

STRATHMEADE SQUARE COMMUNITY ASSOCIATION

BOARD OF DIRECTORS MEETING

Wednesday, January 21, 2026

7:00pm Via Zoom

Board of Directors:

Janet Goodwin – President  
Whitney Bergendahl – Vice-President  
Nora Drain – Secretary  
Laxman Pandey – Treasurer  
Shivang Patel – Member-at-Large  
Natalie Smith – Member-at-Large  
Joseph Starkey – Member-at-Large  
Erin Rudolph – Member-at-Large  
Bob Hite – Member-at-Large

Prepared by:

Sequoia Management Company, Inc.  
Zachary Rivera, CMCA® AMS®  
Community Manager  
4795 Meadow Wood Lane, Suite 300 West  
Chantilly, VA 20151  
(703) 803-9641

# APPROVAL OF AGENDA

**Strathmeade Square Community Association  
Motion Worksheet  
Approval of January 21, 2026 Board of Directors Meeting Agenda**

**Motion:**

“I move to approve the agenda for the January 21, 2026 Board of Directors Meeting as written”

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

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

**Summary:**

It is necessary for the Board of Directors to approve the meeting agenda.

**Management Recommendation:**

Management recommends approval.

**Budgetary Considerations:**

None

**Vote:**

	In Favor	Opposed	Abstained	Absent
Janet Goodwin, President				
Whitney Bergendahl, Vice President				
Nora Drain, Secretary				
Laxman Pandey, Treasurer				
Shivang Patel, Member-at-Large				
Natalie Smith, Member-at-Large				
Joseph Starkey, Member-at-Large				
Erin Rudolph, Member-at-Large				
Bob Hite, Member-at-Large				

Strathmeade Square Community Association  
Board of Directors Meeting  
Wednesday, January 21, 2026, at 7:00 PM  
via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/89032240720?pwd=Xqjpr9dofQS3bfsHbEThxFX2Eo8LR7.1>

Meeting ID: 890 3224 0720

Passcode: 815079

AGENDA

- |   |         |
|---|---------|
| <b>I. Call to Order</b>   | 7:00 PM |
| <b>II. Approval of Agenda (Meeting of January 21, 2026)</b>               | 7:05 PM |
| <b>III. Homeowner Open Forum</b>  | 7:10 PM |
| <b>IV. Approval of Minutes (Meeting of December 3, 2025)</b>              | 7:20 PM |
| <b>V. Management Reports</b>  | 7:25 PM |
| A. Management Summary Report  |         |
| B. Action Item List   |         |
| C. Financial Review Report  |         |
| i. December 2025 Balance Sheet & Income Statement                         |         |
| <b>VI. Committee Reports</b>  | 7:35 PM |
| A. Architectural Control Committee  |         |
| B. Landscaping Committee  |         |
| C. Maintenance Committee  |         |
| D. Community Engagement Committee   |         |
| E. Parking Committee  |         |
| <b>VII. Old Business</b>  | 7:45 PM |
| A. Ratification of Electronic Approvals                                   |         |
| i. Approval of Oak Pruning Proposal from McFall and Berry                 |         |
| ii. Approval of Peter's Landscape Inc. Proposal for Tree Removal Services |         |
| B. Discussion on Pool Phone & WiFi  |         |
| C. Discussion on Parking Declaration Amendments                           |         |
| D. Approval of FY2026 Reserve Study                                       |         |
| E. Approval of Criterion, Inc. Outdoor Pool Furniture Repair              |         |
| <b>VIII. Executive Session</b>  | 8:30 PM |
| A. Sequoia Covenants Summary Report                                       |         |
| B. Sequoia Management Aging Report Summary                                |         |
| C. Rees Broome P.C., Collections Report                                   |         |
| <b>IX. Adjournment</b>  | 9:00 PM |

## HOMEOWNER OPEN FORUM

(Please state name and address;  
limit comments to 3 minutes)

# APPROVAL OF MINUTES

**Strathmeade Square Community Association  
Motion Worksheet**

**Approval of Minutes – Wednesday, December 3, 2025, Board of Directors Meeting**

**Motion:**

“I move to approve the Draft minutes from the Wednesday, December 3, 2025, Board of Directors Meeting”

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

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

**Summary:**

Attached please find the Draft minutes from the Wednesday, December 3, 2025, Board of Directors meeting. It is necessary to approve the minutes, so they may be finalized and stored as record of the meeting.

**Management Recommendation:**

Management recommends approval.

**Budgetary Considerations:**

None

**Vote:**

	In Favor	Opposed	Abstained	Absent
Janet Goodwin, President				
Whitney Bergendahl, Vice President				
Nora Drain, Secretary				
Laxman Pandey, Treasurer				
Shivang Patel, Member-at-Large				
Natalie Smith, Member-at-Large				
Joseph Starkey, Member-at-Large				
Erin Rudolph, Member-at-Large				
Bob Hite, Member-at-Large				

**DECEMBER 3, 2025 MEETING MINUTES  
TO BE PROVIDED CLOSER TO MEETING  
DATE AS “ADDENDUM A”**

# MANAGEMENT REPORTS

**Management Summary Report  
Strathmeade Square Community Association  
As of 01/16/2026**

**Sub-Contractors/ Grounds**

- All routine contracted operations have been ongoing as anticipated: landscaping, trash removal, legal, etc.
- McFall and Berry completed leaf removals and tree trimming for 3327 Breckenridge Ct.
- Peter's Landscaping was onsite to monitor and treat the community for trash accumulation.
- Peter's Landscaping was onsite week of 1/05/2026 to complete walkthrough for tree issues. Items have been identified and added to BOD package for approval.

**Covenants**

- Management performed follow up inspections weeks of 1/5/2026; 1/12/2026; and 1/19/2026. Management notes several outdated covenants items to be removed and revisited for spring annual inspections 2026.

**Financials**

- December 31<sup>st</sup>, 2025, Financials (Income statements, balance sheet, etc.) are included as a part of this package.
- All delinquency reports are also included as part of this package.
- Management reminds the monthly association fees were due on January 1<sup>st</sup>, 2026. If you have any questions on payment methods or instructions, please reach out.

**Communications**

- Management Contact information is [zrivera@sequoiamanagement.com](mailto:zrivera@sequoiamanagement.com). Nia Desoto remains as the administrative assistant for Strathmeade Square Community Association, and she can be reached at [ndesoto@sequoiamanagement.com](mailto:ndesoto@sequoiamanagement.com). Sequoia's main line is 703-803-9641.
- Sequoia's main office has relocated from 13998 Parkeast Circle, Chantilly, VA 20151 to 4795 Meadow Wood Lane, Suite 300 West, Chantilly, VA 20151. This transition does not impact mail-in check payments to the PO Box on file. Office hours will remain the same as Monday to Thursday from 8:30am to 5:00pm; and Fridays from 8:30am to 12:00pm.
- In order for management to be effective in addressing your concerns, please state your name, address, full concern, and follow up contact information. Providing this information will assist management with providing expedited service.

**2026 Strathmeade Square Community Association  
Action Item List**



<b>DATE ENTERED</b>	<b>TASK</b>	<b>STATUS</b>	<b>RESPONSIBLE PARTY</b>	<b>DUE DATE</b>	<b>COMMENTS/ PROGRESS UPDATES</b>
12/03/2025	Follow up with Landscaping company on Leaf Collection Schedule	Completed	MGMT – Zach	ASAP	MGMT reached out to mcfall and berry to confirm completion of leaf removal.
12/03/2025	Move \$250k from pinnacle to Capital Bank at 3.5% MM interest rate. Reach out to Pinnacle bank to see if they can match or offer a more competitive rate than 3.5%	Completed	MGMT – Zach	ASAP	MGMT completed transfer from pinnacle to Capital Bank at 3.5% MM. Pinnacle bank was unable to offer more competitive rate than 3.5%
12/03/2025	Reach out to trash contract on rates for FY2026 Budget Comparison	Completed	MGMT – Zach	ASAP	Management reached out to Republic trash. Rate information was provided. Rates are projected to slightly exceed cost approved in FY2026 budget. Management does not predict a net deficit FY2026 as underspending in other categories may offset Trash amounts.
12/03/2025	Pool Winterization/ phone and internet discussion deferred to January Meeting	Completed	MGMT – Zach	ASAP	Management added items to January 2026 BOD Package
12/03/2025	Unfinished business and new business items deferred to January Meeting: Reserve study, declaration amendments, parking enforcement discussions; replacement of basketball hoops, pool furniture, resale list.	Completed	MGMT – Zach	10/21/2025	Management added items to January 2026 BOD Package

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## MANAGEMENT MEMORANDUM

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**To:** Strathmeade Square Community Association

**From:** Zachary Rivera, Community Manager, CMCA® AMS®

**Subject:** December 2025 (Unaudited) Financial Report

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### **SUMMARY:**

This summary reflects the status of the unaudited, year-to-date accruals as of December 31, 2025.

