



**BOARD OF DIRECTORS MEETING**

**HYBRID ZOOM MEETING – Henderson Room / Zoom**

**DRAFT AGENDA**

**Tuesday, September 26, 2023 – 7:00 PM**

***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: 301-715-8592 US (Washington DC)

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|---|------------------|
| <b>I. CALL TO ORDER</b>   | <b>7:00 PM</b>   |
| <b>II. APPROVAL OF AGENDA</b>   | <b>7:01 PM</b>   |
| <b>III. APPROVAL OF MINUTES – BOD Meeting – August 29, 2023,</b>      | <b>7:02 PM</b>   |
| <b>IV. LT. LION – CITY OF ALEXANDRIA</b>                              | <b>7:03 PM</b>   |
| <b>V. ARTHUR IMPASTATO – CAMERON STATION CIVIC ASSOCIATION</b>        | <b>7:13 PM</b>   |
| <b>VI. HOMEOWNERS’ FORUM</b>  | <b>7:23 PM</b>   |
| <b>VII. TREASURER’S REPORT</b>  | <b>7:33 PM</b>   |
| <b>VIII. COMMITTEE REPORTS (FAC, ARC, A&amp;E, ComCom, CCFC, CAC)</b> | <b>7:43 PM</b>   |
| <b>IX. MATTERS FOR BOARD DECISION</b>                                 | <b>8:03 PM</b>   |
| A. Lancaster Landscape Proposal #31886                                | Motion 2023-0901 |
| B. Lancaster Landscape Proposal #31882                                | Motion 2023-0902 |
| C. Lancaster Landscape Proposal #31875                                | Motion 2023-0903 |
| D. Lancaster Landscape Proposal #31863                                | Motion 2023-0904 |
| <b>X. MATTERS FOR BOARD DISCUSSION</b>                                | <b>8:33 PM</b>   |
| A. Halloween Police Presence  |                  |
| B. End-of-Year BoD Meeting Dates (October, Nov, December)             |                  |
| C. The Compass  |                  |
| <b>XI. MATTERS FOR BOARD INFORMATION</b>                              | <b>8:50 PM</b>   |
| A. Management Report  |                  |

*\*The timed agenda above is intended to guide the Board and may be subject to change without notice depending upon the length of conversation by Board members.*

Prepared by: Steve Philbin, M ed. CMCA®, PCAM®, General Manager & Angel Robles, CMCA®, AMS® - Asst. General Manager

- Action Item list
- Project Updates

<b>XII.</b>	<b>EXECUTIVE SESSION (see Executive Session agenda)</b> <i>(For the purpose and discussion of legal's opinion)</i>	<b>8:57 PM</b>
<b>XIII.</b>	<b>NEW BUSINESS</b> A. Draft Reserve Study Level III Update B. FY24 Draft Budget	<b>8:58 PM</b>
<b>XVI:</b>	<b>ADJOURN</b>	<b>9:00 PM</b>

DRAFT

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Prepared by: Steve Philbin, M ed. CMCA®, PCAM®, General Manager & Angel Robles, CMCA®, AMS® - Asst. General Manager



**MEETING MINUTES  
BOARD OF DIRECTORS MEETING  
Tuesday, August 29, 2023, 7:00 P.M.**

**NOTICE:** This meeting was held in a hybrid format via Zoom and in-person in the Henderson room.

**BOARD MEMBERS PRESENT:**

Andrew Hill, President  
Megan Christensen, Vice President  
Joan Lampe, Treasurer  
Mindy Lyle, Secretary  
Chris Mulder, Director  
Chris Alex, Director

**BOARD MEMBERS ABSENT**

Brendan Hanlon, Director

**OTHERS PRESENT:**

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)  
Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager  
Angel Robles, CMCA®, AMS®, Assistant General Manager  
Kathleen McCollum, Chair, CAC  
Paula Caro, Member, ARC  
Tricia Hemel, Chair, ComCom  
Ray Celeste, Chair, FAC

**CALL TO ORDER:**

Mr. Hill called the meeting to order at 7:00 p.m.

**APPROVAL OF AGENDA:**

**Motion:** Mr. Alex moved, and Mr. Mulder seconded the motion to **APPROVE** the agenda as presented. **The motion passed unanimously, 6/0.**

**APPROVAL OF MINUTES:**

A. BOD Meeting – July 25, 2023

**Motion:** Mr. Alex moved, and Ms. Lampe seconded the motion to **APPROVE** the July 25, 2023, meetings as presented. **Following discussion, an amended motion was made:**

**Amended Motion:** Mr. Alex moved, and Mr. Mulder seconded the amended motion to **APPROVE** the minutes with the following corrections:

- Under Matters for Board Discussion, Speed Bumps, change to read: Mr. Mulder stated that at the last meeting, there was a discussion about speed humps in the community; he did some research and sent the information to the Board and Management for consideration.

**Following discussion, the motion passed, 6/0/0.**

B. Special Meeting – August 1, 2023

**Motion:** Mr. Alex moved, and Ms. Lampe seconded the motion to **APPROVE** the August 1, 2023, meetings as presented. **The motion passed unanimously, 6/0.**

C. Special Meeting – August 15, 2023

**Motion:** Ms. Christensen moved, and Mr. Alex seconded the motion to **APPROVE** the August 15, 2023, meetings as presented. **Following discussion, an amended motion was made:**

**Amended Motion:** Ms. Christensen moved, and Mr. Alex seconded the amended motion to **APPROVE** the minutes with the following corrections:

- Under Board Members Present, mark Ms. Lyle as absent

**Following discussion, the motion passed, 2/0/4. In favor:** Ms. Christensen and Ms. Lampe. **Abstained:** Mr. Alex, Mr. Mulder, Ms. Lyle, and Mr. Hill

**LT. LION – CITY OF ALEXANDRIA:**

In his absence, Lt. Lion submitted the following report.

*“For the Board’s consideration as reminders for the community:*

- *With school back in session, please remind residents to drive cautiously around the community. More kids will be out on the corners, crossing the streets. This also goes for Ben Brenman Park, with fall sports coming into full swing.*
- *Calls for service for the month were on par with our average, parking complaints being nearly 20% of the calls.*
- *There were no reportable quality-of-life concerns.*
- *Our neighbors in Cameron Square continue to deal with larcenies from autos from vehicles in their unsecured garages. Please remind residents to perform their 9 pm routine (remove valuables from vehicles, lock the car, close the garage, lock the exterior doors, and put exterior lights on.)*

- *Halloween is approaching. Are there any plans in the works to try and mitigate the issue we have seen over the last several years, such as Trunk or Treat?"*

### **CAMERON STATION CIVIC ASSOCIATION:**

Sash Impastato was not present for the meeting.

### **HOMEOWNER'S FORUM:**

Topics discussed were:

- Ray Celeste: Stated that the paving project turned out great, but Cameron Station Blvd needs repair and suggested sending a letter to the mayor about getting it repaved.

### **TREASURER'S REPORT:**

Ms. Lampe reported as of July, the revenue is favorable by \$43,000, some of that due to the increase in interest rates; expenses are favorable by \$85,000, which is due to the timing of invoices; YTD, the association has a favorable variance of \$128,000; and there are 3.2 million dollars in investments.

### **COMMITTEE REPORTS:**

#### **1. Financial Advisory Committee**

No report.

#### **2. Architectural Review Committee**

Ms. Caro reported the Committee approved ten applications at their last meeting; Management has begun annual inspections and is focusing on landscaping and general yard maintenance.

#### **3. Activities and Events Committee**

Mr. Mulder reported that the pool party on August 12<sup>th</sup> was well attended; the community garage sale will be held on September 23<sup>rd</sup>, and the Committee plans the holiday party in December.

#### **4. Communications Committee**

Ms. Hemel reported that the Welcome Committee welcomed nine new residents in August; the Committee has set up a Dropbox folder so residents can upload pictures of community events and will schedule a photo shoot date for the community website pictures. The next meeting is Monday, September 13<sup>th</sup>.

#### **5. Cameron Club Facilities Committee**

Mr. Celeste reported that the new Peloton bike was installed; purchased new pads for the gym; and the committee is looking to replace two treadmills.

#### **6. Common Area Committee**

Ms. McCollom reported that the Committee has finished their monthly walk-thru of the community-reviewed proposals from various contractors for the landscaping and snow removal contracts; the Committee recommends staying with Lancaster Landscapes.

**MATTERS FOR BOARD DECISION:**

**A. Ad Hoc Paving Committee – Member Application**

**Motion:** Ms. Lampe moved, and Ms. Christensen seconded the motion to **APPROVE** the appointment of Elliott Waters to the Ad Hoc Paving Committee. **Following discussion, the motion passed, 5/1/0.**

**In favor:** Ms. Lampe, Mr. Alex, Mr. Mulder, Ms. Lyle, and Mr. Hill.

**B. Fitness Equipment – Freemotion quote #Q-34711**

**Motion:** Mr. Mulder moved, and Mr. Alex seconded the motion to **APPROVE** the Freemotion quote #Q-34711 for \$14,180.72 to purchase a new Incline Trainer treadmill machine to be expensed from Reserve Funds. **The motion passed unanimously, 6/0.**

**C. Landscape, Irrigation, and Snow Removal Contract**

**Motion:** Ms. Lyle moved, and Mr. Mulder seconded the motion to **APPROVE** the CAC recommendation to award the contract to Lancaster Landscape for a three-year contract for landscape, irrigation, and snow removal services to be expensed from Operating Funds. **Following discussion, the motion passed, 6/0.**

**D. Annual Meeting Electronic Voting Proposal**

**Motion:** Mr. Alex moved, and Ms. Lyle seconded the motion to **APPROVE** the electronic voting services proposal from Survey and Ballot for the total amount of \$4,002.00 to be expensed from Operating Funds. **The motion passed unanimously, 6/0.**

**E. American Pool Quote - Caulking**

**Motion:** Ms. Lampe moved, and Mr. Alex seconded the motion to **APPROVE** the American Pool quote for \$3,853.29 to replace the main and wading pool caulking to protect the pool coping, tile, and bond beam to be expensed from Reserve Funds. **The motion passed unanimously, 6/0.**

**MATTERS FOR BOARD DISCUSSION:**

### **Sub-Association Agreement follow-up**

Mr. Hill reported that the original agreement was sent to the Sub-Association Board on November 4, 2022. Management has followed up with them but has not heard back. The Board discussed modifying the agreement to remove trash services for the sub-association.

**Motion:** Ms. Lyle moved, and Mr. Alex seconded the motion to **APPROVE** the action that Management will notify the sub-association Board that if they do not hear back from them in 30 (thirty) days, then Management will notify the sub-association/residents that effective January 1, 2024, trash services will be suspended. **The motion passed unanimously, 6/0.**

### **Annual Meeting Calendar/Schedule**

The Board reviewed the annual meeting calendar/schedule included in the Board packet.

### **MATTERS FOR BOARD INFORMATION:**

#### **1. Management Report**

- Action Item list  
Included in the Board packet for review.
- Project Updates  
Mr. Philbin reported that the paving punch list is almost completed; the draft version of the budget was sent to the Committees for their review, and they are working on testing the access system.

### **NEW BUSINESS:**

None.

### **EXECUTIVE SESSION:**

**Motion:** Ms. Lyle moved, and Mr. Mulder seconded the motion to move into an executive session for the purpose and discussion of legal opinion. **The motion passed unanimously, 6/0, and the meeting was convened into executive session at 8:26 p.m.**

**Motion:** Ms. Lyle moved, and Mr. Mulder seconded to exit the executive session. **The motion passed unanimously, 6/0, and the meeting was reconvened into open session at 9:07 p.m.**

### **Motion made in open session after Executive Session**

**Motion:** Ms. Christensen moved, and Mr. Mulder seconded to send a letter to the Woodland Hall Condominium Board of Directors regarding failing to respond to communication and sign the sub-association agreement. Management is to provide a 5-day deadline for response and

signature. Failure to respond to this notice and sign the agreement will direct management to notify all owners of WHC regarding the matter. **The motion passed unanimously, 6/0.**

**ADJOURNMENT:**

**Motion:** Ms. Lyle moved, and Mr. Alex seconded the motion to adjourn the meeting. **The motion passed, 6/0, and the meeting was adjourned at 9:02 p.m.**

Respectfully Submitted,  
Minutes Services, LLC  
Dolly Sharma  
[dolly@minutesservices.com](mailto:dolly@minutesservices.com)

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X

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Mindy Lyle  
Secretary



Cameron Station Community Association  
Financial Advisory Committee Meeting  
August 28, 2023  
FAC ZOOM Meeting  
Meeting ID 9296235196 Passcode 007612

**MEETING MINUTES**

**I. Call to Order**

- a. The meeting was called to order at 7:05 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Wendell Anderson, Fred Blum and Sophia Lee. Jodi Wittlin and Mike Whanslaw were absent.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison and Steve Philbin, Community Manager, CAMP.
- d. The meeting was conducted via a ZOOM.

**II. Approval of Agenda**

The agenda was approved unanimously.

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

The April July 24, 2023, minutes were approved unanimously.

**IV. Resident Open Forum**

No residents were present.

**V. Review of Financial Results**

- a. July 31, 2023 Balance Sheet, Financial Revenue & Expense Statements & Variance Reports

--The Chair started the discussion by noting we are more than \$128,000 under budget year to date (YTD) and that receivables also continue to be in good shape. We discussed multiple variance report items.

--Steve Philbin will talk to the auditors about moving the \$24,600 sewer repair costs from the operating expenses to reserve expenditures, given the nature of the expense.

--Irrigation water expense is almost \$5,900 over budget due to a relatively dry spring and summer and higher temperatures.

--Temp Desk had a \$10,686 over budget largely due systems access data entry driven by clubhouse entry system conversion. The conversion costs will also be discussed with

auditors about moving this expense to reserves along with other access system conversion costs.

--Electric service is more than \$5,800 under budget, probably due to LED conversions discussed under reserve spending.

--Interest income continues to be well above budget, as short term rates continue to increase.

--Taxes, since we have had significantly more interest income this year, there is a resulting increase in income taxes. For tax purposes our interest income is treated as unrelated business income and thus subject to Federal and State income tax.

We also discussed our projected year end operating fund financial results and related funds transfers to reserves. This will help offset higher than budgeted paving costs. Currently, we are about \$128,000 under budget and do not foresee any event(s) that will impact that number. Additionally, the operating fund balances were helped by high and increasing interest rates, mild winters with little or no snow removal costs, and disciplined spending.

b. Cameron Station Committee Spending & Committed Funds

All committees are under budget, and it appears that they will continue that way for the rest of the year.

--A&E is under budget even with more activities in the fall

--COM-COM is within budget.

--Cameron Club Facilities Committee (CCFC) will be close to budget, even with more scheduled pool hours in September and gas utility billing issues discussed in prior months.

--Common Area Committee is also under budget, even with some additional power washing projects. Since we had a mild winter there was no street cleaning.

c. Reserve Fund Investment

Morgan Stanley savings are now paying 5%. Fred Blum noted that currently the best yields are at the one-year maturity, which works well for our cash needs. Higher rates will impact on our budget process.

- d. Review of the CIRA accounting database The Chair noted there were no surprises in the charts.

## **VI. Old Business**

### **Review 2023 Reserve Project Spreadsheet**

As discussed above in the variance report, spending on the temp help desk should be moved into the reserve account. The FAC also discussed related budget issues.

Pavers will be under budget.

Steve Philbin is reviewing the asphalt invoices for the paving project.

LED conversion, bids on the rest of the clubhouse and should positively impact future electric bills. The exercise equipment room and basketball court have recently been converted to LEDs. We also expect LED conversion to positively impact street lighting repairs.

Reserve study changes to reflect projects that have been completed and cost increases, particularly paving. Not every year will have exercise equipment purchases. We expect to buy one Peloton bike next year. Originally, we planned on two bikes.

Fire hydrant servicing will be treated as an operating expense.

Street repairs, given that we are repaving, we can expect few or no street repairs for the next few years.

We are also spending less on storm water drainage projects.

We expect our contribution to the Reserves to increase next year.

## **VII. New Business**

There was no new business to discuss.

## **VIII. Meeting Adjournment**

The meeting was adjourned at 7:50 pm. We also set a tentative date for a budget review on September 21<sup>st</sup> at 2:00pm.

***DRAFT***

**CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
Tuesday September 12<sup>th</sup>, 2023**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday September 12<sup>th</sup>, 2023. The meeting was called to order at 7:00 p.m. by ARC Vice Chair Paula Caro with a quorum present. The meeting was conducted via Zoom in accordance with Administrative Resolution No. 2022-15 (Amended): ARC Charter.

**ARC MEMBERS IN ATTENDANCE VIA ZOOM**

Paula Caro – ARC Vice Chair  
Tom Linton – ARC Member  
Mara Francis – ARC Member  
Trena Raines – ARC Member  
Sharon Wilkinson – ARC Member

**MEMBERS ABSENT**

Stephen Pearson – ARC Chair  
Brian Sundin – ARC Member

**CHANGE OF ATTENDANCE**

None

**OTHERS IN ATTENDANCE VIA ZOOM**

Cameron Station Residents  
Brandon Throckmorton, On-Site Covenants Administrator  
Chris Alex, Board Liaison

**APPROVE AGENDA**

**MOVE TO: “Approve the agenda as submitted with the addition of 5150 California Ln. – Roof Replacement”**

Moved By: Sharon Wilkinson

Seconded By: Trena Raines

For: All

Against: None

Absent: Stephen Pearson, Brian Sundin

**MOTION PASSED**

**DRAFT**

**HOMEOWNERS OPEN FORUM**

This portion of the meeting is set aside for any Cameron Station residents that would like to make a statement to the committee but have not submitted exterior modification applications for review this month. No comments were made on this forum.

**REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

<b>Address</b>	<b>Proposed Modification</b>	<b>ARC Action / Vote</b>
<b>Oakland Hall Condominium</b>	Gutter Repair/Replacement	<b>Approved with the stipulation that the gutter and downspout sizes are consistent on future Phase 2 &amp; 3 of the Condominium.</b> Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>106 Cameron Station Blvd</b>	Deck Repair/Resurface	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Mara Francis For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>177 Barrett Pl</b>	Roof Replacement	<b>Approved as submitted.</b> Moved By: Tom Linton Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>239 Somerville St</b>	Door Replacement	<b>Approved with the stipulation that the replacement doors are like for like in terms of grid, color and hardware.</b> Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>

**DRAFT**

<b>273 Murtha St</b>	Deck Resurface	<b>Approved with the stipulation that the railing matches existing pattern.</b> Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>273 Murtha St</b>	Fence Replacement	<b>Approved as submitted.</b> Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>343 Helmuth Ln</b>	Roof Replacement	<b>Approved as submitted.</b> Moved By: Tom Linton Seconded By: Mara Francis For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>345 Helmuth Ln</b>	Roof Replacement	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>345 Helmuth Ln</b>	Door Replacement	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>345 Helmuth Ln</b>	Landscaping	<b>Returned for more information.</b> Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson, Brian Sundin

**DRAFT**

		Abstain: None <b>MOTION PASSED</b>
<b>361 Livermore Ln</b>	Exterior Vent Installation	<b>Approved as submitted.</b> Moved By: Tom Linton Seconded By: Mara Francis For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>4910 Kilburn St</b>	Deck Repair/Resurface	<b>Approved as submitted.</b> Moved By: Trena Raines Seconded By: Mara Francis For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>4912 Gardner Dr</b>	Tree Replacement	<b>Approved with the stipulation that the tree be 6 ft ht minimum when planted.</b> Moved By: Sharon Wilkinson Seconded By: Tom Linton For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>5010 Waple Ln</b>	Fence and Deck Replacement	<b>Returned for more information.</b> Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>5034 Grimm Dr</b>	Roof Replacement	<b>Approved as submitted.</b> Moved By: Mara Francis Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>5055 Minda Ct</b>	Roof Replacement	<b>Approved as submitted.</b> Moved By: Trena Raines Seconded By: Mara Francis

**DRAFT**

		For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
5068 Kilburn St	Tree Replacement	<b>Disapproved as submitted.</b> Moved By: Tom Linton Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
5068 Kilburn St	Window Replacement	<b>Approved as submitted.</b> Moved By: Tom Linton Seconded By: Mara Francis For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
5085 Donovan Dr	Window Replacement	<b>Returned for more information.</b> Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
5116 Grimm Dr	Fence Modification	<b>Return for more information.</b> Moved By: Tom Linton Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
5150 California Ln	Roof Replacement	<b>Approved as submitted.</b> Moved By: Mara Francis Seconded By: Tom Linton For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
5150 California Ln	Solar Installation	<b>Approved as submitted.</b>



**DRAFT**

		Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>5152 California Ln</b>	Roof Replacement	<b>Approved as submitted.</b> Moved By: Trena Raines Seconded By: Mara Francis For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>
<b>5203 Brawner Pl</b>	Tree Replacement	<b>Approved with the stipulation that the tree be 6 ft ht minimum when planted.</b> Moved By: Tom Linton Seconded By: Trena Raines For: All Against: None Absent: Stephen Pearson, Brian Sundin Abstain: None <b>MOTION PASSED</b>

**APPROVAL OF ELECTRONICALLY REVIEWED APPLICATIONS**

**MOVE TO: “I move to Ratify the applications for 5054 Kilburn St – Roof Replacement (Approved), 5062 Kilburn St – Roof Replacement (Approved), 5020 Waple Ln – Roof Replacement (Approved w/ Stipulation), 5020 Waple Ln – Dormer Window Replacement (Approved w/ Stipulation), 276 Murtha St – Fence Replacement (Approved w/ Stipulation), 278 Murtha St – Fence Replacement Approved w/ Stipulation) that were voted on electronically during the month of August.”**

Moved By: Sharon Wilkinson

Seconded By: Mara Francis

For: All

Against: None

Absent: Stephen Pearson, Brian Sundin

Abstain: None

**MOTION PASSED**

### **APPROVAL OF ARC MEETING MINUTES**

**MOVE TO: “Approve the ARC Meeting Minutes from the 1<sup>st</sup> of August 2023 meeting as submitted.”**

Moved By: Mara Francis

Seconded By: Trena Raines

For: All

Against: None

Absent: Stephen Pearson, Brian Sundin

Abstain: None

**MOTION PASSED**

### **BOARD MEETING REPORT**

The monthly Board of Directors meeting was held on August 29<sup>th</sup>. ARC member Paula Caro represented the ARC at the meeting. There was only one question from the BOD, regarding the ARC option to “vote by email” in-between meetings, Megan Christensen asked if ARC is still voting by mail, Paula Caro confirmed that the ARC reviews emergency applications by email, but also provides the option to “vote by email” only to homeowners that attend the meeting when additional information is needed.

Chris Alex - Board Liaison, confirmed that there were no additional topics/questions for the ARC in the rest of the BOD meeting.

### **COVENANTS REPORT**

- **Annual Comprehensive Inspection Update:** The On-site Covenants Administrator is starting inspecting Phase 4-5, and move to Phase 6 after that. Management will inspect condos and work with management on any additional maintenance needed. The focus remains in general maintenance violations with a couple stand out issues regarding walkways needing maintenance.
- **Completed Resale Inspections:** There were 15 Resale Inspections completed during the month of August.
- **Parking Enforcement and Towing Report:** The new parking enforcement company has begun full swing. Management receives reports on time with tickets and photos of violators needed in the enforcement process. So far, it has been a great start with this new team. Tows should become more prevalent as the list gets updated weekly. The On-site Covenants Administrator is working closely with the team to ensure proper enforcement.
- **Violations Issued and Abatements:** After the inspections of Vos, Lannon, Grimm and part of Waple, Management has issued 530 Violations to date in 2023. Management is in the process of catching up on inspections for a couple of weeks. Currently working on completing the remainder of Phase 3 and finishing up Phase 4-5.
- **Update on Addresses the ARC has highlighted as issues for Management attention:**
  - **5061 Donovan Dr.:** Management has not received any additional correspondence from this homeowner. In response a violation notice has been issued. Due process will follow suit if no movement is made on this matter.

***DRAFT***

- **5213 Brawner Pl:** Management has issued a violation notice to this address regarding their new fence. No response from the homeowner. Hearing notice to be issued this following week.
- **5209 Brawner Pl:** Management has issued a violation notice to this address regarding their fence stain. No response from the homeowner. Hearing notice to be issued this following week.
- **5205 Brawner Pl:** Management has issued a violation notice to this address regarding their new fence. No response from the homeowner. Hearing notice to be issued this following week.
- **4924 Kilburn St:** This address recently had their retractive fence replacement approved. Recently, the homeowners have added this garden bed area and edging. A violation has been issued as well as an email was received from the homeowners. Management will be working with this homeowner on the matter as they have reached out accordingly.

**VIOLATION HEARING**

**Hearing Open Session**

Homeowners for Acct # - XXXXXXXXXXXX9388 were not present for this session to discuss their hearing with the committee.

**MOVE TO: “Enter Executive Session for Hearing deliberations”**

Moved By: Sharon Wilkinson

Seconded By: Mara Francis

For: All

Against: None

Absent: Stephen Pearson, Brian Sundin

Abstain: None

**MOTION PASSED**

**MOVE TO: “Exit Executive Session for Hearing deliberations”**

Moved By: Mara Francis

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Stephen Pearson, Brian Sundin

Abstain: None

**MOTION PASSED**

**MOVE TO: “Impose fines on Acct # - XXXXXXXXXXXX9388 for failure to comply with the Association’s Policies.”**

Moved By: Mara Francis

Seconded By: Trena Raines

For: All

Against: None

***DRAFT***

Absent: Stephen Pearson, Brian Sundin

Abstain: None

**MOTION PASSED**

**MOVE TO: “Adjourn the Meeting at 9:44 p.m.”**

Moved By: Tom Linton

Seconded By: Mara Francis

For: All

Against: None

Absent: Stephen Pearson, Brian Sundin

Abstain: None

**MOTION PASSED**

*Minutes prepared by Paula Caro, ARC Vice Chair.*

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**September 8, 2023**

This meeting was held by hybrid electronic communication means of virtual video conference and in the Cameron Station clubhouse Henderson Room.

**COMMITTEE MEMBERS PRESENT:**

Andrew Yang - Chair  
Sarah Turkaly – Committee Member  
Pam Opiela – Committee Member

**COMMITTEE MEMBERS ABSENT:**

Christina Damhuis – Committee Member  
Monica Stachowski - Committee Member  
Joy Burwell – Committee Member

**ALSO PRESENT:**

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**Motion:** Andy \_\_\_\_\_ **MOVED** and Sarah \_\_\_\_\_ **SECONDED** to approve the 8/2 meeting minutes as submitted {/or with the following changes}: month/date

**III. ITEMS FOR RECOMMENDATION:**

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

1. Pool Party (Saturday, August 12)
  - a. DJ only played music, but seemed ok for the cost \$600 vs \$675
  - b. Order one less tray of each item
  - c. Soft drinks and Ice Cream remain popular (went through more than 300 each)
  - d. Format, Entertainment, location of activities worked out fine

**IV. NEW BUSINESS**

1. Shuttle Trip (October or later)
  - a. Wine Tour, Brewery Tour, or orchard, max 30 people
2. Yard Sale (Saturday, September 23)
  - a. Andy posted to nextdoor, patch, craigslist (when available)
  - b. Which facebook site(s)?
  - c. Andy will post a sign in front of the clubhouse a week in advance
3. Casino Night (Saturday, September 30, 7-10 pm or October)
  - a. Andy contacted Casino company for table service (about \$3000)
  - b. Need to purchase drinks (soft drinks, water, alcohol), budget about \$1000
  - c. Need to purchase food (check Wegmans, Harris Teeter catering), Costco? Budget \$1000
  - d. Other activities in Great Room? Board Games? Movie? NCAA football on TV?
  - e. Alexandria Restaurant Group (2 \$100 gift cards) Smoking Kow BBQ (2 \$100 gift cards)

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**September 8, 2023**

- 44 4. Halloween Event (Saturday, October 28, 11 am – 1 pm)
- 45 a. Costume Contest, best individual, group, and pet (plus runner up)
- 46 b. Will need to purchase some gift cards in addition to \$20 Alexandria Restaurant Group (4x)
- 47 c. Ask Irina Babb sponsorship and giveaway preference
- 48 d. Request judges from the community
- 49 e. Dance party in Great Room, need volunteers early to decorate, set up games in gym
- 50 f. Craft ideas? Still have some from last year
- 51

52 **V. ADJOURNMENT**

53 **Motion:** Andy\_\_\_\_\_ **MOVED** and Pam\_\_\_\_\_ **SECONDED** to adjourn the meeting

54 at 8 pm. The motion passed unanimously and the meeting was adjourned.

55 Respectfully Submitted,

56

57 Andrew Yang, Committee Chair

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**September 13, 2023**

The meeting was in person and on Zoom.

**COMMITTEE MEMBERS PRESENT:**

Tricia Hemel—Chair  
Susan Klejst  
Emma Watson  
Lenore Marema

**COMMITTEE MEMBERS ABSENT:**

Gen Harrison-Doss – Newsletter Editor  
Linda Taousakis  
Gwen Toops

**ALSO PRESENT:**

Megan Christensen – Board Liaison  
Juana Michel—CAMP  
Pat Sugrue – Newsletter Subcommittee

**CALL TO ORDER**

Tricia Hemel called the meeting to order at 7:08pm. A quorum was present.

**I. APPROVAL OF AGENDA**

On a Motion, Moved and Seconded, the agenda was approved.

**II. APPROVAL OF MINUTES**

On a Motion, Moved and Seconded, the minutes from the Committee's August 9, 2023, meeting were approved.

**III. RESIDENT OPEN FORUM**

No residents attended the meeting.

**IV. ITEM FOR DECISION**

The Committee discussed the future of *The Compass* newsletter for 2024.

On a Motion, Moved, and Seconded, the motion was approved to be recommended to the Board that *The Compass* transition to a blog on our website, and that the committee only create one hardcopy issue of the newsletter at the end of the year as a "Year in Review."

**V. MATTERS FOR COMMITTEE INFORMATION**

**Management Report:** Juana Michel reported that the staff is finalizing the new ID cards. We have gotten some pictures from residents through the Dropbox.

**Board Update:** Megan Christensen reported that the announcement calling for new Board members has been sent: four seats among the seven board members are up for election. The Annual Meeting is November 6 - in person or on Zoom. October 25 is Meet the Candidates Night.

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**September 13, 2023**

**Committee Business**

Newsletter Subcommittee: No additional information to report.

E-blast: Tricia Hemel discussed asking residents to continue to submit photos to be used for the Eblast and Instagram.

Welcome Subcommittee: Susan Klejst reported that there were 24 new residents last month, and assignments will be made to contact them. Another resident is interested in joining the subcommittee.

Social Media: Emma Watson reported on the status of social media platforms. Emma Watson talked with Sue at Brand and agreed that 2-3 posts about outside events, activities, and other news should be posted weekly.

Website: Tricia Hemel reported that the photo shoot was done and ready for considering which photos will be on the updated website and changing out any pictures in the Cameron Club as needed.

Photography Subcommittee: Tricia Hemel reported that pictures were taken of the first day of school, and we have a volunteer to take photos of the upcoming yard sale.

Marketing & Public Relations Subcommittee: Nothing to report.

Bulletins & Signage: Nothing to report.

Budget: The budget is on track for 2023. The committee spent some time considering new projects for 2024.

**OLD BUSINESS**

Nothing to report.

**NEW BUSINESS**

Upcoming meetings:

Board Meeting: September 26, 2023. Tricia Hemel will attend.

Committee Meeting: Tuesday, October 10, 2023.

**VI. ADJOURNMENT**

Tricia Hemel adjourned the meeting at 8:26pm.

Respectfully Submitted,  
Lenore S Marema



DRAFT MEETING MINUTES  
CAMERON CLUB FACILITIES COMMITTEE (CCFC)  
Thursday, September 14, 2023

The following individuals attended the meeting:

Ray Celeste, CCFC Chair  
Dan Ogg, CCFC Vice Chair  
Tim Regan, CCFC member (via Zoom)  
Dan McPhillips, CCFC Member  
Michael Heard, CCFC Member  
Brendan Hanlon, BOD liaison (via Zoom)  
Jill Bakner, ProFIT (via Zoom)  
Steve Philbin, Community Manager, CAMP (via Zoom)  
Angel Robles, Assistant Community Manager, CAMP (via Zoom)

The following individuals were absent: n/a

**I. Call to Order/Establish Quorum**

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

**II. Approval of Agenda**

*Dan Ogg made a motion to approve the agenda, as written. Michael Heard seconded the motion and it passed unanimously.*

**III. Approval of Minutes**

*Dan Ogg made a motion to approve the July 2023 CCFC meeting minutes, as written. Tim Regan seconded the motion and it passed unanimously.*

**IV. Homeowners' Open Forum**

No homeowners were present.

**V. BOD update**

The BOD approved the purchase of two Freemotion treadmills. The BOD also approved the motion to caulk the tile around the pool.

**VI. ProFIT Report**

Jill Bakner provided the ProFIT update. Usage numbers were up in August, compared to July. The new Peloton bike was delivered as scheduled on Friday, August 11 and is now operational. Heartline was able to procure and install replacement pads for several pieces of equipment in need of repair. ProFIT will procure and install replacement handles for the ellipticals. ProFIT will install bolts in the leg press machine and landmine attachment. ProFIT identified replacements for the broken stability ball rack and aging stability balls which was sent to CAMP for approval. Two ProFIT staff members have received training

from CAMP on how to use the new access system. The two ProFIT staff members will train the rest of the ProFIT team on the access system. ProFIT added two mat racks to the gym. One rack will be removed to save some space.

