

STRATHMEADE SQUARE COMMUNITY ASSOCIATION

BOARD OF DIRECTORS MEETING

Wednesday, May 20, 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
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 May 20, 2026 Board of Directors Meeting Agenda**

Motion:

“I move to approve the agenda for the May 20, 2026 Board of Directors Meeting as written”

Motion: _____

2nd: _____

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				
Bob Hite, Member-at-Large				

Strathmeade Square Community Association
Board of Directors Meeting
Wednesday, May 20, 2026, at 7:00 PM
via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/89032240720?pwd=Xqjpr9dofQS3bfsHbETxhFX2Eo8LR7.1>

Meeting ID: 890 3224 0720

Passcode: 815079

AGENDA

- | | |
|---|---------|
| I. Call to Order | 7:00 PM |
| II. Approval of Agenda (Meeting of May 20, 2026) | 7:05 PM |
| III. Homeowner Open Forum | 7:10 PM |
| IV. Approval of Minutes (Meeting of April 15, 2026) | 7:20 PM |
| V. Management Reports | 7:25 PM |
| A. Management Summary Report | |
| B. Action Item List | |
| C. 2026 Operations Calendar | |
| D. Financial Review Report: April 2026 Balance Sheet & Income Statement | |
| VI. Committee Reports | 7:35 PM |
| VII. New Business | 7:45 PM |
| A. Approval of FY2026 Insurance Policy | |
| B. Approval of Woodchips Proposal | |
| C. Approval of Resolution 2026-01: Due Process Procedures | |
| D. Approval of Towing Enforcement Renewal Contract | |
| VIII. Executive Session | 8:30 PM |
| A. Sequoia Covenants Summary Report | |
| B. Sequoia Management Aging Report Summary | |
| C. Rees Broome P.C., Collections Report | |
| IX. Adjournment | 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, April 15, 2026, Board of Directors Meeting

Motion:

“I move to approve the Draft minutes from the Wednesday, April 15, 2026, Board of Directors Meeting”

Motion: _____

2nd: _____

Summary:

Attached please find the Draft minutes from the Wednesday, April 15, 2026, 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				
Bob Hite, Member-at-Large				

Strathmeade Square Community Association
Board of Directors Meeting
Wednesday, April 15, 2026, 7:00 P.M.
Hybrid Via Zoom and at 8365 Thompson Road, Annandale, VA 22003

Board Members Present

Janet Goodwin, President
Whitney Bergendahl, Vice President (joined at 7:19pm)
Laxman Pandey, Treasurer (joined at 7:12pm)
Nora Drain, Secretary
Shivang Patel, Member-at-Large
Natalie Smith, Member-at-Large (joined at 7:19pm)
Joseph Starkey, Member-at-Large
Bob Hite, Member-at-Large

Managing Agents Present

Zachary Rivera, Community Manager

Others Present

5 residents present via zoom

Board Members Absent

None

I. CALL TO ORDER/PROOF OF QUORUM

Janet Goodwin called the meeting to order at 7:00pm and established the quorum requirements had been met with 5 board members present.

II. APPROVAL OF AGENDA

A motion was made by Joseph Starkey and seconded by Bob Hite to approve the Wednesday, April 15, 2026; Board of Directors Meeting Agenda as written. Motion passed unanimously. Vote 5-0-0.

III. HOMEOWNER OPEN FORUM

The following items were discussed during Homeowner Open Forum: landscaping concerns, overgrown grass, mulching on tot lot, trash cans everywhere, weeds, leaf removal feedback, snow removal feedback, bees by gazebo at Decourcey, and resale inquiry.

IV. APPROVAL OF MARCH 16, 2026, MEETING MINUTES

A motion was made by Bob Hite and seconded by Joseph Starkey to approve the draft Wednesday, March 16, 2026, Board of Directors meeting minutes as written. Motion passed unanimously. Vote 5-0-0.

V. MANAGEMENT REPORTS

Management provided updates on the following items: Meeting with McFall and Berry for landscaping action items, working with High Sierra Pools on opening operations, working with Peter's Landscaping for tree removal issues, and covenants due process procedures.

Management and the Board of Directors reviewed the Action Item List, FY2026 Operations Calendar, and March 2026 unaudited financials as presented.

VI. COMMITTEE REPORTS

A. Architectural Control Committee

The committee reported on steps and architectural submission for fence. The committee also reported the architectural form is on the website.

