committee members present at a meeting with a quorum present shall constitute the decision of the Committee. All voting shall be conducted in open session, with no secret voting allowed.
5. Minutes: Minutes shall be taken at every meeting of the Committee. Minutes

shall show attendance, issues raised, and any decision of the Committee. Minutes shall be forwarded to the Community Manager for inclusion in the monthly report to the Board of Directors. Approved meeting minutes will be kept on file for review by owners.

VI. DUTIES OF THE CHAIR

The duties of the Chairperson shall include, but may not be limited to, the following:

1. Monitor and track and maintain Committee membership roster;
2. Develop the meeting calendar;
3. Prepare meeting agendas;
4. Preside over meetings;
5. Provide each Committee member an opportunity for input;
6. Ensure Committee members and those attending the meeting are treated fairly and with respect;
7. Assign Committee members tasks as necessary;
8. Submit meeting minutes to the Board of Directors as stipulated above;
9. Serve as the liaison to the Board and represent the Committee to the Board on any matters;
10. Serve as the liaison to the Management Agent and Engineering Consultant on issues related to the performance of the paving project.
11. Ensure Committee is performing duties as detailed in this resolution and requested by the Board of Directors.

VII. COMMITTEE OFFICERS

1. The Board shall appoint the Committee Chair. .
2. The Committee shall also elect, at the first Committee meeting, a Vice Chair who shall serve in the absence of the Chair or at the request of the Chair.
3. Other officers as needed may be elected by a majority vote to the Committee members. All officer positions shall serve until such time as the asphalt repair and restoration project is completed, unless they are removed or resign from the Committee. No Committee member shall hold more than one officer position.

The effective date of this resolution shall be _____, 2021.

This Resolution was adopted and approved by the Board of Directors of Cameron Station Community Association on this ____ day of _____, 2021.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION No. 2021-_____

(Creation of Ad Hoc Asphalt Restoration Committee)

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

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
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_____ President	_____	_____	_____	_____
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_____ Vice President	_____	_____	_____	_____
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_____ Secretary	_____	_____	_____	_____
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_____ Treasurer	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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Cameron Station Community Association, Inc.
Board Decision Request
May 25, 2021

TOPIC: Ad-Hoc Paving Committee Appointments

Motion:

"I move to APPROVE Jeremy Drislane,(ARC Member), Kyle Gerron (FAC Member) and resident, Dick Shea to the Ad-Hoc Paving Committee.

2nd:

Summary:

In anticipation of formation of the Ad-Hoc Paving Committee and in light of timing constraints, a call for volunteers for the Ad Hoc Paving Committee was sent out via the community email blasts. Below is the Call that went out via blast and the next edition of The Compass.

Cameron Station is looking for 5 volunteers for the Ad Hoc Paving Committee. As you may know, the Board of Directors has engaged the services of an engineering firm to review the scope of work, the proposals submitted and to provide project oversight. We are looking for volunteers who will be able to help with the logistics of the project such as:

- *working with the engineer and management to make a contractor recommendation,*
- *helping to establish a communication plan,*
- *identifying areas or issues that need to be taken into account for planning purposes,*
- *plan for relocation of vehicles on paving day*
- *a variety of other issues that may come up as it relates to the execution of the project.*

You do not need to have any paving or engineering experience as the Board has hired professionals for project/contract details and oversight, but owner/resident feedback is very helpful in developing a plan for the implementation of a project of this magnitude. If you have any questions, would like more information, or would like to submit your name for consideration, please email: managers@cameronstation.org . It is anticipated that the Board will be appointing 5 members for this Committee at the May board meeting. Work will begin shortly thereafter.

To date, Jeremy Drislane,(ARC Member), Kyle Gerron (FAC Member) and resident, Dick Shea have volunteered.

CAMP Recommendation

Management recommends that the board approves the appointments.



Cameron Station Community Association, Inc.
Board Decision Request
May 25, 2021

TOPIC: Community COVID Procedures

Motion: TBD

Summary:

As you may recall, on May 18, 2021, Governor Northam announced that COVID mitigation measures will discontinue effective May 28, 2021. An Order was issued EO-79 and new reopening guidelines were published. Unfortunately, there was a disconnect between the announcement, the Order and the Guidelines. The Association's counsel has been tracking this and reported they have received Confirmation from the Governor's office that the restrictions for pools and gyms will be lifted effective May 28, 2021. The only remaining requirement is that unvaccinated people must still wear masks. Given this, the Board may wish to consider opening the facilities without social distancing, enhanced cleaning, separation of furniture and equipment and without occupancy restrictions as of May 28, 2021. Please see below for details:

1. **Pool:** May return to normal operations with a sign in sheet required upon entry to pool, add assumption of risk language to sign in sheet.
2. **Fitness Center & Gym:** May return to normal operations with a sign-in sheet required upon entry to facility, add assumption of risk language to sign in sheet.
3. **Amenity Room Rentals:** May resume. Add assumption of risk language to all rental applications. Require unvaccinated people to wear a mask when renting the facility.
4. **Shuttle Bus:** May resume full service and Board has the discretion to require masks for the vaccinated or discontinue them. Unvaccinated people still need to wear masks. Fleet Transportation was contacted for comment and they stated they agreed, and this is what they are doing on their private (single rental) charters. Their driver will continue to wear a mask, however they will do what the Board decides. We asked what their other clients are doing at this time. The stated all other clients are still requiring the mask use.
5. **Community Events:** Children who are unvaccinated will need to wear a mask when attending events such as family movie night as the CDC Guidance, which is incorporated by EO 79 and made mandatory by that Order, say unvaccinated people should wear masks when in public.
6. **Office:** Open to foot traffic with hours of M-F 9AM-5PM.

CAMP Recommendation:

Management recommends keeping both upstairs meeting rooms closed for now as staff still needs to occupy one as a work-space and the Henderson Room could be used as "lobby" for foot traffic to provide staff ability to maintain some distance. Several staff members are in the process of getting vaccinated.

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

**Cameron Station Community Association
Board of Director's Meeting
May 25, 2021**

Please find the attached updated Action Item Report. Pending as well as recently completed items have been included. Please keep in mind, this is being updated and refined regularly.