Ray Celeste noted that the leg curl and extension machine needed repair. ProFIT will investigate and determine remediation steps. Michael Heard also noted that the audio fetch equipment that allows residents to connect to the TV audio was not functioning. CAMP and ProFIT will work with the manufacturer to identify a solution. ProFIT recommended residents use the Tunity app in the meantime. CAMP will send an email blast to residents to inform them how the App can be used.

## **VII. Matters for Committee Discussion**

**A. FY 2024 Operating Budget.** CAMP drafted the FY 2024 operating budget for the CCFC and sent it out for comment. The committee reviewed the budget line by line with CAMP and agreed with the draft budget.

**B. Reserve Study Items for 2024.** PM+ Reserves completed the reserve study for Cameron Station Community. CAMP and CCFC reviewed the report and agreed with the contractor's assessment.

**C. Fitness Center Management RFP.** CAMP management issued the Fitness Center Management RFP. Two companies have sent proposals to CAMP. CAMP will work to acquire more proposals and present these to the committee potentially at a special meeting or at our next regularly scheduled meeting. The special meeting, if held, is expected to be scheduled for Thursday, September 21.

## **VIII. Management Report**

**A. Action Item List/Pending Tasks.** CAMP management noted that cards for the new access system are starting to be handed out to residents. As cards are printed, residents will be emailed to come to the community center to pick them up.

CAMP was notified of the HVAC leaking in the fitness center and the high temperature in the fitness center. CAMP will schedule Trademasters to come service the HVAC unit.

Ray Celeste noted that the showers at the community center are lukewarm and never get hot. CAMP will investigate the issue to determine a solution. Additionally, Ray Celeste noted that the two AED machines' batteries need to be checked to make sure they are fully charged.

**B. Financial Committed Funds.** Tim Regan noted that the CCFC operating budget is in good shape and on target for the remainder of the year.

## **IX. New Business**

There was no new business.

**X. Adjournment**

*Dan Ogg made a motion to adjourn the meeting at 8:57 pm. The motion was seconded by Michael Heard and approved unanimously.*



## **Cameron Club Monthly Report**

August 2023

### **Attendance and Usage**

August – 9,164

Average usage per day- 295

July – 8,512

- Average use per day- 274

## **Facility & Operations**

### **Group Exercise Class Program**

- The most attended class for this month was Total Body Weights. We had an increase in attendance, 7 out of 10 classes.

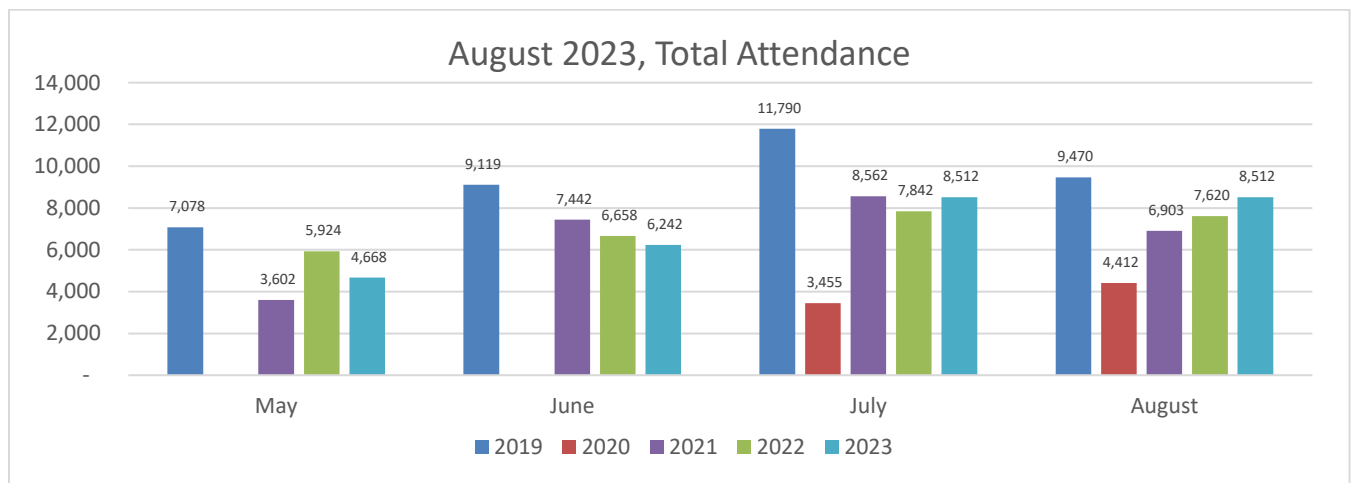
### **Exercise and Facilities Equipment**

- We are happy to report that Heartline has replaced the pads for the strength equipment and cable for the cable crossover, along with the battery for the Elliptical. We need replacement handles for 2 Ellipticals and a power cord for the Freemotion treadmill. Parts have been ordered. The new Peloton bike has arrived and is operational.

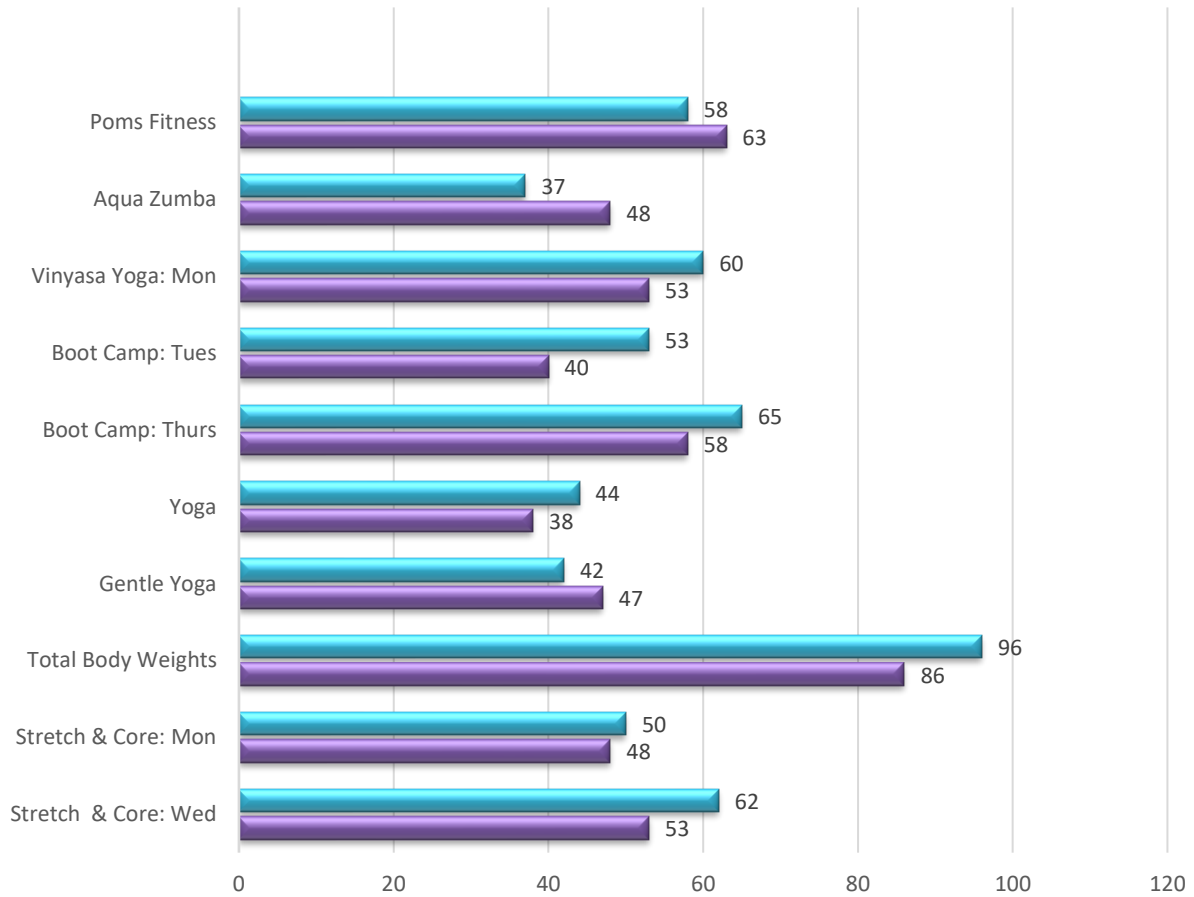
### **Programming**

- We are still offering the wellness/nutrition workshop, with the 3 pillars of health and wellness scheduled with Inwardoutphysiques on September 16<sup>th</sup>. We are working on having a workshop with Miles Massage to introduce the importance of maintenance of the body and to give a basic overview of holistic herbs.

## Graphs



## Class Attendance July 2023/August 2023



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Aqua Zumba	Poms Fitness	
August	62	50	96	42	44	65	53	60	37	58	
July	53	48	86	47	38	58	40	53	48	63	

August July

**MEETING MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**COMMON AREA COMMITTEE (CAC)**

Monday, September 11, 2023

The meeting was called to order at 7:01 p.m. by Kathy McCollom, CAC Chair

**Members present:** Kathy McCollom, Jeff Gathers, Martha Romans, and (via Zoom) Sarah Markel and Don Williams

**Members not present:** Patrick Kairouz and Justin Newsome

**Others in Attendance:** Mindy Lyle, CSCA board, and (via Zoom) Steve Philbin, CAMP, and resident Phil Ludvigson

**Motion to Approve the Agenda**

Moved by Williams, seconded by Gathers

For: All

Against: None

**Motion passed**

**Motion to Approve the Minutes from August, 2023**

Moved by Williams, seconded by Gathers

For: All

Against: None

**Motion passed**

**HOMEOWNERS FORUM**

Phil Ludvigson, a resident at 266 Medlock Lane, said that the common area behind his home floods during heavy rains and the water backs up into his patio and basement. He said the problem seemed to worsen after tree pruning in the area and that the existing swale funnels water towards his home.

Philbin said that pruning the trees helps promote grass growth and that the more likely cause of the problem was the removal of a private resident tree. The CAC approved a proposal to address the situation in May, 2023. Philbin will follow up with Lancaster Landscapes to get the project moving.

Mindy Lyle said that roots from trees behind the homes at 5231, 5233, and 5235 Tancreti are growing under their fences and pose a risk to their patios and storm drains. Several years ago,



the homeowners had to pay to have their patios relayed; at the same time Lancaster trimmed the roots of the trees involved. She requested that the root pruning be performed again. Philbin agreed to discuss the matter with Lancaster and assess how to solve the problem.

## **BOARD UPDATE**

Lyle reported that the CSCA Board approved renewal of the contract with Lancaster Landscapes.

## **LANCASTER REPRESENTATIVE REPORT**

There was no report from Lancaster.

## **MATTERS FOR COMMITTEE RECOMMENDATION**

**Motion to approve Lancaster Landscape Proposal #31863 for \$6,157.50 to create a planting bed and install variegated liriopes around under and between sycamore trees on Martin Lane Pocket Park to be expensed from operating funds. Motion 2023-0901**

Moved by Romans, seconded by Gathers

For: All

Against: None

**Motion passed**

**Motion to approve Lancaster Landscape proposal #31859 for \$7,728.00 to remove and reset existing stepping stones and install variegated liriopes along the walkway on the side of 381 Cameron Station Blvd to be expensed from operating funds. Motion 2023-0902**

Management recommended postponing this expenditure pending a review of funds committed for the year and the available budget.

**Motion tabled**

**Motion to approve Lancaster Landscape proposal #31861 for \$875.00 to install (1) Yoshino Cherry tree in the common area near 5156 Brawner Place to be expensed from Reserve Funds. Motion 2023-0903**

Moved by Williams, seconded by Gathers

For: All

Against: None

**Motion passed**

**Motion to approve Lancaster Landscape proposal #31860 for \$825.00 to install (1) Crape Myrtle Muskogee in the common area (visitor parking) next to 5270 Pocosin Lane to be expensed from Reserve Funds. Motion 2023-0904**

Moved by Williams, seconded by Gathers

For: All

Against: None

**Motion passed**

**Motion to approve Lancaster Landscape proposal #31862 for \$998.00 to enhance the turf and install grass seed in the common area near 147 Martin Lane to be expensed from operating funds. Motion 2023-0905**

Philbin will inquire if this area will be part of the planned aeration and reseeding this fall.

**Motion tabled**

**Motion to approve Lancaster Landscape proposal #31875 for \$3,753.00 to remove existing river rock, regrade the entire area, and install existing and additional river rocks at storm drain located along Knapp Place behind Carlton Place to be expensed from operating funds. Motion 2023-0906**

Moved by Romans, seconded by Williams

For: All

Against: None

**Motion passed**

**Motion to approve Lancaster Landscape proposal #31874 for \$2,120.00 to remove thin turf and debris and install hardwood mulch in the common area between 114 – 119 Cameron Station Blvd to be expensed from operating funds. Motion 2023-0907**

Moved by Williams, seconded by Gathers

For: All

Against: None

**Motion passed**

**Motion to approve Lancaster Landscape proposal #31873 for \$710.00 to remove the existing field stone and install hardwood mulch in the common area near 120 Martin Lane to be expensed from operating funds. Motion 2023-0908**

Moved by Williams, seconded by Markel

For: All

Against: None

**Motion passed**

**Motion to approve Lancaster Landscape proposal #31882 for \$7,750.00 to install fall flowers at the Duke Street, Cameron Station Circle, and Cameron Station Clubhouse locations to be expensed from operating funds. Motion 2023-0909**

Moved by Williams, seconded by Gathers

For: All

Against: None

**Motion passed**

**Motion to approve Lancaster Landscape proposal #31885 for \$1,800.00 to remove (5) tree stumps from the common area between 4916-4924 Kilburn to be expensed from operating funds. Motion 2023-0910**

Moved by Williams, seconded by Markel

For: All

Against: None

**Motion passed**

**Motion to approve Lancaster Landscape proposal #31886 for \$2,853.00 to install (9) sections of metal edge to prevent mulch spills on sidewalk on the side of the pool area to be expensed from operating funds. Motion 2023-0911**

Moved by Williams, seconded by Gathers

For: All

Against: None

**Motion passed**

## **MATTERS FOR COMMITTEE DISCUSSION**

Philbin updated the committee on the Martin Lane pocket park renovations.

The committee discussed seeking resident input on updating the pocket park near California and Helmuth.

Philbin provided an overview of the draft FY '24 Budget and the Reserve Study as they affect common areas.

## **MANAGEMENT REPORT**

The action item list and pending task as well as budget and committed funds reports were attached to the agenda.

## **NEW BUSINESS**

McCollom said volunteers are needed to decorate the gazebo for the holidays. Typically this is done the week prior to Thanksgiving.

The next CAC meeting will be on Monday, October 9 at 7 PM in person.

The meeting adjourned at 8:59 p.m.

Respectfully submitted,

Martha Romans



**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
September 26, 2023**

**TOPIC: Landscape Enhancement Proposal # 31886  
Motion 2023-0901**

**Motion:**

"I move to **APPROVE** the Lancaster Landscape proposal #31886 for **\$2,853.00** to install (9) sections of metal edge to prevent mulch spills on sidewalk to be expensed from Operating Funds."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

The Common Area Committee members unanimously voted to recommend the Lancaster Landscape proposal. Attached is proposal #31886 for **\$2,853.00** to install (9) sections of metal edge to prevent mulch spills on sidewalk.

**CAMP Recommendation:**

Management supports CAC's recommendations to approve this project.

**Budget Considerations:**

The metal edge installation \$2,853.00 is to be expensed from Operating Funds under Turf Treatments and Enhancements.

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



PROPOSAL NO.  
31886

August 31, 2023

CUSTOMER # 229  
Steve Philbin/Angel Robles  
Cameron Station Community Association  
200 Cameron Station Blvd.  
Alexandria, VA 22304

Dear Steve and Angel,

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

METAL EDGE INSTALLATION

SIDE OF POOL MULCH BEDS ALONG EDGE:

- *INSTALL (9) SECTIONS 12' OF METAL EDGE 12" TO PREVENT MULCH SPILLS ON SIDEWALKS.*
- *LABOR .....\$1,728.00*
- *METAL EDGE (9) SECTIONS @ \$125/EA .....\$1,115.00*

PROPOSAL TOTAL \$ 2,853.00

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

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

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

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

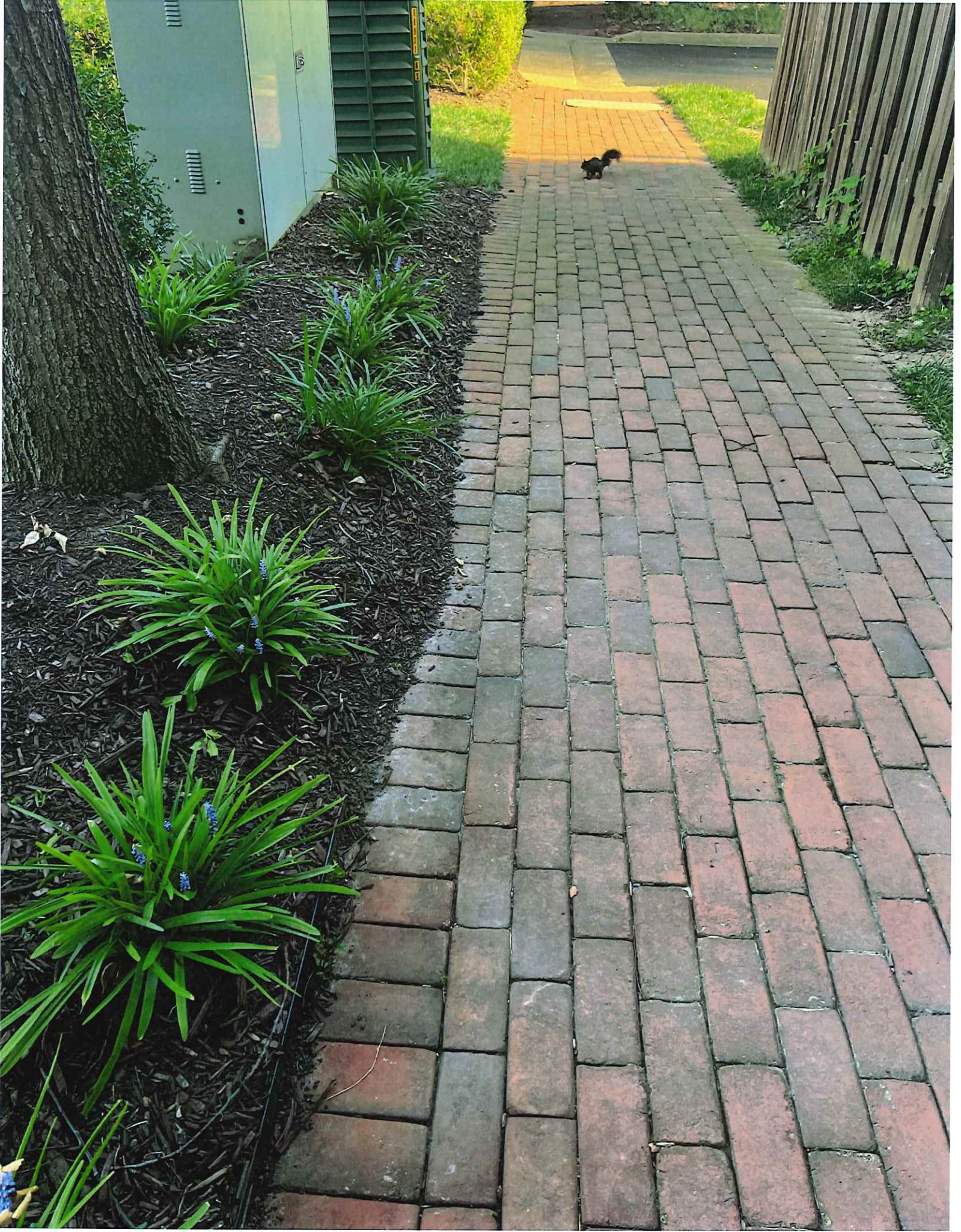
Authorized Signature: Carlos Rios  
This proposal may be withdrawn by us if not accepted within 30 Days.

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

DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_





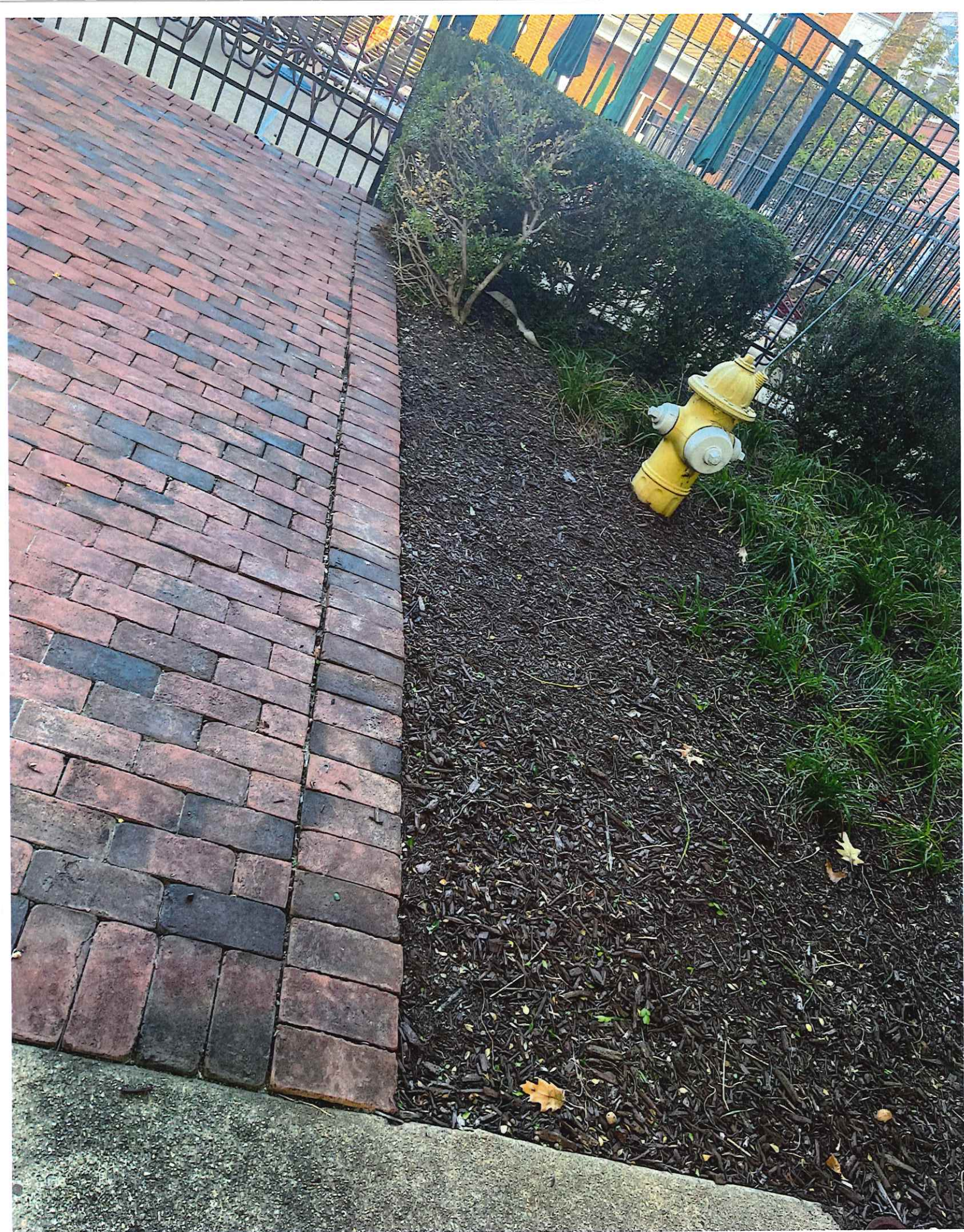












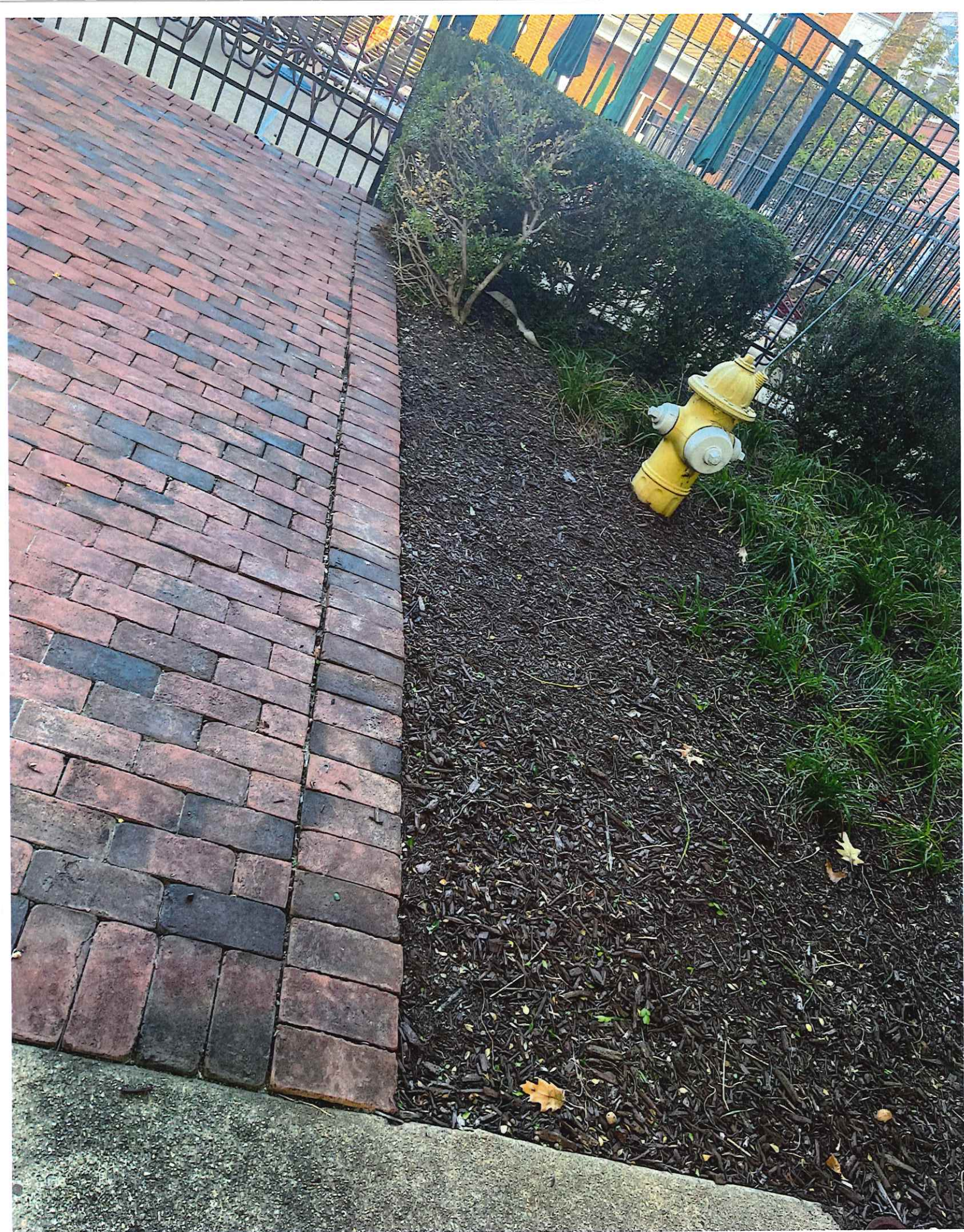
















**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
September 26, 2023**

**TOPIC: Landscape Enhancement Proposal # 31882  
Motion 2023-0902**

**Motion:**

"I move to **APPROVE** the Lancaster Landscape proposal #31882 for **\$7,750.00** to install fall flowers at the Duke Street, Cameron Station Circle, and Cameron Station Clubhouse locations to be expensed from Operating Funds."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

The Common Area Committee members unanimously voted to recommend the Lancaster Landscape proposal. Attached is proposal #31882 for **\$7,750.00** to install fall flowers at the Duke Street, Cameron Station Circle, and Cameron Station Clubhouse locations.

**CAMP Recommendation:**

Management supports CAC's recommendations to approve this project.

**Budget Considerations:**

The fall flower rotation installation \$7,750.00 is to be expensed from Operating Funds under Flower Rotation & Pocket Park Enhancements.

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



PROPOSAL NO.  
31882

August 18, 2023

CUSTOMER # 229  
Steve Philbin/Angel Robles  
Cameron Station Community Association  
200 Cameron Station Blvd.  
Alexandria, VA 22304

Dear Steve and Angel,

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

FALL FLOWER INSTALLATION

DUKE STREET ENTRANCE:  
- INSTALL (40) 10" CITRUS MIX VIOLAS IN EACH BED @ \$25/EA. ....\$1,000.00  
LEAVE A 12" BARE MULCH ALONG THE CURB.

CAMERON STATION CIRCLE:  
- INSTALL (45) 10" HARVEST MIX VIOLAS IN EACH BED (TOTAL 135) @ \$25/EA. ....\$3,375.00  
- ALONG EDGE, INSTALL (15) 10" LEMON CHIFFON VIOLAS (TOTAL 45) @ \$25/EA. ....\$1,125.00

CAMERON STATION CLUBHOUSE/MANAGEMENT OFFICE:  
- INSTALL (90) 10" CITRUS MIX VIOLAS IN EACH BED @ \$25/EA. ....\$2,250.00

PROPOSAL TOTAL \$ 7,750.00

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

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

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

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

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

DATE OF ACCEPTANCE: \_\_\_\_\_

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

SIGNATURE: \_\_\_\_\_

# Fall 2023: Viola

## Viola

Penny and Sorbet Series

Available in 4.5", 6", 10" HB and 12" Pans  
Plant in Full Sun or Partial Shade  
Grows 6-8" Tall  
Space 6-8" Apart

Blooms throughout fall into winter.  
Use in mass plantings or backgrounds.

# Violas



Beaconsfield



Blue



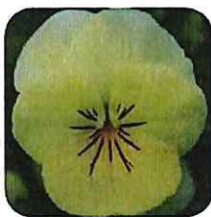
Blue Blotch



Icy Blue



Lavender Pink



\* Lemon Chiffon \*



Orange



Orange Jump-Up



Peach Jump-Up



Red Blotch



Red Wing



Rose Blotch



Violet



White



White Blotch



Yellow



Yellow Blotch



Yellow Jump-Up



\* Citrus Mix \*



\* Harvest Mix \*





**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
September 26, 2023**

**TOPIC: Drainage and Erosion Proposal # 31875  
Motion 2023-0903**

**Motion:**

"I move to **APPROVE** the **Lancaster Landscape** proposal #31875 for **\$3,753.00** to remove existing river rock, regrade the entire area, and install existing and additional river rocks at storm drain located along Knapp Place behind Carlton Place to be expensed from Operating Funds."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

The Common Area Committee members unanimously voted to recommend the Lancaster Landscape proposal. Attached is proposal #31859 for #31875 for **\$3,753.00** to remove existing river rock, regrade the entire area, and install existing and additional river rocks.

**CAMP Recommendation:**

Management supports CAC's recommendations to approve this project.

**Budget Considerations:**

The drainage and erosion control project \$3,753.00 is to be expensed from Operating Funds under Erosion Control.

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



PROPOSAL NO.  
31875

August 18, 2023

CUSTOMER # 229  
Steve Philbin/Angel Robles  
Cameron Station Community Association  
200 Cameron Station Blvd.  
Alexandria, VA 22304

Dear Steve and Angel,

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

**DRAINAGE AND EROSION**

STORM DRAIN LOCATED ALONG KNAPP AND REAR OF CARLTON PL.:  
REMOVE EXISTING RIVER ROCK, REGRADE ENTIRE AREA AND INSTALL EXISTING  
AND ADDITIONAL RIVER ROCK TO PREVENT EROSION AND IMPROVE DRAINAGE.