B. Landscaping Committee

The committee reported on assistance with the selection of a new landscaping vendor and the timeline.

C. Maintenance Committee

The committee reported meeting with Greg Budnik, the reserve specialist, on engaging for detailed assessments on paving projects and a recommendation on structural engineering analysis of a retaining wall holding up the swimming pool.

D. Community Engagement Committee

The committee reported on community clean up on 04/18/2026, dumpsters in the community from 04/22/2026 to 04/24/2026; the 06/14/2026 craft fair; and physical copies of the newsletters to be given to Janet. The committee requested a PDF of the pool pass package be made fillable with an option to charge the fees to members' dues.

E. Parking Committee

The committee reported the spreadsheet that's on the shared drive needs to be updated and that more physical tickets will need to be ordered.

VII. NEW BUSINESS

A. Approval of Additional Clubhouse Expenses

A motion was made by Whitney Bergendahl and seconded by Joseph Stakey to approve the pool phone and for a \$70/month contract for wifi for the clubhouse. Motion passed unanimously. Vote 8-0-0.

B. Approval of FY2025 Audit Report

The Board of Directors tabled the approval of the FY2025 Audit report pending additional review from the Board members with a deadline no later than April 25, 2026.

C. Approval of Peter's Landscaping Proposals

The Board of Directors tabled the fence replacement proposal and sign replacement proposal from Peter's Landscaping pending additional bids.

D. Approval of McFall and Berry Proposals

The Board of Directors tabled the McFall and Berry Proposal for playground timber replacement pending additional bids.

E. Approval of High Sierra Proposals

The Board of Directors tabled the Power washing proposal from High Sierra Pools.

A motion was made by Joseph Stakey and seconded by Whitney Bergendahl to approve the High Sierra Proposal for the chain link repair and replacement. Motion passed unanimously Vote 8-0-0.

F. Approval of Due Process Resolution

A motion was made by Laxman Pandey and seconded by Bob Hite to engage legal counsel to draft a Due Process Resolution for the community. Motion passed unanimously. Vote 8-0-0.

G. Discussion on Amendment Status Updates

The Board of Directors discussed the current status regarding the declaration amendment process. The Board of Directors tasked management with reaching out to legal counsel for any updates they can provide as well.

H. Discussion on Landscaping Contract

The Board of Directors discussed going out to bid on the landscaping contract. The Board of Directors tasked management to provide a list of vendors.

VIII. EXECUTIVE SESSION

A motion was made by Joseph Starkey and seconded by Laxman Pandey to move into executive session at 8:32pm to review sequoia covenants reports, aging reports, delinquency reports, and other sensitive matters. Motion passed unanimously. Vote 8-0-0.

A motion was made by Bob Hite and seconded by Joseph Starkey to exit executive session at 8:44pm. Motion passed unanimously. Vote 8-0-0.

IX. ADJOURNMENT

A motion was made by Bob Hite and seconded by Laxman Pandey to adjourn the meeting at 8:45pm. Motion passed unanimously. Vote 8-0-0.

MANAGEMENT REPORTS

**Management Summary Report
Strathmeade Square Community Association
May 2026**

Sub-Contractors/ Grounds

- Management met with Finley Concrete and Asphalt on 04/29/2026 to review concrete/asphalt projects for 2026.
- High Sierra was onsite 05/05/2026 and 05/06/2026 for pool supplies, fence installation and to replace the multi-port valve.
- Peter’s Landscaping was onsite for tree issues and to power wash the pool deck.
- Management worked with High Sierra with pool opening operations.
- Management has been working with Peter’s Landscaping on tree issues and other maintenance items.
- Criterion was onsite on 05/13/2026 for pool furniture delivery.

Covenants

- Management encourages the board to look into the due process procedures prior to comprehensive inspections rounds.
- Management was onsite for routine resale inspections.

Financials

- April 30, 2026, 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.
- Reminders that monthly association fees were due on May 1, 2026. If you have any questions on payment methods or instructions, please reach out.