In addition, please find the attached Fleet Transportation and ProFit April 2021 Reports.

MATTERS FOR BOARD DISCUSSION/INFORMATION

Parking Enforcement: As you may recall, bids were solicited from security companies for parking enforcement; however, the costs significantly exceeded the budgeted allocation. In addition, management followed upon on prior arrangements either through the police department (who no longer offers this service from off duty officers) or from a former employee who previously handled this responsibility, to no avail in either case. We've also attempted to recruit but no suitable candidates have been found given that it is limited and overnight hours.

As a reminder two (2) of the bids received so far range in price from \$34,632.00 -\$53,976.00 a year for parking enforcement for 24 hours a week. The 2021 budgeted amount for parking enforcement is \$19,000.00. Management will continue to seek further proposals and will work with ARC as this process continues. The Board may need to consider approving an alternative that exceeds the budgeted amount in order to allow the service to resume in 2021.

In the meantime, consideration of moving to a complaint-based enforcement mechanism until the parking enforcement position can be filled. Complaint received, staff member goes to view, confirms, and places a "ticket". This would be performed during normal business hours only.

Linear Park MOU: As directed, this matter was referred to the CAC to gather more information, input and a final recommendation to the Board. The CAC tasked management with gathering more information from the City as it is their desire to keep the MOU in place. As a result, a call was set up with the City obtain more information as to their terms and conditions and for clarification of services the City would or would not provide to this area. To date we are still awaiting a response from the City. Management will continue to follow up with the City and will update the CAC and Board at their June meeting.

Donovan Fountain: A survey or request for feedback from the entire community was sent out over the last two (2) weeks. So far, seventeen (17) emails have been received. The CAC will hold an informal outdoor meeting at the pocket park on June 1st, 2021 and anticipate they will review all feedback at their June meeting.

CAMERON STATION
COMPLETED - ACTION ITEM LIST – YTD May 2021

Pool Deck	Completed	CCFC		5/14/2021
Violation Signs	Completed	Common Area Committee		5/13/2021
Gate Latch	Completed	Common Area Committee		5/12/2021
Pot Holes	Completed	Common Area Committee		5/10/2021
Parking Lot	Completed	Common Area Committee		5/7/2021
April Tree Day- 4/29/2021	Completed	Common Area Committee		5/15/2021
Tree Limbs	Completed	Common Area Committee		4/29/2021
Drains	Completed	CCFC		4/30/2021
Brickwork	Completed	Common Area Committee		4/29/2021
Tree Trimming	Completed	Common Area Committee		4/29/2021
Common Area	Completed	Common Area Committee		4/29/2021
Dead Limb	Completed	Common Area Committee		4/29/2021
Clubhouse Door	Completed	CCFC		4/28/2021
Street Sign	Completed	Common Area Committee		4/28/2021
Toilet	Completed	CCFC		4/27/2021
Tree Roots	Completed	Common Area Committee		5/13/2021
Brush	Completed	Common Area Committee		4/21/2021
Pet Stations	Completed	Common Area Committee		4/19/2021
Shed	Completed	Common Area Committee		4/30/2021
Loose Light Pole	Completed	CCFC		4/19/2021
Guard Box	Completed	CCFC		4/19/2021
Loose Railing	Completed	Common Area Committee		5/6/2021
Toilet	Completed	CCFC		4/7/2021
Street Sign	Completed	Common Area Committee		4/6/2021
Gazebo	Completed	Common Area Committee		4/6/2021
Water Stain	Completed	CCFC		4/5/2021
Trash Receptacle	Completed	Common Area Committee		4/2/2021
Balloons	Completed	Common Area Committee		4/2/2021
Storm Drains	Completed	Common Area Committee		3/30/2021
Logo Sticker	Completed	CCFC		3/30/2021
Potholes	Completed	Common Area Committee		4/9/2021
Cable Box	Completed	Common Area Committee		3/29/2021
No Parking Sign	Completed	Common Area Committee		3/29/2021
Pothole	Completed	Common Area Committee		4/2/2021
Broken Glass	Completed	Common Area Committee		3/23/2021
Pet Station	Completed	Common Area Committee		3/23/2021
Hand Sanitizers	Completed	CCFC		3/18/2021
Light Bulb	Completed	CCFC		3/18/2021
Nail Pops	Completed	CCFC		3/16/2021
Outside Clock	Completed	CCFC		3/15/2021
Storage Room	Completed	CCFC		3/12/2021
Trash	Completed	Common Area Committee		3/12/2021
Front Door	Completed	CCFC		3/11/2021
Light Bulbs	Completed	CCFC		3/9/2021
Water Stain	Completed	CCFC		3/4/2021
light bulb	Completed	CCFC		3/4/2021
Tree Limb	Completed	Common Area Committee		3/3/2021
Light Bulb	Completed	CCFC		3/3/2021
Pet Station	Completed	Common Area Committee		3/2/2021
Ceiling in Fitness Center	Completed	CCFC		4/1/2021
Gazebo	Completed	Common Area Committee		2/11/2021
Cedar Tree	Completed	Common Area Committee		2/11/2021
Shower in Men's Locker Room	Completed	CCFC		2/10/2021
Men's Bathroom	Completed	CCFC		2/5/2021
Hand Sanitizers	Completed	CCFC		2/3/2021
CSB	Completed	Common Area Committee		2/2/2021