LABOR AND MATERIALS:

LABOR .....\$1,728.00  
(3) TONS OF ADD'L RIVER ROCK @ \$675/TON .....\$2,025.00

**PROPOSAL TOTAL \$ 3,753.00**

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

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

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

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

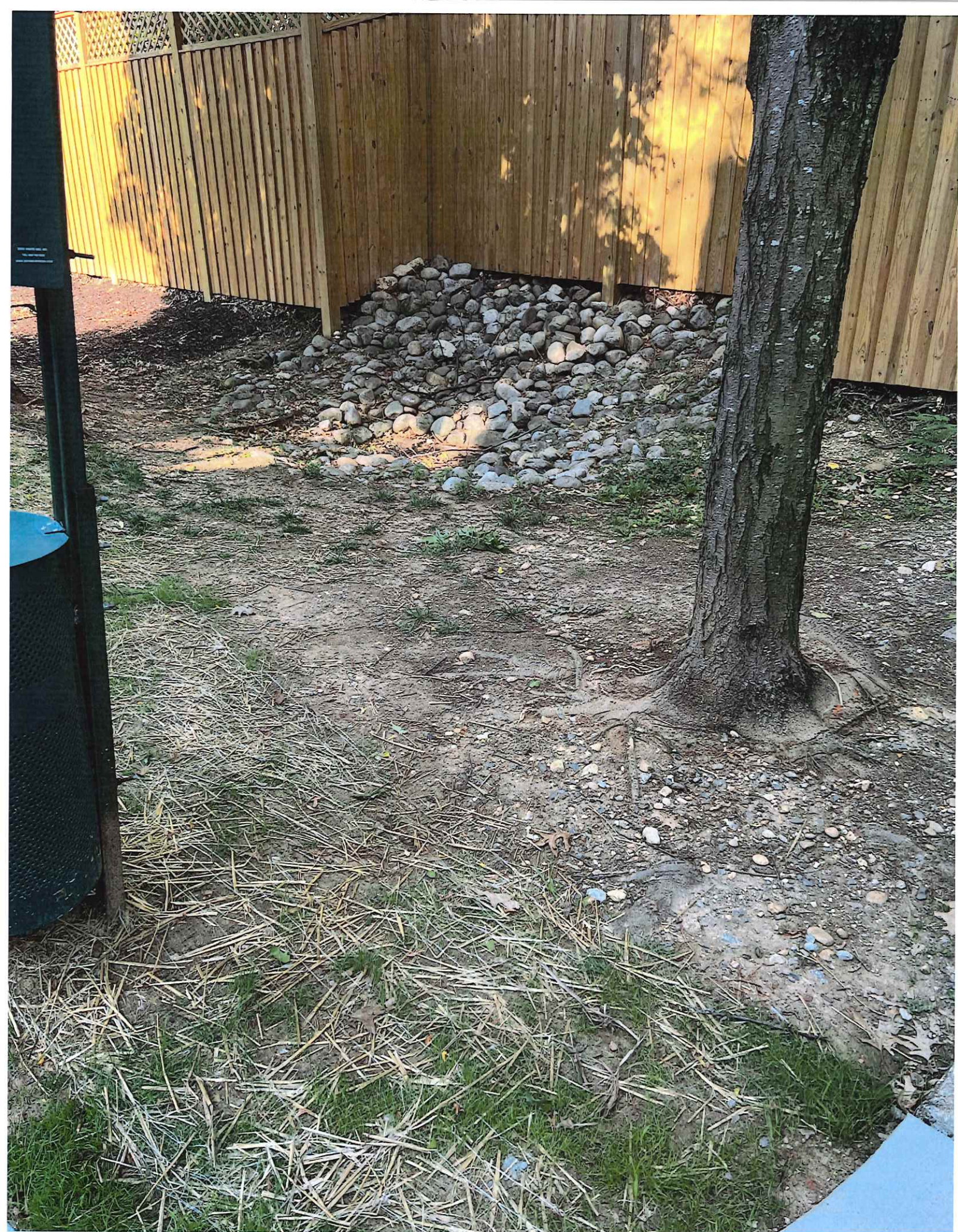
Authorized Signature: Carlos Rios  
This proposal may be withdrawn by us if not accepted within 30 Days.

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

DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_













**Cameron Station Community Association, Inc.  
Board of Directors Decision Request  
September 26, 2023**

**TOPIC: Landscape Enhancement Proposal # 31863  
Motion 2023-0904**

**Motion:**

"I move to **APPROVE** the Lancaster Landscape proposal #31863 for **\$6,157.50** to create a planting bed and install variegated liriopes around under and between sycamore trees on Martin Lane Pocket Park to be expensed from Operating Funds."

**Motion:** \_\_\_\_\_

**2<sup>nd</sup>:** \_\_\_\_\_

**Summary:**

The Common Area Committee members unanimously voted to recommend the Lancaster Landscape proposal. Attached is proposal #31863 for **\$6,157.50** to create a planting bed and install variegated liriopes around under and between sycamore trees on Martin Lane Pocket Park.

**CAMP Recommendation:**

Management supports CAC's recommendations to approve this project.

**Budget Considerations:**

The installation of liriopes \$6,157.50 is to be expensed from Operating Funds under Flower Rotation & Pocket Park Enhancements.

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



PROPOSAL NO.  
31863

August 9, 2023

**CUSTOMER # 229**  
Steve Philbin/Angel Robles  
Cameron Station Community Association  
200 Cameron Station Blvd.  
Alexandria, VA 22304

Dear Steve and Angel,

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

**LANDSCAPE ENHANCEMENTS**

**128 AND 144 MARTIN LANE POCKET PARK (2) LOCATIONS:**

- UNDER AND BETWEEN SYCAMORE TREES, REMOVE THIN TURF, CREATE A PLANTING BED WITH PLANTING SOIL AND INSTALL VARIEGATED LIRIOPE.
- LABOR .....\$2,592.00
- TOP SOIL AND MULCH .....\$1,275.00
- (150) VARIEGATED LIRIOPE 1 GAL. @ \$19.95/EA. ....\$2,292.50

**PROPOSAL TOTAL \$ 6,157.50**

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

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

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

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

DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_













2023 Action Item List

Date	Committee or mgmt	Item	Assigned To	Status	Comments
1.1.23	CAC	Waple/Tull/John Ticer	mgmt	proposal approved 1/31/23	2022 concern and due to budget constraints it has been pushed over to this year 2023. The concern was brought to the CAC members at their September meeting and unanimously voted to revisit this item the following year. Erosion control project to direct water into the drain behind unit 5007 John Ticer Dr, Tull, and Waple. 2.2.23 - Next steps are to reach out to the Owners nearby to work on a plan to address their run off.
1.1.23	CCFC	Replace weight balls	mgmt	completed	CCFC is requesting the replacement of the weight balls
1.1.23	CCFC	Replace cushion seat of stationary cycle machine	mgmt	completed	CCFC is requesting the replacement of the worn-out stationary cycle machine seat. 1.4.23 ProFIT ordered the seat and is waiting for the parts to arrive.
1.4.23	CCFC	Rogue AB-3	mgmt	done	Rogue AB-3 machine ordered and in transit. This was approved by the CCFC at their 2022 December meeting.
1.4.23	CCFC	Digital clocks	mgmt	done	(4) Digital clocks ordred and in transit. This was approved by the CCFC at their 2022 December meeting.
1.10.23	CAC	Martin Ln Park	AGM	approved	The Martin Ln Pocket Park is currently facing heavy foot traffic causing areas to lose their green turning into mud. On 2.13.23 Landscape Lancaster proposal #31654 was presented to CAC members for their review and approval. The members hold off from approving the proposal but first survey the residents close to the park living in Martin and Barrett. Management is working with CAC members on collecting the data in order to move to approve the proposal. 3/14 - during the 3.13.23 CAC meeting, proposal 31703 was recommended for approval to the Board to restore the turf in 1/3 of the pocket park.
1.10.23	CAC	Condos at CSB (6 trees vandalized)	mgmt	completed	Follow up with Gita (Condos at Cameron Station Blvd 200-300) 6 trees vandalized
1.10.23	CAC	Erosion Issue	mgmt	discussed	168 CSB erosion issue in the common area brought by Adrienne Zaleski. 2/3/23 - Lancaster recommends we wait to start walkthroughs around May to inspect the area and come up with a definitive solution. A temporary solution will be to seed the area during spring at no cost.
1.19.23	CCFC	Hand grip for biceps	mgmt	delivered	CCFC is requesting the replacement of the hand grip for the biceps. A set of (3) three grips was ordered and is currently in transit for delivery.
1.19.23	CCFC	wall mount broken	Maintenance	completed	Side of the weight ball rack is broken and requires reinforcement. Mark used super glue to reinforce and will install a pipe clamp to secure to the wall.
1.20.23	CCFC	Install frames with locker instructions	Maintenance	completed	new frames installed in both men's and women's locker rooms with locker instructions
2.1.23	CCFC	Install mirrors	Maintenance	completed	new full body mirrors to be installed in the women's locker rooms
2.17.23	mgmt	follow up with City DTOP when Cameron Station Blvd is scheduled to be paved and the other 3 city streets.	mgmt	Informational	2/17/23 - Update from the City - Staff inspected Cameron Station Boulevard and performed a pothole operation today. Next, Crews will shift over to Ben Brenman Park Drive next week to perform additional patching. We are proposing to mill and resurface Cameron Station Boulevard in the city's fiscal year 2024 plan (July 1, 2023 – June 30, 2024), which will be published in July. We appreciate your patience and support concerning this matter. As we plan, we will continue to keep our constituents updated through the city's webpage below. 3/3 - I located Mayor Wilson's newsletter indicating all of the City of Alexandria streets that are scheduled to be paved through FY2026. Cameron Station Blvd is on the list for FY2024. The remaining three City streets are not on the lists through FY2026. I am working with the Dept of Transportation (Mary Winston) to try to add Somervelle Street and Brenman Park Dr because these streets are utilized by Brenman Park fields and the farmers' market traffic is in rough condition.
2.17.23	mgmt	Pool Contract vs. Swimming Lessons	mgmt	completed	American Pool informed us that their contract does not require them to provide swimming lessons. Todd confirmed that it does not. High Sierra has offered us swimming lessons even if American Pool is the pool management company. Todd indicated that we could use High Sierra for swimming lessons and there is no conflict of interest. There is nothing in the contract that addresses this matter and American Pool does not offer swimming lesson services.

2.17.23	CCFC	Swimming Lesson Backup Plan	mgmt	completed	CCFC is assessing the swimming lessons backup plan (Temporary Swimming Lesson Agreement – August 2022) that includes the application for a private swimming instructor.
2.17.23	CCFC	Revision of the P.R. Operating Rules and Procedures language on the times relating to swimming lessons	mgmt	Board approved	CCFC will assess the swimming lesson permitted times in their March meeting. 2/28 - Board approved language on swimming lessons.
2.17.23	mgmt	Shuttle Bus Survey	mgmt	closed	Survey sent out regarding the current shuttle bus schedule & customer service – requested a response by Sunday, February 26 <sup>th</sup> . 2/28 - there have been 85 responses for the shuttle bus survey.
2.17.23	mgmt	Access System rules and regulations policy	mgmt	approved and adopted	Sent Cameron Club Operating Rules and Procedures and the Access to Rec Facilities to Board to review redlined recommendations before the February Board meeting. 2/28 policy resolution approved and adopted at the February Board meeting.
2.17.23	mgmt	Trash along fence line	mgmt	continuous - monitoring event every Friday	City of Alexandria inspected the West End Village as did management on Friday, February 10 <sup>th</sup> . Management sent multiple pictures of trash along the common area fence behind Woodland Hall and the side of Home Depot. The City spoke to Home Depot and Home Depot indicated they would assess the trash along the property line daily. The City also indicated that they would initiate fines for future trash issues. We will closely monitor this to keep the property line clear of the trash. 2/28 Inspected the CSCA property fence line for trash today. Home Depot area is clean but areas behind business address 378-386 continue to have trash along the fence line.
2.17.23	mgmt	Ad Hoc Paving Committee meeting	mgmt	scheduled	Ad Hoc Paving Committee meeting with Gardener Engineering – the first meeting is scheduled for Thursday, March 2 <sup>nd</sup> at 6:30 pm.
2.17.23	mgmt	Trash Fuel Surcharge	mgmt	as of 3/17 waiting on Bates response	While we did receive some suggested “floor to ceiling” language for the trash cost increase, we are now setting up communications with Bates Trucking. Our preference, as we have with Fleet Transportation, is a flat amount until the price of gas goes below \$4.00/gallon. In assessing the current amount on the Bates invoices, management believes that the recommended amount of increased costs should be at least half of what they are currently charging. We are not attempting to commit the Association to anything but to determine a reasonable amount to protect the Association from future increases. 3/24 Bates Trucking. Heather spoke to Bruce Bates regarding fuel surcharges and increase trash costs above the 3% permitted in year #3 of the contract. Bruce informed her that he would respond in writing with his thoughts. We are waiting on a response. Currently, when I receive each invoice, I back out the fuel surcharge and anything over the approved 3% increase permitted for year #3 of the trash contract. The fuel surcharge balance (April 2022 – March 2023 = \$24,787.76) and the trash hauling increase amount January – March above the approved 3% = \$388.35 (Total = \$25,176.11)
2.17.23	mgmt	Sub Association Agreement	mgmt	done	Received Main Street Condominium signature page this week. We are only waiting on the Woodland Hall Condominium signature page at this time. Steve Richter, the management representative for Woodland Hall Condominium, is unavailable to speak until next Tuesday. 3/24 Sub-association Agreement. Woodland Hall refused to sign the sub-association agreement. Response letter being approved by legal. Letter sent to Woodland Hall & Richter Management on 3-17-23. No response was received this week.
2.22.23	mgmt	Access System Training	mgmt	closed	Mgmt met with Force to start training the staff on the new access system (access card / mobile credential registration). Future training sessions to occur. Working on punch list items.
2.27.23	CCFC	Order bike seat	mgmt	delivered and installed	Delivery date March 2nd. Order #982744.
2.27.23	CCFC	Peloton bike inquiry	mgmt	closed	follow up with CCFC regarding the Peloton bike. We have a resident (jmencow@gmail.com) interested in the Peloton bike. 3/10 - the CCFC members will hold for a period of 30 days until they make a recommendation on getting rid of the Peloton bike.

2.28.23	ARC	Weekly summary (2/20-24)	Covenants	Summary	<p>1.Violations issued this week: 1 ARC.</p> <p>2.Violations issued 2023 YTD (ARC): 10 (per document archive in CIRA)</p> <p>3.ARC applications processed this week: 5.</p> <p>4.Follow-up inspections completed this week: B&amp;B reports – 16 vehicles ticketed (within the week) for management to follow up.</p> <p>5.Comprehensive inspections this week: n/a</p> <p>6.Comprehensives next week: n/a</p> <p>7.Brandon ticketed 8 cars this week with CSCA resident decals parked in visitor spaces this week.</p>
2.28.23	Ad HoC Committee Asphalt	Engineer Assessment Section #2 / Summer Paving Project	mgmt	Informational	<p>During Section #2 paving assessment, Engineer located a sinkhole on Donovan Drive (by the fountain) in the middle of the street. Reached out to the City of Alexandria for assistance to see if they will assess the underground pipe with a camera. This needs to be resolved before we pave in June. 3/3 - Section #2 Paving issues: We are working with the City of Alexandria on a sinking pipe on Donovan Dr (by the fountain). We also reported three (3) small water shut-off leaks (2 on Donovan Drive near the fountain and 1 on Yarrow Lane) to Virginia American Water. The Yarrow Lane leak was reported last fall and when they assessed it, determined it was not an emergency. We stressed the need to fix these leaks based on the upcoming paving project. The engineer is coming out next Tuesday to finalize the curb and gutter, the necessary aprons to be replaced, and the ponding areas. The RFP will then be sent out to a minimum of four (4) companies. He does NOT believe the project will be completed by June 30, 2023. 3/10 mgmt reviewed all areas of section #2 with the engineer to determine all ponding, curb and gutter, and aprons to be replaced. RFP forthcoming. 4/14 Pre-bid meeting help with four contractors, engineer, management, and one member from the Ad Hoc Paving Committee. Bids due April 26th. Ad Hoc will review early May and make recommendations to the Board for the May meeting. Not sure yet, but it looks like the paving project might not start until July 5th. Will know as the bids come in but we will not be scheduled with any company until the contract is awarded. Last year, the 2022 paving contract was awarded in the fall of 2021.</p>
2.28.23	mgmt	Map of fire hydrants, park benches, and mailboxes	mgmt	completed	Mapped fire hydrants, park benches, and mailboxes for the entire community.
2.28.23	CCFC	Bidding painting of the clubhouse	mgmt	approved	Bidding out the painting of Cameron Club which is part of the reserve project for 2023. We would like the complete the project by May (the start of pool season). This will go to CCFC for review and contractor recommendation in March. 3/9 - at the CCFC March meeting the committee members unanimously voted CertaPro as their recommendation to the Board. Final approval will take place during the March Board meeting. 3/29 - at the BoD March meeting the members unanimously voted to approve CertaPro's proposal.
2.28.23	CCFC	Elevator certificate inspection renewal	mgmt	completed	Inspection is scheduled for 3/1/23 at 10 AM. 3/1 - first half of the inspection completed, waiting on second half.
3.6.23	CAC	Common Area behind 5233 Tancreti	mgmt	closed	Concern brought by Mindy to CAC, Lancaster, and mgmt. 3/8 Management received Lancaster proposal 31706 to extend the downspout from the rear side of 5233 Bessley and Tancreti. 3/13 during the March CAC meeting the committee tabled on the proposal. April - after the April CAC meeting, the proposal remained tabled indefinitely and members of the committee requested that management enforce the installation of pop-up drains. Management did some research and brought the ARC chair into the picture to provide feedback if the DMS address the topic. The pop-up drains discussion is going back into the May committee for discussion to update the members on the topic.
3.6.23	CCFC	Pool swimming lessons update	mgmt	completed	Received info from a pool mgmt company with potential swimming lesson options for CSCA. Calling condos and apartments locally to determine their swimming lesson hours. 3/17 the CCFC members will hold a special meeting on 3/22 to further discuss the swimming lessons schedule. CCFC will make their recommendation to the Board at their April meeting. 3/24 Based on CCFC request, management working with two pool companies regarding swim lesson hours. CCFC requests the following hours: Monday - Thursday: 10:30 am – 8:30 pm and Friday: 10:30 am – 5:00 pm . 4/14 Management is following up with Aqua Mobile next week on hours and expectations. Pool setup is moving forward and on schedule for the soft opening on Saturday, May 20th.
3.6.23	ARC	Weekly summary (2/27-3/3)	Covenants	Summary	<p>1.Violations issued this week: 0 ARC.</p> <p>2.Violations issued 2023 YTD (ARC): 10 (per document archive in CIRA)</p> <p>3.ARC applications processed this week: 2.</p> <p>4.Follow-up inspections completed this week: B&amp;B reports – 7 vehicles ticketed (within the week) for management to follow up.</p> <p>5.Comprehensive inspections this week: n/a</p> <p>6.Comprehensives next week: n/a</p> <p>7.Brandon ticketed 8 cars this week with CSCA resident decals parked in visitor spaces this week.</p> <p>NOTE: Two (2) cars were towed this week; B&amp;B and Henry's Wrecker have a list of nine (9) vehicles to tow if found to be located in the visitor parking on CSCA community streets. These cars all have a minimum of three (3) parking violations.</p>

3.6.23	CAC	Fire Hydrant Update	mgmt	completed	Met with Inspector Welch from the Alexandria Fire Department. There are 75 CSCA community fire hydrants (not including City fire hydrants) that require a flow test every five years. The last time the test was done was back in 2016. The City previously brought equipment to inspect our community hydrants, at no cost, with the Cameron Station Maintenance Technician. They no longer have the staffing to do this so it is a requirement for CSCA to complete the inspections with a sprinkler inspection company. He did say we could complete 25 per year (not complete all 75 at one time) as long as we fill out the proper inspection forms and send them to his office. The only mistake to date is the community fire hydrants we painted (Qty: 26 should have a yellow top. The City fire hydrants must have a white top.
3.9.23	CAC	Storm drain at 239 Somerville St reported to 311	mgmt	ticket submitted	Storm drain in front of 239 Somerville St needs to be reset. Mgmt submitted a ticket through the 311 City of Alexandria #23-00006138.
3.10.23	CCFC	Surveillance signs	mgmt	completed	Have signs made for each of the locker room doors that lead onto the pool deck stating something like: "Security Cameras in Operation On Pool Deck". 3/17 Management is in communication with Signs by Tomorrow to order (6) signs. 3/17 sample sign under CCFC review. 3/21 Signs By Tomorrow quote A46289 signed; order placed. 4/6 - surveillance signs in progress to be put up within the clubhouse building.
3.16.23	CAC	Received quote from Eastern Supply #9020116	mgmt	proposal received	Quote #9020116 to add galvanized inlet protection grate to add through the community received and saved on the srver under Projects folder. 3/16 pending on E&G Services to provide a proposal to supply materials and install grates over storm drains.
3.16.23	CAC	Fire Hydrants maintenance service	mgmt	proposal received	E&G to provide proposal to maintenance fire hydrants
3.17.23	CCFC	Cameron Club street clock repair	mgmt	completed	Proposal received from Lumichron Commercial Clocks to restore the Victorian Street Clock (Cameron Club street clock). Proposal saved on the server under Projects folder.
3.17.23	CAC	Monument Sign Damage	mgmt	completed	The \$25K check from Liberty Mutual arrived and has been deposited.
3.17.23	CCFC	Access System	mgmt	Informational	Setting up a meeting with Force Security to discuss the punch list. 3/24 Reviewed punch list with Force security. Determined that with special software on the printer, access cards will work on the shuttle bus. 4/14 Temporary help (Gussie Webb) starts 4-17-23 to process access system registration and cover Juana's leave. CCFC requested management to push back the "go live" date for the access system until June 15th so that the pool opening is smooth.
3.24.23	CAC	4 new grates to be installed	mgmt	completed	working on installing 4 drainage grates
3.24.23	ARC	Weekly Summary (3/6-24)	Covenants	Summary	1.Violations issued this week: 149 ARC. 2.Violations issued 2023 YTD (ARC): 159 (per document archive in CIRA). 3.ARC applications processed this week: 2. 4.Follow-up inspections completed this week: B&B reports – 10 vehicles ticketed (within the last three shifts) for management to follow up. 5.Comprehensive inspections this week: Cameron Station and Tull Place 6.Comprehensives next week: Cameron Station Blvd, Tull Place, Minda Court, and Comay Terrace 7.Brandon ticketed 0 cars with CSCA resident decals parked in visitor spaces this week. 0 vehicles were ticketed that were not displaying resident decals. These vehicles were noted as residing in the community longer than 30 days or parking in visitor spaces for longer than 24 hours without displaying a visitor's pass. 8.NOTE: B&B towed 3 cars this week on Brawner Place.
3.24.23	CAC	Linear Park credit	mgmt	letter received	City of Alexandria for the Linear Park – Adopt-A-Park Credits/Money owed to Cameron Station CA. --- The City has set up a meeting for Wednesday, March 29, 2023. 4.5.23 letter received from Lucresha.

3.24.23	ARC	HVAC Inventory	mgmt	completed	In the January meeting, management was requested to assess the HVACs that were moved within the community. Brandon located 7 units. Of these 7 units, 2 – As built, 3 - Applications approved, and 1- No application on file (and has not been able to reach via phone and email. 1 – Hearing from 311 Lannon Ct that was denied.
3.28.23	CAC	311 ticket	mgmt	completed	ticket submitted to City of Alexandria to put back in place the tilted streetlamp head. Ticket #23-00007455
3.28.23	CAC	Brick Repair RFP	mgmt	under review	Mgmt emailed Lancaster an RFP for brick repair; waiting on proposal.
3.28.23	CAC	Update on proposals	mgmt	completed	Update on proposal 31685 and 31686 - both brick repairs are ongoing and should be completed by early next week (April 3-4)
3.29.23	CAC	Irrigation system	mgmt	completed	Irrigation system will be turned on within the next two weeks by Lancaster.
3.29.23	CCFC	Elevator Alarm ticket	mgmt	closed	Elevator alarm ticket #17806 created to help on track the issue of the alarm going off on 3.28.23 at 8:26 PM.
4.4.23	CAC	Fallen tree (Donovan Pocket Park)	mgmt	completed	Fallen tree at Donovan Pocket Park. Lancaster removed the tree.
4.4.23	CAC	Question about the Meadow off of Somerville	mgmt	completed	Resident at 4904 Waple Ln inquired about the Meadow off of Somerville since it was recently mowed. Mgmt submitted a 311 ticket per City Staff instructions .#23-00008607. 4.6.23 - City staff replied via email and a follow-up email was sent to the resident.
4.6.23	CAC	Donovan Drive - Robotic Camera Activity Summary 4-6-23	mgmt	completed	We requested the City of Alexandria to assess the sewer lines on Donovan Dr (south side of Donovan Dr Pocket Park) close to Murtha Street. The road, scheduled to be paved in June or July, has sunk and our engineer thought there might be a problem. The City responded that Donovan Dr is a community street and it was our responsibility. GPRS, a video pipe inspection company, used a VPI robotic crawler camera today on Donovan and located a breach in the PVC pipe 8 feet underground. There could be up to 60' of PVC pipe that will need to be replaced. While this is not an emergency now, it will need to be replaced prior to the paving project. This project will impact the water/sewer usage in 3 homes on Donovan Drive during the replacement. We are waiting on a report and video to use for the RFP. This could cost CSCA approx. \$10,000 - \$20,000 to replace the PVC pipe. We will obtain 3 bids to complete the work.
4.6.23	mgmt	Feedback and discussion meeting for ideas for an “ideal” schedule.	mgmt	completed	Meet with shuttle bus riders for feedback and discussion ideas for an “ideal” schedule.
4.14.23	mgmt	Landacaping	mgmt	completed	Mowing throughout the community started this week. TruGreen will apply the pre-emergent and fertilizer next week (info in weekly email blast). Mulch will be spread next week as well.
4.14.23	CCFC	Power washing	mgmt	completed	Power washing starts next week to include the Cameron Club building, pool deck, and furniture, Gazebo on CSB circle, Duke Street brick pillars and black metal pickets, Bessley Place Pergola and cement pad, and the Donovan Dr Pergola and cement pad.
4.14.23	mgmt	Clubhouse painting	mgmt	completed	Interior Painting Project will begin Monday, April 24 <sup>th</sup> with the tentative completion date of Friday, May 12 <sup>th</sup> . (a) Fitness Center will close for 2-3 days (info in weekly email blast). (b) Basketball court will be closed for 1-2 days (info in weekly email blast. (c) Great Room rentals – no reservations have been turned away; painting crew working around the schedule. (d) Painting crew may work on Saturdays. (e) Management Office will not be painted while the office is open (nighttime or weekend). (f) Air filtering equipment will be used to reduce or eliminate any potential complaints about the Volatile Organic Compounds (VOCs); Contractor indicated that there would not be an issue even without the air filter equipment but would make sure the equipment is in place because of the concern brought forth by management. Interior Painting Project – ongoing, no issues. If CCFC does not like the blue accent color in the fitness center and determines the wall will be repainted, an additional \$682 change order will occur.
4.14.23	mgmt	EV Charger Meeting	mgmt	Informational	EV Charger meeting next Friday at 10:00 am starting in the Henderson Room.

4.14.23	mgmt	Sewer Line repair ar Donovan Dr (4900 block)	mgmt	Informational	Bid process to repair the sewer line between two manhole covers (60' of pipe) on Donovan Dr (4900 block -- next to the pocket park with the fountain)
4.18.23	CAC	lock in 5122 Knapp Pl	mgmt	completed	meter with a lock at 5122 Knapp Pl.
4.18.23	mgmt	Vehicle Registration Form	mgmt	completed	Received approx. 150-200 vehicle registrations within the last two weeks.
4.18.23	mgmt	Reserve Study	mgmt	closed	Reserve Study – Level III – update. Management has been working with CCFC, CAC, and FAC regarding recommendations for updating the Reserve Study. A summary of the information will be prepared by management and should be ready next week. Committees have been notified that they will present their recommendations to FAC and the Board at the end of the month. This information will be forwarded to PM+ Reserves after being reviewed by the Board.
4.28.23	mgmt	Summer Paving Project – Section 2	mgmt	BoD approved	(1) Bids received; Ad Hoc Committee will review bids with the engineer and management next week once we determine the meeting day/time. (2)Donovan Drive Infrastructure Update --- There is no pipe breach or break. It is a belly in the pipe that will need to be addressed. The issue occurred in the 1990s when the sewer line was installed. The PVC pipe was laid in the ground but there was a space below the PVC pipe (not flush against the ground) which eventually caused the soil and stone to push down on the pipe causing a belly. There have been no backups within the homes on Donovan Dr but there is a pool of sewage water laying in this area. It does need to be excavated and a small section of PVC pipe replaced. Bids forthcoming.
4.28.23	CCFC	Access System	mgmt	completed	Access System registration email was sent out today.
4.28.23	ARC	weekly summary 4/24-28	mgmt	completed	(1) Violations issued this week: <u>10</u> ARC. (28 Potential hearing notices to be issued.) (2) Violations issued 2023 YTD (ARC): 315 (per document archive in CIRA) (3) ARC applications processed this week: 7. (4) Follow-up inspections completed this week: B&B reports – 32 vehicles ticketed (within the last two shifts) for management to follow up. (5) Comprehensive inspections this week: N/A (6) Comprehensives next week: Reinspection of Minda Court and Comay Terrace. Start inspections on Somerville Street. (7) Brandon ticketed 10 cars with CSCA resident decals parked in visitor spaces this week. (8) NOTE: 2 cars were towed this week.
4.28.23	CAC	Median on Brenman Park Dr	mgmt	completed	Median on Brenman Park Dr (between 4950 & 4951 Brenman Park Dr) -- part of the park is fenced off for grass restoration.
5.5.23	CAC	Fire Hydrant - 151 CSB	mgmt	311 ticket submitted	Fire hydrant leaking at 151 CSB ticket #23-00011948
5.5.23	CCFC	Pool	mgmt	completed	All pool inspections are occurring next week.
5.5.23	Ad Hoc Paving Committee	Summer Paving Project – Section 2	mgmt	completed	Ad Hoc Paving Committee met last night and they are ready to provide a recommendation for a paving contractor for Summer 2023. Info in upcoming Board package.
5.5.23	CCFC	Access System	mgmt	completed	Temp employee entering access system data.
5.5.23	ARC	weekly summary 5/1-5	mgmt	completed	1. Violations issued this week: <u>19</u> ARC. 2.Violations issued 2023YTD (ARC): 428 (per document archive in CIRA)3.ARC applications processed this week: 3.4.Follow-up inspections completed this week: N/A5.B&B reports – 30 vehicles ticketed for management to follow up.6.Comprehensive inspections this week: Somerville St7.Comprehensives next week: John Ticer Dr, Barbour Dr8.Brandon ticketed 13 cars with CSCA resident decals parked in visitor spaces this week. 9.NOTE: 3 cars were towed this week.
5.5.23	CCFC	Cameron Club - Interior Painting Project	mgmt	completed	Cameron Club – Interior Painting Project – on schedule; attached pictures of the fitness center. Remaining areas to be painted – Henderson Room, Board Room; Mgt Office Hallway & Storage Room, and ProFIT Lob & Storage Room. Painters will be done Tuesday, May 9 <sup>th</sup> . 5.12.23 Cameron Club – Interior Painting Project – completed; We continue to assess items in storage closets. Window washing and deep cleaning of Cameron Club occurring Friday – Sunday of this weekend.
5.5.23	CAC	Donovan Drive - Sewer Line Project	mgmt	BoD approved	Donovan Drive – Sewer Line Project – Everyone agrees that the 15’ PVC pipe (with a belly) needs to be replaced. Bids coming in now are approx. \$18,800 to dig up and fix. This work must be completed before the street is milled and paved. 5.12.23 Sewer Line Project – no update; waiting on Board meeting for approval for a proposal to complete the work. 6.8.23 - Donovan Drive - Sewer Line PVC Pipe Replacement. The permit was received Wednesday 6.7.23 (two days late) and All Plumbing is about to start digging there today. They are waiting for Miss Utility to mark the area. This should be
5.5.23	CAC	Towed vehicles	mgmt	completed	FYI... Two owners' cars on Martin Lane were towed Tuesday. They both were very upset about their car being towed. I sent them the parking resolution and indicated that if they felt they did not violate the parking policy to set up an appointment to meet with me. I have not heard more from them. One of the cars was the red Mini Cooper that you were copied on this week.
5.5.23	mgmt	Reserve Study	mgmt	in progress	Reserve Study -- Information going to PM+ Reserves early next week to start the update. 5.12.23 Next step is to set up a meeting with PM+ and management to review the information presented to the Board.
5.5.23	mgmt	Water and soil samples	mgmt	completed	Back in December 2022, EA Engineering, Service, and Technology, Inc. completed water and soil samples throughout Cameron Station. The summary is attached for the Board to review. If you have any questions, I can forward them to my contact at EA EST, Inc.