Total CASH & INVESTMENTS: \$360,321.95

Year-to-date INCOME: \$590,748.63

Year-to-date EXPENSES: \$565,774.12

Year-to-date RESERVE CONTRIBUTIONS: \$195,020.49

**Year-to-date Surplus: \$24,974.51**

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### **BALANCE SHEET:**

The Asset Funds (cash on hand) reflected a balance of \$36,032.26 in the Pinnacle Bank Checking Account.

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### **INTEREST RATES:**

The Association presently has two (2) money market accounts: one with Capital Bank Money Market with a balance of \$250,010.41 with an interest rate of 1.53% (note management to look into discrepancy between advertised 3.5%) and Pinnacle Money Market with a balance of \$50,740.31 and an interest rate of 2.27%.

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### **CASH FLOW:**

Auditors recommend that an Association have between 2 and 3 months of expenses in its asset operating accounts. With monthly expenses averaging \$51,434.01, this would require the operating account to maintain a balance between \$102,868.02 and \$154,302.03. Presently, the Association has \$36,032.26. Therefore, the cash flow does not meet auditor's recommendations.

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### **DELINQUENCIES:**

As of December 31, 2025, twenty-five (25) accounts were delinquent more than 60 days. Lafayette Village Community Association has a delinquency rate of 4.31% of the total residential

assessments of \$639,863.00. Auditors have indicated that the industry standard for Assessments receivable is 3% or under; therefore, the Association is not at the Auditors recommendations. Management continues working with the Association’s legal counsel to ensure that all collection efforts are in line with the Association’s collection policy and that the costs are achieving the necessary effectiveness.

The following is a matrix detailing delinquencies by the delinquency term and amount. The accounts of greatest liability are those older than 120 days past due. Management and the Association’s attorney are focused on effective collections at minimal expense.

	<b># of Accounts</b>	<b>Total Amount</b>	<b>Rate of Delinquency</b>
<b>Over 30</b>	19	\$3,272.87	11.86%
<b>Over 60</b>	5	\$530.00	1.92%
<b>Over 90</b>	27	\$18,266.81	91.73%
<b>TOTAL</b>	31	\$27,590.90	66.21%

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**REPAIR/REPLACEMENT RESERVES:**

The Repair & Replacement Reserves balance as of December 31, 2025, was \$300,750.72. The Repair & Replacement Reserve balance was not fully supported, as evidenced by a deficit of (\$1,221.60)

TOTAL CASH & INVESTMENTS: \$360,321.95

Less TOTAL LIABILITIES: (\$60,792.83)

Less Amount earmarked for RESERVE REPLACEMENTS: (\$300,750.72)

EQUALS A DEFICIT OF: (\$1,221.60)

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**PRIOR YEAR OWNER’S EQUITY:**

It is important to note that, as of December 31<sup>st</sup>, 2025, there was a Total Unappropriated Owners Equity of \$99,282.70 or 15.52%. This number is the accumulation of year-end deficits and surpluses over the life of the Association. Auditors recommend that there be a balance equivalent to 10-20% of the total annual assessment of \$639,863.00 income in Prior Year Owners’ Equity at any given time.

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**INCOME & EXPENSE STATEMENT:**

As of December 31, 2025, the Association showed a year-to-date **Total Income** of \$590,748.63, the budgeted amount was \$586,574.82; therefore, resulting in an **favorable** variance of \$4,173.81.

As of December 31, 2025, the Association showed a year-to-date **Total Expense** of \$565,774.12 the budgeted amount was \$590,912.43; therefore, resulting in an **favorable** variance of \$25,138.31.

As of December 31, 2025, the Association showed a year-to-date **Net surplus** of \$24,974.51, the budgeted amount was (\$4,337.61), therefore, resulting in an **favorable** variance of \$29,312.12.

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**BUDGET OVERRUNS:**

Legal Fees (Collections) – (\$1,798.17)

Insurance – (\$2,234.91)

Electricity – Lighting – (\$2,136.07)

**BUDGET SAVINGS:**

Legal Fees (General) - \$2,030.37

Telephone (Pool House) - \$1,175.38

Grounds Maintenance - \$2,269.63

Community Maintenance and Improvement - \$3,164.37

Tree Trimming/ Removal - \$4,120.87

Kwanzan Cherry Trees - \$1,000.00

Pool House Maintenance - \$1,375.00

Playground Maintenance - \$4,400.00

**STRATHMEADE SQUARE COMMUNITY ASSOCIATION  
BALANCE SHEET  
DECEMBER 31, 2025  
(UNAUDITED)**

**ASSETS**

PINNACLE OPERATING CHECKING	36,032.26
ASSESSMENTS RECEIVABLE	27,570.90
ALLOWANCE ACCOUNT	(6,925.93)
MISCELLANEOUS RECEIVABLES	0.00
PREPAID EXPENSES	<u>2,894.00</u>

**TOTAL CURRENT ASSETS** **59,571.23**

**CASH RESERVES**

CAPITAL BANK MONEY MARKET 1.53%	250,010.41
PINNACLE MONEY MARKET 2.27%	<u>50,740.31</u>

**TOTAL CASH RESERVES** **300,750.72**

**TOTAL ASSETS** **360,321.95**

**LIABILITIES & EQUITY**

ACCRUED EXPENSES	37,264.92
PREPAID ASSESSMENTS	<u>23,527.91</u>

**TOTAL LIABILITIES** **60,792.83**

REPLACEMENT RESERVES	172,571.91
OPERATING RESERVE	2,700.00
UNAPPROPRIATED EQUITY	99,282.70
CURRENT SURPLUS / (DEFICIT)	<u>24,974.51</u>

**TOTAL EQUITY** **299,529.12**

**TOTAL LIABILITIES & EQUITY** **360,321.95**

**STRATHMEADE SQUARE COMMUNITY ASSOCIATION**  
**STATEMENT OF INCOME**  
**FOR THE MONTH AND ELEVEN MONTHS ENDED DECEMBER 31, 2025**  
**(UNAUDITED)**