Brick Pointing	Completed	CCFC	4/23/2021
Pot Hole	Completed	Common Area Committee	3/8/2021
Violation Signs	Completed	Common Area Committee	1/25/2021
Storm Drain	Completed	Common Area Committee	1/26/2021
Leaking faucet	Completed	CCFC	1/21/2021
Fitness Center Exit Door	Cancelled	CCFC	2/28/2021
Sunken in Sidewalk	Completed	Common Area Committee	4/23/2021
Power Wash	Completed	Common Area Committee	3/30/2021
Clubhouse Foyer	Completed	CCFC	12/31/2020
Street Signs	Completed	Common Area Committee	4/5/2021
1 Tree Pruning Day	Completed	Common Area Committee	12/31/2020
2021 ID Stickers	Completed	Communications Committee	1/31/2021
Solicit Bids for Fitness Equip Prev Maint	Completed	CCFC	3/31/2021
Tree Removal - Woodland Hall area	Completed	Common Area Committee	4/30/2021
Fitness Center RFP/ Proposals	Completed	CCFC	3/1/2021
Clubhouse Roof Leaks	Cancelled	CCFC	4/1/2021
Gazebo	Completed	Common Area Committee	4/30/2021
Benches and Trash Cans	Completed	Common Area Committee	12/31/2020
Exterior Cleaning - Clubhouse	Completed	Common Area Committee	5/31/2021
Fence Evaluation	Completed	Common Area Committee	5/14/2021
Rotten trim ext kitchen door & openings	Completed	CCFC	4/30/2021
New Owner Information	Completed	Communications Committee	1/31/2021
Fleet Transportation Extension	Completed	Jennifer Gilmore	1/31/2021

April 2021
Project Tasks
All Committees

Responsible	Item	Description	Due
Common Area Committee	Paving Proposals	<p>JG: 5/5/2021 Gardner has made 2 site visits as of today. They have noted roof leak tested is needed. They began the walk thru of the roadways and parking lot surfaces. They are scheduled to return several more times before issuing their findings.</p> <p>4/8/2021 Gardner has contract and proposals and they are in the process of reviewing the roof and asphalt bids. They are coordinating a site survey with mgmt. Updates will be provided as we have them.</p> <p>janeva.sharps 2/17/2021 8:57:27 AM CT "CAMP presented proposals to the committee at their December meeting, they have decided go with CAMP's recommendation Gardner. Contract is being executed."</p> <p>janeva.sharps 1/21/2021 11:00:26 AM CT "CAMP presented proposals to the committee at their December meeting, they have decided go with CAMP's recommendation Gardner. Board has approved Gardner Engineering at January meeting."</p> <p>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. 11/24/20 Dec Committee Agenda item. CAMP presented proposals to the committee at their December meeting, they have decided go with CAMP's recommendation Gardner. On the board agenda for their January meeting.</p>	4/30/2021

April 2021
Project Tasks
All Committees

Common Area Committee	Fountain Repair	<p>Board has tasked back to CAC for further options and community feedback.</p> <p>April BOD Agenda</p> <p>CAC Reviewed bids at April meeting.</p> <p>2 bids in hand call for replacement. 2 more bids expected and will update at April meeting.</p> <p>janeva.sharps 2/17/2021 8:50:24 AM CT</p> <p>Received all three bids. Will discuss with committee the best decision by spring.</p> <p>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.</p>	5/31/2021
Common Area Committee	Street Sweeping Proposals	<p>Work to commence Mid-June</p> <p>Approved at April Agenda.</p> <p>Bids recvd, CAC reviewed at April meeting.</p> <p>Obtain street sweeping proposals - coordinate with Committee as to timing. Proposals will be submitted to the committee for review by spring. Spring 2021 project.</p>	5/31/2021

April 2021
Project Tasks
All Committees

Communications Committee	Newsletter Delivery Alternatives	<p>Digital copy went out week of March 22nd. going out this week. Request for @150 hardcopies.</p> <p>Pursue electronic options for delivery of the newsletter. 11/02/20 to be discussed at upcoming Committee meeting. Plan for rolling out electronic version only - beginning emailing for those that need a hard copy to plan accordingly for Jan 1 implementation. 11/23/2020- CAMP will contact GAM to create postcards to send out in mid December to residents, letting them that the newsletter will be electronic permanently, unless they still want a hardcopy.</p> <p>12/16/20 Spoke to Tricia prior to last Committee Meeting. Instead of postcard, Committee is pursuing door hangers to be delivered in Jan/Feb advising of electronic newsletter effective Mar/April issue.</p> <p>12/23/20- With the delivery of resident items directly to homes, additional information was included letting residents know of the Newsletter update. This will be published directly in the Jan-Feb issue, as well as in the weekly emails and the Compass Email Notice.</p> <p>As of 2/3/20- Jan/Feb Issue went out in print, with notice about all electronic version for Mar/ April and on. Residents have been emailing the office to remain on the mailing list, and those requests will be saved and sent to GAM for the next issue. Updates on number of responses so far to come...</p> <p>3/23/2021- The first digital issue of the Newsletter has been published and the amount of mailed copies was confirmed at 195 copies.</p> <p>As of 4/1/2021- The requested paper copies were mailed out, and a few requests have been added to the mailing list. There are now 212 home addresses on the mailing list.</p>	4/30/2021
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April 2021
Project Tasks
All Committees

CCFC	Evaluate HVAC systems - compared to notes in Reserve Study	<p>May Agenda</p> <p>4/22/2021 4th contractor brought in to evaluate and bid pending. Anticipate May agenda</p> <p>JG 3/22/2021 waiting on Densel final proposal. They inspected, provided report, we have asked for pricing to compare to the other bids in hand.</p> <p>Still shooting for April agenda.</p> <p>Move to April agenda as Densel, commercial HVAC provider, has been called in for opinion.</p> <p>will be on the March agenda as further pricing and options is required.</p> <p>3 bids rcvd and currently being reviewed by mgmt. Confirming scope and specs as well as UV options for systems anticipate on Feb CCFC agenda</p> <p>Several Clubhouse HVAC units have been identified as 0 life in RS2019. Need independent eval to confirm remaining life. Oct 2020 - HG reached out to Trademasters to inquire if any issues had been reported re: HVAC units. Plan to solicit bids for preventative maintenance as contract has been auto renew and is due to expire 5/21. Also requested inspection report from last visit on 09/23/20. 11/24/20 Rec'd info from Trademasters that two systems were 19 yrs old and at end of useful life. Requested proposals for replacement and will solicit additional bids for CCFC review. Jan/Feb timeline.</p>	4/30/2021
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April 2021
Project Tasks
All Committees