Communications

Zachary Rivera, CMCA® AMS® Community Manager zrivera@sequoiamanagement.com
Nia DeSoto Administrative Assistant ndesoto@sequoiamanagement.com
Sequoia Management Company 4795 Meadow Wood Lane Suite 300 West Chantilly, VA 20151 703-803-9641 Monday to Thursday 8:30am – 5:00pm Fridays 8:30am – 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**



DATE ENTERED	TASK	STATUS	RESPONSIBLE PARTY	DUE DATE	COMMENTS/ PROGRESS UPDATES
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

2026 Strathmeade Square Community Association Action Item List



01/28/2026	Follow up on complaints RE: 3366 Whipple Court, Leaf pick up and yard waste pick up	In Progress	MGMT – Zach/ Nia	ASAP	Leaf and yard waste was not able to be addressed due to inclement weather. Items to be addressed with landscaping company during spring clean up.
01/28/2026	Follow up on Capital Bank Rate inconsistency	Completed	MGMT – Zach/ Nia	ASAP	
01/28/2026	Revise Typo on MGMT Financial Report under Delinquencies	Completed	MGMT – Zach/ Nia	ASAP	
01/28/2026	Follow up with Whitney on information on pool phone details	Completed	MGMT – Zach/ Nia	ASAP	
01/28/2026	Submit Signed contract for FY2026 Reserve Study	Completed	MGMT – Zach/ Nia	ASAP	
01/28/2026	Reach out to Criterion for revised proposal on pool furniture repairs	Completed	MGMT – Zach/ Nia	ASAP	MGMT to reach out to Janet Goodwin on requested scope.
01/28/2026	Reach out to legal regarding Due Process Resolution	Completed	MGMT – Zach/ Nia	ASAP	Management reached out 3/13/2026, awaiting response.
01/28/2026	Send collections policy to BOD and review accounts of prior owners and accounts to turn over to collections	Completed	MGMT – Zach/ Nia	ASAP	Copy of collections policy to be reviewed and accounts to be discussed in March 2026 meeting.
02/23/2026	Reach out to Kristen on updates on Bylaws (Rees Broome)	Completed	MGMT – Zach	ASAP	Management reached out 3/13/2026, awaiting response.
02/23/2026	New TV, Microwave, Coffee Maker, Phone and Wifi	Completed	MGMT – Zach/ BOD	ASAP	BOD to discuss scope and cost at March 2026 BOD meeting
02/23/2026	FY2026 Reserve Study Projects Plan for March Meeting	Completed	MGMT – Zach	ASAP	Included as part of March 2026 Package.
04/09/2026	Playground Timber Proposals	In Progress	MGMT – Zach	ASAP	Get additional quotes on this item; already have McFall, need Peter's and another vendor.

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



04/09/2026	Landscaping maintenance concern items	In Progress	MGMT – Zach	ASAP	Spring clean up, weed control, irrigation, mowing, etc. – reached out to McFall on 04/09/2026
04/15/2026	Operational: print newsletters to provide to Janet for distribution. Look into copies for little library by pool house	Completed	MGMT – Zach	ASAP	
04/15/2026	Send parking committee copy of Sequoia’s parking spreadsheet and compare to Board’s copy	Completed	MGMT – Zach	ASAP	
04/15/2026	Order additional tickets for parking committee	In Progress	MGMT – Zach	ASAP	Management needs copy of design of tickets.
04/15/2026	Provide PDF of pool application package and make fillable PDF.	Completed	MGMT – Zach	ASAP	
04/15/2026	Order emergency pool phone and set up wifi for pool house	Completed	MGMT – Zach	ASAP	
04/15/2026	Have Board approve Final audit no later than 4/25/2026	In Progress	MGMT – Zach	ASAP	Management needs BOD President signature on letter for audit finalization.
04/15/2026	Get additional bids for fence replacement, timber edging on tot lot, and new sign for Tobin/Beverly.	In Progress	MGMT – Zach	ASAP	Management reached out for wood chips proposal (included). Awaiting response on fence proposals and timber edging proposals and new signs proposals.
04/15/2026	Research vendors for electronic signs for community.	In Progress	MGMT – Zach	ASAP	
04/15/2026	Reach out to attorney on due process resolution draft	Completed	MGMT – Zach	ASAP	

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



04/15/2026	Follow up attorney on Amendment status updates	In Progress	MGMT – Zach	ASAP	Sent email. Awaiting final response.
04/15/2026	Provide Board with vendors list for Landscaping contractors	In Progress	MGMT – Zach	ASAP	
04/15/2026	Reach out to delinquent owners with balances not updated for new dues amount. Provide Board with prompt/letter to be sent out.	In Progress	MGMT – Zach	ASAP	Draft letter generated 05/11/2026