5.5.23	CAC	Fire Hydrants	mgmt	closed	Two fire hydrants are of concern in Cameron Station. They are both City fire hydrants. The fire hydrant at 150 CSB has an out-of-service tag on it. Last night, I received a report that the fire hydrant across the street at 151 CSB is leaking. We put in a 3-1-1 ticket this morning. I stressed urgency because the two fire hydrants are close together. We did call Virginia American Water and we were told to contact the City of Alexandria.
5.9.23	CAC	Approved Lancaster Landscape proposal 31770	mgmt	approved	Mulch Installation - Woodland Hall mailboxes - side of 435 CSB and Ferdinand Day Dr
5.9.23	CAC	Approved Lancaster Landscape proposal 31766	mgmt	approved	Drainage control - walkway to home depot closest to steps and side of steps
5.9.23	CAC	Approved Lancaster Landscape proposal 31771	mgmt	approved	Mulch Installation - south entrance along curb damaged turf at the 400 Cameron Station "The Residences"
5.11.23	CAC	Sprinklers at Donovan and Martin Ln Pocket Park	mgmt	fixed	sprinklers leaking
5.12.23	CCFC	Pool	mgmt	completed	On schedule to open Saturday, May 20 <sup>th</sup> (Soft Opening)
5.12.23	CAC	Vehicle Registration Form	mgmt	completed	Vehicle registrations -- before April there were 1432 vehicles registered. As of this week, there are approximately 3500 vehicles registered.
5.12.23	CCFC	Access System	mgmt	completed	As of this week, we have 586 homes that have completed the registration. There are 37 homes that we need to place information at their doors regarding signing up for a new access card because we do not have email information for these homes. We are requesting they register their vehicles and provide information for the access system.
5.12.23	ARC	weekly summary 5/8-12	mgmt	completed	Violations issued this week: <u>20</u> ARC. 2.Violations issued 2023 YTD (ARC): 448 (per document archive in CIRA) 3.ARC applications processed this week: 4. 4.Follow-up inspections completed this week: N/A 5.B&B reports – 31 vehicles were ticketed for management to follow up. 6.Comprehensive inspections this week: Finished Somerville 7.Comprehensives next week: Finish John Ticer 8.Brandon ticketed 10 cars with CSCA resident decals parked 9.NOTE: 1 car was towed this week.
5.12.23	mgmt	FY22 Draft Audit	mgmt	completed	Close to being completed. It is very possible that the draft audit could be sent out to the Board before the May meeting.
5.12.23	Ad HOC	City of Alexandria - Paving contact	mgmt	completed	My paving contact from the City indicated that Somerville Street will be completed in FY27 (July 1, 2026 – June 30, 2027). There is no information on Brenman Park Dr and Ferdinand Day Dr.
5.15.23	CCFC	Plyo Box	mgmt	completed	PlyoBox ordered and delivered
5.23.23	CAC	Murtha Street sign hanging	mgmt	open	straighten sign
5.23.23	CAC	Irrigation valve dripping	mgmt	completed	main irrigation valve next to 5174 Brawner dripping. Update - Union was loose. It will need to be replaced. 5.24.23 Curt Cummings aka "aquamen" to provide a proposal in a week or two
5.25.23	CAC	Irrigation leak	mgmt	completed	I noticed what appears to be a slow leak around this sprinkler head. It's located across from 5162 Brawner in the small pocket park
5.30.23	CAC	Lancaster Proposal #31711	mgmt	BoD approved	drainage control between 264-266 Medlock Ln (rear)
5.30.23	CAC	Lancaster Proposal #31768	mgmt	BoD approved	tree removal and installation - home depot walkway at livermore
6.7.23	CAC	Water leak behind 230/232 CSB	mgmt	completed	management placed an emergency ticket through American Water on 6.5.23. American Water placed an orange cone to identify the location. 6.8.23 - Management reported a water leak to Virginia American Water on Monday afternoon. The leak occurred next to a water shut-off valve in a garage alley between Medlock Lane and Cameron Station Blvd... behind the 230-240 block of Cameron Station. Virginia American Water came out Tuesday and placed a cone next to the shut-off valve. No other work was performed at that time. We provided cell phone numbers and ask them to provide us with an update. They did not. On Wednesday night, the leak became larger, and as you can see, by the attached picture, they will need to dig in this area. The positive scenario is the leak will be fixed before we pave this area in late July.
6.6.23	CAC	Removal of stumps per proposal 31477	mgmt / Lancaster0	pending	proposal 31477 approved in June 2022 - removal of stumps not yet removed behind Donovan Dr and Kilburn St (between houses). 6.8.23 management emailed Lancaster to assess the area and complete the work by removing the stumps.
6.8.23	CAC	Loose railing	mgmt / Lancaster	pending	loose railing on the steps on the side of 122 CSB
6.8.23	CCFC	Peloton bike	mgmt	completed	CCFC members requested that the Peloton bike is to be removed from the fitness center until a Peloton Rep assesses the machine due to a recent seat recall. ProFit was tasked to get in contact with Peloton.
6.8.23	CCFC	Cameron Club waiver	mgmt	completed	A new waiver form is in place at the front desk so that each CSCA guest sign in.
6.8.23	CCFC	Addition of stanchions	mgmt	completed	Per CCFC request stanchion line dividers placed in the Cameron Club entrance.
6.8.23	CCFC	Revise LED Basketball retrofit proposal	mgmt	completed	Management reached out to the contractor regarding the LED retrofit project and learned that a dimmer switch is not available for commercial-grade lights. Management is pending on CCFC direction on whether they move forward with the original proposal presented at the June CCFC meeting to be then presented to the Board.
6.8.23	CCFC	Reserve Study	mgmt	in progress	Management will forward the Zoom meeting link to the CCFC members to attend a meeting with PM+ regarding the reserve study.



6.8.23	CCFC	Pool lane divider	mgmt	completed	Per CCFC member request, management reached out to American Pool to assess the pool swimming lane dividers. American Pool is assessing the dividers and recommended to order additional pieces to replace the missing pieces.
6.15.23	CAC	drain inlet	mgmt	completed	drain inlet close to 5237 Brawner is clogged with debris
6.16.23	CAC	broken wire	mgmt	proposal received and approved	There is a broken or worn wire that runs the last middle island at Ferdinand day. Wire is very old and it may be the outer coating causing short. We need to excavate to add another wire or repair. I will give you a not exceed as we may need to run wire through 2-3 islands to get there.
6.20.23	CAC	sprinkler head broken	mgmt	completed	sprinkler head at corner of Cameron Station Blvd. and Harold Secord is broken.
6.27.23	CAC	gate next to 414 Ferdinand Day Dr	mgmt	completed	The brick fence next to 414 Ferdinand Day has an iron gate. Some of the paint is peeling and the iron is rusting
6.27.23	CCFC	pool camera history request	mgmt	completed	ticket #18422, Pool Camera Video History for June 18 and 19. Residents drinking alcohol at pool
7.3.23	CCFC	Heartline work order	mgmt	completed	Quote #92657 Heartline Fitness - Repair and Replacement of parts. 7.5.23 The manufacturer has notified us that the parts needed for your repairs are currently on backorder. The expected delivery date is about 4 to 6 weeks. Once we receive your part(s): (1) A technician will contact you to schedule the repair. (2) We will continue to update you if any changes occur. We apologize for any inconvenience and appreciate your patience. As always, we thank you for choosing Heartline Fitness System as your fitness equipment service provider. 7.18.23 - Heartline email received parts backordered. 7.25.23 - Heartline email received parts back-ordered. 8.1.23 - Heartline email received parts back-ordered. 8.22.23 - strength equipment pads replaced, still waiting on other parts (handles for the ellipticals).
7.3.23	CAC	Donovan and Martin Ln Pocket Park	Lancaster	proposal approved 7/12/2023	It appears that we have lost two river birch trees in the community to the drought. Please place them on your list to replace. we are working on a proposal for the Donovan and Martin lane pocket park 2 dead river birch and 1 snow bell. 6.3.23 - proposal #31824 received and pending for CAC review and approval at their July meeting.
7.6.23	CCFC	Loose pool light	mgmt	completed	second pool light from the clubhouse on the east side of the pool is loose.
7.18.23	CAC	mulch and dirt	mgmt	311 ticket submitted	mulch and dirt wash into the sidewalk in front of 111 Cameron Station Blvd. 311 ticket submitted 23-00029508
7.18.23	CAC	reset brick	mgmt	311 ticket submitted	reset brick in the sidewalk close to 499 Cameron Station Blvd. 311 ticket submitted 23-00029512
7.18.23	CAC	Green Telecommunication Box rear side of units 5255 Colonel Johnson Ln and 5150 California Ln	mgmt	completed	Management reached out to VA Verizon contract services local manager, Gary King and Walter Gorham. They will check on the terminal tomorrow 7/19/23 and follow up with a work order to repair the box.
7.18.23	CCFC	Peloton Bike delivery	mgmt	delivered	CCFC approved purchasing a new Peloton Bike during their 7/13 meeting. Peloton bike delivery expected 8/11 between 12:00 PM - 4:00 PM
7.28.23	CCFC	Access System	mgmt	completed	1. As of this week, 1288 homes have completed the registration. 2. We start printing access cards Monday, 7/31.
8.1.23	CCFC	Wifi range	mgmt	completed	A resident requested a higher range frequency as the wifi signal is weak. Management reached out to GRS and provided the following information: <i>"Cisco Access Points range from \$1000-\$3000. Once we access the area, we can tell you what you need. Not sure if we will need an outdoor one since you mentioned the pool area. Outdoor APs would be water tested etc. and are on the higher end."</i>
8.11.23	CAC	lattice broken	mgmt	completed	tree limb broken that damaged lattice of newly installed fence on English and Knapp Ter. Maintenance to remove branch scheduled for Monday, August 14th.
8.18.23	CCFC	Pool	mgmt	completed	Assessing proposal received from American Pool for necessary work and other items recommended in the amount for \$10,027 -- pool work / pool equipment repair; management reviewing with American Pool.
8.18.23	CAC	Summer Paving Project – Section 2	mgmt	completed	1. Concrete replacement completed. 2. Asphalt Replacement (Phase #1) – Knapp Place – completed. 3. Asphalt Replacement (Phase #2) – Martin Lane and East/West Martin Lane Garage Alleys - completed. 4. Asphalt Replacement (Phase #3) – Medlock Lane, Medlock Lane Garage Alleys Behind, and Murtha Street - completed. 5. Asphalt Replacement (Phase #4) – Kilburn Street, Donovan Dr. Circle to Knapp Place, and Carlton Place garage at 5116 / 5120 Donovan Dr --- completed. 6. Asphalt Replacement (Phase #5) – Yarrow Lane & English Terrace – Starts July 31st – August 2nd -- completed. 7. Asphalt Replacement (Phase #6) – Donovan Dr (CSB to Somerville St) and 211-223 Medlock Lane and Garage Alley – completed. 8. Asphalt Replacement (Phase #7) – Donovan Dr (CSB to Donovan Park at Carlton Place) and Minda Court -- completed. 9. Asphalt Replacement (Phase #8) – Kilburn Street (CSB to Somerville Street), Comay Terrace (behind 191 Somerville Street), and Lannon Street (Behind 4950 Brenman Park Drive – completed. 10. Punchlist – Crosswalks and brick sidewalks remain.
8.18.23	CCFC	Access System	mgmt	in progress	1. As of this week, 1355 homes have completed the registration. 2. Access Cards distribution begins. We are asking those residents with cards to start using them in the Cameron Club. 3. Access Cards to shuttle bus will begin September. We will need to train the shuttle bus drivers with the iPads (card readers).
8.18.23	ARC	ARC Information	mgmt	Informational	1. Violations issued this week: <u>22</u> . 2. Violations Issue YTD: <b>606</b> 3. ARC applications processed this week: <u>3</u> . 4. Follow-up inspections completed this week: <u>N/A</u> 5. Comprehensive inspections this week: Started <b>Kilburn Street</b> and <b>Donovan Drive</b> 6. Comprehensives next week: Finish <b>Kilburn Street</b> and <b>Donovan Drive</b> 7. Brandon/Parking Enforcement ticketed <u>13</u> cars with CSCA resident decals parked in visitor spaces/no visitor pass displayed. 8. NOTE: <u>1</u> car was towed this week.
8.18.23	mgmt	Miscellaneous	mgmt	Informational	1. Initiating tasks for Annual Meeting in November 2023. 2. Fitness Center Mgt Contract Pre-bidders meeting Monday, 8/21/23 3. Home Depot Path – landscape project will begin Monday, August 28 <sup>th</sup> . 4. Contracts Bidding – Pest Control, Pool Management, Fitness Center Management, and Landscaping 5. FY2024 Budget v1(version1) – under management review next week.

					6. Signal88 is adjusting well to the parking enforcement role in CSCA. 7. Brawner Place – 8 visitor parking spaces – installed signs and completed stenciling.
8.30.23	CCFC	Treadmill quote	mgmt	approved	Board approved the Freemotion Quote #Q-34711 to buy two (2) new treadmills.
8.30.23	CAC	Landscape contract 2024-2026	mgmt	approved	The BoD reviewed and approved Lancaster landscape, irrigation, and snow removal contract for 2024-2026.
9.19.23	mgmt	FLAGS	mgmt	pending	flags for NOW MOW and NO TREATMENT
9.19.23	CAC	Common Area fence	mgmt	pending	167 Barrett Pl - Joanna Jordano add a 2x4 piece of wood run along side of the common area fence
9.19.23	mgmt	Williams Painting check payments	mgmt	pending	Williams Painting check payments
9.19.23	mgmt	Halloween	mgmt	pending	Halloween Police Officer Presence
9.19.23	mgmt	A/C and Heating System	mgmt	pending	Cameron Club A/C and Heating Systems - there are 7 a/c and 7 heating systems. A spreadsheet needs to be created with model #, system date installed, and lifespan.
9.19.23	mgmt	Clubhouse maintenance	mgmt	pending	Inspection of the Cameron Club painting and caulking façade
9.19.23	mgmt	Pool White Coat	mgmt	pending	pool main and wading white coat
9.19.23	mgmt	Fitness Center mirror	mgmt	pending	replace broken fitness center mirror
9.19.23	mgmt	Staff signature	mgmt	pending	Update mgmt staff signitures with new CSCA logo and font
9.19.23	mgmt	Cameron Club entrance mats	mgmt	pending	replace all Cameron Club entrance mats with new CSCA logo
9.19.23	mgmt	Mgmt door logo	mgmt	pending	Replace mgmt door logo with new CSCA logo
9.19.23	mgmt	ADA seats	mgmt	pending	Replace both men and women ADA shower seats
9.19.23	mgmt	shower curtains	mgmt	pending	buy new shower curtains for men and women showers
9.19.23	mgmt	water ponding	mgmt	pending	Water table/sprinkler head on South middle section of John Ticer gazebo park and East side
9.19.23	mgmt	Pocosin Pocket Park	mgmt	scheduled	landscape attention and address Pocosin Pocket Park - pictures provided by the facilities manager and to be addressed by the landscaping company on 9/21/2023
9.19.23	mgmt	CSB gazebo	mgmt	pending	inspect and replace rotten at CSB gazebo
9.19.23	mgmt	Fire hydrant	mgmt	pending	follow up with Paul Tilles from Guardian Fire Protection about the fire hydrant maintenance reports
9.19.23	mgmt	shuttle bus access system	mgmt	pending	email Paul from Fleet Transportation to go over new access system process
9.19.23	mgmt	Signal 88 vehicle report	mgmt	pending	email Signal 88 copy of vehicle report (license plates and CSCA decal #)
9.19.23	mgmt	Ivy over fence on Knapp on the corner close to Barrett	mgmt	pending	remove ivy of the common area fence - Lancaster to take care of
9.19.23	mgmt	Trademasters	mgmt	pending	install 3 3/4 unions one on each drain to clean the drains everytime they are inspected

## Cameron Station Community Association Contract Schedule

Contract	Company	Begin Date	End Date	Auto-Renew?	Annual Cost	COI	General Notes
<b>Erie Insurance</b>	Cascade Insurance Group, LLC	4/15/2023	4/15/2024	No	\$27,106.00	N/A	Policy no. Q61-0089506 (Property and Liability), Q28-1570970 (Umbrella), Q88-6500706 (Workers Comp) - Payments made annually at renewal. (Savings of \$12,500 including cyber)
<b>Cyber Insurance</b>	Hiscox Insurance Company, Inc	4/15/2023	4/15/2024	No	Cost included under the Insurance	N/A	Cyber Insurance Extension - Policy no. HCXCIB-Q-1115587/1
<b>Audit and Tax Services</b>	Goldklang Group	1/1/2024	6/30/2024	No	See the notes section	N/A	The contract covers the preparation of the December 31, 2022 (\$6,700) and 2023 (\$6,900) audits. Preparation of the federal and state income tax returns will be \$600 per year. (May - draft / June - final) + \$32 per (7) bank accounts.
<b>Management</b>	Community Association Management Professionals (CAMP)	8/1/2020	7/31/2025	Yes	\$146,892.00 - Year 2021 ; \$149,066.00 - Year 2022 ; \$151,272.18 - Year 2023 ; \$153,511.01 - Year 2024 ; \$155,782.97 - Year 2025	N/A	
<b>Landscaping</b>	Lancaster Landscape Services	1/1/2021	12/31/2023	Yes (30-day out)	\$243,022.00 - Year 2021 ; \$244,606.00 - Year 2022 ; \$246,202.00 - Year 2023	9/1/2022-9/1/2023	Contract includes (Landscape maintenance, Linear Park maintenance and leaf removal, floral rotation, irrigation services, pergola pruning, and tree trimming.) RFP going out.
<b>Irrigation</b>	Lancaster Landscape Services	1/1/2021	12/31/2023	Yes (30-day out)	Cost/s included under the landscape contract	9/1/2022-9/1/2023	<b>Spring Start-Up</b> - \$5,193 ; <b>Summer Mid-Year Inspection</b> - \$2,800 ; <b>Winterization</b> \$5,193. RFP going out. There are 213 irrigation zones and 32 timers.
<b>Snow Removal</b>	Lancaster Landscape Services	11/15/2022	4/15/2023	No	See Contract for rates	9/1/2022-9/1/2023	
<b>Pool Management</b>	American Pool	5/29/2021	12/31/2023	Yes (cancel prior September 9th during the current contract year)	\$51,275.00 - Year 2021 ; \$55,895.00 - Year 2022 ; \$58,695.00 - Year 2023	10/25/2022-10/25/2024	<b>2021 Contract Addendum</b> - \$22,308.20 ; <b>2021 Winterization</b> - \$2,899.90 ; <b>2022 Contract Addendum</b> - \$25,274.57 ; <b>2022 Winterization</b> - \$3,254.43.
<b>Business Internet, Video, and Voice</b>	Comcast	11/1/2022	11/1/2024	Yes	\$6,592.08	N/A	Data, Security Edge, and Voice Package at a discounted rate of \$529.39/mo + \$19.95/mo - Static IP Address required for the camera surveillance). Savings of \$2,400 for both years.
<b>Trash Removal Service (CSCA Master)</b>	Bates Trucking, Inc	1/1/2021	12/31/2025	Yes (60-day out)	\$312,797.16 - Year 2021 ; \$312,797.16 - Year 2022 ; 3% increase - Year 2023 ; 3% increase - Year 2024 ; 3% increase - Year 2025	9/11/2022-9/11/2023	*Includes all Condominium Associations <u>EXCEPT</u> for Main Street (Republic Services). *Price does not include recycling processing fee.
<b>Janitorial Services</b>	National Service Contractors (NSC)	4/1/2022	3/31/2025	Yes (30-day out)	\$44,196 - Year 2022 ; \$44,196 - Year 2023 ; \$45,072 - Year 2024	4/01/2023-4/01/2024	Areas and Services covered (general office and public areas, carpet cleaning, restrooms, locker rooms, fitness center, stairwells, elevator, interior and exterior windows, exterior walkways, and basketball court.

Cameron Station Community Association  
Contract Schedule

Elevator Equipment Preventative Maintenance	Potomac Elevator Company	12/31/2021	12/22/2024	Yes (90-day out)	\$2,286.60 (\$190.55/mo)	emailed	Quarterly service maintenance at \$571.65/mo. Maintenance schedule is from Dec-Feb, Mar-May, June-Aug, Sep-Nov.
Fitness Center Management	Professional Fitness Management (ProFIT)	1/1/2021	12/31/2023	Yes (90-day out)	\$171,781.92 - Year 2021 ; \$175,217.64 - Year 2022 ; \$178,722.00 - Year 2023	12/01/2022-12/01/2023	2% annual increase.
IT Support (All-Inclusive)	GRS Technology Solutions	8/1/2022	7/31/2025	Yes (90-day out)	\$21,600 (\$1,800/mo)	N/A	
Fountain (Donovan Park)	Harmony Ponds, Inc	4/26/2023	12/31/2025	No	\$1,054.00	12/31/22-12/31/23	
Parking Enforcement	Signal 88	7/1/2023	6/30/2024	Yes (30-day out)	\$41,034.00	4/29/2023-4/29/2024	
Shuttle Bus	Fleet Transportation LLC	5/1/2018	3/31/2024	Yes (60-day out)	\$210,000 (\$17,500/mo)	6/1/2022-6/1/2023	Per the Tenth Addendum 4/1/2021, the initial contract is extended 11/mo.
Backflow	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	Annual Inspection
Fire Alarm Test / Inspection	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	Annual inspection (Simplex 4010ES fire alarm panel, main fire alarm panel, and smoke and duct sensor); Quarterly inspection (Tamper switch)
Wet / Dry Sprinkler	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	Quarterly wet sprinkler system inspection; Annual dry sprinkler system inspection
Fire Extinguisher	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	8 ABC / 1 H2O
Fire Hydrants (75 total)	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	25 fire hydrant maintained per year
Elevator Recall	Guardian Protection Services	4/1/2023	3/31/2026	Yes	\$5,182.00 - Year 2023 ; \$5,345.00 - Year 2024 ; \$5,510.00 - Year 2025	6/1/2022-6/1/2023	annual inspection
Mail Station	Pitney Bowes / Quadient after 10/9/2023	3/12/2018 / to start on 10/9/2023 with Quadient	Bid out and signed new contract; Current contract ends 10/9/2023 / New contract ends on 10/9/2026 with Quadient	Yes (90-day out) - termination contract submitted 4.12.23	\$3,000	N/A	Signing with Quadient and moving away from PB. Quadient new equipment will be delivered on 10/09/2023. New bill with Quadient will be at \$22.95/mo (\$68.85/quarter) for a 36-month rental.
Domain, Website, Private	Register.com	2/20/2023	2/20/2024	No	\$84	N/A	cameronstation.online (private registration, website forwarding, domain.online)

## Cameron Station Community Association Contract Schedule

<b>Shared Hosting</b>	Hostgator	5/2/2023	5/2/2024	No	\$227.88/mo	N/A	Domain (cameronstation.org)
<b>Domain, Website, Private</b>	Register.com	9/10/2022	9/10/2025	No	\$150	N/A	cameronstation.org (private registration, domain name, website forwarding, domain expiration protection)
<b>VoIP</b>	GRS Technology Solutions	7/15/2021	month-to-month	Yes	\$2,640.00	N/A	Monthly billing is \$198.22 + state and local fees charged per jurisdiction = \$220.
<b>Access System Control</b>	Force Security Solutions	10/3/2022	10/3/2025	Yes (30-day out)	\$0.00	N/A	Services include (fire alarm monitoring, intrusion, shuttle bus access, access control, and video surveillance)
<b>Shuttle Bus - Hotspot Data Plan</b>	T-Mobile	7/19/2023	7/19/2025	Yes (30-day out)	\$30/mo (\$15/each tablet)	N/A	Data plan for the usage of tablets to be used for the shuttle bus access
<b>Copier</b>	Arrow Technologies	2/15/2023	Signed new agreement with Arrow but it is a month-to-month agreement.	Yes (30-day out)	\$2,280.00 (\$190/mo) + sales tax	N/A	Copies/prints included - 1,000 B/W & 1,000 CLR/per month ; Overage CLR \$0.05 and B&W \$0.008
<b>Legal Counsel (Retainer)</b>	Rees Broome	6/2/2021	month-to-month	Yes	\$3,600 (\$300/mo retainer)	N/A	
<b>Pet Waste</b>	Doody Calls	No contract - as needed	No contract - as needed; used when maintenance tech is on vacation.	No	\$276/day to service 27 pet stations	emailed	services scheduled only for when maintenance staff is on vacation
<b>Pest Control</b>	Terminix	11/14/2014	11/1/2023	Yes	\$5,270	10/1/2022-10/1/2023	\$110 (bait stations) + \$96 (bait stations) + \$247 (clubhouse) = \$453/mo
<b>Streetlights</b>	PSE	No contract - as needed	No contract - as needed	No	N/A	11/13/2022-11/13/2023	Services scheduled as needed
<b>Gas</b>	Constellation Energy	12/1/2015	12/1/2017 Variable rate -- month-to-month	Month-to-month	\$0.485/ per term	N/A	we are paying Constellation .799/ therm (variable rate) because it has been month-to-month since 2018 (when the fixed-rate contract was .485/therm ended).
<b>HVAC</b>	Trademasters Service	6/1/2014	5/31/2024	Yes for another year (60-day out)	\$2,688 (\$224.05/mo Jan thru July) - Increase of 3% August thru Dec \$230.77	4/1/2023-4/1/2024	The contracts auto-renew for a year and the payments are made semi-annually (July and January). Two inspections per year. \$1,305/Semi-Annual (January thru June; July thru Dec).
<b>Website</b>	Constant Contant	monthly subscription	monthly subscription	anytime	subject to Terms and Conditions of Constant Contact	N/A	Former service plan used to be \$69.29/mo; effective July 2023 rates increased 16% or \$81.02/mo based on a June 14th notice.
<b>Music - Fitness Center</b>	Spotify	monthly subscription	monthly subscription	anytime	subject to Terms and Conditions of Spotify	N/A	Former service plan used to be \$9.99/mo; effectively August 2023 rates increased to \$10.99/mo based on June 24th notice.
<b>Social Media</b>	Brand Design	month-to-month	month-to-month	anytime	\$4,740 (\$395/mo)	N/A	New Horizons merged with Brand Design in 2021



**Veteran Owned Business**

SPECIALIZING IN RESERVE STUDIES SINCE 1990



**Cameron Station Community Association-FY24**

**Alexandria, VA**

**PM+ Level III Updated Reserve Study Revision 1**

**September 1, 2023**

Cameron Station Community Association  
C/o Mr. Steven P. Philbin, M ed., CMCA, ARM PCAM  
General Manager  
200 Cameron Station Boulevard  
Alexandria, VA 22304

Dear Mr. Philbin:

Enclosed please find the revised Level III Updated Reserve Study (Financial Analysis Only) for Cameron Station Community Association. This is the Final Report, if there are questions or concerns please let us know. Also, please let us know if the cash on hand at the start of the fiscal year changes, we will issue a no cost change if it does.

Commonwealth of Virginia requirements for reserve studies are shown on page ii. Executive summary of study findings can be found on page 1.

For boards who need assistance in determining annual owner contribution for years between Level I and II studies, **PM+** is offering lower cost Level III reserve studies (financial reviews). Proposal provided upon request.

We thank the Board of Directors and CAMP Management for selecting **PM+** for this study and hope you call upon us for your next study.

Sincerely,

Mario B. "Ben" Ginnetti, PRA, RS, P.E.  
President

Enclosure: Study - PDF File

**4388 Poplar Tree Court, Chantilly, VA 20151 ♦♦♦ 703.803.8436**

**Email - Engineer@pmplusreserves.com ♦♦♦ Web Site - www.pmplusreserves.com**



Cameron Station Community Association-FY24

Alexandria, VA

PM+ Level III Updated Reserve Study Revision 1

September 1, 2023



Prepared for:

Board of Directors



**Mario B. "Ben" Ginnetti, PRA, RS, P.E.**

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Documentation that supports the reserve contribution and other findings shown in the Executive Summary (page 1) begin on .....	A1



## **VIRGINIA REQUIREMENTS FOR RESERVE STUDIES**

§ 55.1- 1965 (Condo's) & 55.1-1826 (POA's), Annual budget; reserves for capital components  
(Enacted October 1, 2019)

- A. Except to the extent provided in the condominium instruments, the executive board shall, prior to the commencement of the fiscal year, make available to unit owners either (i) the annual budget of the unit owners' association or (ii) a summary of such annual budget.
- B. Except to the extent otherwise provided in the condominium instruments, the executive board shall:
  - 1. Conduct a study at least once every five years to determine the necessity and amount of reserves required to repair, replace, and restore the capital components as defined in § 55.1-1900;
  - 2. Review the results of that study at least annually to determine if reserves are sufficient; and
  - 3. Make any adjustments the executive board deems necessary to maintain reserves, as appropriate.
- C. To the extent that the reserve study conducted in accordance with this section indicates a need to budget for reserves, the unit owners' association budget shall include:
  - 1. The current estimated replacement cost, estimated remaining life, and estimated useful life of the capital components as defined in § 55.1-1900;
  - 2. As of the beginning of the fiscal year for which the budget is prepared, the current amount of accumulated cash reserves set aside to repair, replace, or restore the capital components and the amount of the expected contribution to the reserve fund for that fiscal year;
  - 3. A statement describing the procedures used for estimation and accumulation of cash reserves pursuant to this section; and
  - 4. A statement of the amount of reserves recommended in the study and the amount of current cash for replacement reserves.

**EXECUTIVE SUMMARY**

**KEY TO UNDERSTANDING STUDY RESULTS** – Purpose of a reserve study is to establish a financial plan for keeping the property's common and limited common elements in good repair. The plan is developed by identifying the component, assessing its condition, and estimating both the time when work will be needed and cost of work. In a **PM+** study these entries can be found beginning on page A1, columns (1), (4) and (5). Those entries combined with reserve savings, current reserve contribution, interest, and inflation rates and how much of a contingency should be preserved to fund unforeseen events are the factors that determine the reserve contribution.

**RELEVANT DATA**

1st Study Year FY24	\$395,010 Contribution FY23
FY Begins 1-Jan-24	2.47% Inflation
Inspection Date(s) NA	0.00% Interest
# Units 1,769	

**Accumulated Cash at Start of FY (COH)** and **Current Year Contribution** were provided to **PM+** and were best estimates available when provided, they are not audited amounts.

**INTEREST AND INFLATION**<sup>1</sup> rates best project future property needs. Inflation is based on the last 10-year Consumer Price Index (CPI) average; interest on savings is not applied to the reserves at his property. Even at relatively low levels, inflation is a primary driver for the contribution and has a large impact over the period of the study. If inflation increases at a materially higher rate than indicated, the study should be updated more frequently to maintain adequate reserves and avoid large future assessment increases.

**STUDY SUMMARY****Cash Flow**

Reserve Contribution Recommended for FY24	\$424,470
Accumulated Cash on Hand (COH) Start of FY24	1,367,500
Current Estimated Replacement Cost	5,591,060
Average Useful Life Years (All Components) <sup>2</sup>	23.6
Average Remaining Life Years (All Components) <sup>2</sup>	7.2

**Additional Study Values**

Average Yearly Owner Contribution	240
30 Year Income	22,733,070
30 Year Income From Interest	0
30 Year Income From Assessments	22,733,070
Years 1-30 Minimum Threshold \$ <sup>3</sup>	474,590
%	8.5%
Years 31-50 Minimum Threshold \$ <sup>3</sup>	359,530
%	6.4%

**OUR ANALYSIS**, based on study assumptions, indicates the association will need to:

- Contribute the highlighted (Cash Flow) amount in FY24 to meet the reserve needs of the property.
- The recommended FY24 amount will need to be increased, year over year, through FY27, by 7.5% to build up the reserves to pay for future work. (Note – to avoid significant annual increases in the contribution, between study updates, keep the yearly contribution adjusted for inflation).

1. Although factors used may not prove to be precise they should be reasonable predictors of future costs and return on savings.

2. See columns (3) & (4) starting on Page A1 for average and remaining useful life of each component.

3. Minimum Threshold - 30 and 50 years shown. If 50-year is high at this time, it will adjust with future updates.

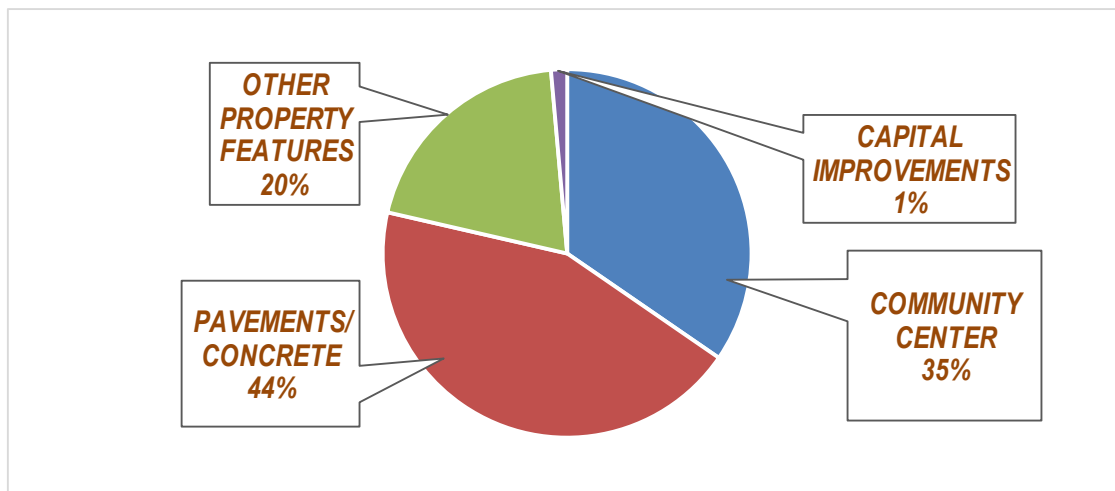
- For projections of the **Cash Flow** contributions needed, over life of this study, see 30 & 50-Year Financial Plan tables in appendix A, column (14), and column (15) for contributions and year end year end balances the contributions should provide. If the **Component** method is used to fund the reserves see same financial plan tables, columns (17) and (18), for yearly contributions and year end balances.

**OBJECTIVE OF THE ANNUAL CONTRIBUTION:** 1) funds should always be available to pay for needed work, 2) preserve a minimum threshold for contingencies, and 3) long range projections of expenses and contributions should not show a need for special assessments or loans. To achieve those objectives, **PM+** studies consider the first thirty-years and an additional twenty-years, making the "look at" period a total of 50-years. This projection assures the recommended contribution is based on a sound long-range analysis of the property's reserve needs. Contributions in future studies will vary with accrued savings, useful lives, inflation, interest, and cost for work.