CCFC	Update Resident Computer Registration System	<p>Juana continues to purge the system as needed. ProFIT is changing to a new reservation system and currently looking for new entry systems. American Pools recently held a demo their new app which incorporates phones. will update as have further info .</p> <p>janeva.sharps 2/3/2021 9:54:01 AM CT "Juana has been able to purge the system periodically to allow new access cards to be registered and while we recognize and agree that a long term solution is needed, we have this on the calendar for Spring/Summer months in order to properly allocate the time needed to address this. Juana and Janeva have met with various providers but we don't yet have a full handle on all of the issues."</p> <p>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. Oct 2020 - bids were solicited from 5 companies. Following up on responses - anticipate December Committee Meeting. 11/24/20 Proposals under review - Juana has been able to purge system (minimally) to allow for new entries; delaying this project until early Spring.</p>	4/30/2021
CCFC	Fix tile and drywall issues - Men's Locker Room	<p>JG 3/22/2021 At March CCFC meeting it was decided to leave the stall out of service. Mark & Jenn to address the short curtain if must open the stall for the season. HOLD for renovation project</p> <p>janeva.sharps 2/17/2021 9:15:04 AM CT "Met with Hann and Hann to fix issue. They are looking for tile samples to match what is there."</p> <p>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. May combine with the proposal for remodeling the entire locker rooms. Meeting with Ultra on 10/23 to discuss options. 11/24/20 Based on feedback from CCFC, this will be handled separately from locker room reno. Solicited bids from 3 contractors for repairs. Expect to have this on the Jan agenda for Committee.</p>	4/30/2021

April 2021
Project Tasks
All Committees

Communications Committee	Social Media - Facebook/Twitter	<p>JG 5/6/2021 New Horizon pushing out information provided on all 3 social medial platforms.</p> <p>ComCom working on a list of suggestions for further improvements on the platforms.</p> <p>3/22/20221 New Horizon Media contract approved and Joe has begun posting to the CSCA facebook page. Awaiting FB guidelines to be approved and working on announcement to the community. Presently FB & Twitter being updated, just not announced until guidelines are in place.</p> <p>Work with Committee to identify and address ideas to improve Social Media and Website. 10/30/20 Sent email to New Media Horizons and copied Tricia to coordinate information exchange. Also, working on various changes to current website that is within Management's authority to change.</p> <p>11/23/2020- CAMP has evaluated the responsibilities of an "in-house" social media position, which we do not currently have and would require 20 hours per week as a part-time content creator for Cameron Station's social media. Committee pursuing discussions with New Media Horizons.</p> <p>12/09/20- the Committee unanimously agreed to recommend that the Board approve moving forward with a contract with New Media Horizons, during December meeting</p> <p>2/26/2021- bd approved 90 day social media mgmt firm to facilitate CSCA offical FB, insta, twitter</p> <p>3/23/2021- Joe from New Media Horizons is currently updating the CSCA Facebook and Twitter Pages. He also has access to the DropBox account where the photos are kept, to eventually manage Instagram (after photo release policy is in place)</p> <p>As of April 12, Management has been in contact with Joe Turpin, regarding a possible Instagram account. He has since been added to CAMP's DropBox and has access to the photos there.</p>	12/31/2020
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April 2021
Project Tasks
All Committees

Common Area Committee	Fence Evaluation	<p>CAC May Agenda</p> <p>JG 5/6/2021 walked area , section of fencing should be stained as looks mismatched however this was present PRIOR to the tree and fence work in this location. This section of fence did not have any visual obstruction and was exposed and viewable as it is now.</p> <p>4/27/2021 Fence work just about completed. Additional post and panel needed, mgmt requested pricing for new panels in section of fence that is now exposed and an eyesore due to age of fence and condition.</p> <p>JG 4/8/2021 Work to begin week of April 12th.</p> <p>JG 3/22/2021 TYL due to begin this work within next 14 days. Trees being removed today to allow access for fence work.</p> <p>janeva.sharps 2/17/2021 9:00:14 AM CT "Contract has been sent to TYL for signature. Project will be schedules as soon as weather permits."</p> <p>janeva.sharps 2/3/2021 11:02:05 AM CT "Contract has been sent to TYL for signature. Project will be schedules as soon as weather permits."</p> <p>mark.bondurant 1/28/2021 10:44:00 AM CT "Contract awarded to TYL on 1/26/21"</p> <p>Inspect fenced areas and identify repairs needed. Working on securing appropriate vendors for bids. 11/24/20 Proposals have been received and will be presented at Committee Dec meeting. Committee followed CAMP recommendation of TYL, not only because their price was the most competitive but also because they put together a very comprehensive bid that</p>	5/7/2021
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April 2021
Project Tasks
All Committees

CCFC	Replace Sprinkler Cage BBall court	<p>JG: Smaller lift has been located. Will be completed by end of May.</p> <p>Janevasharps 2/17/2021 "MB has sprinkler cages and is looking to get a lift that will not damage the new basketball court flooring and fit through the door."</p> <p>One sprinkler head cage is missing. Contacted 2 companies for estimate. Waiting to hear back from Tyco. Mark obtained price for lift at \$465 to do the bird cage install. Will work on this over the next 2 - 3 week0s, weather permitting. mark.bondurant 12/29/2020 12:21:42 PM CT "Rented scissor lift but was unable to get it into the gym. Exploring other alternatives to reach ceiling."</p> <p>janeva.sharps 12/3/2020 1:01:00 PM CT "CAMP has received the sprinkler cage and will order the lift from United Rentals for the total amount of \$469. Mark will replace sprinkler cage once lift is delivered. Cage will be installed mid December."</p>	5/31/2021
Architectural Committee	Parking Enforcement	<p>May Managment Report Update CAMP continues to look for a PT person to perform this task. ARC is still not interested in securing a tow company and did not think it would be wise to have a tow company patrol the community. With move back into "normal" schedules complaints are increasing.</p> <p>Parking enforcement for Cameron Station enforcement parking policy. 11/02 - obtained bids for parking enforcement. Questions need to be addressed about areas and limitations. At direction of Board Pres, inquired about survey of property lines with Condos - determined Assoc has maps on file - need to locate Phase Plats. Work in progress. 11/24/20 Upon verification of valid pricing, confirmed scope of work/number of hours per week - all vendors declined as it does not meet their minimum. Solicited 3 additional bids - all declined for same reasons. Working on individual person for parking enforcement.</p> <p>reached out to Henry's Towing because they will do this type of enforcement at no charge, but the ARC was not interested and did not think it would be wise to have a tow company patrol the community. CAMP going to run an ad and see if we can find an individual to do it as CMC would not release Todd from do not compete</p>	1/31/2021