Strathmeade Square Community Association

2026 Operations Calendar

January	February	March	April	May	June
Board Meeting, Wednesday, January 21, 2026, at 7:00pm via Zoom	Board Meeting, Wednesday, February 18, 2026, at 7:00pm via Zoom	Spring Inspections Board Meeting, Wednesday, March 18, 2026, at 7:00pm via Zoom	Spring Inspections Board Meeting, Wednesday, April 15, 2026, at 7:00pm via Zoom	Board Meeting, Wednesday, May 20, 2026, at 7:00pm via Zoom	Monday, June 1, 2026 – Insurance Expires Board Meeting, Wednesday, June 17, 2026, at 7:00pm via Zoom
July	August	September	October	November	December
Board Meeting, Wednesday, July 15, 2026, at 7:00pm via Zoom	Send annual meeting call for Candidacy Package Board Meeting, Wednesday, August 19, 2026, at 7:00pm via Zoom	Send Annual Meeting Package Board Meeting, Wednesday, September 16, 2026, at 7:00pm via Zoom	Tuesday, October 21, 2026 – previous reserve study expires. Annual Meeting, Wednesday, October 21, 2026, at 7:00pm via Zoom	Board Meeting, Wednesday, November 18, 2026, at 7:00pm via Zoom	Board Meeting, Wednesday, December 16, 2026, at 7:00pm via Zoom Thursday, December 31, 2026 – DPOR Expires

Join Zoom Meeting

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

Meeting ID: 890 3224 0720

Passcode: 815079

MANAGEMENT MEMORANDUM

To: Strathmeade Square Community Association

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

Subject: April 2026 (Unaudited) Financial Report

SUMMARY:

This summary reflects the status of the unaudited, year-to-date accruals as of April 30, 2026.

Total CASH & INVESTMENTS: \$462,886.13

Year-to-date INCOME: \$165,794.81

Year-to-date EXPENSES: \$156,128.05

Year-to-date RESERVE CONTRIBUTIONS: \$52,335.62

Year-to-date Surplus: \$9,666.76

BALANCE SHEET:

The Asset Funds (cash on hand) reflected a balance of \$70,114.66 in the Pinnacle Bank Checking Account.

INTEREST RATES:

The Association presently has two (2) money market accounts: one with Capital Bank Money Market with a balance of \$252,642.77 with an interest rate of 3.24% and Pinnacle Money Market with a balance of \$101,628.99 and an interest rate of 2.18%.

CASH FLOW:

Auditors recommend that an Association have between 2 and 3 months of expenses in its asset operating accounts. With monthly expenses averaging \$52,042.68 this would require the operating account to maintain a balance between \$104,085.36 and \$156,128.05. Presently, the Association has \$91,801.90. Therefore, the cash flow does not meet auditor's recommendations.

DELINQUENCIES:

As of April 30, 2026, eleven (11) accounts were delinquent more than 60 days. Strathmeade Square Community Association has a delinquency rate of 2.94% of the total residential assessments of \$650,049.00. Auditors have indicated that the industry standard for Assessments receivable is 3% or under; therefore, the Association is 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.

	# of Accounts	Total Amount	Distribution
Over 30	17	\$2,364.61	11.00%
Over 60	11	\$1,860.10	8.65%
Over 90	10	\$17,273.27	80.35%
TOTAL		\$21,497.98	100.00%

REPAIR/REPLACEMENT RESERVES:

The Repair & Replacement Reserves balance as of April 30, 2026, was \$371,084.23. The Repair & Replacement Reserve balance was fully supported, as evidenced by a surplus of \$38,178.80

TOTAL CASH & INVESTMENTS: \$462,886.13

Less TOTAL LIABILITIES: (\$53,623.10)

Less Amount earmarked for RESERVE REPLACEMENTS: (\$371,084.23)

EQUALS A SURPLUS OF: \$38,178.80

PRIOR YEAR OWNER’S EQUITY:

It is important to note that, as of April 30, 2026, there was a Total Unappropriated Owners Equity of \$125,080.96 or 19.24%. 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 \$650,049.00 income in Prior Year Owners’ Equity at any given time.