	CURRENT PERIOD			YEAR-TO-DATE			ANNUAL BUDGET
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	
<b>REVENUE</b>							
RESIDENTIAL ASSESSMENTS	52,780.29	52,780.29	0.00	580,583.19	580,583.19	0.00	633,363
INTEREST INCOME	559.70	458.33	101.37	6,463.44	5,041.63	1,421.81	5,500
POOL FEES	0.00	0.00	0.00	1,280.00	400.00	880.00	400
LATE CHARGES	155.00	41.67	113.33	575.00	458.37	116.63	500
LEGAL FEE REIMBURSEMENTS	1,100.00	8.33	1,091.67	1,822.00	91.63	1,730.37	100
ARCOM VIOLATION CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0
MISCELLANEOUS INCOME / ADS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25.00</u>	<u>0.00</u>	<u>25.00</u>	<u>0</u>
<b>TOTAL REVENUE</b>	<b><u>54,594.99</u></b>	<b><u>53,288.62</u></b>	<b><u>1,306.37</u></b>	<b><u>590,748.63</u></b>	<b><u>586,574.82</u></b>	<b><u>4,173.81</u></b>	<b><u>639,863</u></b>
<b>ADMINISTRATIVE EXPENSE</b>							
LEGAL FEES - GENERAL	0.00	291.67	291.67	1,178.00	3,208.37	2,030.37	3,500
LEGAL FEES - COLLECTIONS	577.78	291.67	(286.11)	5,006.54	3,208.37	(1,798.17)	3,500
RESERVE STUDY	0.00	0.00	0.00	0.00	0.00	0.00	0
BOARD EXPENSE / MEETINGS	0.00	0.00	0.00	0.00	100.00	100.00	100
INSURANCE	724.45	583.33	(141.12)	8,651.54	6,416.63	(2,234.91)	7,000
INCOME TAXES	(310.00)	0.00	310.00	1,636.00	2,000.00	364.00	2,000
POSTAGE	22.20	133.33	111.13	851.76	1,466.63	614.87	1,600
NEWSLETTER	0.00	83.33	83.33	640.00	916.63	276.63	1,000
ELECTRICITY - LIGHTING	1,372.59	1,041.67	(330.92)	13,594.44	11,458.37	(2,136.07)	12,500
ELECTRICITY - POOL	273.28	150.00	(123.28)	4,644.46	4,850.00	205.54	5,000
TELEPHONE - POOL HOUSE	72.15	166.67	94.52	657.99	1,833.37	1,175.38	2,000
COMPUTER / ELECTRONIC	0.00	83.33	83.33	0.00	916.63	916.63	1,000
WATER & SEWER	0.00	0.00	0.00	2,634.50	3,200.00	565.50	3,200
DUES / PUBLICATIONS	115.00	0.00	(115.00)	140.00	0.00	(140.00)	0
MISCELLANEOUS	0.00	25.00	25.00	0.00	275.00	275.00	300
AUDIT & TAX RETURN PREP.	4,082.20	0.00	(4,082.20)	4,632.20	3,700.00	(932.20)	3,700
UNCOLLECTIBLE ASSESSMENTS	0.00	0.00	0.00	1.00	0.00	(1.00)	0
WEBSITE	26.19	25.00	(1.19)	374.19	275.00	(99.19)	300
MANAGEMENT FEES	<u>4,697.83</u>	<u>4,697.83</u>	<u>0.00</u>	<u>51,676.13</u>	<u>51,676.13</u>	<u>0.00</u>	<u>56,374</u>
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b><u>11,653.67</u></b>	<b><u>7,572.83</u></b>	<b><u>(4,080.84)</u></b>	<b><u>96,318.75</u></b>	<b><u>95,501.13</u></b>	<b><u>(817.62)</u></b>	<b><u>103,074</u></b>
<b>LANDSCAPING EXPENSES</b>							
GROUNDS MAINTENANCE	5,372.84	5,579.17	206.33	59,101.24	61,370.87	2,269.63	66,950
COMMUNITY MAINT. & IMPROV.	0.00	416.67	416.67	1,419.00	4,583.37	3,164.37	5,000
TREE TRIMMING / REMOVAL	1,075.00	3,166.67	2,091.67	30,712.50	34,833.37	4,120.87	38,000
WATERING	0.00	0.00	0.00	0.00	500.00	500.00	500
KWANZAN CHERRY TREES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,000</u>
<b>TOTAL LANDSCAPING EXPENSES</b>	<b><u>6,447.84</u></b>	<b><u>9,162.51</u></b>	<b><u>2,714.67</u></b>	<b><u>91,232.74</u></b>	<b><u>102,287.61</u></b>	<b><u>11,054.87</u></b>	<b><u>111,450</u></b>
<b>MAINTENANCE EXPENSES</b>							
TRASH REMOVAL / RECYCLING	10,379.31	10,000.00	(379.31)	110,816.05	110,000.00	(816.05)	120,000
MISCELLANEOUS TRASH	950.00	1,000.00	50.00	5,349.00	11,000.00	5,651.00	12,000
SNOW REMOVAL / STREET SWEEPING	1,458.00	1,000.00	(458.00)	4,100.00	6,000.00	1,900.00	15,000
SPRING & FALL CLEANUPS	0.00	0.00	0.00	0.00	750.00	750.00	750
CURB NUMBERING / STRIPING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>1,500</u>
<b>TOTAL MAINTENANCE EXPENSES</b>	<b><u>12,787.31</u></b>	<b><u>12,000.00</u></b>	<b><u>(787.31)</u></b>	<b><u>120,265.05</u></b>	<b><u>129,250.00</u></b>	<b><u>8,984.95</u></b>	<b><u>149,250</u></b>
<b>RECREATION EXPENSES</b>							
POOL ADMINISTRATION	0.00	0.00	0.00	54,000.00	54,000.00	0.00	54,000
POOL MAINTENANCE & SUPPLIES	0.00	0.00	0.00	7,215.19	8,000.00	784.81	8,000
POOL HOUSE MAINTENANCE	0.00	125.00	125.00	0.00	1,375.00	1,375.00	1,500
COMMUNITY EVENTS	0.00	0.00	0.00	721.90	1,500.00	778.10	1,500
PLAYGROUND MAINTENANCE	<u>0.00</u>	<u>400.00</u>	<u>400.00</u>	<u>0.00</u>	<u>4,400.00</u>	<u>4,400.00</u>	<u>4,800</u>
<b>TOTAL RECREATION EXPENSES</b>	<b><u>0.00</u></b>	<b><u>525.00</u></b>	<b><u>525.00</u></b>	<b><u>61,937.09</u></b>	<b><u>69,275.00</u></b>	<b><u>7,337.91</u></b>	<b><u>69,800</u></b>
<b>REPLACEMENT RESERVES</b>							
RESERVE FUNDING	17,232.46	17,232.46	0.00	189,557.05	189,557.06	0.01	206,789
REINVESTED INTEREST	<u>559.70</u>	<u>458.33</u>	<u>(101.37)</u>	<u>6,463.44</u>	<u>5,041.63</u>	<u>(1,421.81)</u>	<u>5,500</u>
<b>TOTAL REPLACEMENT RESERVES</b>	<b><u>17,792.16</u></b>	<b><u>17,690.79</u></b>	<b><u>(101.37)</u></b>	<b><u>196,020.49</u></b>	<b><u>194,598.69</u></b>	<b><u>(1,421.80)</u></b>	<b><u>212,289</u></b>
<b>TOTAL EXPENSES</b>	<b><u>48,680.98</u></b>	<b><u>46,951.13</u></b>	<b><u>(1,729.85)</u></b>	<b><u>565,774.12</u></b>	<b><u>590,912.43</u></b>	<b><u>25,138.31</u></b>	<b><u>645,863</u></b>
<b>SURPLUS / (DEFICIT) FUNDS</b>	<b><u>5,914.01</u></b>	<b><u>6,337.49</u></b>	<b><u>(423.48)</u></b>	<b><u>24,974.51</u></b>	<b><u>(4,337.61)</u></b>	<b><u>29,312.12</u></b>	<b><u>(6,000)</u></b>

**STRATHMEADE SQUARE COMMUNITY ASSOCIATION  
REPLACEMENT RESERVE  
DECEMBER 31, 2025**

<u>DATE</u>	<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
02/01/25	BEGINNING BALANCE				78,212.34
02/26/25	MONTHLY RESERVE FUNDING		17,357.42		95,569.76
02/28/25	REINVESTED INTEREST		420.29		95,990.05
03/18/25	MONTHLY RESERVE FUNDING		17,357.42		113,347.47
03/31/25	REINVESTED INTEREST		522.96		113,870.43
04/30/25	MONTHLY RESERVE FUNDING		16,982.53		130,852.96
04/30/25	REINVESTED INTEREST		530.93		131,383.89
05/28/25	MONTHLY RESERVE FUNDING		17,232.46		148,616.35
05/31/25	REINVESTED INTEREST		595.05		149,211.40
06/30/25	REINVESTED INTEREST		613.72		149,825.12
07/31/25	REINVESTED INTEREST		635.65		150,460.77
08/25/25	MONTHLY RESERVE FUNDING		17,232.46		167,693.23
08/27/25	PETER'S LANDSCAPE	TOT LOT BORDER REPLACEMENT		6,375.00	161,318.23
08/31/25	REINVESTED INTEREST		645.27		161,963.50
09/22/25	MONTHLY RESERVE FUNDING		17,232.46		179,195.96
09/30/25	REINVESTED INTEREST		645.23		179,841.19
10/15/25	RESURFACE, INC.	SPORT COURT DEPOSIT		9,021.00	170,820.19
10/29/25	MONTHLY RESERVE FUNDING		17,232.46		188,052.65
10/31/25	REINVESTED INTEREST		663.95		188,716.60
11/12/25	PETER'S LANDSCAPE	ASPHALT TRAIL REPLACEMENT		51,800.00	136,916.60
11/24/25	MONTHLY RESERVE FUNDING		17,232.46		154,149.06
11/30/25	REINVESTED INTEREST		630.69		154,779.75
12/31/25	MONTHLY RESERVE FUNDING		17,232.46		172,012.21
12/31/25	REINVESTED INTEREST		559.70		172,571.91
			<b>161,555.57</b>	<b>67,196.00</b>	

# COMMITTEE REPORTS

- A. Architectural Control Committee
- B. Landscaping Committee
- C. Maintenance Committee
- D. Community Engagement Committee
- E. Parking Committee

# OLD BUSINESS

**Strathmeade Square Community Association  
Motion Worksheet**

**Ratify Decision In Lieu of Meeting – Approval of Oak Pruning Proposal from McFall and Berry and Tree Work Proposal from Peter’s Landscaping Inc.**

**Motion:**

“ I move to ratify the unanimous email vote to approve the oak pruning proposal from McFall and Berry and the tree work proposal from Peter’s Landscaping”

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

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

**Summary:**

Please find approval of the McFall and Berry Oak Pruning Proposal and the Peter’s Landscaping Tree Work Proposal. A copy of redacted email votes can be requested as matter of book and record.

**Management Recommendation:**

Management recommends approval.

**Budgetary Considerations:**

To be expensed under Tree Maintenance.