April 2021
Project Tasks
All Committees

CCFC	Locker Room Renovation	<p>BOD requested CCFC revisit the need for firm and not a GC - back on CCFC agenda for May</p> <p>BOD April Agenda</p> <p>CCFC - interviewed 2 firms on 4/8/2021</p> <p>2/26/2021 - on March agenda for further discussion and review of arch. bids recvd to date. Mgmt rec. leaving shower out of order for this pool season and addressing on locker room reno- anticipate fall start for reno.</p> <p>janeva.sharps 2/17/2021 8:28:52 AM CT "At the CCFC February meeting CAMP has proposed to turn the water on to replicate the drainage issue and send a recording to CCFC. CAMP has also suggest to close the shower stall that is created the build up of water for the coming pool season. As the pool season is here CAMP will work on getting bids to present to CCFC to start the renovation. CAMP also feels this does not need an Architect firm."</p> <p>11/24/20 based upon feedback from Committee, CAMP is soliciting bids for architectural design services for locker room renovation. janeva.sharps 1/21/2021 10:47:41 AM CT "The CCFC wants to keep the renovation separate from the drainage and would like to handle the drainage issue first."</p> <p>janeva.sharps 1/21/2021 10:45:56 AM CT "Sent RFP's to architects on December 14, 2020. Mark and Janeva met with three Architect firms the first week in January. Expecting to have bids by the end of February because the men's drainage issue will need to be completed first."</p>	4/30/2021
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April 2021
Project Tasks
All Committees

Communications Committee	Update Website	<p>3/23/21- At the meeting on 3/10, committee voted for LMK for the website update, to be on the Board's May agenda.</p> <p>Mgmt was not involved with soliciting bids nor in conversations with the potential vendor and has requested further time for review. This has been discussed with Chair and BOD Liaison who both agree to slow the this project down. Take a step back, interview Brand & LMK with mgmt to ensure clear understanding of services and costs associated with this before being placed on the Board's agenda. Anticipate May Board Agenda.</p> <p>11/24/20 Com Comm identified changes to website. Management will address minor revisions (ie. typos, content changes) and will forward remaining changes to L. Keyser.</p> <p>12/17/20- Website updated per Com Comm's list by Juana and remaining updates sent to Heather for L Keyser to address</p> <p>12/23/20- L Keyser updated the remaining edits on list</p> <p>2/3/21- sent L Keyser a list of links to remove, to streamline website navigation</p> <p>2/26/21- comcom gathering bids for website "redo" updating material as we find it.</p> <p>As of April 14, Management will contact the bidders for more clarification on what specifically can be done for the website. After review, a recommendation will be given to the Committee, and eventually the Board</p>	12/31/2020
CCFC	Roof Repair and Drywall	<p>JG: 5/15/2021 Gardner has made several property vists. Roof leak check to follow as roofing material is in sound shape and does not need a full replacement at this time however leak check will confirm this.</p> <p>3/22/2021 Gardner's contract has been finalized (last week) and they are in the process of reviewing the roof and asphalt bids. They are coordinating a site survey with mgmt. Updates will be provided as we have them.</p> <p>3/4/2021- Gardner finalizing contract anticipate April agenda</p> <p>Roof Eval & Bid Compare to Gardner if approved at 2/23/ board meeting,</p> <p>The ceiling near the entry door needs to be repaired. In order for this to happen, the "membrane" on the roof needs to be replaced first.</p> <p>4/29 - Met with Dave Gertz. He felt the roof did not need to be replaced. He's going to schedule a leak test to pin point where the leak is coming from.</p>	5/24/2021

April 2021
Project Tasks
All Committees

Common Area Committee	Street Light Numbering	CAMP has negotiated a "NO CHARGE" price from Kolb Electric for the pole lighting project. PSE offered to do it "NO CHARGE" but wanted a two (2) year exclusive maintenance contract with them to do so. As a result, we reached out to another provider. CAMP has negotiated a new price structure with Kolb that will result in about \$30 an hour savings to CSCA from the PSE rate and they will number all pole lights, free of charge, with NO exclusive contract needed. a Kolb repaired 10 of the 13 non-working lights PSE reported on their last inspection at the end of February on February 26, 2021. Kolb also conducted a night light inspection on February 27, 2021 for a comparison to the previous report from PSE. Once the Kolb's report is received and reviewed we will provide a further update at the March 8, 2021 meeting.	3/31/2021
Common Area Committee	Benches	Retro fitting two benches with Trex style replacement slats in Pocket Park behind 387 CSB Ordered replacement slats 4/14	5/4/2021
Common Area Committee	Rodent Infestation	A breeding ground for rats has been discovered between Martin and Pickett Center. Notified Property Management for Pickett Center and the City. Will be tracking course of action	5/13/2021
Common Area Committee	Gate	Need to repair or replace damaged gate on Gardner Dr. Scheduled to meet with TYL 4/21 to discuss options. 5/3 - Waiting on proposal from TYL	5/24/2021
Common Area Committee	Stop Sign	JG 4/21/2021 Lancaster given approval to address. Stop Sign blocked by tree limbs on Brawner	5/10/2021
Common Area Committee	Entrance Sign	June Agenda Entrance Sign on Duke St.- needs to be replaced due to age, condition and inability to repair.	6/3/2021
Common Area Committee	Drainage Issue	Homeowner at 5106 Grimm is experiencing water run off after heavy storms	5/13/2021
Common Area Committee	Painting light pole base	Two light pole bases behind 373 CSB need painting.	5/4/2021

Week 1

4/1/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	0	0

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	0	0

4/2/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		0	0

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	0	0

Week 2 **4/5/2021**

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocasin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	1	1

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brenman		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		1	1

4/6/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	2	2

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	1	1

4/7/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 6	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	1	1