INCOME & EXPENSE STATEMENT:

As of April 30, 2026, the Association showed a year-to-date **Total Income** of \$165,794.81, the budgeted amount was \$164,387.13; therefore, resulting in a **favorable** variance of \$1,407.68.

As of April 30, 2026, the Association showed a year-to-date **Total Expense** of \$156,128.05, the budgeted amount was \$159,947.04; therefore, resulting in a **favorable** variance of \$3,818.99.

As of April 30, 2026, the Association showed a year-to-date **Net Surplus** of \$9,666.76, the budgeted amount was \$4,440.09, therefore, resulting in a **favorable** variance of \$5,226.67.

BUDGET OVERRUNS over \$1,000.00:

Electricity – Lighting – (\$1,523.02)

Community Maintenance and Improvement – (\$2,668.19)

Tree Trimming/ Removal – (\$1,826.26)

Pool Maintenance and Supplies – (\$3,125.50)

BUDGET SAVINGS over \$1,000.00:

Reserve Study - \$4,000.00

Insurance - \$2,550.00

Income Taxes - \$2,137.70

Trash Removal/ Recycling - \$1,271.46

Snow Removal/ Street Sweeping - \$1,648.00

**STRATHMEADE SQUARE COMMUNITY ASSOCIATION
BALANCE SHEET
APRIL 30, 2026
(UNAUDITED)**

ASSETS

PINNACLE OPERATING CHECKING	70,114.66
ASSESSMENTS RECEIVABLE	26,282.73
ALLOWANCE ACCOUNT	(7,489.49)
MISCELLANEOUS RECEIVABLES	0.00
PREPAID EXPENSES	<u>2,894.00</u>

TOTAL CURRENT ASSETS **91,801.90**

CASH RESERVES

CAPITAL BANK MONEY MARKET 3.24%	252,642.77
PINNACLE MONEY MARKET 2.18%	<u>118,441.46</u>

TOTAL CASH RESERVES **371,084.23**

TOTAL ASSETS **462,886.13**

LIABILITIES & EQUITY

ACCRUED EXPENSES	13,179.31
PREPAID ASSESSMENTS	<u>40,443.79</u>

TOTAL LIABILITIES **53,623.10**

REPLACEMENT RESERVES	271,815.31
OPERATING RESERVE	2,700.00
UNAPPROPRIATED EQUITY	125,080.96
CURRENT SURPLUS / (DEFICIT)	<u>9,666.76</u>

TOTAL EQUITY **409,263.03**

TOTAL LIABILITIES & EQUITY **462,886.13**

**STRATHMEADE SQUARE COMMUNITY ASSOCIATION
STATEMENT OF INCOME
FOR THE MONTH AND THREE MONTHS ENDED APRIL 30, 2026
(UNAUDITED)**