**FOR VIRGINIA PROPERTIES** – Information the executive board is to make available to unit owners, prior to commencement of the fiscal year, is listed in Study Summary. For statement required PM suggest: "The association expected contribution to the reserves in FY \_\_\_\_ will be \$\_\_\_\_. Procedures the association uses for estimation and accumulation of cash reserves was provided by an independent reserve study professional."

**RECOMMENDATION** - Fund the reserves to the recommended amount using the Cash Flow method. Failure to fund could be a violation of State Statute, where enacted, that requires funding to the reserve study recommendation, and/or, result in insufficient funds to pay for work. Insufficient funds can result in a special assessment, a loan or significant future increase in annual contribution to build up the reserves to where they should be – any of these can place financial hardships on owners. Least cost option to owners is to fund the recommendation.

**WHERE CONTRIBUTIONS TO THE RESERVES GO OVER 30-YEARS:**



**READING and UNDERSTANDING TABLES/CHARTS**

(Some information may not appear in this study).

**RELEVANT DATA**

Study fiscal year, inspection date(s), number of homes, association's financial data, and interest/inflation rates.

**SUMMARY OF THE ASSOCIATION'S RESERVE FINANCIAL PLAN**

Financial summary of study results.

**TABLE OF REPAIR & REPLACEMENT RESERVES**

The Repair and Replacement Table shows the common and/or limited common elements, average and remaining useful life, and estimated cost for work (actual cost can vary from estimated based on many factors). This information, for the most part, is self-explanatory; however, when we believe more information is needed, we provide comments or use photographs.

Column

- (1) The property components the association should include in the reserves. Where a 15%, 30%, etc., is shown it means total replacement of the item is not anticipated. If we have omitted or added components that are not common or limited common area responsibility, please inform us so we can provide a revised table. It also applies if the association accomplishes the work from their annual operating expense and a reserve set-aside is not needed. If components are included that are operating expenses, we leave it to others to determine the correct tax consequence of the component.

- (2) Approximate quantity and unit of measure. The following abbreviations are used; however, they may not all appear in this study:

AC – Acres	LF - Linear Feet	SY - Square Yards
AnAvg - Annual Average	LS - Lump Sum	TN - Tons
BLD - Building	HP - Horsepower	UN - Units
EA - Each	RC - Replacement Cost	> - Greater Than
CY - Cubic Yards	SF - Square Feet	< - Less Than

- (3) The components' average useful life (Avg). Leading publications on useful life data, our own experiences and historical trends are used to determine average useful life.
- (4) Our best estimate of the remaining useful life (RUL). Some components in the table may not fail precisely as shown. We use the remaining useful life in conjunction with the estimated cost to calculate the annual contribution needed to fund the component. Actual remaining useful life can be significantly different.
- (5) Estimated costs are in current dollars. Estimates are based on similar work in the greater Washington area, association experience, industry publications, such as R.S. Means and HomeTech, contractors and other reliable sources. It assumes the association will competitively seek bids and obtain a fair price in today's market. Some work, such as balconies, roofing, garages, façade, boilers, utility systems, chiller replacements, etc., may need the services of an engineer or architect to determine scope and oversee repairs. Those estimates take precedence over those shown in the table. Some costs can be more predictable than others, i.e., when roofs and pavements are replaced the entire component will most likely be replaced - total replacement cost is used. Other components, i.e., closed loop piping, plumbing, electrical and fire protection systems may not need total replacement and will continue to perform with spot repairs. For these components, we reserve a reasonable amount for this work.
- (6) Distribution of the funds the association had (is projected to have) at the start of their fiscal year or the amount we were requested to use. The program distributes a prorated amount to each component.

- (7) The amount needed to fund the balance of the requirement.
- (8) The contribution needed to fund the 1<sup>st</sup> year applying the cash flow method. Contributions from year to year are mainly adjustments for inflation.
- (9) The contribution needed to fund the 1<sup>st</sup> year applying the component method. Contributions from year to year can vary significantly.

## **30 and 50-Year Comparison of Financial Plans**

### **Column**

- (10) - Fiscal Year.
- (11) - Projected annual expenses.
- (12) - Cumulative expenses over 30-years.
- (13) and (16) - Interest earned per funding plan based on previous year-end balance.
- (14) and (17) - Contribution needed per funding plan.
- (15) and (18) - Projected year-end balance per funding plan.

## **GRAPHS**

Graphs depict the projected contributions and year end balances for each plan. The contribution objective should be to have a consistent contribution, year after year, which can be maintained with inflation adjustments. Avoid fluctuating contributions as they can impose financial hardships on owners. The plot objective for the reserve balance is to have the year end balances always above the “X” axis. If it falls below, it indicates a special assessment or loan will be needed to support the reserves.

## **SUMMARY**

- 30-Year Income - projected from interest and owners.
- 30 & 50-Year Minimum/Maximum Balances - includes contingency for unforeseen events.

## **PROPERTY COMPARISON**

The “Property Comparison” chart compares the property’s current funding to the last 100 properties we have studied. The comparison shows the maximums, minimums, property averages and medians compared to your property. Property features differ from one property to another so consider these as averages only and not a true comparison on your property to another similar property. Four comparisons are made:

- % Funded - Ratio of the current to the ideal Reserve Balance for each component in the Reserve Table. The ratio is a product of the “used-up” life, useful life, and component cost.
- Reserve Depletion Factor - Number of years amount-on-hand will fund (It is the same as the “go broke” date if no more money is added to the reserves).
- Accumulated cash at start of fiscal year – dedicated reserve funds the association had or is estimated to have when their fiscal year begins.
- Average annual contribution per owner – Average contribution per owner needed to meet the reserve requirement. Dollar amounts will vary from property to property based on construction features, common/limited common elements, past contributions to the reserves and other factors that may not result in a true comparison.

## **APPENDIX A**



TABLE OF REPAIR/REPLACEMENT RESERVES and YEARS 1-10 EXPENSES

COMPONENT	APPROX'MT QUANTITY	USEFUL LIFE		ESTIMATED COST IN CURRENT \$	DISTR'BTN OF COH AS OF 1-Jan-24	BALANCE NEEDED TO FUND RESERVE	FY24		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
		AVG	REM				CASH FLOW	CONTRIBUTION										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)										
COMMUNITY CENTER																		
EXTERIOR																		
ROOFING-SHINGLES	7,869	SF	20	2	43,280	10,590	32,690	4,600	16,350	0	44,350	0	0	0	0	0	0	0
ROOFING-METAL	92	SF	40	22	4,160	1,020	3,140	40	140	0	0	0	0	0	0	0	0	0
ROOFING FLAT	1,800	SF	20	3	41,390	10,120	31,270	2,940	10,420	0	0	43,460	0	0	0	0	0	0
GUTTERS/DOWNSPOUTS	875	LF	30	6	13,130	3,210	9,920	470	1,650	0	0	0	0	0	14,830	0	0	0
FAÇADE																		
FACADE/CAULK/WATERPROOFING		LS	5	1	6,060	1,480	4,580	1,290	4,580	6,060	0	0	0	0	6,850	0	0	0
EXTERIOR PAINTING																		
PAINT/DETERIORATED WOOD REPLACEMENT		LS	6	1	13,560	3,320	10,240	2,880	10,240	13,560	0	0	0	0	0	15,700	0	0
WINDOWS/DOORS/HARDWARE																		
BUILDING EXTERIOR DOORS	9	EA	25	3	38,650	9,450	29,200	2,740	9,730	0	0	40,580	0	0	0	0	0	0
WINDOWS	69	EA	40	18	74,070	18,120	55,950	880	3,110	0	0	0	0	0	0	0	0	0
LOGO ENTRY MATS	1	EA	6	5	34,650	8,480	26,170	1,470	5,230	0	0	0	0	38,200	0	0	0	0
NEW HANDICAP/ADA DOORS	4	EA	20	18	16,400	4,010	12,390	190	690	0	0	0	0	0	0	0	0	0
MISC. DOOR REPLACEMENT		LS	10	5	4,500	1,100	3,400	190	680	0	0	0	0	4,960	0	0	0	0
INTERIOR DECORATION AND FEATURES																		
FLOORING-CARPET (INCLUDES STAIRWAYS)	598	SY	8	1	39,880	9,750	30,130	8,480	30,130	39,880	0	0	0	0	0	0	48,480	0
STAIRWAY (RUBBER TILE)	380	SF	20	9	3,420	840	2,580	80	290	0	0	0	0	0	0	0	4,160	0
CEILING TILE-FOYER CLOSET	39	SF	30	1	390	100	290	80	290	390	0	0	0	0	0	0	0	0
FURNISHINGS/TV'S		LS	15	4	35,350	8,650	26,700	1,880	6,680	0	0	0	38,030	0	0	0	0	0
CEILING LIGHTING FIXTURES		LS	30	8	19,610	4,800	14,810	520	1,850	0	0	0	0	0	0	23,260	0	0
PAINT COMMON AREAS		LS	7	6	27,000	6,600	20,400	960	3,400	0	0	0	0	0	30,500	0	0	0
INTERIOR DOOR REPLACEMENTS		LS	5	1	3,000	730	2,270	640	2,270	3,000	0	0	0	0	3,390	0	0	0
MANAGEMENT OFFICE EQUIPMENT																		
DESK & CHAIR	8	LS	15	4	11,200	2,740	8,460	600	2,120	0	0	0	12,050	0	0	0	0	0
COMPUTERS & PERIPHERALS	8	LS	5	1	21,600	5,280	16,320	4,600	16,320	21,600	0	0	0	0	24,400	0	0	0
TABLES/CHAIRS/TELEPHONE/MISCELLANEOUS		LS	20	4	38,000	9,290	28,710	2,020	7,180	0	0	0	40,890	0	0	0	0	0
BATHROOM RENOVATION		LS	15	6	9,000	2,200	6,800	320	1,130	0	0	0	0	0	10,170	0	0	0
LIGHTING TO LED CLUBHOUSE & HALLWAYS		LS	30	29	26,800	6,560	20,240	200	700	0	0	0	0	0	0	0	0	0
CONCIERGE																		
DESK/EQUIPMENT		LS	15	4	4,300	1,050	3,250	230	810	0	0	0	4,630	0	0	0	0	0
KITCHEN																		
RENOVATION		LS	15	6	20,000	4,890	15,110	710	2,520	0	0	0	0	0	22,600	0	0	0
FITNESS ROOM																		
PELTON	2	EA	4	4	5,800	1,420	4,380	310	1,100	0	0	0	6,240	0	0	6,880	0	0
EXERCISE EQUIPMENT	10	EA	9	1	30,000	7,340	22,660	6,380	22,660	30,000	0	0	0	0	0	0	0	37,370
EXERCISE EQUIPMENT	9	EA	9	2	30,000	7,340	22,660	3,190	11,330	0	30,740	0	0	0	0	0	0	0
EXERCISE EQUIPMENT	10	EA	9	3	30,000	7,340	22,660	2,130	7,550	0	0	31,500	0	0	0	0	0	0
EXERCISE EQUIPMENT	9	EA	9	4	30,000	7,340	22,660	1,600	5,670	0	0	0	32,280	0	0	0	0	0
EXERCISE EQUIPMENT	10	EA	9	5	30,000	7,340	22,660	1,280	4,530	0	0	0	0	33,080	0	0	0	0
EXERCISE EQUIPMENT	2	EA	9	7	30,000	7,340	22,660	910	3,240	0	0	0	0	0	0	34,730	0	0
RUBBER FLOOR TILES	2,900	EA	8	6	32,000	7,830	24,170	1,130	4,030	0	0	0	0	0	36,150	0	0	0
LIGHTING TO LED		LS	30	29	12,000	2,940	9,060	90	310	0	0	0	0	0	0	0	0	0
BASKETBALL COURT																		
REPLACE FLOOR		LS	40	18	44,910	10,980	33,930	530	1,890	0	0	0	0	0	0	0	0	0
LIGHTING TO LED	1	LS	30	29	2,000	490	1,510	10	50	0	0	0	0	0	0	0	0	0
BASKETBALL STANDARD	1	EA	30	18	5,000	1,220	3,780	60	210	0	0	0	0	0	0	0	0	0
MECHANICAL/PLUMBING/ELECTRICAL SYSTEMS																		
MECHANICAL																		
BOILER-DOMESTIC HOT WATER	1,260	MBU	20	2	50,400	12,330	38,070	5,360	19,040	0	51,640	0	0	0	0	0	0	0
HOT WATER STORAGE TANK	1	EA	30	28	5,000	1,220	3,780	40	140	0	0	0	0	0	0	0	0	0
HVAC	20	TN	15	1	68,000	16,630	51,370	14,470	51,370	68,000	0	0	0	0	0	0	0	0
HVAC	20	TN	15	5	68,000	16,630	51,370	2,890	10,270	0	0	0	0	74,970	0	0	0	0
HVAC	30	TN	15	13	102,000	24,950	77,050	1,670	5,930	0	0	0	0	0	0	0	0	0

TABLE OF REPAIR/REPLACEMENT RESERVES and YEARS 1-10 EXPENSES

COMPONENT	APPROX'MT QUANTITY	USEFUL LIFE		ESTIMATED COST IN CURRENT \$	DISTR'BTN OF COH AS OF 1-Jan-24	BALANCE NEEDED TO FUND RESERVE	FY24 CONTRIBUTION		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
		AVG REM (YRS)	(4)				CASH FLOW	COMPONENT										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)										
EXHAUST FANS-1/2	LS	15	1	3,000	730	2,270	640	2,270	3,000	0	0	0	0	0	0	0	0	0
EXHAUST FANS-1/2	LS	15	3	3,000	730	2,270	210	760	0	0	3,150	0	0	0	0	0	0	0
PLUMBING																		
PLUMBING/SANITARY/CONDENSATE PIPE	LS	50	28	43,000	10,520	32,480	330	1,160	0	0	0	0	0	0	0	0	0	0
ELECTRICAL																		
ELECTRICAL SYSTEMS	LS	40	18	40,000	9,780	30,220	470	1,680	0	0	0	0	0	0	0	0	0	0
CARRIAGE LIGHTS AT DOORS	11 EA	30	8	3,580	880	2,700	100	340	0	0	0	0	0	0	0	4,250	0	0
BATTERY BACKUP/EXIT LIGHT FIXTURES	40 EA	15	1	10,000	2,450	7,550	2,130	7,550	10,000	0	0	0	0	0	0	0	0	0
FIRE PROTECTION/SECURITY																		
FIRE ALARM SYSTEM REPAIRS	LS	40	18	72,200	17,660	54,540	850	3,030	0	0	0	0	0	0	0	0	0	0
FIRE SPRINKLER SYSTEM REPAIRS	LS	10	5	19,950	4,880	15,070	850	3,010	0	0	0	0	22,000	0	0	0	0	0
ACCESS SECURITY SYSTEM	LS	15	13	57,000	13,940	43,060	930	3,310	0	0	0	0	0	0	0	0	0	0
FIRE HYDRANT REPLACEMENT	LS	10	8	14,000	3,420	10,580	370	1,320	0	0	0	0	0	0	0	16,610	0	0
FIRE HYDRANT PAINTING	LS	6	5	5,570	1,360	4,210	240	840	0	0	0	0	6,140	0	0	0	0	0
FIRE HYDRANT PAINTING	LS	6	6	5,570	1,360	4,210	200	700	0	0	0	0	0	6,290	0	0	0	0
FIRE HYDRANT SERVICING	LS	1	1	3,500	860	2,640	740	2,640	3,500	3,590	3,680	3,770	3,860	3,950	4,050	4,150	4,250	4,360
MISC. MECHANICAL/PLUMBING/ELECTRICAL/FIRE	LS	3	1	5,250	1,280	3,970	1,120	3,970	5,250	0	0	5,650	0	0	6,080	0	0	6,540
ELEVATOR																		
ELEVATOR/CAB-HYDRAULIC	1 EA	25	3	200,000	48,920	151,080	14,180	50,360	0	0	210,000	0	0	0	0	0	0	0
MEN'S & LADIES LOCKER ROOMS																		
RENOVATION	2 EA	15	13	142,000	34,730	107,270	2,320	8,250	0	0	0	0	0	0	0	0	0	0
LOCKERS	84 EA	15	5	10,080	2,470	7,610	430	1,520	0	0	0	0	11,110	0	0	0	0	0
FLOOR MATS	1,194 SF	15	5	11,940	2,920	9,020	510	1,800	0	0	0	0	13,160	0	0	0	0	0
POOL(S)																		
WHITECOAT-ADULT POOL	2,747 SF	5	1	24,720	6,050	18,670	5,260	18,670	24,720	0	0	0	0	27,930	0	0	0	0
WHITECOAT-WADING POOL	288 SF	5	1	3,740	910	2,830	800	2,830	3,740	0	0	0	0	4,230	0	0	0	0
FILTER/PUMPS/PIPING/CHEMICAL EQUIPMENT	LS	10	3	16,000	3,910	12,090	1,130	4,030	0	0	16,800	0	0	0	0	0	0	0
COPING/TILES/WALLS & GENERAL REPAIRS	LS	10	5	37,730	9,230	28,500	1,610	5,700	0	0	0	0	41,600	0	0	0	0	0
POOL DECK/COPING & TILE-PRIOR TO POOL OPEN	LS	1	1	3,910	960	2,950	830	2,950	3,910	4,010	4,110	4,210	4,310	4,420	4,530	4,640	4,750	4,870
POOL FURNITURE	LS	8	2	56,270	13,760	42,510	5,990	21,260	0	57,660	0	0	0	0	0	0	0	70,090
UMBRELLAS	LS	8	4	54,240	13,270	40,970	2,880	10,240	0	0	0	58,360	0	0	0	0	0	0
SHADE AWNING	LS	10	6	3,400	830	2,570	120	430	0	0	0	0	0	3,840	0	0	0	0
REPLACE CONCRETE DECK	6,865 SF	50	28	130,440	31,900	98,540	990	3,520	0	0	0	0	0	0	0	0	0	0
6' METAL FENCE	295 LF	30	8	32,450	7,940	24,510	860	3,060	0	0	0	0	0	0	0	38,490	0	0
3' METAL FENCE	80 LF	30	8	6,800	1,660	5,140	180	640	0	0	0	0	0	0	0	8,070	0	0
ADULT POOL COVER	2,747 SF	10	8	12,360	3,020	9,340	330	1,170	0	0	0	0	0	0	0	14,660	0	0
WADING POOL COVER	288 SF	10	1	3,310	810	2,500	700	2,500	3,310	0	0	0	0	0	0	0	0	0
TOTAL BUILDING(S)				2,159,520	528,200	1,631,320	129,360	459,340										
PAVEMENTS/CONCRETE																		
PAVEMENTS																		
PREVENTIVE MAINTENANCE	22,069 SY	4	2	50,760	12,420	38,340	5,400	19,170	0	52,010	0	0	0	57,350	0	0	0	63,230
PAVEMENT OVERLAY	22,069 SY	15	13	408,280	99,860	308,420	6,680	23,720	0	0	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	1,103 SY	15	13	32,000	7,830	24,170	520	1,860	0	0	0	0	0	0	0	0	0	0
CONSULTANT	1 LS	15	13	35,050	8,570	26,480	570	2,040	0	0	0	0	0	0	0	0	0	0
PREVENTIVE MAINTENANCE	34,754 SY	4	3	79,930	19,550	60,380	5,670	20,130	0	0	83,930	0	0	0	92,530	0	0	0
PAVEMENT OVERLAY	34,754 SY	15	14	660,330	161,510	498,820	10,030	35,630	0	0	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	1,738 SY	15	14	50,390	12,330	38,060	770	2,720	0	0	0	0	0	0	0	0	0	0
CONSULTANT	1 LS	15	14	56,730	13,880	42,850	860	3,060	0	0	0	0	0	0	0	0	0	0
PREVENTIVE MAINTENANCE	34,754 SY	4	1	79,930	19,550	60,380	17,000	60,380	0	0	0	0	88,120	0	0	0	97,160	0
PAVEMENT OVERLAY	34,754 SY	15	1	660,330	161,510	498,820	140,470	498,820	660,330	0	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	1,738 SY	15	1	50,390	12,330	38,060	10,720	38,060	50,390	0	0	0	0	0	0	0	0	0
CONSULTANT	LS	15	1	56,730	13,880	42,850	12,070	42,850	56,730	0	0	0	0	0	0	0	0	0
ANNUAL REPAIR COSTS (POTHOLE,ETC)	LS	1	1	7,000	1,710	5,290	1,490	5,290	7,000	7,170	7,350	7,530	7,720	7,910	8,100	8,300	8,510	8,720

TABLE OF REPAIR/REPLACEMENT RESERVES and YEARS 1-10 EXPENSES

COMPONENT	APPROX'MT QUANTITY	USEFUL LIFE		ESTIMATED COST IN CURRENT \$	DISTR'BTN OF COH AS OF 1-Jan-24	BALANCE NEEDED TO FUND RESERVE	FY24 CONTRIBUTION		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
		AVG REM (YRS)					CASH FLOW	COMPONENT METHODS										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)										
<b>CONCRETE/PAVERS</b>																		
SIDEWALKS-BRICK PAVERS	LS	1	1	27,000	6,600	20,400	5,740	20,400	27,000	27,670	28,350	29,050	29,770	30,500	31,260	32,030	32,820	33,630
CURBS/GUTTERS OTHER CONCRETE	LS	4	1	18,630	4,560	14,070	3,960	14,070	0	19,090	0	0	0	21,050	0	0	0	23,210
<b>CONSULTANT</b>																		
ASPHALT	LS	15	13	28,250	6,910	21,340	460	1,640	0	28,950	0	0	0	31,920	0	0	0	35,190
485910-796320-832800																		
TOTAL PAVEMENTS/CONCRETE				2,301,730	563,000	1,738,730	222,410	789,840										
<b>OTHER PROPERTY FEATURES</b>																		
ENTRANCE FEATURE WALLS/SIGNAGE	LS	5	2	1,600	390	1,210	170	610	0	1,640	0	0	0	0	1,850	0	0	0
TREES/SHRUBBERY-DISEASED/DEAD	LS	1	1	31,000	7,580	23,420	6,600	23,420	31,000	31,770	32,550	33,350	34,180	35,020	35,890	36,770	37,680	38,610
PROPERTY LINE FENCE BETWEEN COMERCIAL STORES	2,990 LF	20	18	180,000	44,030	135,970	2,130	7,550	0	0	0	0	0	0	0	0	0	0
PROPERTY LINE FENCE-REPAIRS & SEAL COAT	5,980 SF	6	4	20,930	5,120	15,810	1,110	3,950	0	0	0	22,520	0	0	0	0	0	26,070
FENCE CONSULTANT	LS	20	18	6,500	1,590	4,910	80	270	0	0	0	0	0	0	0	0	0	0
DUKE STREET COLUMNS/FENCE REPAIRS PAINT	100 LF	6	1	3,390	830	2,560	720	2,560	3,390	0	0	0	0	0	3,920	0	0	0
<b>GAZEBOS/ARBORS</b>																		
<b>CAMERON STATION BOULEVARD GAZEBO</b>																		
ROOFING	1,200 SF	38	16	27,600	6,750	20,850	370	1,300	0	0	0	0	0	0	0	0	0	0
RAILING	100 SF	30	8	6,000	1,470	4,530	160	570	0	0	0	0	0	0	0	7,120	0	0
PAINT/STAINING/STRUCTURAL REPAIRS	LS	6	1	3,900	950	2,950	830	2,950	3,900	0	0	0	0	0	4,510	0	0	0
<b>JOHN TIGER DRIVE GAZEBO</b>																		
ROOFING	166 SF	38	16	5,480	1,340	4,140	70	260	0	0	0	0	0	0	0	0	0	0
PAINT/STAINING/STRUCTURAL REPAIRS	LS	6	1	2,800	680	2,120	600	2,120	2,800	0	0	0	0	0	3,240	0	0	0
<b>DONOVAN DRIVE ARBOR</b>																		
STRUCTURE REPAIRS	1,000 SF	40	18	38,000	9,290	28,710	450	1,600	0	0	0	0	0	0	0	0	0	0
<b>DONOVAN DRIVE FOUNTAIN</b>																		
WATERPROOF BASIN	LS	8	2	2,700	660	2,040	290	1,020	0	2,770	0	0	0	0	0	0	0	3,360
PUMP/PIPINGGENERAL REPAIRS	LS	10	3	1,100	270	830	80	280	0	0	1,160	0	0	0	0	0	0	0
LANDSCAPE ENHANCEMENTS	LS	20	19	27,000	6,600	20,400	300	1,070	0	0	0	0	0	0	0	0	0	0
<b>SITE LIGHTING</b>																		
STREET LIGHT RETROFIT TO LED	LS	NA	1	40,000	9,780	30,220	8,510	30,220	40,000	0	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	LS	NA	2	40,000	9,780	30,220	4,250	15,110	0	40,990	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	LS	NA	3	40,000	9,780	30,220	2,840	10,070	0	0	42,000	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	LS	NA	4	40,000	9,780	30,220	2,130	7,560	0	0	0	43,040	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	LS	NA	5	40,000	9,780	30,220	1,700	6,040	0	0	0	0	44,100	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	LS	NA	6	40,000	9,780	30,220	1,420	5,040	0	0	0	0	0	45,190	0	0	0	0
STREET LIGHT RETROFIT TO LED	LS	NA	7	40,000	9,780	30,220	1,220	4,320	0	0	0	0	0	0	46,310	0	0	0
STREET LIGHT RETROFIT TO LED	LS	NA	8	40,000	9,780	30,220	1,060	3,780	0	0	0	0	0	0	0	47,450	0	0
STREET LIGHT RETROFIT TO LED	LS	NA	9	40,000	9,780	30,220	950	3,360	0	0	0	0	0	0	0	0	48,620	0
STREET LIGHT RETROFIT TO LED	LS	NA	10	40,000	9,780	30,220	850	3,020	0	0	0	0	0	0	0	0	0	49,820
<b>TABLES/BENCHES/GRILLS/TRASH/DOGGIE POSTS</b>																		
BEASLEY POCKET PARK FURNITURE	LS	20	18	3,700	900	2,800	40	160	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	LS	40	1	8,500	2,080	6,420	1,810	6,420	8,500	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	LS	40	2	8,500	2,080	6,420	900	3,210	0	8,710	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	LS	40	3	8,500	2,080	6,420	600	2,140	0	0	8,930	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	LS	40	4	8,500	2,080	6,420	450	1,610	0	0	0	9,150	0	0	0	0	0	0
PARK BENCHES REPAIRS	LS	40	5	8,500	2,080	6,420	360	1,280	0	0	0	0	9,370	0	0	0	0	0
PARK BENCHES REPAIRS	LS	40	6	8,500	2,080	6,420	300	1,070	0	0	0	0	0	9,600	0	0	0	0
PARK BENCHES REPAIRS	LS	40	7	8,500	2,080	6,420	260	920	0	0	0	0	0	0	9,840	0	0	0
PARK BENCHES REPAIRS	LS	40	8	8,500	2,080	6,420	230	800	0	0	0	0	0	0	0	10,080	0	0
PARK BENCHES REPAIRS	LS	40	9	8,500	2,080	6,420	200	710	0	0	0	0	0	0	0	0	10,330	0
PARK BENCHES REPAIRS	LS	40	10	8,500	2,080	6,420	180	640	0	0	0	0	0	0	0	0	0	10,590
PARK BENCHES REPAIRS	LS	40	11	8,100	1,980	6,120	160	560	0	0	0	0	0	0	0	0	0	0
PARK BENCH REPLACEMENT	73 EA	20	20	103,440	25,300	78,140	1,100	3,910	0	0	0	0	0	0	0	0	0	0
METAL TRASH CONTAINER	40 EA	15	6	21,000	5,140	15,860	740	2,640	0	0	0	0	0	23,720	0	0	0	0

TABLE OF REPAIR/REPLACEMENT RESERVES and YEARS 1-10 EXPENSES

COMPONENT	APPROX'MT		USEFUL LIFE		ESTIMATED	DISTR'BTN	BALANCE	FY24		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
	QUANTITY		AVG REM	(YRS)	COST IN	OF COH	NEEDED	CASH FLOW	CONTRIBUTION										
(1)	(2)	(3)	(4)		(5)	1-Jan-24	(7)	(8)	(9)										
DOGGIE STATIONS PARTIAL REPLACEMENT	7	EA	10	2	3,420	840	2,580	360	1,290	0	3,500	0	0	0	0	0	0	0	0
DOGGIE STATIONS PARTIAL REPLACEMENT	7	EA	10	4	3,250	790	2,460	170	620	0	0	0	3,500	0	0	0	0	0	0
DOGGIE STATIONS PARTIAL REPLACEMENT	7	EA	10	6	3,100	760	2,340	110	390	0	0	0	0	0	3,500	0	0	0	0
STORM WATER FACILITIES																			
STORM WATER RUN OFF		LS	1	1	20,000	4,890	15,110	4,250	15,110	20,000	20,490	21,000	21,520	22,050	22,600	23,150	23,730	24,310	24,910
SANITARY SEWER SYSTEM																			
AS NEEDED REPAIRS		LS	3	2	18,000	4,400	13,600	1,910	6,800	0	18,440	0	0	19,850	0	0	21,350	0	0
OTHER SITE FEATURES																			
IRRIGATION SYSTEM UPKEEP		LS	1	1	8,000	1,960	6,040	1,700	6,040	8,000	8,200	8,400	8,610	8,820	9,040	9,260	9,490	9,720	9,960
SITE ITEMS		LS	1	1	2,800	680	2,120	600	2,120	2,800	2,870	2,940	3,010	3,090	3,160	3,240	3,320	3,400	3,490
VEHICLE																			
GOLF CART REPLACEMENT		LS	10	7	12,000	2,940	9,060	360	1,290	0	0	0	0	0	0	13,890	0	0	0
TOTAL OTHER PROPERTY FEATURES					1,049,810	256,730	793,080	55,680	197,780										
CAPITAL IMPROVEMENTS																			
EV CHARGING STATIONS		LS	10	1	80,000	19,570	60,430	17,020	60,430	80,000	0	0	0	0	0	0	0	0	0
					80,000	19,570	60,430	17,020	60,430										
TOTAL RESERVES					\$5,591,060	\$1,367,500	\$4,223,560	\$424,470	\$1,507,390	\$1,241,760	\$466,260	\$589,890	\$387,390	\$520,460	\$500,110	\$352,080	\$320,650	\$334,190	\$454,020

Notes:  
All dollars rounded to nearest \$10. Totals may not add due to rounding.  
One year remaining useful life indicates component useful life is used up.