**Vote:**

	In Favor	Opposed	Abstained	Absent
Janet Goodwin, President				
Whitney Bergendahl, Vice President				
Nora Drain, Secretary				
Laxman Pandey, Treasurer				
Shivang Patel, Member-at-Large				
Natalie Smith, Member-at-Large				
Joseph Starkey, Member-at-Large				
Erin Rudolph, Member-at-Large				
Bob Hite, Member-at-Large				



**Proposal #20442**

**Date:** 12/11/2025  
**PO #**  
**Sales Rep:** Ryan Ricks

**Customer:**  
 Larry Gilbert  
 Sequoia Management  
 13998 Parkeast Circle  
 Chantilly, VA 20151

**Property:**  
 Strathmeade Square  
 8361 Thompson Road  
 Annandale, VA 22003

**Oak Pruning**

3327 Breckenridge Ct, Front of Unit - Prune 1 Willow Oak tree approximately 8-10ft off roofline of Unit and surrounding units. Dead limb same tree (limbs approximately 1 inch in caliper and larger). Additionally, elevate tree approximately 15-20ft over turf area and parking lot. Work will reduce liability to pedestrians, homes and surrounding area from falling limbs.

**Tree Work Performed**

**Tree Removal**

Items	Quantity	Unit	Price/Unit	Price
Labor - MD/VA Tree Crew				\$880.00
			<b>Tree Removal:</b>	\$880.00
			<b>Subtotal:</b>	\$880.00
			<b>Sales Tax:</b>	\$0.00
			<b>Project Total:</b>	<b>\$880.00</b>

**Terms & Conditions**

The above quoted prices include all material and labor to completed above specified work.

THE ABOVE QUOTED PRICES ARE VALID FOR 90 DAYS

Work to begin no later than 3 weeks after the acceptance of the proposal. Thank you.

By \_\_\_\_\_  
**Ryan Ricks**  
 Date 12/11/2025  
 \_\_\_\_\_  
**McFall & Berry Landscape Management**

By *Zachary Rivera*  
 \_\_\_\_\_  
 Date 12/19/2025  
 \_\_\_\_\_  
**Strathmeade Square**



**Peter's Landscape, Inc**  
 44183 Wade Dr.  
 Chantilly, VA 20152

**Proposal #50254**  
 Created: 01/09/2026

**Proposal For**

**Location**

**STRATHMEADE SQUARE**

Thompson Rd  
 Annandale, VA 22003

C/O Sequoia Management Inc  
 4795 Meadow Wood Lane, Suite 300 West  
 Chantilly, VA 20151  
 mobile: 703-803-9641  
 zriversa@sequoiamanagement.com

Tree Work	Terms		
	Due on receipt		
ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
<b>1) Tree Work</b>  Scope of work: At intersection of Beverly and Conquistador across from intersection remove Maple tree to rear of home top is broken and decay throughout 18-in DBH.  To the rear of 3263 Victor prune one Tulip Poplar and remove one Virginia Pine that is damaged 22-DBH.  To the rear of 3249 Decourcy prune one Maple tree lead over fence.  Is the rear of 3245 prune one Maple tree and two bottom leads over bike trail that is dead.  To the right of 3235 Viscount remove one dead Pine tree.  Rear 3203 Viscount remove dead Pine tree currently held up by honeysuckle vine.  In front of 3252 Applegate prune Maple tree with lower lead, deadwood.  The rear of 3371 Breckenridge prune one Red Oak that has a large amount of deadwood.  Remove 2 large Oak trees that are dead at Breckenridge park area.  To the rear 3376 Breckenridge remove one Oak tree 24-in DBH also remove one additional White Oak tree that is dead twin lead 18-in DBH.  To the rear 3328 Contessa remove one Virginia Pine tree, 20-in DBH leaning towards home trunk is damaged.	1	\$ 14,781.25	\$ 14,781.25
<b>2) Discount</b>	1	- \$ 4,030.00	- \$ 4,030.00



**Peter's Landscape, Inc**  
 44183 Wade Dr.  
 Chantilly, VA 20152

**Proposal #50254**  
 Created: 01/09/2026

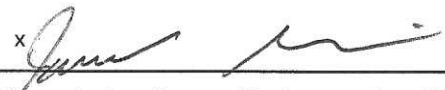
Discount is accepted by 1.31.2026.

**Client Notes**

Work requests beyond this proposal are subject to additional charges.

No charge on disposal of wood.

**Signature**

x   
 Please sign here to accept the terms and conditions

Date: 1/11/2026

SUBTOTAL	\$ 10,751.25
SALES TAX	\$ 0.00
<b>TOTAL</b>	<b>\$ 10,751.25</b>

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THE BALANCE IS DUE UPON WORK COMPLETION.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be done upon a written change order. The costs will become an extra charge over and above the price. No guarantees expressed or implied regarding effectiveness of work. Performance may be delayed by circumstances beyond contractor's control such as weather, strikes or acts of God. If planting is required in an area where a tree was removed by someone other than Peter's Landscape, Inc. and the stump and root areas were not properly ground, Peter's Landscape, Inc. will charge an additional fee to prepare the area. New plant material will come with a warranty for the life of the grounds contract provided Contractor watering proposal is accepted.

Contractor not responsible for direct or incidental damage to any items such as (but not limited to) hoses, sprinkler or underground wiring systems or loss of any nature to property except in cases of willful misconduct or gross negligence. Any damage or suspected damage must be reported to the contractor within 48 hours for any consideration whatsoever. If contractor assumes responsibility an opportunity must be provided for contractor to correct damage. Proposal pricing does not include alterations of scope of work due to buried or concealed obstacles. Customer shall be responsible for procurement and cost of all permits and approvals required. New or revised grading plans and/or any other additional engineering specifications or plans shall be supplied by customer. Any requested or required construction specifications that require a change to the scope of work specified in the contract shall result in changes in pricing to complete work.

Any cancellation or suspension of services requires 30 days written notice and in no event, shall the amounts due and owing to Peter's Landscape, Inc. be less than 50% of the total charge for this service.

**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. In the event payment shall not be made as specified, I agree to pay all reasonable costs and expenses of collection, including but not limited to attorney's fees whether or not suit is actually filed. A monthly service charge in the amount of 1.5% (\$5.00 minimum) will be applied to amounts 30 days overdue or greater. **(In cases of joint property ownership both parties must sign.)**

## DISCUSSION ON POOL PHONE AND WIFI

manner which creates no hazard to patrons or employees. All lighting fixtures shall be prohibited directly above the water surface area or within three feet horizontally of the pool rim except as permitted by the National Electrical Code. All light fixtures shall be shielded.

- B. Underwater pool lighting, when installed, shall provide at least one watt per square foot of water surface area, or the equivalent, and be equipped with GFCI(s) as required by the National Electrical Code.

### **Section 69.1-2-22. Safety Requirements.**

- A. Swimming pools equipped with pool water heaters shall have a fixed thermometer installed in the main return line. The thermometer shall be located sufficiently downstream from where the water heater effluent pipe connects to the main return line to allow the mixing of the heated and unheated water. The thermometer shall be designed and located so that it may be easily read.
- B. A separate room shall be provided for the care and isolation of victims of injury, illness or accident which is directly accessible from the pool deck. The room shall be well lighted and ventilated, and be large enough to permit unrestricted movement of both the victim and first aid providers.
- C. A direct dial, hard wired telephone that is fully operational shall be provided within the swimming pool area. The phone shall be immediately accessible from the pool deck. The phone shall be located so a clear and unobstructed view of the pool(s) is provided. Emergency telephone numbers and the facility's name and address shall be posted by the telephone.
- D. The depth of water in swimming pools shall be marked at every one foot increment of depth and at least every 20 feet of swimming pool perimeter on both the horizontal surface of the deck and the vertical surface of the pool wall. Horizontal depth markings shall be positioned to be read while standing on the deck facing the water. Depth markings on deck surfaces shall be non-slip. All numbers and letters shall be at least five inches in height and of contrasting color with the pool walls and deck. Depth markings are not required for wading pools.
- E. Fixed, floating or moveable platforms in swimming pools shall be constructed with an air space of at least 18 inches between the water surface and the underside of the platform or be provided with a barrier system at the perimeter of the device to prevent access under the device.
- F. There shall be a minimum of one lifeguard stand provided for every 2,000 square feet of water surface area within the pool enclosure. Additional lifeguard stands may be required where, due to the configuration of the pool, full visibility is not provided from the installed lifeguard stand.
- G. A transition line on the bottom of the pool and a floating lifeline shall be provided at the



DISCUSSION ON DECLARATION  
AMENDMENT

**Strathmeade Square Community Association  
Motion Worksheet  
Approval of FY2026 Reserve Study**

**Motion:**

“I move to award the contract for the FY2026 Reserve study to \_\_\_\_\_ in an amount of \_\_\_\_\_”

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

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

**Summary:**

Please find proposals from Reserve Advisors in the amount of \$3,400.00 and CAE – Community Association Engineering in an amount of \$3,950.00

**Management Recommendation:**

Management recommends awarding the contract to Reserve Advisors.