ACCT NUMBER	REVENUE	CURRENT PERIOD			YEAR-TO-DATE			ANNUAL BUDGET
		ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	
50000	RESIDENTIAL ASSESSMENTS	54,170.79	54,170.71	0.08	162,512.37	162,512.13	0.24	650,049
50550	INTEREST INCOME	1,544.85	583.33	961.52	2,442.44	1,749.99	692.45	7,000
50850	POOL FEES	500.00	0.00	500.00	500.00	0.00	500.00	400
50550	LATE CHARGES	130.00	41.67	88.33	340.00	125.01	214.99	500
54001	LEGAL FEE REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
50925	ARCOM VIOLATION CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0
50900	MISCELLANEOUS INCOME / ADS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>
	TOTAL REVENUE	<u>56,345.64</u>	<u>54,795.71</u>	<u>1,549.93</u>	<u>165,794.81</u>	<u>164,387.13</u>	<u>1,407.68</u>	<u>657,949</u>
	ADMINISTRATIVE EXPENSE							
74000	LEGAL FEES - GENERAL	0.00	333.33	333.33	0.00	999.99	999.99	4,000
74002	LEGAL FEES - COLLECTIONS	78.00	250.00	172.00	801.00	750.00	(51.00)	3,000
74090	RESERVE STUDY	0.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	4,000
74010	BOARD EXPENSE / MEETINGS	0.00	0.00	0.00	0.00	0.00	0.00	100
73000	INSURANCE	0.00	850.00	850.00	0.00	2,550.00	2,550.00	10,200
72010	INCOME TAXES	0.00	2,100.00	2,100.00	(37.70)	2,100.00	2,137.70	2,100
72340	POSTAGE	285.64	133.33	(152.31)	302.68	399.99	97.31	1,600
74020	NEWSLETTER	320.00	125.00	(195.00)	640.00	375.00	(265.00)	1,500
71010	ELECTRICITY - LIGHTING	3,189.51	1,083.33	(2,106.18)	4,773.01	3,249.99	(1,523.02)	13,000
70167	ELECTRICITY - POOL	198.19	458.33	260.14	605.72	1,374.99	769.27	5,500
71030	TELEPHONE - POOL HOUSE	71.93	166.67	94.74	288.08	500.01	211.93	2,000
74035	COMPUTER / ELECTRONIC	0.00	83.33	83.33	0.00	249.99	249.99	1,000
71020	WATER & SEWER	0.00	0.00	0.00	0.00	300.00	300.00	3,200
72020	DUES / PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	200
79000	MISCELLANEOUS	91.26	25.00	(66.26)	91.26	75.00	(16.26)	300
74080	AUDIT & TAX RETURN PREP.	0.00	0.00	0.00	0.00	0.00	0.00	4,750
50600	UNCOLLECTIBLE ASSESSMENTS	500.00	0.00	(500.00)	500.00	0.00	(500.00)	0
74040	WEBSITE	13.00	0.00	(13.00)	26.00	0.00	(26.00)	300
76000	MANAGEMENT FEES	<u>4,838.75</u>	<u>4,838.75</u>	<u>0.00</u>	<u>14,516.25</u>	<u>14,516.25</u>	<u>0.00</u>	<u>58,065</u>
	TOTAL ADMINISTRATIVE EXPENSE	<u>9,586.28</u>	<u>14,447.07</u>	<u>4,860.79</u>	<u>22,506.30</u>	<u>31,441.21</u>	<u>8,934.91</u>	<u>114,815</u>
	LANDSCAPING EXPENSES							
70040	GROUNDS MAINTENANCE	5,480.30	5,489.43	9.13	16,440.90	16,468.29	27.39	65,873
70015	COMMUNITY MAINT. & IMPROV.	768.18	83.33	(684.85)	2,918.18	249.99	(2,668.19)	1,000
70042	TREE TRIMMING / REMOVAL	1,075.00	3,333.33	2,258.33	11,826.25	9,999.99	(1,826.26)	40,000
70044	WATERING	0.00	0.00	0.00	0.00	0.00	0.00	500
70043	KWANZAN CHERRY TREES	<u>0.00</u>	<u>125.00</u>	<u>125.00</u>	<u>0.00</u>	<u>375.00</u>	<u>375.00</u>	<u>1,500</u>
	TOTAL LANDSCAPING EXPENSES	<u>7,323.48</u>	<u>9,031.09</u>	<u>1,707.61</u>	<u>31,185.33</u>	<u>27,093.27</u>	<u>(4,092.06)</u>	<u>108,873</u>
	MAINTENANCE EXPENSES							
70060	TRASH REMOVAL / RECYCLING	10,379.31	10,803.13	423.82	31,137.93	32,409.39	1,271.46	129,638
70010	MISCELLANEOUS TRASH	1,104.00	500.00	(604.00)	1,308.00	1,500.00	192.00	6,000
70050	SNOW REMOVAL / STREET SWEEPING	0.00	0.00	0.00	2,352.00	4,000.00	1,648.00	15,000
70062	SPRING & FALL CLEANUPS	317.37	0.00	(317.37)	317.37	0.00	(317.37)	750
70131	CURB NUMBERING / STRIPING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>
	TOTAL MAINTENANCE EXPENSES	<u>11,800.68</u>	<u>11,303.13</u>	<u>(497.55)</u>	<u>35,115.30</u>	<u>37,909.39</u>	<u>2,794.09</u>	<u>151,388</u>
	RECREATION EXPENSES							
70160	POOL ADMINISTRATION	5,930.00	5,930.00	0.00	11,860.00	11,860.00	0.00	59,300
70162	POOL MAINTENANCE & SUPPLIES	2,350.00	0.00	(2,350.00)	3,125.50	0.00	(3,125.50)	8,500
70163	POOL HOUSE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	2,000
75000	COMMUNITY EVENTS	0.00	0.00	0.00	0.00	0.00	0.00	1,500
70150	PLAYGROUND MAINTENANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000</u>
	TOTAL RECREATION EXPENSES	<u>8,280.00</u>	<u>5,930.00</u>	<u>(2,350.00)</u>	<u>14,985.50</u>	<u>11,860.00</u>	<u>(3,125.50)</u>	<u>76,300</u>
	REPLACEMENT RESERVES							
95000	RESERVE FUNDING	16,631.06	16,631.06	0.00	49,893.18	49,893.18	0.00	199,573
95010	REINVESTED INTEREST	<u>1,544.85</u>	<u>583.33</u>	<u>(961.52)</u>	<u>2,442.44</u>	<u>1,749.99</u>	<u>(692.45)</u>	<u>7,000</u>
	TOTAL REPLACEMENT RESERVES	<u>18,175.91</u>	<u>17,214.39</u>	<u>(961.52)</u>	<u>52,335.62</u>	<u>51,643.17</u>	<u>(692.45)</u>	<u>206,573</u>
	TOTAL EXPENSES	<u>55,166.35</u>	<u>57,925.68</u>	<u>2,759.33</u>	<u>156,128.05</u>	<u>159,947.04</u>	<u>3,818.99</u>	<u>657,949</u>
	SURPLUS / (DEFICIT) FUNDS	<u>1,179.29</u>	<u>(3,129.97)</u>	<u>4,309.26</u>	<u>9,666.76</u>	<u>4,440.09</u>	<u>5,226.67</u>	<u>0</u>