9/1/2023

YEARS 11-30 EXPENSES

COMPONENT	USEFUL LIFE		ESTIMATED COST IN CURRENT \$																				
	AVG	REM		2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053
(1)	(3)	(4)	(5)																				
FIRE ALARM SYSTEM REPAIRS	40	18	72,200	0	0	0	0	0	0	0	109,320	0	0	0	0	0	0	0	0	0	0	0	0
FIRE SPRINKLER SYSTEM REPAIRS	10	5	19,950	0	0	0	0	28,070	0	0	0	0	0	0	0	0	0	35,830	0	0	0	0	0
ACCESS SECURITY SYSTEM	15	13	57,000	0	0	76,390	0	0	0	0	0	0	0	0	0	0	0	0	0	0	110,150	0	0
FIRE HYDRANT REPLACEMENT	10	8	14,000	0	0	0	0	0	0	0	21,200	0	0	0	0	0	0	0	0	0	27,050	0	0
FIRE HYDRANT PAINTING	6	5	5,570	7,110	0	0	0	0	0	8,230	0	0	0	0	0	9,530	0	0	0	0	0	11,030	0
FIRE HYDRANT PAINTING	6	6	5,570	0	7,280	0	0	0	0	0	8,430	0	0	0	0	0	9,760	0	0	0	0	0	11,300
FIRE HYDRANT SERVICING	1	1	3,500	4,470	4,580	4,690	4,810	4,930	5,050	5,170	5,300	5,430	5,560	5,700	5,840	5,990	6,130	6,290	6,440	6,600	6,760	6,930	7,100
MISC. MECHANICAL/PLUMBING/ELECTRICAL/FIRE	3	1	5,250	0	0	7,040	0	0	7,570	0	0	8,150	0	0	8,760	0	0	9,430	0	0	10,150	0	0
ELEVATOR																							
ELEVATOR/CAB-HYDRAULIC	25	3	200,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	386,490	0	0
MEN'S & LADIES LOCKER ROOMS																							
RENOVATION	15	13	142,000	0	0	190,300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	274,410	0	0
LOCKERS	15	5	10,080	0	0	0	0	0	0	0	0	0	16,030	0	0	0	0	0	0	0	0	0	0
FLOOR MATS	15	5	11,940	0	0	0	0	0	0	0	0	0	18,980	0	0	0	0	0	0	0	0	0	0
POOL(S)																							
WHITECOAT-ADULT POOL	5	1	24,720	31,550	0	0	0	0	35,650	0	0	0	0	40,270	0	0	0	0	45,500	0	0	0	0
WHITECOAT-WADING POOL	5	1	3,740	4,770	0	0	0	0	5,390	0	0	0	0	6,090	0	0	0	0	6,880	0	0	0	0
FILTER/PUMPS/PIPING/CHEMICAL EQUIPMENT	10	3	16,000	0	0	21,440	0	0	0	0	0	0	0	0	0	27,370	0	0	0	0	0	0	0
COPING/TILES/WALLS & GENERAL REPAIRS	10	5	37,730	0	0	0	0	53,090	0	0	0	0	0	0	0	0	0	67,770	0	0	0	0	0
POOL DECK/COPING & TILE-PRIOR TO POOL OPEN	1	1	3,910	4,990	5,110	5,240	5,370	5,500	5,640	5,780	5,920	6,070	6,220	6,370	6,530	6,690	6,850	7,020	7,200	7,370	7,560	7,740	7,930
POOL FURNITURE	8	2	56,270	0	0	0	0	0	0	0	85,200	0	0	0	0	0	0	0	103,560	0	0	0	0
UMBRELLAS	8	4	54,240	0	70,940	0	0	0	0	0	0	0	86,230	0	0	0	0	0	0	0	104,820	0	0
SHADE AWNING	10	6	3,400	0	0	0	0	0	4,900	0	0	0	0	0	0	0	0	0	6,260	0	0	0	0
REPLACE CONCRETE DECK	50	28	130,440	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	252,070	0	0
6' METAL FENCE	30	8	32,450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3' METAL FENCE	30	8	6,800	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADULT POOL COVER	10	8	12,360	0	0	0	0	0	0	0	18,710	0	0	0	0	0	0	0	0	0	23,890	0	0
WADING POOL COVER	10	1	3,310	4,220	0	0	0	0	0	0	0	0	0	5,390	0	0	0	0	0	0	0	0	0
TOTAL BUILDING(S)			2,159,520																				
PAVEMENTS/CONCRETE																							
PAVEMENTS																							
PREVENTIVE MAINTENANCE	4	2	50,760	0	0	0	0	0	0	75,000	0	0	0	82,690	0	0	0	91,170	0	0	0	0	0
PAVEMENT OVERLAY	15	13	408,280	0	0	547,170	0	0	0	0	0	0	0	0	0	0	0	0	0	0	788,990	0	0
BASE/SUB-BASE/REPAIRS	15	13	32,000	0	0	42,890	0	0	0	0	0	0	0	0	0	0	0	0	0	0	61,840	0	0
CONSULTANT	15	13	35,050	0	0	46,970	0	0	0	0	0	0	0	0	0	0	0	0	0	0	67,730	0	0
PREVENTIVE MAINTENANCE	4	3	79,930	102,020	0	0	0	0	0	0	121,020	0	0	0	133,430	0	0	0	147,110	0	0	0	0
PAVEMENT OVERLAY	15	14	660,330	0	0	0	906,810	0	0	0	0	0	0	0	0	0	0	0	0	0	1,307,580	0	0
BASE/SUB-BASE/REPAIRS	15	14	50,390	0	0	0	69,200	0	0	0	0	0	0	0	0	0	0	0	0	0	99,780	0	0
CONSULTANT	15	14	56,730	0	0	0	77,910	0	0	0	0	0	0	0	0	0	0	0	0	0	112,340	0	0
PREVENTIVE MAINTENANCE	4	1	79,930	0	0	107,120	0	0	0	0	0	0	127,070	0	0	0	140,100	0	0	0	154,460	0	0
PAVEMENT OVERLAY	15	1	660,330	0	0	0	0	0	952,160	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BASE/SUB-BASE/REPAIRS	15	1	50,390	0	0	0	0	0	72,660	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CONSULTANT	15	1	56,730	0	0	0	0	0	81,800	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ANNUAL REPAIR COSTS (POTHOLE,ETC)	1	1	7,000	8,930	9,160	9,380	9,610	9,850	10,090	10,340	10,600	10,860	11,130	11,400	11,690	11,970	12,270	12,570	12,880	13,200	13,530	13,860	14,200
CONCRETE/PAVERS																							
SIDEWALKS-BRICK PAVERS	1	1	27,000	34,460	35,310	36,180	37,080	37,990	38,930	39,890	40,880	41,890	42,920	43,980	45,070	46,180	47,320	48,490	49,690	50,920	52,180	53,470	54,790
CURBS/GUTTERS OTHER CONCRETE	4	1	18,630	0	0	24,970	0	0	0	27,530	0	0	0	30,350	0	0	0	33,460	0	0	36,000	0	0
CONSULTANT																							
ASPHALT	15	13	28,250	0	0	37,860	0	0	0	41,740	0	0	0	46,020	0	0	0	50,740	0	0	54,590	0	0
485910-796320-832800																							
TOTAL PAVEMENTS/CONCRETE			2,301,730																				
OTHER PROPERTY FEATURES																							
ENTRANCE FEATURE WALLS/SIGNAGE	5	2	1,600	0	2,090	0	0	0	0	2,360	0	0	0	0	2,670	0	0	0	0	3,020	0	0	0
TREES/SHRUBBERY-DISEASED/DEAD	1	1	31,000	39,570	40,540	41,550	42,570	43,620	44,700	45,800	46,940	48,100	49,280	50,500	51,750	53,030	54,340	55,680	57,050	58,460	59,910	61,390	62,900
PROPERTY LINE FENCE BETWEEN COMERCIAL STORES	20	18	180,000	0	0	0	0	0	0	0	272,530	0	0	0	0	0	0	0	0	0	0	0	0
PROPERTY LINE FENCE-REPAIRS & SEAL COAT	6	4	20,930	0	0	0	0	0	30,180	0	0	0	0	0	34,940	0	0	0	0	0	40,450	0	0
FENCE CONSULTANT	20	18	6,500	0	0	0	0	0	0	0	9,840	0	0	0	0	0	0	0	0	0	0	0	0
DUKE STREET COLUMNS/FENCE REPAIRS PAINT	6	1	3,390	0	0	4,540	0	0	0	0	0	5,260	0	0	0	0	0	6,090	0	0	0	0	0
GAZEBOS/ARBORS																							
CAMERON STATION BOULEVARD GAZEBO																							
ROOFING	38	16	27,600	0	0	0	0	0	39,800	0	0	0	0	0	0	0	0	0	0	0	0	0	0

YEARS 11-30 EXPENSES

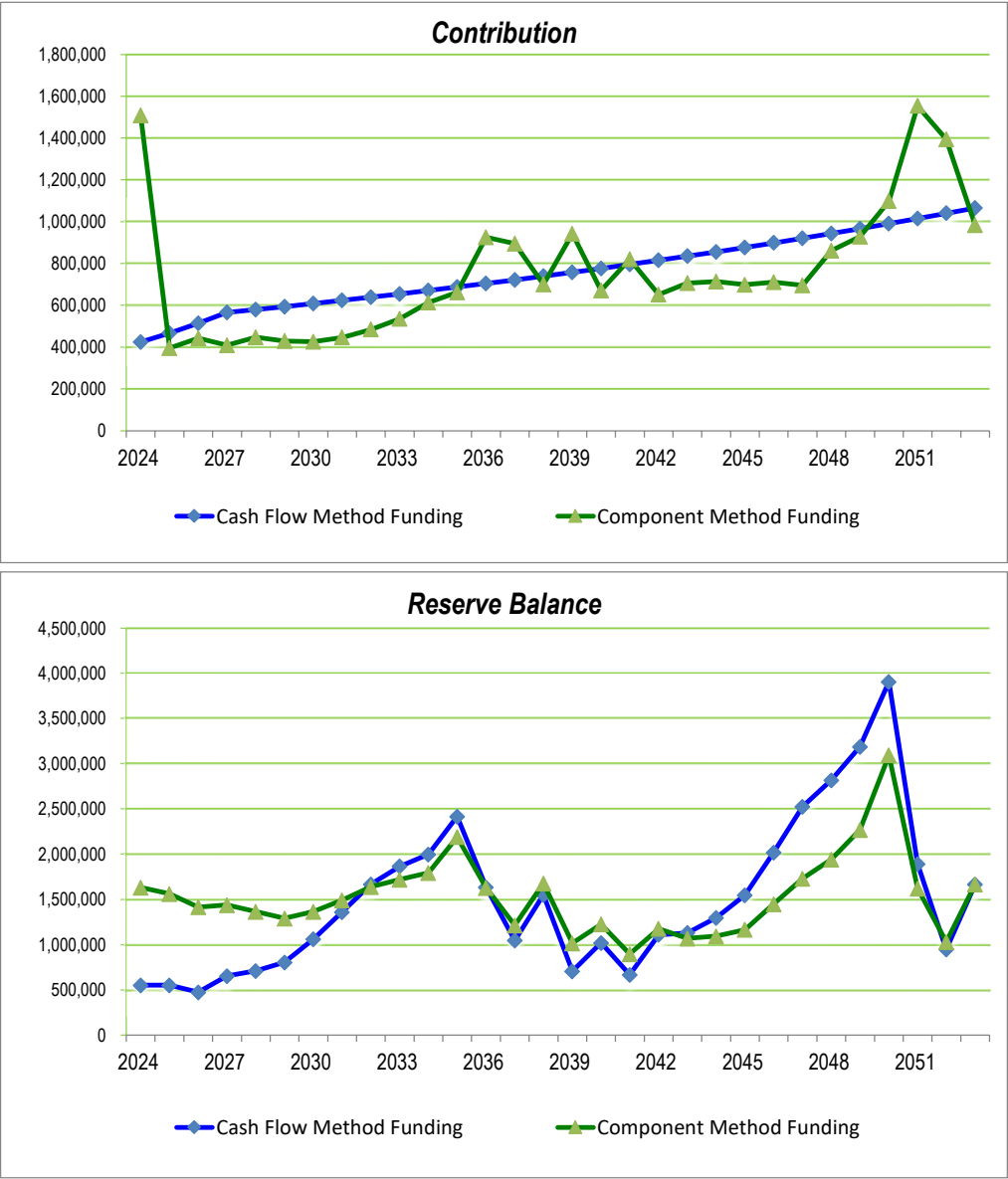
COMPONENT	USEFUL LIFE		ESTIMATED COST IN CURRENT \$	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053
	AVG REM (YRS)																						
(1)	(3)	(4)	(5)																				
RAILING	30	8	6,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAINT/STAINING/STRUCTURAL REPAIRS	6	1	3,900	0	0	5,230	0	0	0	0	0	6,050	0	0	0	0	0	7,000	0	0	0	0	0
JOHN TIGER DRIVE GABEZO																							
ROOFING	38	16	5,480	0	0	0	0	0	7,900	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAINT/STAINING/STRUCTURAL REPAIRS	6	1	2,800	0	0	3,750	0	0	0	0	0	4,340	0	0	0	0	0	5,030	0	0	0	0	0
DONOVAN DRIVE ARBOR																							
STRUCTURE REPAIRS	40	18	38,000	0	0	0	0	0	0	0	57,530	0	0	0	0	0	0	0	0	0	0	0	0
DONOVAN DRIVE FOUNTAIN																							
WATERPROOF BASIN	8	2	2,700	0	0	0	0	0	0	0	4,090	0	0	0	0	0	0	0	4,970	0	0	0	0
PUMP/PIPINGGENERAL REPAIRS	10	3	1,100	0	0	1,470	0	0	0	0	0	0	0	0	0	1,880	0	0	0	0	0	0	0
LANDSCAPE ENHANCEMENTS	20	19	27,000	0	0	0	0	0	0	0	0	41,890	0	0	0	0	0	0	0	0	0	0	0
SITE LIGHTING																							
STREET LIGHT RETROFIT TO LED	NA	1	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	NA	2	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	NA	3	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	NA	4	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	NA	5	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	NA	6	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	NA	7	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	NA	8	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	NA	9	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STREET LIGHT RETROFIT TO LED	NA	10	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TABLES/BENCHES/GRILLS/TRASH/DOGGIE POSTS																							
BEASLEY POCKET PARK FURNITURE	20	18	3,700	0	0	0	0	0	0	0	5,600	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	1	8,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	2	8,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	3	8,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	4	8,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	5	8,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	6	8,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	7	8,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	8	8,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	9	8,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	10	8,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCHES REPAIRS	40	11	8,100	10,340	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARK BENCH REPLACEMENT	20	20	103,440	0	0	0	0	0	0	0	0	0	164,450	0	0	0	0	0	0	0	0	0	0
METAL TRASH CONTAINER	15	6	21,000	0	0	0	0	0	0	0	0	0	0	34,210	0	0	0	0	0	0	0	0	0
DOGGIE STATIONS PARTIAL REPLACEMENT	10	2	3,420	0	4,470	0	0	0	0	0	0	0	0	0	5,710	0	0	0	0	0	0	0	0
DOGGIE STATIONS PARTIAL REPLACEMENT	10	4	3,250	0	0	0	4,460	0	0	0	0	0	0	0	0	0	5,700	0	0	0	0	0	0
DOGGIE STATIONS PARTIAL REPLACEMENT	10	6	3,100	0	0	0	0	0	4,470	0	0	0	0	0	0	0	0	0	5,710	0	0	0	0
STORM WATER FACILITIES																							
STORM WATER RUN OFF	1	1	20,000	25,530	26,160	26,800	27,470	28,140	28,840	29,550	30,280	31,030	31,800	32,580	33,390	34,210	35,060	35,920	36,810	37,720	38,650	39,600	40,580
SANITARY SEWER SYSTEM																							
AS NEEDED REPAIRS	3	2	18,000	22,970	0	0	24,720	0	0	26,600	0	0	28,620	0	0	30,790	0	0	33,130	0	0	35,640	0
OTHER SITE FEATURES																							
IRRIGATION SYSTEM UPKEEP	1	1	8,000	10,210	10,460	10,720	10,990	11,260	11,540	11,820	12,110	12,410	12,720	13,030	13,350	13,680	14,020	14,370	14,720	15,090	15,460	15,840	16,230
SITE ITEMS	1	1	2,800	3,570	3,660	3,750	3,850	3,940	4,040	4,140	4,240	4,340	4,450	4,560	4,670	4,790	4,910	5,030	5,150	5,280	5,410	5,540	5,680
VEHICLE																							
GOLF CART REPLACEMENT	10	7	12,000	0	0	0	0	0	0	17,730	0	0	0	0	0	0	0	0	0	22,630	0	0	0
TOTAL OTHER PROPERTY FEATURES			1,049,810																				
CAPITAL IMPROVEMENTS																							
EV CHARGING STATIONS	10	1	80,000	102,110	0	0	0	0	0	0	0	0	0	130,320	0	0	0	0	0	0	0	0	0
TOTAL RESERVES			\$5,591,060	\$538,470	\$266,590	\$1,486,710	\$1,309,990	\$232,720	\$1,603,950	\$461,810	\$1,147,390	\$372,290	\$813,400	\$689,520	\$624,620	\$427,500	\$413,240	\$649,830	\$599,480	\$271,210	\$3,026,290	\$1,986,320	\$346,510

30 YEAR FINANCIAL PLAN(S)

FY (10)	Expenses		Cash Flow Method Funding			Component Method Funding		
	Annual * (11)	Cumulative (12)	Interest (13)	Contr'btn (14)	Balance (15)	Interest (16)	Contr'btn (17)	Balance (18)
COH					\$1,367,500			\$1,367,500
2024	1,241,760	1,241,760	0	424,470	550,210	0	1,507,390	1,633,130
2025	466,260	1,708,020	0	466,920	550,870	0	395,540	1,562,410
2026	589,890	2,297,910	0	513,610	474,590	0	442,510	1,415,030
2027	387,390	2,685,300	0	564,970	652,170	0	409,140	1,436,780
2028	520,460	3,205,760	0	578,920	710,630	0	446,720	1,363,040
2029	500,110	3,705,870	0	593,220	803,740	0	428,730	1,291,660
2030	352,080	4,057,950	0	607,870	1,059,530	0	425,370	1,364,950
2031	320,650	4,378,600	0	622,880	1,361,760	0	445,940	1,490,240
2032	334,190	4,712,790	0	638,270	1,665,840	0	483,980	1,640,030
2033	454,020	5,166,810	0	654,040	1,865,860	0	534,410	1,720,420
2034	538,470	5,705,280	0	670,190	1,997,580	0	612,700	1,794,650
2035	266,590	5,971,870	0	686,740	2,417,730	0	661,900	2,189,960
2036	1,486,710	7,458,580	0	703,700	1,634,720	0	924,500	1,627,750
2037	1,309,990	8,768,570	0	721,080	1,045,810	0	895,040	1,212,800
2038	232,720	9,001,290	0	738,890	1,551,980	0	698,860	1,678,940
2039	1,603,950	10,605,240	0	757,140	705,170	0	941,940	1,016,930
2040	461,810	11,067,050	0	775,840	1,019,200	0	670,240	1,225,360
2041	1,147,390	12,214,440	0	795,000	666,810	0	819,500	897,470
2042	372,290	12,586,730	0	814,640	1,109,160	0	650,690	1,175,870
2043	813,400	13,400,130	0	834,760	1,130,520	0	706,150	1,068,620
2044	689,520	14,089,650	0	855,380	1,296,380	0	713,620	1,092,720
2045	624,620	14,714,270	0	876,510	1,548,270	0	697,250	1,165,350
2046	427,500	15,141,770	0	898,160	2,018,930	0	710,800	1,448,650
2047	413,240	15,555,010	0	920,340	2,526,030	0	694,780	1,730,190
2048	649,830	16,204,840	0	943,070	2,819,270	0	860,540	1,940,900
2049	599,480	16,804,320	0	966,360	3,186,150	0	927,270	2,268,690
2050	271,210	17,075,530	0	990,230	3,905,170	0	1,097,670	3,095,150
2051	3,026,290	20,101,820	0	1,014,690	1,893,570	0	1,552,970	1,621,830
2052	1,986,320	22,088,140	0	1,039,750	947,000	0	1,393,860	1,029,370
2053	346,510	22,434,650	0	1,065,430	1,665,920	0	983,060	1,665,920
<b>SUMMARY</b>								
30-Year Income			0	22,733,070		0	22,733,070	
Years 1-30 Minimum Threshold					474,590			897,470
Years 1-30 Maximum Threshold					3,905,170			3,095,150
Years 31-50 Minimum Threshold					359,530			652,910
Years 31-50 Maximum Threshold					5,307,020			3,684,200

Notes:

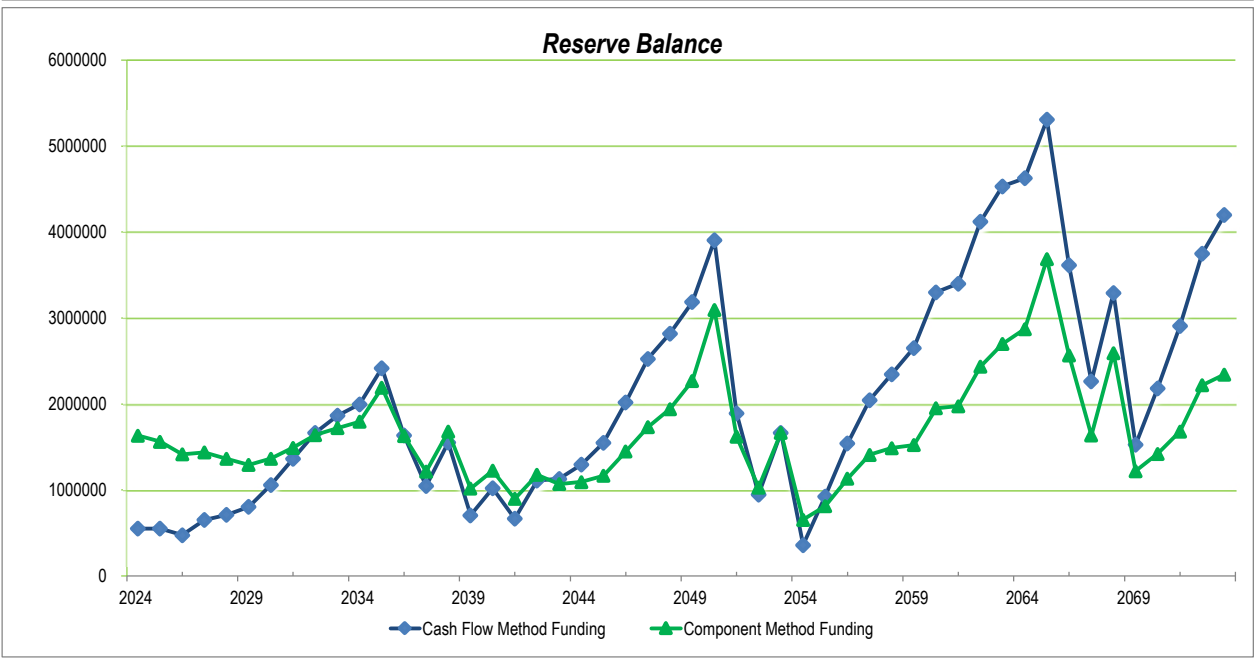
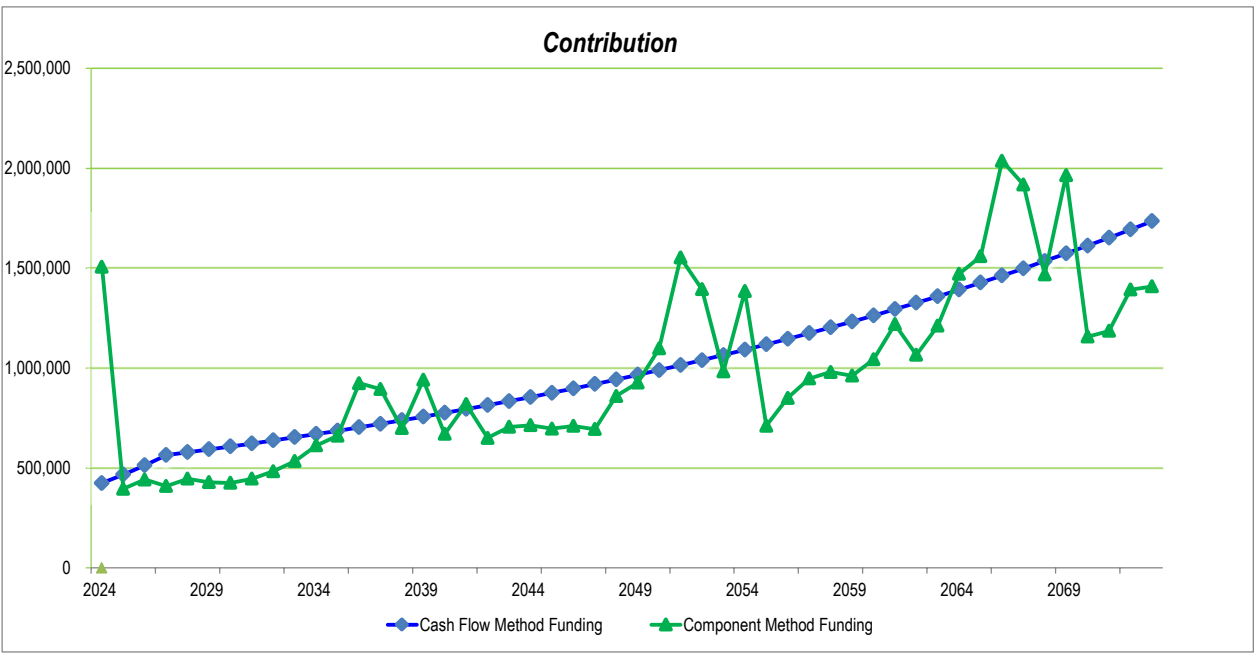
- \* An annual average cost. Expenditures can change from year-to-year depending on when actual work is done.
- Contribution and projections are based on the study fiscal year and will change if estimated cost, useful life, amount-on-hand, contribution and contingency to be preserved change.
- Data should be considered a more accurate projection for years 1 - 5 than the out-years.
- Minimum balance does not include the first year.
- If component method calculations are included note how column (17) contributions vary from one year to the next.
- A highlighted cell in column (14) indicates future contributions from that year on will vary from past contributions, either due to inflation or work accomplished.



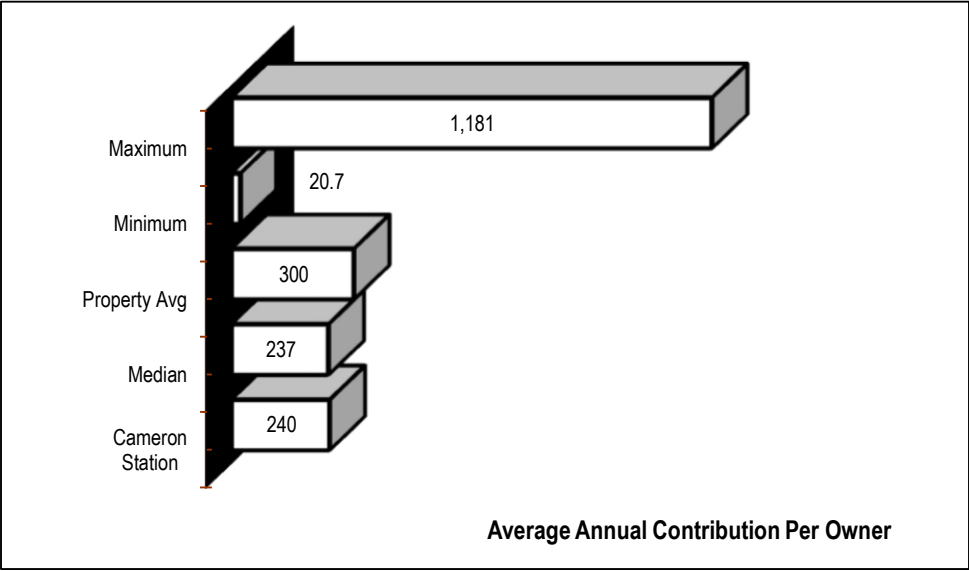
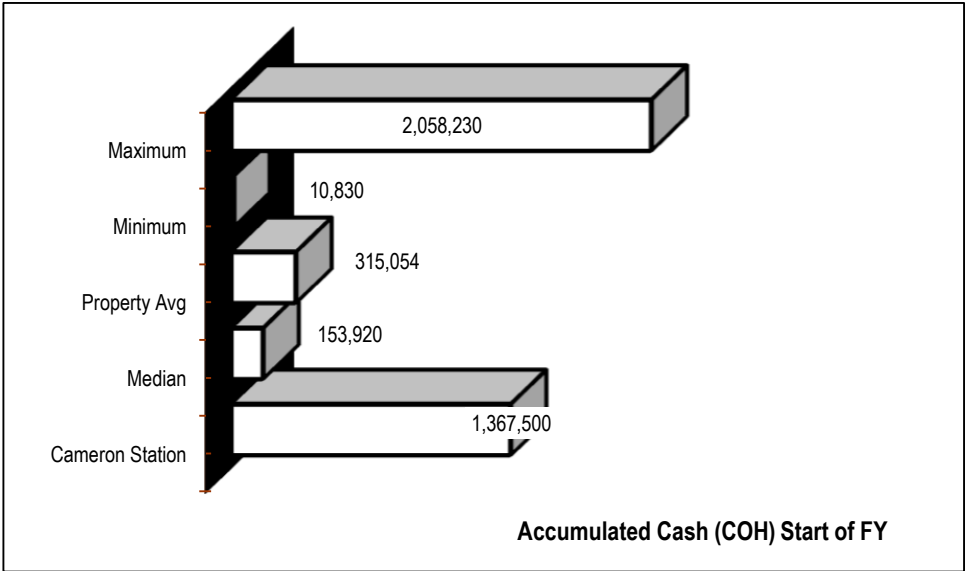
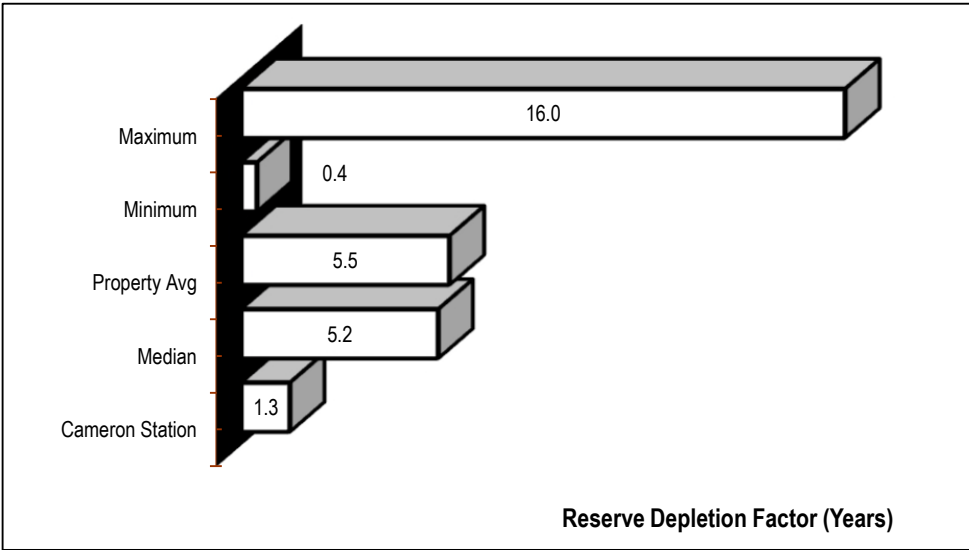
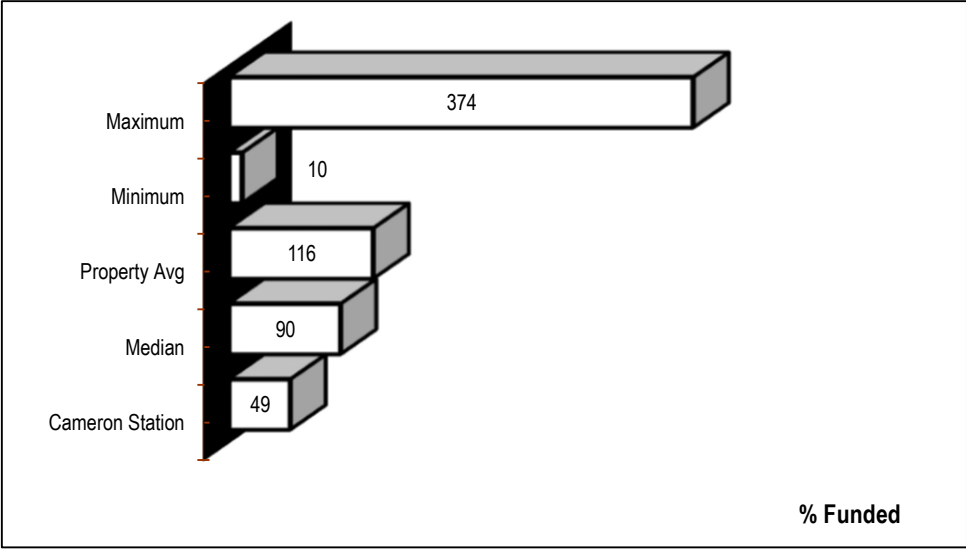


50 YEAR FINANCIAL PLAN(S)

FY (10)	Expenses		Cash Flow Method Funding			Component Method Funding		
	Annual * (11)	Cumulative (12)	Interest (13)	Contr'b'tn (14)	Balance (15)	Interest (16)	Contr'b'tn (17)	Balance (18)
COH					\$1,367,500			\$1,367,500
2024	1,241,760	1,241,760	0	424,470	550,210	0	1,507,390	1,633,130
2025	466,260	1,708,020	0	466,920	550,870	0	395,540	1,562,410
2026	589,890	2,297,910	0	513,610	474,590	0	442,510	1,415,030
2027	387,390	2,685,300	0	564,970	652,170	0	409,140	1,436,780
2028	520,460	3,205,760	0	578,920	710,630	0	446,720	1,363,040
2029	500,110	3,705,870	0	593,220	803,740	0	428,730	1,291,660
2030	352,080	4,057,950	0	607,870	1,059,530	0	425,370	1,364,950
2031	320,650	4,378,600	0	622,880	1,361,760	0	445,940	1,490,240
2032	334,190	4,712,790	0	638,270	1,665,840	0	483,980	1,640,030
2033	454,020	5,166,810	0	654,040	1,865,860	0	534,410	1,720,420
2034	538,470	5,705,280	0	670,190	1,997,580	0	612,700	1,794,650
2035	266,590	5,971,870	0	686,740	2,417,730	0	661,900	2,189,960
2036	1,486,710	7,458,580	0	703,700	1,634,720	0	924,500	1,627,750
2037	1,309,990	8,768,570	0	721,080	1,045,810	0	895,040	1,212,800
2038	232,720	9,001,290	0	738,890	1,551,980	0	698,860	1,678,940
2039	1,603,950	10,605,240	0	757,140	705,170	0	941,940	1,016,930
2040	461,810	11,067,050	0	775,840	1,019,200	0	670,240	1,225,360
2041	1,147,390	12,214,440	0	795,000	666,810	0	819,500	897,470
2042	372,290	12,586,730	0	814,640	1,109,160	0	650,690	1,175,870
2043	813,400	13,400,130	0	834,760	1,130,520	0	706,150	1,068,620
2044	689,520	14,089,650	0	855,380	1,296,380	0	713,620	1,092,720
2045	624,620	14,714,270	0	876,510	1,548,270	0	697,250	1,165,350
2046	427,500	15,141,770	0	898,160	2,018,930	0	710,800	1,448,650
2047	413,240	15,555,010	0	920,340	2,526,030	0	694,780	1,730,190
2048	649,830	16,204,840	0	943,070	2,819,270	0	860,540	1,940,900
2049	599,480	16,804,320	0	966,360	3,186,150	0	927,270	2,268,690
2050	271,210	17,075,530	0	990,230	3,905,170	0	1,097,670	3,095,150
2051	3,026,290	20,101,820	0	1,014,690	1,893,570	0	1,552,970	1,621,830
2052	1,986,320	22,088,140	0	1,039,750	947,000	0	1,393,860	1,029,370
2053	346,510	22,434,650	0	1,065,430	1,665,920	0	983,060	1,665,920
2054	2,398,140	24,832,790	0	1,091,750	359,530	0	1,385,130	652,910
2055	553,260	25,386,050	0	1,118,720	924,990	0	711,610	811,260
2056	530,780	25,916,830	0	1,146,350	1,540,560	0	850,930	1,131,410
2057	669,910	26,586,740	0	1,174,660	2,045,310	0	947,240	1,408,740
2058	902,180	27,488,920	0	1,203,670	2,346,800	0	980,660	1,487,220
2059	928,350	28,417,270	0	1,233,400	2,651,850	0	962,760	1,521,630
2060	615,330	29,032,600	0	1,263,860	3,300,380	0	1,044,320	1,950,620
2061	1,195,300	30,227,900	0	1,295,080	3,400,160	0	1,220,230	1,975,550
2062	606,940	30,834,840	0	1,327,070	4,120,290	0	1,065,920	2,434,530
2063	948,590	31,783,430	0	1,359,850	4,531,550	0	1,212,260	2,698,200
2064	1,298,150	33,081,580	0	1,393,440	4,626,840	0	1,472,150	2,872,200
2065	747,680	33,829,260	0	1,427,860	5,307,020	0	1,559,680	3,684,200
2066	3,155,040	36,984,300	0	1,463,130	3,615,110	0	2,037,090	2,566,250
2067	2,850,900	39,835,200	0	1,499,270	2,263,480	0	1,918,390	1,633,740
2068	508,780	40,343,980	0	1,536,300	3,291,000	0	1,468,460	2,593,420
2069	3,339,770	43,683,750	0	1,574,250	1,525,480	0	1,965,360	1,219,010
2070	955,990	44,639,740	0	1,613,130	2,182,620	0	1,157,910	1,420,930
2071	926,690	45,566,430	0	1,652,970	2,908,900	0	1,186,880	1,681,120
2072	854,080	46,420,510	0	1,693,800	3,748,620	0	1,392,250	2,219,290
2073	1,284,630	47,705,140	0	1,735,640	4,199,630	0	1,408,810	2,343,470



COMPARISON TO OTHER PROPERTIES  
Sample Size = 100 HOA's/POA'S



Legend:  
This comparison only compares the first study year to other properties.  
% Funded -- Used-up life divided by Useful Life times Current Cost.  
Reserve Depletion Factor -- Number of years the amount-on-hand will fund if no more is contributed to the reserves.  
AOH - Reserve funds available at start of fiscal year.  
Cost Per Owner - The average cost per owner to meet the reserve requirement compared to other properties.