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Run 4	2	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	2	2
Run 5	1	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	2	1
Run 6	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	3	3

4/8/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	2	2	2
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 6	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	6	6

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	0
Run 3	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Run 4	2	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	2	2
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
Run 6	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	6	6

4/9/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	3	3

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
Run 5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	1	1

Week 3 **4/12/2021**

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocotin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	2	2	2
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brenman		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	
Run 4	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	
Run 5	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	2	1	
Run 6	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		4	4

4/13/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	2	2	2
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 6	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	1
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
																	6	6

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 3	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Run 4	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	4	4

4/14/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 4	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	2	2	2
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2	2	2
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	4	4

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2	
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	
Run 4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		3	3

4/15/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2	2
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	2	2	2
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
																	6	6

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	2	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	2	2
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	3	0	0	0	0	1	0	0	0	0	0	1	0	0	1	1	4	3
Run 6	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Run 7	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
																	7	7

4/16/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	2	2	2
Run 4	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 5	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
Run 2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Run 3	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2	2
Run 4	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
Run 6	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

Week 4 **4/19/2021**

AM	1		Donovan		Kilburn		Murtha		California		Pocasin		Harold		V/D Metro		Total	
	0	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2	2	2
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brenman		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	
Run 2	2	0	0	0	0	1	0	1	0	0	0	0	0	0	1	0	3	2	
Run 3	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	2	
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	
Run 5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Run 6	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		7	7

4/20/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	2	2
Run 4	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	2	2	2
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Run 2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
Run 5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	3	3

4/21/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	4	4

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	
Run 4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		1	1

4/22/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 4	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	2	2	2
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 7	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
																	4	4

PM	V/D Metro		Harold		Pocotin		California		Murtha		Kilburn		Donovan		Brennan		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
Run 2	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	2
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	2	0	0	1	0	0	0	1	0	0	0	0	0	0	1	0	3	2
Run 5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

4/23/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	2	2

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 4	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	2	1
Run 5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	4	3

Week 5 **4/26/2021**

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocasin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2	2	2
Run 4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

PM	V/D Metro		Harold		Pocasin		California		Murtha		Kilburn		Donovan		Brenman		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	2	
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 6	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		3	3

4/27/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 2	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	3	3	3
Run 3	0	0	0	0	0	0	0	0	2	0	0	0	1	0	0	3	3	3
Run 4	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2	2
Run 5	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	3	3	3
Run 6	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 8	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	2	2	2
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	10	10

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2
Run 2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 3	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 4	2	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	2	2
Run 5	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 6	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	6	6

4/28/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2	2	2
Run 4	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	1
Run 6	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2	2	2
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	6	6

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	
Run 2	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2	
Run 3	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2	
Run 4	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 6	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	
Run 7	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	
																		8	8

4/29/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 2	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	2	2
Run 3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
Run 4	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 5	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 6	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 7	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 8	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2	2
Run 9	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
																	6	6

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2
Run 2	2	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2
Run 3	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Run 4	2	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	2	2
Run 5	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2	2
Run 6	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 7	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
																	7	7

4/30/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2	2
Run 4	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	1
Run 6	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 8	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 9	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
																	5	5

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2
Run 2	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Run 3	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	2	2
Run 4	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Run 5	2	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	2	2
Run 6	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	2
Run 7	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
																	6	6

Week 1

4/1/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	0	0

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	0	0

4/2/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	0	0

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	0	0

Week 2 4/5/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	1	1

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	1	1

4/6/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	2	2

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	1	1

4/7/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2	2
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	2	2

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2
Run 2	3	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	3	3
Run 3	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	2
Run 4	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 5	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2
Run 6	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 7	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
																	12	12

4/8/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
Run 2	0	0	1	0	1	0	1	0	0	0	1	0	0	0	0	4	4	4
Run 3	0	0	0	0	1	0	0	0	1	0	2	0	1	0	0	5	5	5
Run 4	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	4	4	4
Run 5	0	0	0	0	0	0	0	0	2	0	3	0	1	0	0	6	6	6
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	2	2
Run 7	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	15	15

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	3	1	0	0	0	0	0	1	0	0	0	1	0	0	0	0	3	3
Run 2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 3	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	2
Run 4	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 5	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	2	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	2
																	11	11

4/9/2021

	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	1	0	0	0	0	0	1	0	0	0	0	3	3	3
Run 2	0	0	1	0	0	0	1	0	1	0	1	0	0	0	0	4	4	4
Run 3	0	0	0	0	1	0	1	0	0	0	1	0	0	0	0	3	3	3
Run 4	0	0	0	0	1	0	1	0	0	0	1	0	0	0	0	3	3	3
Run 5	2	0	0	0	0	0	1	0	1	0	1	0	0	0	0	5	5	5
Run 6	0	0	0	0	1	0	0	0	0	0	0	0	2	0	0	3	3	3
Run 7	1	0	2	0	0	0	0	0	1	0	1	0	0	0	0	5	5	5
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	26	26

PM	V/D Metro		Harold		Pocotin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2
Run 2	3	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	3	3
Run 3	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2	2
Run 4	2	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2	2
Run 5	4	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	4	4
Run 6	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	2	2
Run 7	2	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	2	2
																	9	9

Week 3 **4/12/2021**

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	0	0

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	2
Run 2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 3	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	2
Run 4	3	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	3	3
Run 5	2	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	2	2
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2	2
																	12	12

4/13/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	1	0	0	0	1	0	0	0	1	0	0	4	4	4
Run 2	0	0	0	0	0	0	1	0	1	0	1	0	1	0	0	4	4	4
Run 3	0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	3	3	3
Run 4	1	0	2	0	0	0	1	0	0	0	0	0	0	0	0	4	4	4
Run 5	0	0	0	0	1	0	1	0	0	0	1	0	1	0	1	5	5	5
Run 6	1	0	0	0	0	0	1	0	2	0	1	0	0	0	0	5	5	5
Run 7	0	0	0	0	2	0	2	0	1	0	1	0	0	0	0	6	6	6
Run 8	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	3	3	3
																	34	34