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10-10300-00	PINNACLE OPERATING CASH	\$51,958.53	\$60,898.32	\$42,742.19	\$70,114.66
Date	GL Ref #	Debit	Credit	Description	
04/01/2026	11801114	\$ -	\$ 4,838.75	PINNACLE OPERATING CASH; Sequoia Management Company Chk # 0 Inv: 545980 Sequoia Management Company	
04/01/2026	11801116	-	35.00	PINNACLE OPERATING CASH; Ben Tiller Chk # 25435 Inv: 03232026 Ben Tiller	
04/01/2026	11801118	-	35.00	PINNACLE OPERATING CASH; Sarah Klotz Chk # 25436 Inv: 03232026 Sarah Klotz	
04/01/2026	11801275	-	5,930.00	PINNACLE OPERATING CASH; High Sierra Pools, Inc. Chk # 25437 Inv: SIO203706 High Sierra Pools, Inc.	
04/01/2026	11801277	-	30.00	PINNACLE OPERATING CASH; Emmeline Kelley Chk # 25438 Inv: 03232026 Emmeline Kelley	
04/01/2026	11801279	-	30.00	PINNACLE OPERATING CASH; Quang Quach Chk # 25439 Inv: 03232026 Quang Quach	
04/01/2026	11801281	-	30.00	PINNACLE OPERATING CASH; Sir Pharoah Carter Chk # 25440 Inv: 03232026 Sir Pharoah Carter	
04/01/2026	11802314	876.55	-	Deposit from batch 316812	
04/01/2026	11802829	961.74	-	Deposit from batch 316807	
04/01/2026	11802981	350.62	-	Deposit from batch 316702	
04/01/2026	11803236	701.24	-	Deposit from batch 316703	
04/01/2026	11803626	1,222.67	-	Deposit from batch 316710	
04/02/2026	11828177	4,123.73	-	Deposit from batch 316816	
04/02/2026	11829993	175.31	-	Deposit from batch 316821	
04/02/2026	11830217	524.12	-	Deposit from batch 317822	
04/03/2026	11831220	1,179.44	-	Deposit from batch 317888	
04/03/2026	11831580	350.62	-	Deposit from batch 317893	
04/03/2026	11831878	525.93	-	Deposit from batch 317896	
04/03/2026	11832301	516.93	-	Deposit from batch 317949	
04/03/2026	11832756	2,423.03	-	Deposit from batch 317996	
04/06/2026	11836267	1,208.48	-	Deposit from batch 318111	
04/06/2026	11836631	175.31	-	Deposit from batch 317946	
04/06/2026	11836802	175.31	-	Deposit from batch 318077	
04/06/2026	11837466	1,384.48	-	Deposit from batch 317941	
04/07/2026	11842883	701.24	-	Deposit from batch 318201	
04/07/2026	11843410	170.81	-	Deposit from batch 318180	
04/07/2026	11843676	170.81	-	Deposit from batch 318114	
04/07/2026	11844035	175.31	-	Deposit from batch 318120	
04/07/2026	11846324	696.74	-	Deposit from batch 318309	
04/07/2026	11846397	170.81	-	Deposit from batch 318335	
04/08/2026	11845095	-	285.64	PINNACLE OPERATING CASH; Sequoia Management Company Chk # 0 Inv: 546515 Sequoia Management Company	
04/08/2026	11845235	-	198.19	PINNACLE OPERATING CASH; Dominion Energy Virginia, Inc. Chk # 25441 Inv: 800390969453 Dominion Energy Virginia, Inc.	
04/08/2026	11845235	-	1,609.17	PINNACLE OPERATING CASH; Dominion Energy Virginia, Inc. Chk # 25441 Inv: 800640981533 Dominion Energy Virginia, Inc.	
04/08/2026	11845239	-	500.00	PINNACLE OPERATING CASH; Peter's Landscape, Inc. Chk # 25442 Inv: 50811 Peter's Landscape, Inc.	
04/08/2026	11845239	-	1,075.00	PINNACLE OPERATING CASH; Peter's Landscape, Inc. Chk # 25442 Inv: 50800 Peter's Landscape, Inc.	
04/08/2026	11845243	-	5,684.30	PINNACLE OPERATING CASH; McFall & Berry Landscape Management, INC. Chk # 25443 Inv: 243246 McFall & Berry Landscape Management, INC.	
04/08/2026	11846790	876.55	-	Deposit from batch 318380	
04/08/2026	11847825	175.31	-	Deposit from batch 318216	
04/09/2026	11849291	695.31	-	Deposit from batch 318469	
04/09/2026	11849589	175.31	-	Deposit from batch 318382	