Cameron Community Association, Inc.  
2024 Operating Budget- Draft V1

		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
Assessment Revenue											
	Assessments - SFD/TH	\$ 1,648,669	\$ 1,700,232	\$ 991,782	\$ 1,700,232	\$ 1,700,232	\$ -	\$ 1,460,702			
	TMP Assessments	\$ -	\$ -	\$ -			\$ -	\$ 129,870	Eliminated 2021 Budget and combined with General Assessment		
	Bad Debt Adjustment	\$ -							Based on current delinquencies - 25% of those accounts at the attorney stage, 100% of Foreclosures and Bankruptcies		
		\$ -	\$ (7,200)	\$ 1,976	\$ (5,900)	\$ (7,200)	\$ -	\$ (3,579)			
	Total Assessment Revenue	\$ 1,648,669	\$ 1,693,032	\$ 993,758	\$ 1,694,332	\$ 1,693,032	\$ -	\$ 1,586,992			
Commercial Assessments											
	Commercial Assessments	\$ 34,152	\$ 35,372	\$ 20,634	\$ 35,372	\$ 35,372	\$ -	\$ 30,039	Should be based upon 80% of the Regular Assessment		
	Total Commercial Assessments	\$ 34,152	\$ 35,372	\$ 20,634	\$ 35,372	\$ 35,372	\$ -	\$ 30,039			
Condo Assessment											
	Condo Assessment	\$ 998,691	\$ 1,029,257	\$ 600,399	\$ 1,029,257	\$ 1,029,257	\$ -	\$ 884,187			
	Total Condo Assessment	\$ 998,691	\$ 1,029,257	\$ 600,399	\$ 1,029,257	\$ 1,029,257	\$ -	\$ 884,187			
							\$ -				
	Total Assessments	\$ 2,681,512	\$ 2,757,661	\$ 1,614,791	\$ 2,758,961	\$ 2,757,661	\$ -	\$ 2,501,219			
Other Income											
	Late Fees & Interest	\$ 10,091	\$ 8,500	\$ 6,575	\$ 7,500	\$ 8,500	\$ -	\$ 8,457	2021: Year-end projection based on operating history through June. 2022: Increased from 2021 due to a 4-year avg. 2023: Increased based on 2022 4-year operating history and 2022 actual amount. The amount was reduced from \$15,000 to \$8,500 during draft budget v2 due to the sub-association late fee and waiver during 2022. They are both currently on ACH payment. 2024: Based on 2023 operating history and 5-year average.		
	Legal Reimbursements	\$ 17,023	\$ 10,500	\$ 6,176	\$ 10,500	\$ 10,500	\$ -	\$ 10,750	2021: Year-end projection based on operating history through June. 2022: Maintain the same amount. 2023: Increased based on a 5-year average. 2024: Maintain similar amount based on a 5-year average.		
	Club Cleaning Fees	\$ 5,903	\$ 4,800	\$ 5,420	\$ 6,000	\$ 7,800	\$ 3,000	\$ 3,895	Cleaning Fees related to the rental of the Great Room. 2020 and 2021: low rate due to COVID. 2022: Maintained the same rate as in prior years. 2023: Room Rental Fee = \$4,800 based on 32 rentals x \$150 and matches the Room Rental Fee income. 2024: Estimated 52 rentals x \$150 cleaning fee = \$7,800.		
	HOA Compliance Fees	\$ -	\$ 1,200	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,393	Pertains to fines imposed for arch issues. 2022: Maintain the same amount as 2021. 2023: Maintain the same amount. 2024: Based on the potential for ARC's decision to fine, maintain the same amount.		
	Newsletter Advertising	\$ 2,150	\$ 3,000	\$ 1,210	\$ 2,500	\$ 3,000	\$ -	\$ 4,760	Based upon operating history with 6 newsletter publications. 2021: amount as 2021. 2022: Maintained the same 2023: Based on 2022 operating history. 2024: Maintain the same amount.		
	Sponsorship Income	\$ 3,000	\$ 4,000	\$ 2,400	\$ 2,400	\$ 2,400	\$ (1,600)	\$ 6,504	Income received from donations to offset Social events. 2024: Based on 2023 income, reduce to \$2,400		
	Website Income	\$ 1,200	\$ 1,200	\$ 500	\$ 1,200	\$ 1,200	\$ -	\$ 1,085	Advertising Income - including Google Ads. 2021: based upon operating history and 4-year average to be reclassified - \$600 from Newsletter to Website - will be reflected in the August statement. Williams is paying \$100 per month. YTD will reconcile with projections. 2022: Maintained the same 2023: Based on 2022 operating history. 2024: ComCom discussing not having advertising on the CSCA website. As of September 15, 2023, the decision has not been made to remove all website advertising so it is budgeted as \$100/month for Williams Painting x 12 months = \$1,200.		
	Returned Payment Fees	\$ 275	\$ -	\$ 175	\$ 225	\$ -	\$ -	\$ 95	minimal amount - not included in the budget for 2024.		
	Interest Earned - Operating	\$ 3,100	\$ 800	\$ 2,913	\$ 5,580	\$ 27,223	\$ 26,423	\$ 22,053	2024: Interest earned for the Operating Account. Based on a current interest rate of 4.3% in the Operating account. Does not include MM account.		
	Interest Earned - Reserves	\$ 37,387	\$ 36,584	\$ 50,308	\$ 60,000	\$ 44,000	\$ 7,416	\$ 12,300	2024: Based off of an average interest rate of 4.49%.		
	Room Rental Fees	\$ 5,903	\$ 4,800	\$ 6,120	\$ 6,800	\$ 7,800	\$ 3,000	\$ 5,593	Fees related to the use of the Great Room. 2021: Projection is low due to COVID. 2022: Maintained the same amount as in 2020. 2023: Room Rental Fee = \$4,800 based on 32 rentals x \$150 and matches the Club Cleaning Fee income. Based on increased rental after COVID years. 2024: Estimated number of 2024 rentals (52 rentals) x \$150 = \$7800		

Cameron Community Association, Inc.  
2024 Operating Budget- Draft V1

		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
	Facilities passes/Guest Fees								Replacement for facility ID cards. 2022: Based upon a 5-year avg. 2023: Based on 5-year avg. 2024: New access systems require members and tenants to pay for lost cards; Pool/Facilities passes are charged as well.		
		\$ -	\$ 650	\$ 75	\$ 200	\$ 650	\$ -	\$ 652			
	Miscellaneous Income	\$ 4,868	\$ -	\$ 1,110	\$ 1,110	\$ -	\$ -	\$ 1,253	2022: Projection includes 2020 tax refund of \$3,531; Refunds from 2021 Taxes in 2022 Fed = \$4,248 + State = \$663. Total = \$4911 to be received in September 2022.		
	Resale Processing Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,973	Resale inspection income from the prior management company.		
	Settlement Income (insurance)	\$ 25,000		\$ 12,000		\$ -	\$ -	\$ -	Insurance Claims filed against other insurance companies... State Farm and USI paid for 2 light poles that a visitor and Stanley Steemer hit in FY23. This is NOT budgeted. The \$25,000 from FY22 was the monument sign insurance monies received.		
	Total Other Income	\$ 115,900	\$ 76,034	\$ 94,982	\$ 104,015	\$ 114,273	\$ 38,239	\$ 84,763	2024: Other income increased primarily due to additional room rental for the Great Room as well as interest on operating and reserve accounts.		
	Reserve Contributions										
	Repair & Replacement Expenses								Contribution is based upon the September 2022 Reserve Study (for FY23) approved by the Board. 2024: Contribution is based on Level III -- Reserve study update in August 2023 (for FY2024.) -- 7.45% increase from FY23 contribution.		
		\$ (388,290)	\$ (395,010)	\$ (230,420)	\$ (395,010)	\$ (424,470)	\$ (29,460)	\$ (342,773)			
	Capital Improvement Expenses	\$ -	\$ -	\$ -			\$ -	\$ (24,000)	Eliminated as the Reserve contribution is based on the contribution including capital expend.		
	Total Reserve Contributions	\$ (388,290)	\$ (395,010)	\$ (230,420)	\$ (395,000)	\$ (424,470)	\$ (29,460)	\$ (366,773)			
	Total Revenue	\$ 2,409,122	\$ 2,438,685	\$ 1,479,353	\$ 2,467,976	\$ 2,447,464	\$ 8,779	\$ 2,219,208			
	Expenses										
	Operating Expenses										
	Common Area Maintenance & Services						\$ -				
	Electricity								2022: Based on operating a history/4-year average. 2023: The last increase was in July 2022 from 2.0048/kw hr. to 3.5379/kw hr. As of now, no anticipated increase for 2023. Reduced electric expenses from \$42,500 based on current electricity expenses. 2023: Maintain the same amount. 2024: Given the reduction in the FY23 electricity costs (street lighting) due to 154 LED lighting retrofits, reduce to \$30,000.		
		\$ 27,354	\$ 35,000	\$ 16,179	\$ 27,000	\$ 30,000	\$ (5,000)	\$ 40,831			
	Flower Rotation & Pocket Park Enhancements								2021 projection assumes the entire amount will be spent. 2022: Maintain the same amount as the requested CAC recommendation. 2023: Increase based on CAC recommendation; includes an allowance of \$15,500 for flowers at main entrances and additional enhancements. 2024: Reduced by \$5,529 because the pocket parks ( 2 per year) were added to the reserve study update.		
		\$ 27,250	\$ 42,000	\$ 16,296	\$ 35,000	\$ 36,471	\$ (5,529)	\$ 24,417			
	Fountain Maintenance								Allowance for fountain repairs. 2022: Maintained the same amount by CAC feedback. 2023: Harmony Pools sending the new maintenance contract for 2023. Budget based upon prior contract of \$1,002 x small increase (\$90) for the annual contract (Spring set up and Fall Winterize). 2024: Spring start-up and Fall winterization -- 3-year contract started in 2023. We are in the 2nd year of the 3yr contract with 1.5% increase. We also save 5% for paying the entire year contract in May.		
		\$ 1,002	\$ 1,093	\$ 1,054	\$ 1,054	\$ 1,070	\$ (23)	\$ 216			
	General Maintenance Supplies								Allowance for small maintenance items, golf cart supplies, etc. 2022: Reduced by \$1,500 based on 2021 operating history. 2023: Maintain the same amount 2024: Maintain the same amount.		
		\$ 2,187	\$ 4,000	\$ 794	\$ 4,000	\$ 4,000	\$ -	\$ 5,358			
	General Repair & Maintenance								Allowance for maintenance projects in a common area that is not completed in-house. 2022: No changes have been made to the 2022 budget allocation. 2023: includes power washing of approximately \$6,000 plus misc projects as necessary for common areas. During the 2023 draft budget v2, CAMP increased the budget amount from \$20k to \$23k. Overall, the 2022 budget amount of \$29,200 was reduced to \$23,000. 2024: In 2023, we had an unexpected sewer line repair for \$24,600 which was reclassified to reserves in August 2023. We also had two extra power washing at the Pergola features on Donovan Dr and Bessley Place. Add the two extra power wash costs of \$2,000 to the original \$23,000 budget number.		
		\$ 21,302	\$ 23,000	\$ 46,555	\$ 47,600	\$ 25,000	\$ 2,000	\$ 16,983			



Cameron Community Association, Inc.  
2024 Operating Budget- Draft V1

		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
	Grounds & Landscape Contract								2022: Based upon contract with Lancaster Landscapes which is to expire 12/23. Renewed in 1/2021. Includes all turf areas throughout the property. 2023: Per contract - Total of \$162,240 / 12 mos = \$13,520. per month. Additional Common Area (condominium property at \$21,706 . Total = \$183,946 (Recently received the sub-association additional landscaping maintenance responsibility costs of \$8,980 for 2023. Added to the budget after FAC reviewed the budget. This is included in the \$183,946.) 2024: New 3-year contract starts January 1, 2024. The base contract is 26 mowings, edging, weeds, aeration seeding and additional mowings. This also includes subassociations. Total = \$186,215		
		\$ 172,965	\$ 183,946	\$ 129,917	\$ 183,946	\$ 186,215	\$ 2,269	\$ 157,526			
	Irrigation System Contract								Allowance for irrigation contract maintenance - Spring start-up and Fall winterization. Any major repairs to be taken from Reserves. 2022: Based on the current Lancaster contract which includes spring/winter - \$5193 plus summer inspection of \$2800. Minor repairs are accounted for in Irrigation Repair expenses. 2023: Irrigation Contract - Planning a 3% increase per Lancaster Landscape for 2023. Transferred Va American Water Acct: 1027-220035246538 - backflow preventer being transferred to City as part of Linear Park MOU. Savings \$1207 per year. 2024: New 3-yr contact. Numbers based on the proposal received from Lancaster Landscapes LLC. This is for Spring, Summer, and Winterization.		
		\$ 13,186	\$ 14,420	\$ 5,193	\$ 14,420	\$ 15,700	\$ 1,280	\$ 15,494			
	Irrigation Water								2021 expense included a meter not originally accounted for operational. 2022: Based on operating history and the 4-year average. 2023: Remain the same. The irrigation bills for Linear Park are being transferred to the City of Alexandria in August 2022. This will reduce the total water irrigation bill. Va American Water did have an increase in May 2022. This increase impacted the purchase water charge from .20/unit (per 100 gallons) to .22/unit (per 100 gallons). There is no anticipated increase during 2023. 2024: Based on usage and new plantings in locations not directly in an irrigation area.		
		\$ 29,355	\$ 20,000	\$ 21,102	\$ 25,000	\$ 25,000	\$ 5,000	\$ 22,254			
	Lighting Supplies/ Repair & Maintenance								Major repairs are to be taken from Reserves, effective 2021. Retrofitting LED bulbs is a Reserve expense. Minor base repairs and light bulbs are to be taken from this maintenance line item. 2023: A large majority of expenses are Reserves. Reduced amount from \$15k to \$8k. 2024: Based on specific needs; reduce this to \$3,000. Mostly use LED Retrofit (Reserves) so we can reduce the amount to \$4,000.		
		\$ 1,712	\$ 8,000	\$ 1,160	\$ 3,000	\$ 4,000	\$ (4,000)	\$ 34,172			
	Linear Park Landscape Maintenance								Allowance for Linear Park landscape maintenance; includes leaf removal twice per year based upon prior year proposals. 2021: Assumes full allowance will be spent. 2022: Maintained the same amount based on the current contract with Lancaster Landscapes. 2023: Maintained budgeted at the same amount based upon current contract with Lancaster Landscapes \$2532.20 x 7 mos (April-October) = \$17,725.40 (includes one leaf removal) 2024: New 3 yr contract and numbers based on approved contract.		
		\$ 17,730	\$ 17,000	\$ 14,353	\$ 17,000	\$ 18,837	\$ 1,837	\$ 17,551			
	Pest Control								Allowance for common area pest control services. 2021: YTD Projection exceeds budget due to rat problem. 2022: Increased to \$3,500 based on 2021 operating history. 2023: Bidding out because of the significant increases with Terminix. The rat issues along the office building/car dealership/Home Depot fence continue and we have increased the number of bait stations from 50 to 65 as needed. Based on proposals received, we increased the potential costs to \$5270. 2024: Currently paying \$96 (bait stations), \$110 (bait stations), and \$247 (Clubhouse)= \$453/month. Bidding out the contract now so we estimate a 23% increase to cover the potential difference of we change companies (set up fee). Billing issues with Terminix.		
		\$ 4,939	\$ 5,270	\$ 3,288	\$ 5,270	\$ 6,500	\$ 1,230	\$ 1,972			
	Pet Stations								Allowance for 23 pet station supplies. 2022: Keep the same based on CAC feedback. 2023: Added 2 pet stations this year. Remain the same based on the current cost of supplies. Doody calls charge \$276/day for emptying 25 pet stations when Mark is on Vacation. They empty them Monday, Wednesday, and Friday during the week when he is out. 2024: Based on current operating history. The monthly bag order is \$750 x 12 = \$9,000; Coverage for Maintenance vacation is \$720 x 2 - \$1440 for a total of \$10,440. Budgeted the same amount for 2024		
		\$ 8,886	\$ 11,000	\$ 5,571	\$ 9,550	\$ 11,000	\$ -	\$ 10,924			
	Snow Removal Services								2021: projection includes a small increase in anticipation of snow removal in Dec. 2022: Maintained the same amount by CAC feedback. 2023: Maintain the same amount. Reduced from \$54,400 to \$50,000 during FAC budget discussion. 2024: No snow removal activity in 2023. Same amount for the upcoming FY24.		
		\$ 42,345	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ 22,035			
	Street Repair & Maintenance								2021: YTD projection anticipates the full amount being spent including the street sweeping (\$5,440), and minor striping/crosswalk lines. 2022: Maintained the same allowance based on CAC feedback. The 2022 Projection includes a Fall street sweeping of \$5,500. 2023: Maintain the same. 2024: NO sand to remove in 2023 because of no snow activity. Maintain the same amount for this year.		
		\$ 650	\$ 6,500	\$ -	\$ -	\$ 6,500	\$ -	\$ 2,724			

Cameron Community Association, Inc.  
2024 Operating Budget- Draft V1

		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
	TMP Expenses								2022: Based upon the contract with Fleet that expires 5/23 with a monthly fee of \$17,500. Covid contract extension until 4/24. 2023: The \$17,500 rate is in effect until April 2024, Fleet requested an additional \$875/month fuel surcharge. Amendment to the contract to pay the fuel surcharge is in front of the board on October 25th. 2024: Fuel surcharge occurred through June 2023. New contract coming April 1, 2024. Based on proposals reviewed: Anticipated increase of 10% or more based on 2023 proposals received. \$17,500 x 3 = \$52,500 (Jan-Mar 24); April - December \$19,250 x 9 mos = \$173,250 for a total shuttle bus cost of \$225,750. The new contract will be higher; Budgeting March 2024 - December 2024 at \$20,000/month x 9 months = \$180,000 for total GL = \$235,125		
	TMP Offset	\$ 210,690	\$ 220,500	\$ 144,830	\$ 213,500	\$ 235,125	\$ 14,625	\$ 189,628	\$45,549 could be used from Balance Sheet TMP allowance (2020) for offset of 2022 expenses at year end. 2023: Nothing allocated - pending Board conversation. As of June Balance Sheet, \$64,099 as a TMP payable. 2024: Based on the FY23 surplus, management recommends not using the \$45,000 TMP offset as part of the audit and use the budgeted offset number in FY24.		
	Tree & Shrub Maintenance								Tree trimming allowance. 2022: Maintained the same amount. There is an allowance of \$25,000 in the Reserve Study (pending update) for tree replacement. 2022 projection includes a significant tree expense of \$26k due to snow removal in Jan. 2023: Increased budget to the 5-yr average of \$41,000 based on the need and maturity of the CSCA trees. 2024: Based on the new 3 yr contract, the following numbers were approved: Tree triming \$36,000 for 21 trimmings, Pergola Pruning \$2,960; Same amount for 2024.		
	Turf Treatment & Enhancements	\$ 64,500	\$ 41,000	\$ 23,050	\$ 41,000	\$ 41,000	\$ -	\$ 40,497	The 2021 projection assumes the use of full allowance. 2022: Increase this line item based upon CAC feedback by \$5-10K as trees age and decay. Pocket Parks are the focus of 2022. 2023: Maintained the same amount pending CAC recommendation. 2024: Maintained the same amount pending CAC recommendation.		
	Irrigation Repairs	\$ 23,375	\$ 25,000	\$ 15,400	\$ 25,000	\$ 25,000	\$ -	\$ 19,918	Expenses over \$1,000 would be taken from Reserves as there is an allowance already included. The projection includes additional minor repairs as may be necessary. 2022: Maintain the same amount. 2023: Maintained the same amount. 2024: Due to aging irrigation systems, there are more leaks and issues with the current system. The August reclasses to reserves within this GL will bring the line item in budget. Maintain the same amount.		
	Pride of Ownership Gift Cards	\$ 2,960	\$ 3,000	\$ 8,219	\$ 3,000	\$ 3,000	\$ -	\$ 5,365	CAC requested this be included as a separate line item. 2023: Maintain the same amount based on CAC feedback. 2024: Maintain same amount.		
	Watering Supplies	\$ 1,200	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	\$ -	2021: The projection anticipates possible supplemental watering for newly landscaped areas that are not irrigated. 2022: including a small allowance for supplemental watering as needed. 2023: In 2022 we had some backflow preventer issues where we had to water some areas on Cameron Station Blvd and new trees. Maintain the same amount. 2024: Increase \$1,000 for new plantings where irrigation is not available.		
	Total Common Area Maintenance & Services	\$ 673,588	\$ 669,629	\$ 458,351	\$ 661,740	\$ 684,318	\$ 14,689	\$ 628,659			
	<u>Landscape Repair &amp; Maintenance</u>										
	Erosion Control								Major expenses come from Reserves. Only items in this expense are related to new, minor issues. Example: new swales created with mulch. 2023: Increased to current projection based on current usage and two proposals already received for 2023. 2024: Utilized based on need and issues that arise... reduce GL amount because some of the erosion events can be charged to reserves.		
	Storm Recover Repair & Maintenance	\$ 2,830	\$ 8,600	\$ 880	\$ 6,000	\$ 6,000	\$ (2,600)	\$ 4,286	Reserve expense - allowance is no longer needed for operations.		
	Total Landscapinng Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412			
		\$ 2,830	\$ 8,600	\$ 880	\$ 6,000	\$ 6,000	\$ (2,600)	\$ 4,698			
	<u>Cameron Club Maintenance &amp; Operation</u>										
	Access System Repairs								Allowance for the cost of repairs (service calls) to the pass and door access system. 2022: Maintained the same amount. 2023: Maintain the same amount. 2024: Maintain the same amount. In 2022 and 2023, everything was charged to reserves as we installed a new Access System.		
		\$ 899	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ 941			

Cameron Community Association, Inc.  
2024 Operating Budget- Draft V1

		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
	Access System Supplies								Allowance for fobs and ink cartridges for fitness badges. 2022: Maintained the same amount based on that a new system is currently being researched. The 2022 Projection reflects the full amount to be spent given that a new system is going to be implemented using the same cards but we need to update those from paper passes to card passes. 2023: The access system is currently being replaced - current access cards will not work with the new system. However, Access System mobile credentials (for iPhone and Android) are \$10 each. New cards/credentials in 2022 are paid via Reserves. Maintain the same amount for cards/credentials. 2024: T-Mobile data account for 2 IPads = \$54/month x 12 mos = \$648.00/year. Ink cartridges \$330/qtr x 4 = \$1,320. Additional cards at \$5/card. Same amount for supplies.		
		\$ -	\$ 4,500	\$ 1,063	\$ 4,500	\$ 4,500	\$ -	\$ 2,479			
	Building Repair & Maintenance								Allowance for small repairs to the clubhouse - roofing, plumbing, electrical, etc. 2022: Maintained the same amount. The 2022 Projection includes power washing (\$2112), and an average of \$915 per month on misc repairs. 2023: Includes power washing (\$2500), painting fitness room (\$8,000), and an average of maintenance costs per month of \$1k. New ADA / HC doors installed in November 2022. Minimal increase based on current 2022 projections and potential repairs of the new mechanical equipment. 2024: Maintain the same amount.		
		\$ 26,203	\$ 15,000	\$ 6,545	\$ 15,000	\$ 15,000	\$ -	\$ 9,316			
	Clubhouse Utilities								Includes allowance for all utilities (ie. gas, elec, water). 2021: projection is slightly lower than budget - use of Great Room suspended due to COVID. 2022: Maintain the same rate as 2021. Also consistent with 4-year avg. The 2022 projection includes a prior year invoice from Constellation of \$2,746. Management is checking into this further but to be conservative, we included it for year-end. 2023: Based on the lower 2022 usage, and the increase in electricity (July) and water (May), maintained the same amount. 2024: New LED lighting added in Fall 2023. Increases in utility rates research. During 2023, we paid gas supplier costs for 2021 -currently totaling \$5,600. Adding gas supplier cost: New LED lighting projected to be completed for entire clubhouse. Savings expected. Currently assessing util rate increases in 2024 with all utility companies.		
		\$ 37,743	\$ 38,425	\$ 33,576	\$ 41,000	\$ 38,425	\$ -	\$ 36,784			
	Community Center Improvements								Allowance for improvements to Community Center, misc purchases for small decorating, or refurbishments. 2021: projection assumes full allowance to be spent. 2022: Maintained the same amount. 2023: Maintain the same amount. 2024: Maintain the same amount. The Cameron Club was painted in FY23 and new carpeting being installed in FY24. There may be a few items to purchase to compliment the upbuilding upgrades.		
		\$ 2,315	\$ 2,000	\$ 286	\$ 2,000	\$ 2,000	\$ -	\$ 1,317			
	Elevator Services								Allowance for quarterly payments for regular elevator maintenance service with Schindler. 2022: Pending new contract, 5 years at a reduced rate of \$ 300-month same service. 2023: Currently paying \$185/month + \$1600 annual inspection + \$55.20 inspection fee + 9% increase (for 2023). 2024: Based on the Potomac Elevator Co contract, the contract ends Dec 2024. The amount is \$190.55/mor x 12 = \$2286.60/year. Load pressure test = \$200/year. Safety Test \$2088.00 + Recal Test \$474/yr with an estimated 3% increase = Total \$5,242.		
		\$ 5,959	\$ 4,250	\$ 4,574	\$ 4,585	\$ 5,242	\$ 992	\$ 4,681			
	Fire Prevention & Protection								Allowance for annual system testing and annual backflow test by Simplex Grinnell. 2022: Maintain the same amount. 2023: Based on the contract with Johnson Controls for backflow (est \$1025), wet/dry sprinkler system (est \$5,112), and fire alarm system (\$719.40). Includes small allowance for minor repairs - major issues would be from Reserves. 2024: Fire Alarm Annual Inspection -- \$489.20 + Fire Extinguishers (9 annual ) \$151.41 + Fire hydrant inspection -- \$91.40/firehydrsnt x 25 per year = \$2353.55 + Backflow preventer (annual) = \$664.35 = \$3,658.51 ---, \$2850 for additional calls. New contracts allowed for this \$1,500 reduction.		
		\$ 3,133	\$ 8,000	\$ 3,379	\$ 4,000	\$ 6,500	\$ (1,500)	\$ 5,419			
	Fire Suppression System								Allowance for sprinkler fire suppression system testing, inspection, and minor repairs with Tyco/Johnson Control. 2022: Maintained the same amount. 2023: Based on current usage of \$436.11/month and allowance for minor increase. 2024: Sprinkler System \$60/month x 12 = \$720; \$115/month 2024: Sprinkler Annual System Test -- \$695.25 + Sprinker (semi-annual) - \$367.50 + Sprinkler (Ortly) -- \$659.20 + \$75 travel fee = \$2,823.65. Unanticipated parts /work + 2200. New contracts in FY23 allowed for a reduction of \$700 in this GL account.		
		\$ 5,735	\$ 5,700	\$ 4,131	\$ 5,000	\$ 5,000	\$ (700)	\$ 4,162			
	Fitness Center Supplies								Allowance for fitness center cleaning supplies. 2022: Maintained the same amount, specifically due to the rise in COVID-19. 2023: Maintain the same amount based on current usage. 2024: Maintain the same amount based on the current amount. Spotify increased to \$10.99/month x 12 mos = \$131.88/year.. Peloton Subscription - 2 bikes = \$1,056. per year. Sanitizer wipes - \$600/month x 12 mos = \$7,200 Total \$,8388.00		
		\$ 5,667	\$ 7,000	\$ 5,369	\$ 7,700	\$ 8,388	\$ 1,388	\$ 7,677			