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	2	2
Run 2	3	0	0	0	0	1	0	0	0	1	0	0	0	1	0	0	3	3
Run 3	2	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	2	2
Run 4	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 5	3	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1	3	3
Run 6	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	2
Run 7	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
																	14	14

4/14/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	2	0	2	0	0	0	0	0	0	6	6	6
Run 2	1	0	0	0	1	0	0	0	0	0	1	0	1	0	0	4	4	4
Run 3	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2	2	2
Run 4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
Run 5	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 6	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	3	3	3
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	2	2
Run 8	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	2	2
																	23	23

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	4	0	0	1	0	1	0	1	0	0	0	1	0	0	0	0	4	4
Run 2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 3	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2
Run 4	2	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	2	2
Run 5	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2	2
																	13	13

4/15/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
Run 2	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 3	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	4	4	4
Run 4	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 5	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	2	2	2
Run 6	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	2	2	2
Run 7	2	0	0	0	0	0	0	0	0	0	0	0	1	0	0	3	3	3
Run 8	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2	2	2
																	19	19

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	2	2
Run 2	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2
Run 3	2	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	2	2
Run 4	3	0	0	1	0	0	0	1	0	0	0	1	0	0	0	0	3	3
Run 5	2	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2	2
Run 6	2	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	2
Run 7	2	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2	2
																	15	15

4/16/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	1	0	2	0	1	0	0	0	1	0	0	5	5	5
Run 2	0	0	0	0	1	0	1	0	0	0	1	0	0	0	0	3	3	3
Run 3	2	0	1	0	1	0	0	0	1	0	0	0	0	0	0	5	5	5
Run 4	0	0	1	0	0	0	2	0	1	0	0	0	0	0	0	4	4	4
Run 5	2	0	1	0	0	0	1	0	0	0	1	0	1	0	0	6	6	6
Run 6	0	0	0	0	1	0	1	0	0	0	2	0	1	0	0	5	5	5
Run 7	0	0	1	0	1	0	1	0	1	0	0	0	0	0	0	4	4	4
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	17	17

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	3	0	0	1	0	1	0	0	0	1	0	0	0	0	0	0	3	3
Run 2	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	2	2
Run 3	2	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2	2
Run 4	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 5	2	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	2	2
Run 6	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Run 7	2	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	2	2
																	13	13

Week 4 **4/19/2021**

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	2	2
Run 6	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 2	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Run 3	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 4	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	4	4

4/20/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
																	5	5

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2	2
Run 2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Run 6	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

4/21/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 8	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	1
																	4	4

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 2	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Run 3	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	4	4

4/22/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	1	0	0	0	1	0	1	0	0	0	0	0	0	4	4	4
Run 2	0	0	0	0	1	0	1	0	1	0	0	0	1	0	0	4	4	4
Run 3	2	0	0	0	0	0	1	0	0	0	1	0	0	0	0	4	4	4
Run 4	1	0	1	0	0	0	1	0	0	0	0	0	1	0	0	4	4	4
Run 5	0	0	0	0	1	0	0	0	2	0	1	0	2	0	0	6	6	6
Run 6	1	0	1	0	1	0	1	0	1	0	0	0	1	0	0	6	6	6
Run 7	0	0	0	0	1	0	1	0	0	0	1	0	1	0	0	4	4	4
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	32	32

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 2	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Run 3	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
																	5	4

4/23/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	1	1

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 5	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	
Run 6	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		2	2

Week 5 **4/26/2021**

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 4	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 5	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 6	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	6	6

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	0	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
																	1	1

4/27/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 6	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
Run 7	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	1
Run 8	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	1
																	5	5

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	0	0

4/28/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 3	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	2	2
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	5	5

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
																	2	2

4/29/2021

AM	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2	2	2
Run 5	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 6	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	2	2

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	2
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
																	2	2

4/30/2021

	Brenman		Donovan		Kilburn		Murtha		California		Pocosin		Harold		V/D Metro		Total		
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	
Run 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1	
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Run 8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																		1	1

PM	V/D Metro		Harold		Pocosin		California		Murtha		Kilburn		Donovan		Brenman		Total	
	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO	PU	DO
Run 1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 3	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
Run 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Run 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																	2	2



Cameron Club Monthly Report

April 2021

Attendance and Usage

April – 2,407

- Average usage per day- 80.23
- Bookings: 1,778
- Check-ins: 1,602
- Cancellations: 140
- Walk-ins - 358
- Total possible bookings: 4,797
- Percent Utilization: 37%

Previous month: March -2,524

- Average usage per day- 81
- Bookings: 1,958
- Check-ins: 1,832
- Cancellations: 586
- Walk-ins - 336
- Total possible bookings: 4,028
- Percent Utilization: 58%

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Boot Camp. Out of the 10 classes there were 7 classes that were being attended. We saw an increase in attendance of 3 classes. We are looking in offer Aqua Aerobics the 22nd of May.

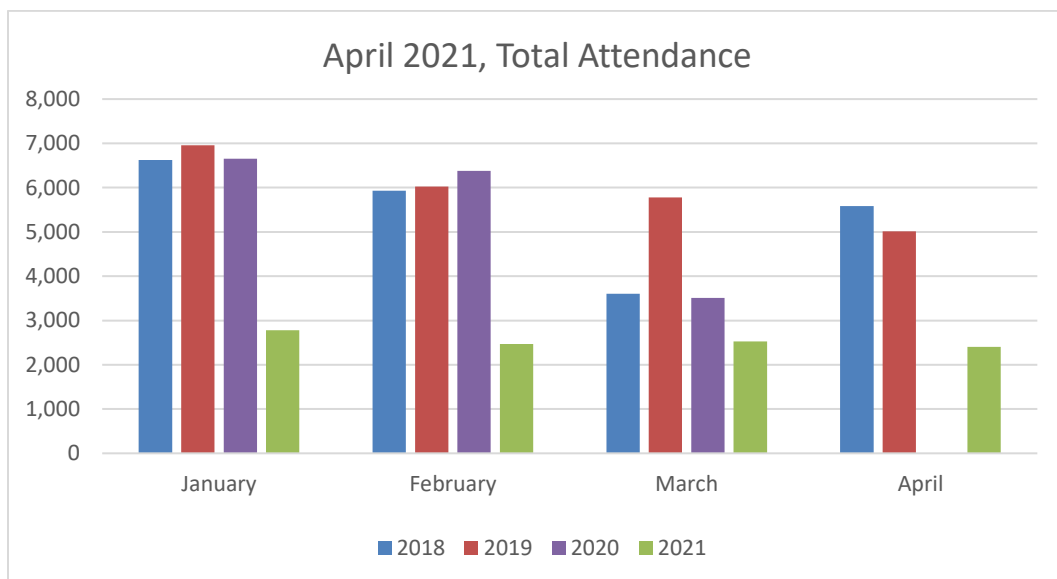
Exercise and Facilities Equipment

- Heartline has come in to do our quarterly PM. The handles for the ellipticals are on back order and should be here by the 18th of May.