**Budgetary Considerations:**

To be expensed under GL for Reserve Study (Budgeted amount \$4,000)

**Vote:**

	In Favor	Opposed	Abstained	Absent
Janet Goodwin, President				
Whitney Bergendahl, Vice President				
Nora Drain, Secretary				
Laxman Pandey, Treasurer				
Shivang Patel, Member-at-Large				
Natalie Smith, Member-at-Large				
Joseph Starkey, Member-at-Large				
Erin Rudolph, Member-at-Large				
Bob Hite, Member-at-Large				



## Community Association Engineering

a division of GJB Engineering, Inc.

providing quality engineering with personal service to Northern Virginia's community associations since 1991

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Office: (703) 541-2000

P.O. Box 1214, Newington, Virginia 22122

Internet: [www.cae.us.com](http://www.cae.us.com)

Email: [greg.budnik@gjbinc.com](mailto:greg.budnik@gjbinc.com)

October 2, 2025

Strathmeade Square Homeowners Association  
Attn: Larry Ellis, Community Manager  
c/o Sequoia Management  
13998 Parkeast Circle  
Chantilly, Virginia 20151

e-mail to: [lgilbert@sequoiamanagement.com](mailto:lgilbert@sequoiamanagement.com)

Re: Proposal for Reserve Study (CAI Level 1)

### **INTRODUCTION**

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It is our understanding that the Association desires a current Reserve Study for the Strathmeade Square community common elements to support critical financial planning in this fiscal year and beyond.

In response to your request, please find our proposal to prepare a current Reserve Study for your community as well as other optional engineering services as may be desired by the Association. We trust that you will find our proposal demonstrates that our firm has a wealth of community association experience to offer as your technical consultant on this project, which includes thirty-five years of experience preparing reserve studies, transition inspections and maintenance-related consulting for hundreds of Northern Virginia communities.

*As the Association Board's selected civil engineer on past assignments related to drainage, the 2000's era pavement resurfacing assessment and inspection, we are already very familiar with an important component in the community. Thus, we would be able to produce an accurate, current, detailed CAI-compliant Reserve Study quickly, efficiently and cost effectively.*

We feel our studies are among the best available in the area on these topics, comply with applicable CAI recommended standards and we'll be happy to provide example reports upon request as well as references to neighboring communities that have used our services for reserve studies and other engineering.

Our firm's specialization in the area of civil engineering, asphalt, stormwater management and technical consulting for community associations and other non-profit organizations, as shown in our considerable past engineering work for similar local communities, coupled with our convenient Fairfax County office location and our 30+ year background in the preparation of Reserve Studies in Northern Virginia uniquely qualifies us to offer and perform the services you desire.

Our technical staff's average experience level is well above the industry average and we have two Virginia-licensed professional engineers on staff (which means you will always have a state-licensed Professional Engineer as your project manager - a claim very few companies preparing reserve studies in our area of Virginia can make!).

Further, our staff is very experienced in the design and construction of communities like yours, augmenting our inspection abilities. Greg Budnik, P.E., our President and principal engineer, was on the initial 1990's national committee of Reserve Study provider firms which created many of the industry standards (the predecessor of the CAI "R.S." Reserve Specialist requirements) for those who prepare reserve studies. He is also a past president of three community associations over the past three decades as well as a designer of residential subdivisions in Northern Virginia for the past 39 years. Please note that our firm is a 30+ year member of CAI (the Community Associations Institute) and is one of only a few fully licensed, full-service engineering firms in Northern Virginia that maintain community associations as their primary clientele.

This proposal is grouped as follows:

- Scope of Services
- Fees & Conditions of Service
- Contract Execution

We appreciate and value the opportunity to present this document for consideration. Should you have any questions or comments, please contact Mr. Gregory J. Budnik, P.E. at the above address and phone number. As a convenience to our community association clientele, our office hours are weekdays 9:00 a.m. to 5:30 p.m. with telephone consultation hours by cell phone (703-401-8855) on weekends and evenings.

## **RESERVE STUDY**

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### **Site Inspection**

We will need to have access to and observe all of the visually accessible common areas within the community in preparing our report to the client. These observations are to assist us in determining the approximate condition and estimated remaining useful life of common elements. Observations will be non-destructive in nature and are not meant to be an assessment/review for local, state, or federal code conformance or safety concerns. Items such as routine landscaping, tree and grounds maintenance, trash removal and other services which are not typically considered as reserve expenses will not be addressed with the site observations.

Items to be inspected for this community include the following:

- Common elements listed in the 2010 Richard Schuetz Reserve Study, less any features removed or added since that study;
- Common elements shown on the approved Site Plan;
- Miscellaneous elements of common space maintained by the HOA that we are made aware of by the HOA and/or management.

We request that the client assemble any past major maintenance records (especially those since the last Reserve Study) for our review and use in assisting in the estimating of the remaining useful life of the common elements, including a copy of the declarations, covenants, resolutions, restrictions, etc. as part of this scope item. We will only take into account that maintenance and information which we are made aware of or that is observed in the field by our staff. Site observations will be performed subsequent to our firm receiving the appropriate historical, records, maintenance and financial information from the Association.

### **Engineering (Reserve) Report**

An engineering report, identifying the estimated remaining and total useful life, quantities, unit repair/replacement costs and total life cycle costs associated with replacement for the common space elements will be prepared using information gathered from the above inspection, applicable public agency records and maintenance records provided by the client.

Special attention is paid to insuring that the element list (items that are the responsibility of the Association) are checked against the information received from the client and from local government agencies before a final version of the Reserve Report is issued to the Association for their use and reference. Our firm's background as a licensed civil engineering firm in the Commonwealth designing communities in Northern Virginia allows us a deeper knowledge of this matter than many other firms who prepare reserve studies.

The report will be in compliance with Commonwealth of Virginia law, industry standards and

Community Association Institute (CAI) guidelines for the preparation of Reserve Studies and shall be in text format, outlining the sources of information, results of inspection, methods of analysis, and general recommendations for repairs/replacements.

Component Method and Cashflow Method reserve funding spreadsheets, identifying the estimated remaining and total useful life, quantities, unit repair/replacement costs and total life cycle costs associated with replacement for the common space elements will be prepared using information gathered from the above inspection, applicable public agency records, the client's maintenance records and, where appropriate, the previous Reserve Study data.

The estimated annual reserve contribution will be provided in the form of a professional opinion by our engineers and will be computed based on the results of the two above methods of calculations. All calculations and contribution recommendations will be presented in current U.S. dollars. Since the Association is required by Virginia law to review the study annually, we believe it is more appropriate that the Association's financial analyst or CPA, in conjunction with management, review the recommended annual contribution to determine if any appropriate adjustment factors for inflation may be appropriate for the community in a given year, as well as any future worth analysis that may be desired for funding scenarios.

*We now offer two formats for our reserve studies! Our traditional Spreadsheet Format (Excel style data presentation) or the industry-recognized RStudy+ Format (graphed results data presentation with tables and cashflow presented three different ways). Both formats include representative photographs of common components. Please contact us if you would like an example of either or both formats. There is no price difference between formats.*

### **ADDITIONAL ENGINEERING SERVICES**

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Community Association Engineering is prepared to assist the client in all phases of engineering, surveying, and planning design related to the subdivision's common space elements including, but not limited to:

- Reserve Studies
- Asphalt Street Resurfacing (specifications, assist with bidding, inspection)
- Parking Expansion Studies and Fire Lane Consulting/Plans
- Drainage Problem Assessment and Design
- Community Master Improvements Planning & Design
- Land Use and Zoning Consultation

These services and any other which are not specifically outlined in elsewhere in the body of the proposal above can be provided, upon request, at an hourly rate or a negotiated lump sum fee. Surveying fees will be quoted on an individual basis. Services under this contract item are only performed upon specific authorization from the association.

## **FEES AND CONDITIONS OF SERVICE**

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### Reserve Study

All services outlined in under RESERVE STUDY above will be billed on a lump sum basis upon draft report completion and transmitted to the client on a mutually agreed upon schedule after authorization to proceed for a **fixed fee of \$3,950.00**. *This is a discounted fee below our typical study fee for this size community. Our past experience with Strathmeade Square allows us to offer this fee, which is only available to your community due to such circumstances.*

No advance payment is required prior to beginning work under this contract item. Authorization to proceed will be assumed to consist of receipt of the executed contract and retainer fee unless otherwise mutually agreed upon.

### Additional Engineering Services

Engineering services within our areas of discipline, including those listed on the prior page, can be provided on an hourly billing basis by our firm in accordance with the rates published at [www.gjbinc.com/conditions](http://www.gjbinc.com/conditions). Specialty services outside our normal areas of practice (such as Land Surveying, Landscape Architecture, Wetlands and Arboreal Consulting) can be offered as requested by the client by our team of retained independent expert firms. Additional engineering is only performed upon written authorization from the client.