Cameron Community Association, Inc.  
2024 Operating Budget- Draft V1

		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
	Fitness Equipment Repair & Maintenance								Allowance for quarterly preventive maintenance service contract with Heartline. Maintained the same amount. The 2022 Projection includes the last quarter of Fitness PM, the Peloton interactive fee, and a small allowance for misc repairs. 2022: 2023: Based on Fitness PM with Heartline at \$3,355, Peloton Interactive fee (4 *\$78) plus a small allowance for minor repairs. Based on 5-year avg. 2024: Maintain the same amount. Based on a 5-year average. Qtry PM \$840 x 12 = \$3,360; Repairs after PM -- Avg \$1,200 x 4 = \$4,800.		
		\$ 6,561	\$ 8,500	\$ 6,294	\$ 8,500	\$ 8,500	\$ -	\$ 8,430			
	Health Club Management/Staff								The 2021 projection reflects COVID operations for 1/2 of the year, and post-COVID operations for 2/2 of the year and reflects a credit received in the amount of \$18,637. 2022: based upon contract renewal with Profit and includes the noted 2% increase effective Jan 2022. 2023: Contract amount Jan to \$14,601.46 x 12 mos = \$178,722 for annual amount. 2% increase. 2024: Based on ProFIT proposal for a 3-year contract.		
		\$ 175,218	\$ 178,722	\$ 133,055	\$ 162,076	\$ 189,120	\$ 10,398	\$ 168,719			
	HVAC Services								Allowance for quarterly payments for HVAC services with Trademasters. 2022: Maintain the same amount. 2023: Allowance for semi-annual payments for HVAC services with Trademasters at \$2,800 plus a small allowance for minor repairs consistent with a 5-year avg. 2024: Trademasters Inc -- Contract for \$224.05 (increase in Aug 2023) \$224.05 x 7 (Jan- July 2024) = \$1,568.35 Then a 3% increase Aug - Dec 2024 \$231 x 5 mos (Aug - Dec 2024) = \$1,155.00 Total contract amount of \$2,723.35. Additional work estimated at \$2,277 = \$5,000 (same amount as last year). Equipment (HVAC Units) are getting older and appear to have more maintenance repairs.		
		\$ 3,673	\$ 5,000	\$ 2,217	\$ 5,000	\$ 5,000	\$ -	\$ 4,915			
	Janitorial Services								Allowance for cleaning services with National. 2022 maintain same rate effective May 1, 2022. 2022: New contract signed 2023: Contract Amount is \$3,683/month x 12 months = \$44,196 for 2023 and 2024. 2024: Year 2 of a 3-year contract. Current through March 2024 -- \$3683/month; April - Dec 2024 -- \$3,756.66/month Total FY24 budget amount for Jan - Dec 2024 = \$44,862.		
		\$ 43,752	\$ 44,196	\$ 25,781	\$ 44,196	\$ 44,862	\$ 666	\$ 40,880			
	Miscellaneous Expense								Small expenditures are not included in the listed categories. 2022: Maintained the same amount. 2023: Maintained the same amount 2024: Maintain same amount.		
		\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 140			
	Pool Management								Allowance for pool management service with American Pools through 2023. 2022: Based upon the current contract rate and includes soft opening and two extended weekends. 2023: Based upon the current contract rate of \$58,695 and includes soft opening and three extended weekends, lap swim, and swim aerobics (\$26,539) and a 9% increase to allow for bid process - occurring in Sept 2022. 2024: Bidding out contract this fall and adding 9% for potential increase.		
		\$ 81,170	\$ 92,905	\$ 82,078	\$ 92,905	\$ 101,266	\$ 8,361	\$ 60,497			
	Pool Repair & Maintenance								Allowance for minor pool equipment repair. Major expenses are to be taken from Reserves. 2022: Maintain the same budget amount based on CCFC feedback. 2023: Based on current usage, and 9% increase. Includes power washing of the deck. 2024: Maintain same budget amount based on pool needs.		
		\$ 6,930	\$ 6,500	\$ 2,940	\$ 6,500	\$ 6,500	\$ -	\$ 2,803			
	Pool Supplies								Allowance for chemicals and other supplies needed for the pool. 2022: Maintain the same amount. 2023: Maintain the same amount. 2024: Maintain the same amount.		
		\$ 6,168	\$ 5,000	\$ 5,182	\$ 5,000	\$ 5,000	\$ -	\$ 4,818			
	Recreational Equipment								Allowance for recreational supplies (ie. basketballs, nets, jump ropes, etc). 2022: Maintain the same amount. Reduced by \$1,500 based on CCFC feedback. 2023: Based on usage at the pool; maintained the same amount 2024: Maintain same amount.		
		\$ 1,100	\$ 2,500	\$ 139	\$ 2,500	\$ 2,500	\$ -	\$ 1,724			
	Safety & Security								Allowance for alarm monitoring with SETEC at \$170 per month and includes small repairs. 2021: Maintain the same amount based on the current contract with no increase. 2022: Maintain the same amount. 2023: Monitor costs \$412/month = \$4,994 Force Security Solutions contract amount. 2024: \$456.85 x 12 = \$5,482/year for monitoring Fire Alarm, Access System and Cameras. 3 year contract from Jan 2023. Force did not start charging the monitoring fee until March 2023.		
		\$ 2,418	\$ 5,000	\$ 3,007	\$ 4,370	\$ 5,482	\$ 482	\$ 2,890			
	Special Cleanings								Allowance to clean meeting rooms after rentals/parties. Usage non existant in 2020 and 2021 due to COVID. 2022: Maintained the same amount as 2021. The 2022 Projection includes additional services for water extraction unrelated to club room rental; therefore income will not match expense. 2023: Based on 32 rentals = \$4,800 based on at \$150 per event + misc cleanings within the building (water extraction, pool party clean up, etc.) 2024: The rental income should equal the special cleaning count and amount of \$150 x 52 rentals. Shampooing carpets is addition -- \$2000 per year.		
		\$ 7,550	\$ 5,800	\$ 4,000	\$ 5,800	\$ 9,800	\$ 4,000	\$ 5,030			

Cameron Community Association, Inc.  
2024 Operating Budget- Draft V1

		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
	Uniforms								Allowance for uniforms. 2021 anticipates new uniform order in the fall. 2022: Maintained the same rate. Reduced by \$550 based on CCFC feedback. 2023: \$800 budgeted to allow for winter uniforms. 2024: CSCA logo and new fonts and color approved in 2023. Due to changes, add \$200 for upcoming year.		
		\$ -	\$ 800	\$ -	\$ 800	\$ 1,000	\$ 200	\$ 132			
	Total Cameron Club Maintenance & Operations	\$ 422,194	\$ 441,298	\$ 323,616	\$ 421,932	\$ 465,585	\$ 24,287	\$ 373,754			
	Trash & Recycling										
	Trash & Recycling Services For 2022, Trash Pick-up Main Only								Based on the contract with Bates for all sub-associations except Main Street - through 12/25 of \$312,797.16/\$26,066 per month. 2022 budget includes a 2% landfill increase on base contract effective July 1. Avg recycling fees: \$2700 per month/\$32,400 annual. Main Street uses Republic Services with an avg cost of \$15,956 plus 2% landfill increase = \$16,275 2023: Based on current (Bates) amount of \$29,300 (which includes 3% contract increase and includes recycling avg of \$2300) x 12 = \$351,600; Main Street Condos (Republic) \$1332.59 x 12 = \$15,991.08 x 3% increase = \$16,471; Landfill increase of 3% effective July for (\$4,600 per month)Grand total of \$372,678. This does not include \$2500 (per month since April) fuel surcharge which has not been approved. In discussion with FAC, increased budget from \$372,678 to \$376,433. 2024: Contract Year 4 of 5.... 3% contract increase (\$11,300) + 2.25% (\$8,500) County landfill increase. Total = \$396,233		
		\$ 362,803	\$ 376,433	\$ 277,173	\$ 376,433	\$ 396,233	\$ 19,800	\$ 318,533			
	Recycle Services		\$ -	\$ -			\$ -	\$ -			
	Trash - Main Street	\$ -	\$ -	\$ -			\$ -	\$ -			
	Total Trash & Recycling	\$ 362,803	\$ 376,433	\$ 277,173	\$ 376,433	\$ 396,233	\$ 19,800	\$ 318,533			
	Other Expenses										
	Other Expenses	\$ -					\$ -	\$ 521			
	Sign Expenses								Allowance to replace various signs throughout the community. 2021: Projection includes anticipation of new signs for trash cans, visitor parking, and no parking. 2022: Maintained the same amount. 2023: Maintain the same amount. In discussion with FAC, the recommended amount of \$5,000 to \$2,500. 2024: Signs have faded and we are replacing them as needed. New logo font/colors approved in FY23. Replace signs (shuttle bus, Cameron Club, etc.) methodically over time -- not all at once.		
		\$ 2,849	\$ 2,500	\$ 2,405	\$ 2,500	\$ 5,000	\$ 2,500	\$ 695			
	Total Other Expenses	\$ 2,849	\$ 2,500	\$ 2,405	\$ 2,500	\$ 5,000	\$ 2,500	\$ 1,215			
	Total Direct Operating Expenses	\$ 1,464,264	\$ 1,498,460	\$ 1,062,425	\$ 1,468,605	\$ 1,557,136	\$ 58,676	\$ 1,326,860			
	General and Administrative Expenses										
	Professional Services										
	Audit & Tax Services								Allowance for completion of annual audit and tax and taxes. 2022: Based upon engagement letter pending Board approval (\$6,500 audit, \$550 taxes, and \$26 bank confirm). Changed from \$7,500 to \$7,200 which includes a small allowance for bank confirmations. 2023: New engagement signed for 2022/23 audits and taxes; 2022 annual audit is \$6700 + \$600 for tax return each + \$32/ account (7 accounts at this time) confirmed per year. 2024 Budget: (2023 Based on 2 yr contract with Goldklang. Annual audit \$6900 + \$600 for Federal and State tax returns + \$32 per bank account based (on 7 accounts) for a budget line total of \$7,724		
		\$ 7,274	\$ 7,525	\$ 7,510	\$ 7,510	\$ 7,724	\$ 199	\$ 7,882			
	Legal Services								Allowance for a legal retainer for a phone consultation at \$300 per month and includes Board training as well as an Annual Registered Agent fee of \$200. 2023: Maintain the same amount. 2024: Maintain the same amount based on 5 yr avg.		
		\$ 3,800	\$ 4,000	\$ 2,600	\$ 4,000	\$ 4,000	\$ -	\$ 4,283			
	Legal Services - Collections								Allowance for costs to pursue delinquencies. 2021: Projection is based on a mid-year average. 2022: Increased to \$25k taking into account the 4-year average and costs of 2021. 2023: Maintain the same amount of \$25,000; collections have been less than the national average of 3-5%. 2024: Maintain similar (slightly less) amount than the 5 year avg.		
		\$ 23,233	\$ 25,000	\$ 15,365	\$ 22,000	\$ 25,000	\$ -	\$ 28,982			
	Legal Services - General Counsel								Allowance for legal consultation. 2021: YTD exceeds the budget. Included remaining allowance of \$13k for the balance of 2021. 2022: Based on 4-year avg. 2023: Based on a 4-year average. 2024: Based on 4-year average.		
		\$ 39,021	\$ 45,000	\$ 17,616	\$ 30,000	\$ 45,000	\$ -	\$ 45,908			
	Reserve Studies								2021: Reserve Study being updated. 2022: No allowance is included for 2022 as another Update will not be necessary until 2023 or 2024. 2023: Reserve Study completed in 2022. Recommend financial update due to multiple project completions and inflation/materials increase during 2022. Cost based on the proposal received. Proposal received for FY2023 Level III Reserve Study Update - \$2,950. 2024: \$0 budgeted because a Level III update was completed August 2023.		
		\$ -	\$ 2,950	\$ 2,950	\$ 2,950	\$ -	\$ (2,950)	\$ 1,944			
	Consulting Services	\$ -		\$ -		\$ -	\$ -	\$ 1,226			
	Total Professional Services	\$ 73,328	\$ 84,475	\$ 46,041	\$ 66,460	\$ 81,724	\$ (2,751)	\$ 90,225			

Cameron Community Association, Inc.  
2024 Operating Budget- Draft V1

		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
Activities											
	Events and Awards								Does not include Pride of Ownership. 2023: Budget request received from Committee at \$37,500: Egg Hunt \$3000, Fourth of July \$4000, Pool Party \$11,000, Halloween \$3000, Holiday Party \$11,000. \$5500 for miscellaneous events, including wine tasting, happy hour, trivia night, movie night, and casino event. 2023: Reduced from \$37,500 to \$33,000 during budget draft v3 discussion with FAC. 2024: Based on 2023 activities and 5-year average, maintain the same amount for FY24.		
		\$ 28,599	\$ 33,000	\$ 14,149	\$ 33,000	\$ 33,000	\$ -	\$ 32,697			
	Activity Charges	\$ -		\$ -			\$ -	\$ -			
	Total Activities	\$ 28,599	\$ 33,000	\$ 14,149	\$ 33,000	\$ 33,000	\$ -	\$ 32,697			
Communications											
	Newsletter Services								Allowance for the bi-monthly newsletter at avg \$2618 per issue - 5 issues (no summer issue) in total and includes postage. Dropbox allowance of \$80 per month = \$960. 2022: Maintain the same amount. 2023: Maintain the same amount per Committee. 2024: In FY23, only 4 issues were produced based on the search for a Compass Editor. Drop box is \$95.94/month x 12 mos. = \$1,151.28 and 5 issues x \$2,300 = \$11,500.		
		\$ 6,947	\$ 15,300	\$ 5,260	\$ 11,475	\$ 13,000	\$ (2,300)	\$ 12,965			
	Other Communications								Allowance for DMS updates, smaller mailings, postcards, and reminders. Also includes costs for monitoring Social Media of \$395 per month. 2021: Projection assumes the full amount to be spent. 2022: Includes the costs to get badges for volunteer Photographers and new photos for CamClub (we already have the frames). A small budget was added for the potential use of signage. Logo/branding package for community desired. 2023: Maintain the same amount based on Committee feedback. 2024: Maintain the same amount based on Committee feedback. \$500/qtr for a small welcoming gift for new residents; Graphics Suite Design - \$500.		
		\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 2,557			
	Social Media	\$ 4,740	\$ 6,000	\$ 3,555	\$ 4,740	\$ 4,882	\$ (1,118)	\$ -	2023: Maintained the same amount pending Committee feedback. 2024: Socia Media Contract (Brand Design Inc.) is \$395/month x 12 mos = \$4,740. Added 3% increase based on potential increase in cost.		
	Web Site Maintenance								Allowance for website maintenance, Constant Contact. 2021: Projection assumes the full amount to be spent. 2022: Maintain the same amount as 2021. Increased by \$1,400 based on Comm Com feedback. Includes allowance to update the website. 2023: Maintained the same amount pending Committee feedback. 2024: Website Maintenance (Constant Contact) increased to \$81.02/month x 12 = \$972.24 + Hostgator \$227.88 + Website Reg = \$84.25 + (website domains -- Qty: 2); LMK -- \$595/yr; Photos for Website is \$1,000 per year; Logo project completed in 2023.... new signage (new logo) costs listed under signage expenses.		
		\$ 2,111	\$ 4,900	\$ 1,937	\$ 4,900	\$ 4,900	\$ -	\$ 1,783			
	Total Communications	\$ 13,798	\$ 29,200	\$ 10,752	\$ 24,115	\$ 25,782	\$ (3,418)	\$ 17,306			
Insurance											
	Crime Protection Coverage								2020 Projection: Policy exp 01/01/22 and reflects monthly amortization of annual premium of \$3600. 2022: Includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%. 2024: Broker indicated to budget a 10% increase.		
		\$ 3,576	\$ 5,042	\$ 2,100	\$ 1,500	\$ 1,650	\$ (3,392)	\$ 1,440			
	Cyber Liability \$1 Million Coverage								2021 Projection: Policy exp 01/01/22 and reflects monthly amortization of annual premium of \$3,495. 2022: Includes an increase of 5%. 2023: Cascade recommends reducing Cyber Liability coverage from \$3 million to \$1 million. This would drop the amount from almost \$4500 down to approximately \$1500 per year. Budget \$2000 for the year. 2024: Broker indicated to budget a 10% increase. There have been 0 claims in Cameron Station in FY23. This based on the insurance market claims as a whole. This impacts everyone.		
		\$ 4,812	\$ 2,000	\$ 2,223	\$ 1,736	\$ 1,910	\$ (90)	\$ 1,398			
	D&O Premiums								2021 Projection: Policy exp 4/15/22, reflects monthly amortization of premium of \$4,765. 2022: Includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%. 2024: Broker indicated to budget a 10% increase. There have been 0 claims in Cameron Station in FY23. This based on the insurance market claims as a whole. This impacts everyone.		
		\$ 5,042	\$ 5,925	\$ 3,296	\$ 2,318	\$ 2,550	\$ (3,375)	\$ 4,966			
	Fidelity/Worker's Compensation								2021: Policy exp 04/15/22 and reflects the monthly amortization of the annual premium of \$620. 2022: includes an increase of 5%. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%. 2024: Broker indicated to budget a 10% increase. There have been 0 claims in Cameron Station in FY23. This based on the insurance market claims as a whole. This impacts everyone.		
		\$ 594	\$ 676	\$ 362	\$ 258	\$ 284	\$ (392)	\$ 1,326			



Cameron Community Association, Inc.  
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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
	General Liability Insurance								2021 Projection: Policy exp 4/15/22 and reflects monthly amortization of annual premium of \$8,914. 2022: Included a 5% increase. 2023: Spoke to Cascade Insurance and Agent recommended budgeting 7-9%. 2024: Broker indicated to budget a 10% increase. There have been 0 claims in Cameron Station in FY23. This based on the insurance market claims as a whole. This impacts everyone.		
		\$ 9,126	\$ 5,526	\$ 5,800	\$ 4,109	\$ 4,520	\$ (1,006)	\$ 13,409			
	Insurance Expenses for Reimbursement								Monument sign - current expenses will be offset by insurance proceeds check from Liberty Mutual in the amount of \$24,622.10. This new GL is not budgeted but only shows insurance expenses for the July 22, 2022 monument claim. 2024: Insuarncce expense is not planned or budgeted.		
		\$ 33,619	\$ -	\$ -		\$ -	\$ -	\$ -			
	Umbrella Insurance								2021: Policy exp 4/15/22 and reflects the monthly amortization of the annual premium of \$4,644 increase of 5%. 2022: Includes an Agent recommended budgeting 7-9%. 2023: Spoke to Cascade Insurance and 2024: Broker indicated to budget a 10% increase. There have been 0 claims in Cameron Station in FY23. This is based on the insurance market claims as a whole. This impacts everyone. Overall, 10% above the actual cost is still a savings of \$11,986. Budgeted a 10% increase overall.		
		\$ 3,959	\$ 5,571	\$ 2,359	\$ 1,669	\$ 1,840	\$ (3,731)	\$ 10,304			
	Total Insurance	\$ 60,728	\$ 24,740	\$ 16,140	\$ 11,590	\$ 12,754	\$ (11,986)	\$ 32,843			
	Management Services						\$ -				
	Administrative Salaries								2021: Based on an existing salary structure. allowance for annual increases. 2022: Includes a small by the Board and includes annual increases 2023: Based on existing staff structure as approved 2024: Based on existing staff structure as approved by the Board and includes annual increases		
		\$ 385,439	\$ 408,681	\$ 264,244	\$ 406,158	\$ 428,923	\$ 20,242	\$ 289,006			
	Payroll Taxes/Benefits/Costs								2021: Projection reflects taxes, etc. by the management agreement. taxes, etc. by the management agreement. 2022: Projection reflects 2023: Projection reflects taxes, etc. by the management agreement. 2024: Projection reflects taxes, etc. by the management agreement.		
		\$ 55,676	\$ 69,533	\$ 44,751	\$ 65,778	\$ 71,723	\$ 2,190	\$ 65,871			
	Management Reimbursements								2021: Amounts incorporated into a management agreement. incorporated into a management agreement. 2022: Amounts 2023: Amounts incorporated into a management agreement. 2024: Amounts incorporated into a management agreement.		
		\$ -	\$ -	\$ -		\$ -	\$ -	\$ 1,628			
	Management Fees								2021: Projection reflects contracted amounts with CAMP and renewal rates effective August 1. 2021: Based upon approved management agreement. 2022: Based on approved management contract. approved management contract. 2023: Based on contract. 2024: Based on approved management		
		\$ 149,985	\$ 151,272	\$ 113,827	\$ 151,272	\$ 153,511	\$ 2,239	\$ 149,274			
	Total Management Services	\$ 591,100	\$ 629,486	\$ 422,822	\$ 623,208	\$ 654,157	\$ 24,671	\$ 505,779			
	Administration										
	Annual Meeting Expense								Allowance for costs related to Annual Meeting (ie. food, school reservations, etc). 2022: Increased by \$1500 to account for refreshments and increase in online voting expense. This does not include the cost of printing the first Annual Meeting notice or the Candidate Statements which are covered under Printing/Copying expenses. 2023: Maintain the same amount. 2024: Maintain the same amount.		
		\$ 7,097	\$ 5,000	\$ 943	\$ 5,000	\$ 5,000	\$ -	\$ 2,886			
	Architectural Comprehensives								Allowance for ARC Comprehensive process to be completed. 2021: Projection does not reflect any expense as this will be handled internally with ARC Administrator 2022: Maintained small allowance for supplemental assistance if needed. internally: budget a small amount in case assistance is needed. 2023: All ARC handled 2024: All ARC handled internally; do not budget this line item.	not needed	
		\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ (3,000)	\$ 1,725			
	Bank Charges								2021: Assumes the full amount to be spent. The projection includes fees from PMC due to the transition. same amount. Includes monthly service charge from Congressional Bank. 2022: Maintained the 2023: Forbright Bank (formerly Congressional Bank) is paying 1.1% on ICS Sweep Acct. Increase the budgeted amount to \$500 2024: Maintain the same amount.		
		\$ 624	\$ 500	\$ 203	\$ 500	\$ 500	\$ -	\$ 8			
	Bundled Telecom Services								Allowance for Comcast services for \$750 plus \$118 for VOIP through GRS per month, which includes 5 office phone lines. Comcast includes internet, cable, TV equipment rentals, and all phone lines. The 2021 Projection reflects the recent change effective Aug 1. 2023: VOIP to \$220.00 per month. Comcast: \$700/month. Access System -- Shuttle bus cellular modem @ \$48/bus/month = \$96/month x 12 = 1,152.00 per year. Total Bundled Services for 2023 = \$12,192 As of 10-17-22, we are negotiating a new contract with a minimum of \$1,000 in savings for the year. This includes new cable boxes for the fitness center TVs, faster internet needed for new access systems, and removal of the fax telephone line. 2024: Comcast Bundled 2-year Contract is \$673.92 x 12 mos = \$8,087.16 per year + GRS VoIP Services -- \$220.00 x 12 mos = \$2,640/year. The only increase is if state and local taxes increase.		
		\$ 11,920	\$ 11,192	\$ 7,663	\$ 9,000	\$ 10,800	\$ (392)	\$ 10,179			

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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
	Collection Charges								Allowance for cost of collections, delinquency notices, etc. operating history. 2022: Based upon operating history. 2023: Based upon operating history. 2024: Based upon operating history.		
		\$ 1,119	\$ 4,000	\$ 1,051	\$ 2,000	\$ 2,000	\$ (2,000)	\$ 4,184			
	Courier Service								Allowance for courier service as needed. 2022: Reduced amount from \$750 to \$400. 2023: Reduced to \$150 based on 2022 use of courier service. 2024: Based on minimal usage.		
		\$ 306	\$ 150	\$ -	\$ 100	\$ 150	\$ -	\$ 455			
	Decals & Parking Passes								Allowance for parking passes, annual visitor passes, and annual decals. amount. 2022: Maintain the same amount. 2023: Maintain the same number. During the budget review with FAC, CAMP reduced the recommended amount from \$9,500 to \$7,500. 2024: Decrease to \$3,000 based on current needs.		
		\$ 9,498	\$ 7,500	\$ 1,743	\$ 3,000	\$ 3,000	\$ (4,500)	\$ 3,789			
	IT SUPPORT Computers & Network								2021: The projection includes a new IT contract with GRS at \$1,500 per month. contract costs with GRS, including comprehensive coverage for small troubleshooting as needed. 2022: reflects annualized contract signed 8/1/22 - 7/31/25; Added two ProFIT computers to the IT Prev Maint /Services. \$1800/month for 3 years unless we add computers to this contract. \$1800 x 12 mos = \$21,600 per year. 2023: New three-year contract signed 8/1/22 - 7/31/25; Added two ProFIT computers to the IT Prev Maint /Services. \$1800/month for 3 years unless we add computers to this contract. \$1800 x 12 mos = \$21,600 per year. 2024: Based on the current GRS Contract -- the monthly amount is \$1800/mo x 12 mos = \$21,600		
		\$ 19,500	\$ 21,600	\$ 15,700	\$ 21,600	\$ 21,600	\$ -	\$ 17,030			
	Licenses and Permits								Allowance for permits (elevator, fire, pool, registered agent fee, SCC, hydrant fee). assumes the full amount to be spent. 2021: Projection 2022: Maintained the same amount. 2023: Maintain the same amount. 2024: Maintain same amount.		
		\$ 2,107	\$ 2,200	\$ 80	\$ 2,200	\$ 2,200	\$ -	\$ 1,303			
	Meeting Expense								Allowance for meeting expenses (ie. food - NTE \$75 per Committee, nameplates, board meetings minutes, etc). Include a small allowance of approximately \$250 - \$300 for staff appreciation lunches, as well as the description noted in column O. 2021: Projection based 2022: Reduced slightly based on 2021 operating 2023: Maintain the same amount based on usage and 5-year average. 2024: New Copier and Postage Meter Contracts-- Quadient (Postage Meter) \$24.33/month x 12 mos = \$291.96/year + Arrow Tech (Copier lease) new contract in 2023 with Cost \$201.40/month x 12 mos = \$2,416/yr		
		\$ 8,564	\$ 10,500	\$ 2,613	\$ 10,500	\$ 10,500	\$ -	\$ 8,479			
	Office Equipment Lease								Allowance for copier through Arrow Technology and postage meter through Pitney Bowes. on 2021 operating history and average monthly costs. costs. Also reflects a reduction in hard copy Board and Committee packages as all are electronic. 2021: Projection based 2022: Reduced slightly based on 2021 operating 2023: Maintain the same amount based on usage and 5-year average. 2024: New Copier and Postage Meter Contracts-- Quadient (Postage Meter) \$24.33/month x 12 mos = \$291.96/year + Arrow Tech (Copier lease) new contract in 2023 with Cost \$201.40/month x 12 mos = \$2,416/yr		
		\$ 4,826	\$ 6,000	\$ 2,518	\$ 3,000	\$ 2,708	\$ (3,292)	\$ 6,483			
	Office Supplies								Allowance for misc office supplies. operating history. and 4-year avg. 2021: Based on monthly 2022: Reduced based on 2021 operating history 2023: Based on 2022 operating history and 5-year avg 2024: Reduced to \$6,000 based on 5-yr avg.		
		\$ 7,196	\$ 7,000	\$ 3,185	\$ 6,000	\$ 6,000	\$ (1,000)	\$ 5,873			
	Parking Enforcement								Allowance for parking enforcement. Based on proposal rec'd from B & B Security at \$25 per hour rate for 24 hours per WEEK (minimum) - 1,248 total hours annually. 2021: Assumes Board decides at September meeting to implement services with B & B Security which would cover 14 remaining weeks for a cost of \$9507. 2022: Based on an annual contract with B & B Security for 52 weeks per year. 2023: Annual contract ends 12/31/22 -- Proposal received January 2023 is \$27 x hr x 24 hrs per week x 52 weeks = \$33,696. 2024: Signal88 Contract --- \$3518.16/month x 12 months = \$42,218. Only 1 year contract ending June 30, 2024. Adding 10% for potential increase.		
		\$ 23,572	\$ 33,696	\$ 20,632	\$ 33,696	\$ 46,440	\$ 12,744	\$ 9,017			
	Postage								Allowance for mass mailings and misc letters. on year-to-date history and anticipation of a large annual meeting mailer. 2021: Projection is based 2022: Maintained the same amount. 2023: Reduced postage from \$10,000 to \$6,000 based on current usage. 2024: Maintain the same amount due to upcoming annual meeting mailers.		
		\$ 8,057	\$ 6,000	\$ 2,251	\$ 6,000	\$ 6,000	\$ -	\$ 10,591			
	Printing & Copying								Allowance for Welcome Packages, stationary, business cards, gov doc booklets, etc. the full amount to be spent. 2021: Projection assumes 2022: Maintained the same amount. 2023: Based on current usage and adding in the election and budget printing/coping costs. 2024: Reduced by \$2,000 due to a decrease in printing materials.		
		\$ 5,400	\$ 8,000	\$ 3,106	\$ 8,000	\$ 6,000	\$ (2,000)	\$ 13,121			

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		2022	2023	2023	2023	2024	2023 vs 2024	5 Year Avg.	CAMP NOTES	V2 Changes -FAC	V3 - Board
		Actual	Budget	YTD	Projected	Budget	Net Change				
	Software Licenses								Allowance for licenses as needed. Website Domain Renewal renewed in 9/2020 for 5 years for \$185. Host Gator renews in 5/22 for \$203.40 Includes renewal of google suite emails, adobe, etc. 2022: Maintained the same amount. 2023: Adobe Pro \$14.99/mo + Website Domain \$16.95/mo + Zoom - \$176.89 + Dropbox - \$79.95 per month + Microsoft - \$8.93/mo + Gator Host \$203.40 per year. Added services to ProFIT computer in the main lobby. 2024: Reduced by \$700 due to current spending.		
		\$ 1,110	\$ 1,900	\$ 845	\$ 1,900	\$ 1,200	\$ (700)	\$ 136			
	Temp Desk Coverage								Allowance for Saturday office coverage. 9 a.m. - 1 p.m. 2021: Half of the year is impacted by COVID limitations and it has not been necessary to add a person to Saturday at this time. 2022: Maintained the same amount to allow the Board flexibility to offer this if desired. 2023: Maintained the same amount to allow the Board flexibility to offer this if desired. 2024: Reclassing new access system setup/ temp coverage \$13,274 to reserves. Maintain the same amount to allow the Board flexibility to offer this if desired.		
		\$ -	\$ 3,000	\$ 13,274	\$ 3,000	\$ 3,000	\$ -	\$ 3,489			
	Miscellaneous	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 590	n/a		
	Acct Setup/DD/Coupons	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 7,198	No expense anticipated due to change in Management Company.		
	Total Administrative	\$ 110,896	\$ 131,238	\$ 75,807	\$ 115,496	\$ 127,098	\$ (4,140)	\$ 106,537			
							\$ -				
	Total General and Administrative	\$ 878,449	\$ 932,139	\$ 585,711	\$ 873,869	\$ 934,515	\$ 2,376	\$ 785,388			
							\$ -				
	Income Taxes						\$ -				
	Income Tax								2021 projection based on estimated tax payments received from the auditor of \$2250 per quarter. 2022: Based on 21.6% of the interest income (\$24,500 + \$16k as noted above). 2023: Based on 21.6% of interest income of \$37,384, the estimate is \$8,075. 2024: The amount in 2023 included a \$2,000 2023 Fed Income Tax estimate in April, a \$4,000 Va State Tax estimate in April, \$1,100 for an extension of Corporate Income Tax Return, and a \$2,000 Fed Income Tax estimate in June and an additional \$2,000 Federal Tax Deposit in September.. Based on anticipated interest income at 27% tax rate as recommended by auditor.		
		\$ 9,000	\$ 8,075	\$ 11,100	\$ 13,100	\$ 19,218	\$ 11,143	\$ 6,978			
	Total Income Taxes	\$ 9,000	\$ 8,075	\$ 11,100	\$ 13,100	\$ 19,218	\$ 11,143	\$ 6,978			
	Total Expenses	\$ 2,351,713	\$ 2,438,674	\$ 1,659,236	\$ 2,355,574	\$ 2,510,869	\$ 72,195	\$ 2,119,225			
	NET SURPLUS (Deficit)	\$ 57,409	\$ 11	\$ (179,883)	\$ 112,402	\$ (63,405)	\$ (63,416)	\$ 99,983			
						2.60%	With the \$45,000 TMP Credit (Moved to FY24)				



2024 Reserves Projects as Noted in the Reserve Study

INCOME	FY2024	\$ 1,367,500.00	Estimated Cash Position on January 1, 2024
Assessment Allocation (Reserve Contribution)	\$424,470.00		

EXPENSES

Interior Decoration and Features

Carpet Cameron Club	\$39,880.00	May	2024	
Ceiling Tile - Foyer Closet	\$390.00	May	2024	
Façade/Caulk/Waterproof	\$6,060.00	May	2024	
Interior Door Replacement	\$3,000.00	Based on Need	2024	
Exterior Paint/Deteriorate Wood Replacement	\$13,560.00	May	2024	
Duke Street Columns/Fence Repairs Paint	\$3,390.00	May	2024	
Cameron Station Blvd -- Gazebo				
Paint/Staining/Structural Repairs	\$3,900.00	May	2024	
John Ticer Drive - Gazebo				
Paint/Staining/Structural Repairs	\$2,800.00	May	2024	
Management Office Equipment				
Computers & Peripherals	\$21,600.00	Based on Need	2024	
<u>FITNESS CENTER</u>				
Exercise Equipment	\$30,000.00	Fall	2024	
<u>Pavement - Year #3 of 3</u>				
Asphalt - Year #2 - Summer 2024 - Pavement Overlay	\$660,330.00	June/July	2024	Year #3 of 3 Paving Project
Base/Sub-Base/Repairs	\$50,390.00	June/July	2024	Year #3 of 3 Paving Project
Consultant - Project Engineer	\$56,730.00	May/June/July	2024	Gardner Engineering Contract
Sidewalks/Brick Pavers/Concrete	\$27,000.00	June/July	2024	Year #3 of 3 Paving Project and Individual Trip Hazards
Annual Repair Costs - Potholes	\$7,000.00	Based on Need	2024	Final Asphalt Project for entire community --- not sure we will need this in 2024.
<u>Other Property Features</u>				
Tree Shrubbery - Disease/Dead	\$31,000.00	Spring/Fall	2024	
Pool Deck/Coping/Tile	\$3,910.00	October/November	2024	
Wading Pool Cover	\$3,310.00	October/November	2024	
Wading Pool Whitecoat	\$3,740.00	April	2024	Poor condition as of September 2023
Main Adult Pool Whitecoat	\$24,720.00	October/November	2024	Good condition as of September 2023
LED Conversions	\$40,000.00	As Needed	2024	LED Retrofit when Streetlights go out
Storm Water Run Off	\$20,000.00	As Needed	2024	
Irrigation System Upkeep	\$8,000.00	Summer	2024	
Site Items	\$2,800.00	As Needed	2024	
HVAC Equipment	\$68,000.00	As Needed	2024	
Exhaust Fan	\$3,000.00	January	2024	Great Room Kitchen Fan needs to be replaced
Battery Backup/Exit Light Fixtures	\$10,000.00	Based on Need	2024	
Park Bench Replacement	\$8,500.00	June	2024	
Fire Hydrant Servicing	\$3,500.00	Summer	2024	

MISC Mechanical/Plumbing/Electric/Fire	\$5,250.00		January	2024	(Fire Alarm Audibles for Clubhouse)
EV Charging Station(s)	\$80,000.00		TBD - Summer/Fall	2024	
Capital Components Added					
TOTAL EXPENSES	\$1,241,760.00		Total Projects FY24	2024	

\*Based on the level III update on the FY23 Reserve Study - may not result in actual completion and projects may vary based on site conditions