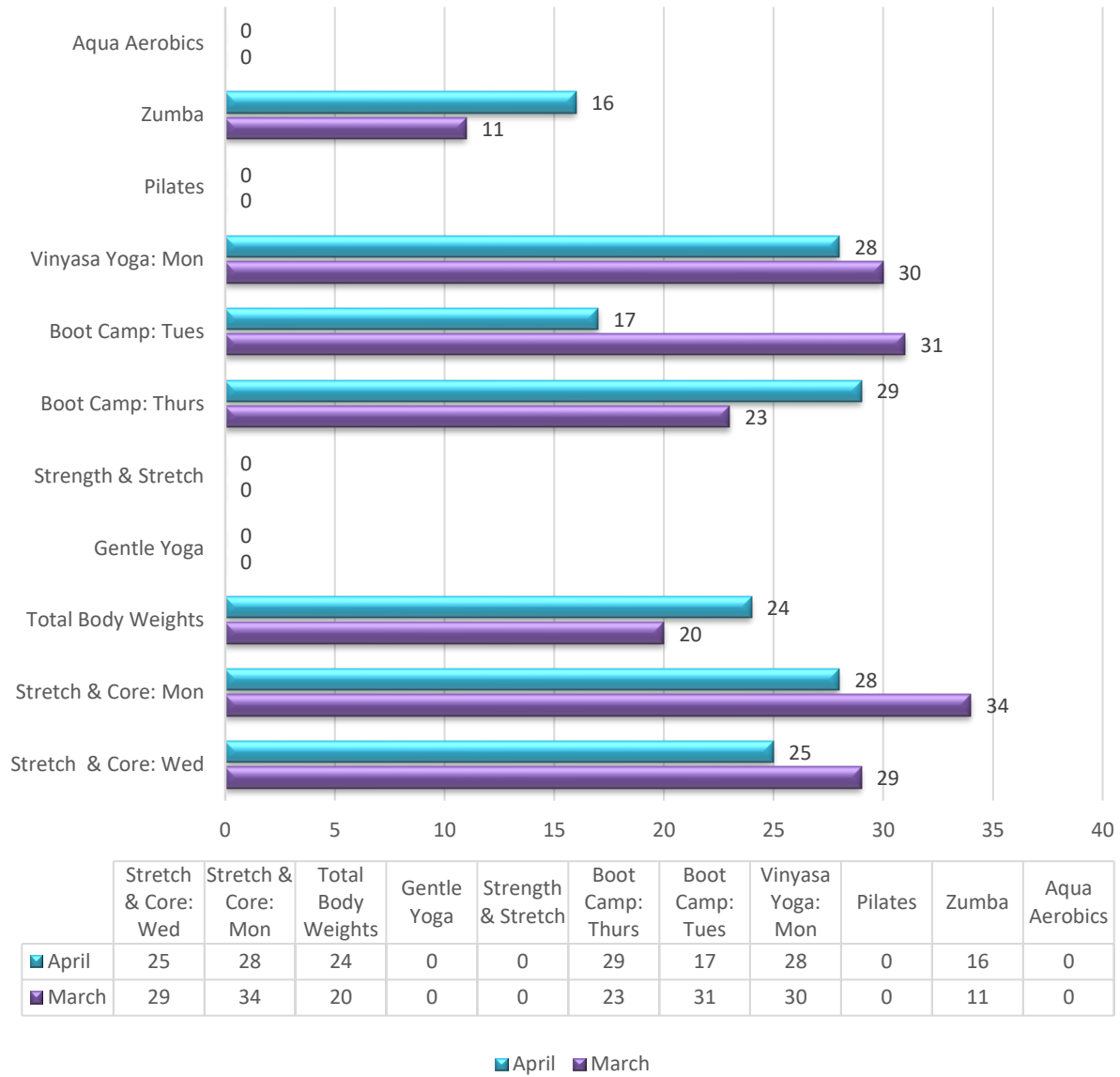
Operations

- We are getting ready to add the ability to book reservations in Wellnessliving for the pool season. Starting May 31st the hours of operation will increase from 12 hours to 14 and a half hours.

Graphs



Class Attendance March 2020/April 2021



Week #1. Dates 4/01 - 4/03	
Total Sessions	70
Clients Booked	170
Total Capacity	466
Capacity Utilization	36.00%
Average Clients per day	

Week #2. Dates 4/04 - 4/10	
Total Sessions	95
Clients Booked	489
Total Capacity	1,082
Capacity Utilization	45.00%

Week #3 Dates 4/11 - 4/17	
Total Sessions	166
Clients Booked	391
Total Capacity	1,117
Capacity Utilization	35.00%

Week #4. Dates 4/18 - 4/24	
Total Sessions	165
Clients Booked	380
Total Capacity	1,109
Capacity Utilization	34.27%

Week #5. Dates 4/26 - 4/30	
Total Sessions	161
Clients Booked	348
Total Capacity	1,023
Capacity Utilization	34.00%

April Dates 4/8 - 4/30	
Total Sessions	545
Clients Booked	1,280
Total Capacity	3,669
Capacity Utilization	34.89%

Unique Users (used at least once during the month)	307
Total Attendance (check-ins and walk-ins)	1,602
Total Possible Bookings	4,797
Percent Utilization (check-ins divided by total possible bookings)	37%