## **CONTRACT EXECUTION**

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Please note that, by execution below, this proposal becomes a legally binding agreement on both parties. Should you not understand it or its content, you are advised to seek legal advice. If it is the client's interest to enter into a legal agreement with GJB Engineering, Inc., d/b/a Community Association Engineering, to provide the outlined services as qualified by the attached conditions, please acknowledge such by signing this proposal below, returning the executed original to us. Receipt of the executed contract will be deemed an authorization to proceed on unless otherwise directed by the client.

Please contact us should you have any questions regarding the contents of this proposal or require further information. As always, we appreciate the opportunity to be of service.

*signatures follow on next page*

Strathmeade Square Homeowners Association  
Reserve Study Proposal  
October 2, 2025  
Page 6 of 6

It is understood that all services performed under this Proposal are subject to condition Attachments A & B at <http://www.gjbinc.com/conditions>

This proposal hereby seen and agreed to for the Strathmeade Square Homeowners Association:

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Printed Name	Signature	Title	Date
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For GJB Engineering, Inc. (d/b/a Community Association Engineering)



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Gregory J. Budnik, P.E., President



Long-term thinking. Everyday commitment.

*Ian McGeedy, Account Manager*

*(704) 680-6697*

*ian.mcgeedy@reserveadvisors.com*

# Property Wellness Reserve Study Program Proposal Level II Reserve Study

**Strathmeade Square Community Association, Inc.**  
Annandale, VA



## Reserve Advisors

### Your Property Wellness Consultants



### Our Property Wellness Reserve Study Program

Your home is the most expensive personal property you will ever own. The responsibility for preserving its value reaches beyond your home to include the spaces you share with your neighbors. Structures, systems, streets and amenities must be maintained to protect the value of your investment. But the required responsibility often stretches beyond individual knowledge and expertise. That's why associations turn to Reserve Advisors. As your property wellness consultants, our reserve study helps associations understand their assets, expected lifespans, and both the budgets and maintenance needed to keep them in great working order.



## A Proactive Property Wellness Program

Our engineers provide a thorough evaluation of your property and shared assets, and create a strong, informed plan to maximize your community's physical and financial wellness for the long haul. Because proactive care ensures that your shared property is cared for the way you would care for your home. We have been helping communities thrive for over 30 years. But the job we are obsessed with is making sure you and your neighbors have what you need to protect your property today and prevent costly and avoidable repairs tomorrow. It is the best way to care for the place that makes you feel welcome, safe, secure and proud.



### Threshold Funding Strategy

The most stable and equitable approach to funding reserves, this strategy aggregates all future expenditures and calculates annual reserve contributions such that the reserve balance never falls below a minimum threshold.

## Helping Communities Thrive for Over 30 Years

With a team of 60+ engineers whose engineering backgrounds include civil, structural, mechanical, and more, we have over 350 years of combined experience conducting reserve studies for common interest realty associations nationwide. Our service area is one of the largest in the industry, and we pride ourselves on delivering unbiased recommendations that give communities the plans they need to ensure the future well-being of the property.

**37,000+**  
**RESERVE STUDIES CONDUCTED**

**19,000+**  
**ASSOCIATIONS SERVED**

**3,950,000+**  
**RESIDENTS SERVED**

## Industry Leadership

We were instrumental in pioneering the Community Association Institute's (CAI) Reserve Study Standards, and were influential in revising these standards in 2023 through our participation in an industry task force. This diverse group included reserve specialists, professional managers, community board members, attorneys, and accountants. Additionally, we continue to shape best practices in the field through active involvement with the Foundation for Community Association Research (FCAR), including chairing the Reserve Study Best Practices Report.

As a national member of CAI, we are actively involved in over 30 chapters nationwide, regularly supporting the organization's members through structured education, speaking engagements, and publications for managers and board members. Our leadership team members, Michelle Baldry and Matt Kuisle, are board members of FCAR and CAI, respectively. In addition to complying with legislative requirements specific to reserve studies, we are compliant with and/or accredited by:

- Association of Professional Reserve Analysts (APRA)
- Community Associations Institute (CAI)
- American Institute of Certified Public Accountants (AICPA)

## Trusted by More Than 19,000 Associations



"I greatly appreciated Reserve Advisors' level of engagement with our HOA officers throughout the entire process from our initial meeting, through their site visit and the publication of our study. Fred was very thorough and he addressed all our concerns and issues as well as presented solid, realistic, and executable recommendations."

**James Holland, Vice President & Treasurer**  
*Fallstone of Alexandria Homeowners Association*



"We met with our Reserve Advisors engineer prior to his site visit and it was clear that he was fully aware of our entire building and our current situation. He worked with us in an expert manner during the on-site visit, was patient with us throughout the entire process, and always got back to us immediately whenever we had questions."

**Karen Langenwaller, Treasurer**  
*The Meridian Condominium, Inc.*



"Lisa Pham was amazing to work with throughout the reserve study process. She has been quick to respond to any and all questions our Board of Directors had, and her in-depth answers were well received by our Unit Owners during our monthly board meeting. Lisa's presentation exceeded our expectations, and we look forward to working with her again in the future."

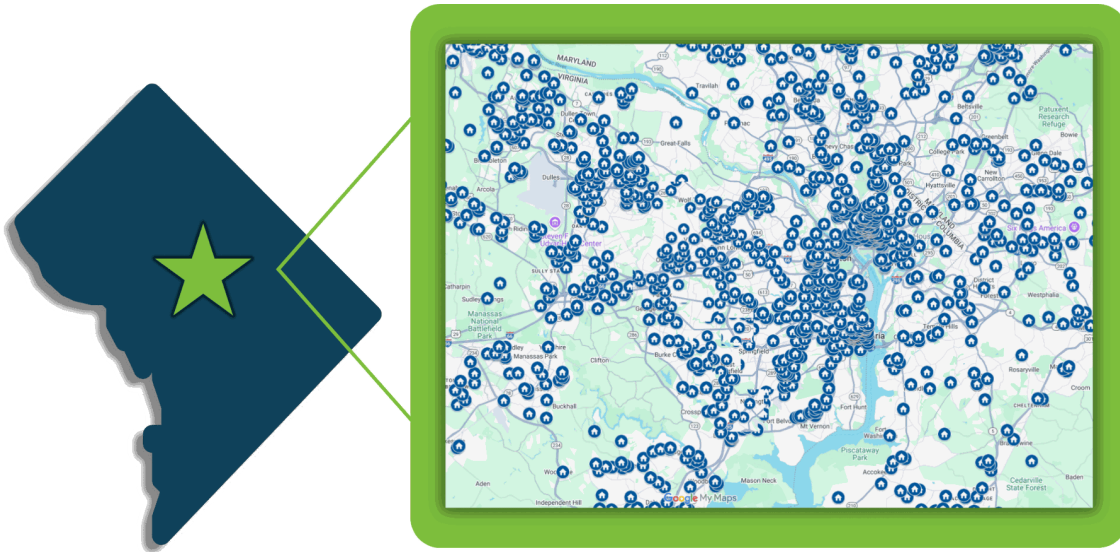
**Afsheen Awan, General Manager**  
*Lexington Square Condominiums*



"Excellent experience from start to finish. Gene was very thorough. He was on time, and met with the Board, and management to obtain all relevant information. He did an excellent job in his site inspection of the facility. The report was accurate and reflected all the areas of the community that will need our attention in the coming years."

**Mitchell Savino, Board President**  
*Greenbelt Mews Condominiums*

## Your Trusted Neighborhood Partner



## Hear What Our Clients Say



"I greatly appreciated Reserve Advisors' level of engagement with our HOA officers throughout the entire process from our initial meeting, through their site visit and the publication of our study. Fred was very thorough and detailed and he addressed all our concerns and issues as well as presented solid, realistic, and executable recommendations."

**James Holland, Vice President & Treasurer**  
*Fallstone of Alexandria Homeowners Association*  
Alexandria, Virginia



"Lisa Pham was amazing to work with throughout the reserve study process. She has been quick to respond to any and all questions our Board of Directors had, and her in-depth answers were well received by our Unit Owners during our monthly board meeting. Lisa's presentation exceeded our expectations, and we look forward to working with her again in the future."

**Afsheen Awan, General Manager**  
*Lexington Square Condominiums*  
Arlington, Virginia

# Level II Reserve Study Update With Site-Visit



	LEVEL I	LEVEL II	LEVEL III
	FULL RESERVE STUDY	RESERVE STUDY UPDATE WITH SITE-VISIT	RESERVE STUDY WITHOUT SITE-VISIT
		<b>RESERVE STUDY PROCESS</b>	
ONSITE VISUAL INSPECTION	✓	✓	
PRE-INSPECTION MEETING	✓	✓	
COMPONENT INVENTORY PLUS COMPONENT QUANTITIES & MEASUREMENTS	Established	Re-Assessed/Evaluated	Reflects prior study
CONDITION ASSESSMENTS	Based on visual observation	Based on visual observation	As reported by association
USEFUL LIFE ESTIMATES	Based on engineer's condition assessment	Based on engineer's condition assessment	Based on client's reported condition
VALUATION/COST ESTIMATES VIA PROPRIETARY BID DATABASE	Established for each reserve component	Re-evaluated for each reserve component	Re-evaluated for each reserve component
		<b>KEY DELIVERABLES</b>	
MEETS AND EXCEEDS CAI'S NATIONAL RESERVE STUDY STANDARDS	✓	✓	✓
PRIORITIZED LIST OF CAPITAL EXPENDITURES	✓	✓	✓
CUSTOMIZED RECOMMENDED FUNDING PLAN(S)	✓	✓	✓
RECOMMENDED PREVENTATIVE MAINTENANCE ACTIVITIES	✓	✓	
INCLUSION OF LONG-LIVED ASSETS	✓	✓	✓
ELECTRONIC REPORT	Comprehensive report with component detail	Comprehensive report with component detail	Executive summary overview
EXCEL SPREADSHEETS	✓	✓	✓
SUPPORT WITH IMPLEMENTATION OF REPORT	✓	✓	✓
COMPLIMENTARY REPORT REVISION	✓	✓	
UNCONDITIONAL POST-STUDY SUPPORT AT NO ADDITIONAL COST INCLUDING REPORT PRESENTATION	✓	✓	✓
		★ RECOMMENDED SERVICE LEVEL	

With historical knowledge of your property, we are proposing a Level II Reserve Study Update with Site Visit. The process closely aligns with the comprehensive Level I Reserve Study previously conducted. We reassess and verify the component inventory and quantities. Moreover, our dedicated reserve specialist will conduct a thorough visual inspection, evaluate the rate of deterioration between studies and re-evaluate the remaining useful lives of every component, considering the current conditions and projected replacement costs in the prevailing economic climate. This is the most economical approach to ensuring your community's reserve funding outlook remains aligned with the financial demands of preserving its common property.

# Property Wellness Reserve Study Program

**Reserve Advisors will perform a Level II Reserve Study** in accordance with Community Associations Institute (CAI) National Reserve Study Standards. Your reserve study is comprised of the following:

**Physical Analysis:** If applicable, the reserve study consultant will update the list of reserve components to reflect any changes to the property since the previous reserve study. We will conduct a new condition assessment or physical evaluation for each reserve component and the current condition of each will be documented with photographs. We will update life and valuation estimates to determine estimated useful lives, remaining useful lives and current cost of repair or replacement.

**Financial Analysis:** The reserve study consultant will identify the current reserve fund status in terms of cash value and prepare a customized funding plan. The funding plan outlines recommended annual reserve contributions to offset the future cost of capital projects over the next 30 years.

## Property Description

Strathmeade Square Community Association, Inc. comprises 309 units within 49 buildings. The component inventory will reflect the latest reserve study conducted by Reserve Advisors. Before commencing the study, our engineer will review the component list with you to ensure the inclusion of any recently added items. You can find the list of reserve components in section 3 of the reserve study **linked here**.

*Scope of work includes all property owned-in-common as defined in your association's declaration and other property specifically identified that you'd like us to include.*

# Key Elements of Your Property Wellness Reserve Study Program

## Reserve Advisors' Exclusive Tools

Reserve Advisors' exclusive tools allow you to make informed decisions to maintain your association's long-term physical and financial health.



### Reserve Expenditures

View your community's entire schedule of prioritized expenditures for the next 30 years on one easy-to-read spreadsheet.

[View Example](#)



### Funding Plan

Establishes the most stable and equitable recommended annual reserve contributions necessary to meet your future project needs.

[View Example](#)



### Reserve Funding Graph

Highlights your community's current financial health and provides visibility to your projected cash flow over the next 30 years.

[View Example](#)



### Component Specific Details

Including photographic documentation of conditions, project specific best practices outlining the scope of future projects, and preventative maintenance activities to maximize component useful lives.

[View Example](#)



### Excel Spreadsheets

Empowering you to make more informed decisions by adjusting project schedules, future costs, and annual contributions in real time.

## For Confidence in All Decisions



### Personalized Experience Guarantee

As your trusted advisor, we are committed to providing clarity on the true cost of property ownership through a comprehensive capital planning solution and unmatched advisory services. If the experience we provide fails to live up to your expectations, contact us at any time for a refund.

Your property is your biggest investment. **Here's why we're the right partner to protect it.**



### Full Engagement

It's our job to understand your specific concerns and to discuss your priorities in order to ensure your experience exceeds expectations.



### Detailed Understanding

We will do whatever it takes to ensure you have complete confidence in interpreting and putting into practice our findings and recommendations.



### Ongoing Support

Unlike other firms, we provide current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery.



RA is comprised of a highly professional team with the depth of knowledge, access to extensive research resources, and sensitive interpersonal skills needed to collaborate with our community group comprised of board members and ad-hoc committee members to produce a detailed and relevant reserve study vital to keeping our community in a strong fiscal position as we plan for the future. Our engineer did an excellent job preparing the community for the site visit, listening to and incorporating information shared by our stakeholders, and leading them through a virtual meeting review of the completed study, answering questions and noting tweaks needed to finalize the reserve study for the community.

**Ellen C. | Treasurer**



# The Time to Protect Your Property's Long-Term Health is Now

This proposal, dated 9/23/2025, for a Reserve Study, is valid for 90 days.

## To Start Your Property Wellness Reserve Study Program Today:

### 1. Select the service options below to confirm scope of engagement

Service	Price
<p><b>Reserve Study Update With Site Visit (Level II)</b></p> <p>This service includes a pre-project meeting with our engineer to discuss your unique needs and priorities, as well as any projects that have occurred since your last study. You'll receive: 1) a PDF report with 30-year expenditure and funding plan tables, 2) Excel spreadsheet with formulas, and 3) Complimentary support with implementation of your study and ongoing guidance.</p> <p><b>At Reserve Advisors we pride ourselves on providing unmatched consulting services that go beyond simply delivering a reserve study. Our comprehensive approach ensures we become your trusted partner, offering tailored guidance and actionable insights to meet the unique needs of your property.</b></p>	<p><b>\$3,400.00</b></p>
<b>Total</b>	<b>\$3,400.00</b>

### 2. Sign below

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

For: Strathmeade Square Community Association, Inc.

Ref: 151876

**3. Pay 50% retainer.** An invoice will be emailed to you upon project authorization.

**Mailing Address**  
 Reserve Advisors, LLC  
 PO Box 88955  
 Milwaukee, WI 53288-8926

**ACH**  
**Send Remittances** to 'accounting@reserveadvisors.com' at time of payment  
**Checking Account Number:** 151391168  
**Routing Number:** 075905787  
**Financial Institution:** First Business Bank  
 17335 Golf Parkway, Suite 150 | Brookfield, WI 53045

*You will receive your electronic report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal, dated 9/23/2025, is valid for 90 days, and may be executed and delivered by facsimile, portable document format (.pdf) or other electronic signature pages, and in any number of counterparts, which taken together shall be deemed one and the same instrument. One complimentary hard copy report is available upon request.*

## Professional Service Conditions

Our Services - Reserve Advisors, LLC ("RA") performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan, to create reserves for anticipated future replacement expenditures of the subject property. The purpose of our energy benchmarking services is to track, collect and summarize the subject property's energy consumption over time for your use in comparison with other buildings of similar size and establishing a performance baseline for your planning of long-term energy efficiency goals. The purpose of our Milestone Phase I is to evaluate the structural integrity of the building on the subject property and provide an inspection report summarizing our findings related to structural issues, or lack thereof. The purpose of our Insurance Appraisal is to identify the reconstruction cost value to ensure appropriate property insurance coverage.

In each case, our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. Our energy benchmarking services with respect to the subject property is limited to collecting energy and utility data and summarizing such data in the form of an Energy Star Portfolio Manager Report or any other similar report, and hereby expressly excludes any recommendations with respect to the results of such energy benchmarking services or the accuracy of the energy information obtained from utility companies and other third-party sources with respect to the subject property. Our Milestone Phase I inspections are limited to a visual examination of habitable and uninhabitable areas of the building, including the primary structural members and systems. The inspection aims to determine the presence of substantial structural deterioration, and unsafe or dangerous conditions with the structure. The reserve report, Milestone Phase I report, and any energy benchmarking report (i.e., any Energy Star Portfolio Manager Report) (including any subsequent revisions thereto pursuant to the terms hereof, collectively, the "Report") are based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in the Report. The inspection is made by employees generally familiar with real estate and building construction. Except to the extent readily apparent to RA, RA cannot and shall not opine on the structural integrity of or other physical defects in the property under any circumstances. Without limitation to the foregoing, RA cannot and shall not opine on, nor is RA responsible for, the subject property's conformity to specific governmental code requirements for fire, building, earthquake, occupancy or otherwise.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the Report. RA does not provide any invasive testing whatsoever (including, without limitation, on any mechanical systems that provide energy to the property), nor can RA opine on any system components that are not easily accessible during the inspection. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services, nor does RA investigate vapor, water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions, and RA assumes no responsibility for any such conditions. The Report may contain opinions of estimated replacement costs or deferred maintenance expenses and remaining useful lives, which are neither a guarantee of the actual costs or expenses of replacement or deferred maintenance nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. Except to the extent resulting from RA's willful misconduct in connection with the performance of its obligations under this agreement, you agree to indemnify, defend, and hold RA and its affiliates, officers, managers, employees, agents, successors and assigns (each, an "RA Party") harmless from and against (and promptly reimburse each RA Party for) any and all losses, claims, actions, demands, judgments, orders, damages, expenses or liabilities, including, without limitation, reasonable attorneys' fees, asserted against or to which any RA Party may become subject in connection with this engagement, including, without limitation, as a result of any false, misleading or incomplete information which RA relied upon that was supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction or to whom you provided the Report. NOTWITHSTANDING ANY OTHER PROVISION HEREIN TO THE CONTRARY, THE AGGREGATE LIABILITY (IF ANY) OF RA WITH RESPECT TO THIS AGREEMENT AND RA'S OBLIGATIONS HEREUNDER IS LIMITED TO THE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RA FROM YOU FOR THE SERVICES AND REPORT PERFORMED BY RA UNDER THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. YOUR REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND ARE YOUR SOLE REMEDIES FOR ANY FAILURE OF RA TO COMPLY WITH ITS OBLIGATIONS HEREUNDER OR OTHERWISE. RA SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS AND LOST SAVINGS, LOSS OF USE OR INTERRUPTION OF BUSINESS, HOWEVER CAUSED, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY, STRICT LIABILITY OR OTHERWISE, EVEN IF RA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL RA BE LIABLE FOR THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. RA DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED OR OF ANY NATURE, WITH REGARD TO THE SERVICES AND THE REPORT, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

## Professional Service Conditions - Continued

**Report** - RA will complete the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations with respect to the reserve study or Milestone Phase I, as applicable, and is deemed complete. RA will consider any additional information made available to RA within 6 months of issuing the Report and issue a revised Report based on such additional information if a timely request for a revised Report is made by you. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit. RA reserves the right to, and you acknowledge and agree that RA may, use any data provided by you in connection with the services, or gathered as a result of providing such services, including in connection with creating and issuing any Report, in a de-identified and aggregated form for RA's business purposes.

**Your Obligations** - You agree to provide us access to the subject property for an inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. Additionally, you agree to provide historical replacement schedules, utility bills and historical energy usage files that RA requests and deems necessary to complete the energy benchmarking services, and you agree to provide any utility release(s) reasonably requested by RA permitting RA to obtain any such data and/or information from any utility representative or other third party. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

**Use of Our Report and Your Name** - Use of the Report is limited to only the purpose stated herein. You acknowledge that RA is the exclusive owner of all intellectual property rights in and relating to the Report. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and that you will be liable for the consequences of any unauthorized use or distribution of the Report. Use or possession of the Report by any unauthorized third party is prohibited. The Report in whole or in part **is not and cannot be** used as a design specification for design engineering purposes or as an appraisal. You may show the Report in its entirety to the following third parties: members of your organization (including your directors, officers, tenants and prospective purchasers), your accountants, attorneys, financial institutions and property managers who need to review the information contained herein, and any other third party who has a right to inspect the Report under applicable law including, but not limited to, any government entity or agency, or any utility companies. Without the written consent of RA, you shall not disclose the Report to any other third party. By engaging our services, you agree that the Report contains intellectual property developed (and owned solely) by RA and agree that you will not reproduce or distribute the Report **to any party that conducts reserve studies without the written consent of RA.**

RA will include (and you hereby agree that RA may include) your name in our client lists. RA reserves the right to use (and you hereby agree that RA may use) property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

**Payment Terms, Due Dates and Interest Charges** - The retainer payment for any reserve study, Milestone Phase I inspection, and/or combined services is due upon execution of this agreement and prior to the inspection by RA, and any balance is due net 30 days from the Report shipment date. If only energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and any balance is due net 30 days from the Report shipment date. In any case, any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Unless this agreement is earlier terminated by RA in the event you breach or otherwise fail to comply with your obligations under this agreement, RA's obligations under this agreement shall commence on the date you execute and deliver this agreement and terminate on the date that is 6 months from the date of delivery of the Report by RA. Notwithstanding anything herein to the contrary, each provision that by its context and nature should survive the expiration or early termination of this agreement shall so survive, including, without limitation, any provisions with respect to payment, intellectual property rights, limitations of liability and governing law. We reserve the right to limit or decline refunds in our sole discretion. Refunds vary based on the applicable facts and circumstances.

**Miscellaneous** - Neither party shall be liable for any failures or delays in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority, riot, embargo, fuel or energy shortage, pandemic, wrecks or delays in transportation, or due to any other cause beyond such party's reasonable control; provided, however, that you shall not be relieved from your obligations to make any payment(s) to RA as and when due hereunder. In the event of a delay in performance due to any such cause, the time for completion or date of delivery will be extended by a period of time reasonably necessary to overcome the effect of such delay. You may not assign or otherwise transfer this agreement, in whole or in part, without the prior written consent of RA. RA may freely assign or otherwise transfer this agreement, in whole or in part, without your prior consent. This agreement shall be governed by the laws of the State of Wisconsin without regard to any principles of conflicts of law that would apply the laws of another jurisdiction. Any dispute with respect to this agreement shall be exclusively venued in Milwaukee County Circuit Court or in the United States District Court for the Eastern District of Wisconsin. Each party hereto agrees and hereby waives the right to a trial by jury in any action, proceeding or claim brought by or on behalf of the parties hereto with respect to any matter related to this agreement.

**Strathmeade Square Community Association  
Motion Worksheet  
Approval of Criterion Inc. Pool Furniture Proposal**

**Motion:**

“I move to \_\_\_\_\_ the proposal from Criterion Inc. for pool furniture in an amount not to exceed \_\_\_\_\_”

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

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

**Summary:**

Please find proposal from Criterion Inc. in an amount of \$6,530.86.

**Management Recommendation:**

Management recommends approval

**Budgetary Considerations:**

To be expensed under Reserves

**Vote:**

	In Favor	Opposed	Abstained	Absent
Janet Goodwin, President				
Whitney Bergendahl, Vice President				
Nora Drain, Secretary				
Laxman Pandey, Treasurer				
Shivang Patel, Member-at-Large				
Natalie Smith, Member-at-Large				
Joseph Starkey, Member-at-Large				
Erin Rudolph, Member-at-Large				
Bob Hite, Member-at-Large				



Criterion, Inc. Outdoor Furniture Repair

429 Tomar Road  
 Keyser, WV 26726  
 www.criterionrepair.com

# Estimate

Date Prepared	Estimate #
11/20/2025	27760

Sold to Information	Ship To Information
Sequoia Management 4795 Meadow Wood Lane, Suite 300 West Chantilly, VA 20151	Thompson Rd Pool 8365 Thompson Rd Annandale, VA 22003

Terms	Expiration Date	Rep	Region	Prepared by
50% Deposit, Balan...	12/20/2025	JNOVA	NOVA	HGM

Item	Description	Frame Color	Fabric / Str...	Cost	Qty	Total
	Whitney Bergendahl 814-282-0968 whitneyb@hey.com					
Sling2	Fabricate 2pc Tight Sling, Chase Lounge *Pricing reflects using Grade B fabric, prices will be adjusted higher or lower depending on fabric choice.		TBD	109.00	34	3,706.00T
Install	Install 2pc Tight Sling, Chase Lounge			63.00	34	2,142.00
Parts	Replace Missing Bolt Arm Chair			25.00	6	150.00T
Parts	Replace Missing Bolt Sand Chair			25.00	1	25.00T
CSHIP	Ground Floor, Round Trip Commercial Pick up & Delivery  PLEASE NOTIFY YOUR REP IF WE WILL BE REQUIRED TO NAVIGATE STAIRS , USE AN ELEVATOR OR NEED TO RESERVE A LOADING DOCK FOR PICK UP / DELIVERY. ADDITIONAL TIME IS REQUIRED AND MUST BE ACCOUNTED FOR AND ADDITIONAL FEES WILL APPLY.			275.00		275.00

**Sales Tax (6.0%)** \$232.86

**Total** \$6,530.86

Signature \_\_\_\_\_