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04/09/2026	11852644	\$ 530.93	\$ -	Deposit from batch 318507	
04/10/2026	11853756	17,300.50	-	Deposit from batch 317895	
04/10/2026	11854863	175.31	-	Deposit from batch 318471	
04/13/2026	11855575	350.62	-	Deposit from batch 318620	
04/13/2026	11856065	521.43	-	Deposit from batch 318535	
04/13/2026	11856347	300.31	-	Deposit from batch 318542	
04/14/2026	11857277	1,051.86	-	Deposit from batch 318725	
04/14/2026	11858314	175.31	-	Deposit from batch 318624	
04/15/2026	11858839	-	104.26	PINNACLE OPERATING CASH; Sequoia Management Company Chk # 0 Inv: 547319 Sequoia Management Company	
04/15/2026	11858841	-	78.00	PINNACLE OPERATING CASH; Rees Broome, PC Chk # 25444 Inv: 1542557 Rees Broome, PC	
04/15/2026	11858950	-	400.00	PINNACLE OPERATING CASH; Peter's Landscape, Inc. Chk # 25445 Inv: 50838 Peter's Landscape, Inc.	
04/15/2026	11858952	-	48.18	PINNACLE OPERATING CASH; Joseph Starkey Chk # 25446 Inv: 040926 Joseph Starkey	
04/15/2026	11860164	175.31	-	Deposit from batch 318848	
04/15/2026	11860465	175.31	-	Deposit from batch 318729	
04/15/2026	11860772	449.99	-	Deposit from batch 318734	
04/16/2026	11862072	886.55	-	Deposit from batch 318925	
04/16/2026	11862283	614.83	-	Deposit from batch 318850	
04/17/2026	11862723	175.31	-	Deposit from batch 318936	
04/17/2026	11863134	525.93	-	Deposit from batch 318987	
04/20/2026	11863578	420.00	-	Guest Passes	
04/20/2026	11863710	350.62	-	Deposit from batch 319084	
04/20/2026	11863979	175.31	-	Deposit from batch 318986	
04/20/2026	11864179	175.31	-	Deposit from batch 319026	
04/21/2026	11864784	1,578.29	-	Deposit from batch 319179	
04/21/2026	11866620	700.00	-	Deposit from batch 319199	
04/22/2026	11866368	-	35.00	PINNACLE OPERATING CASH; Ben Tiller Chk # 25447 Inv: 042026 Ben Tiller	
04/22/2026	11866370	-	35.00	PINNACLE OPERATING CASH; Sarah Klotz Chk # 25448 Inv: 042026 Sarah Klotz	
04/22/2026	11866449	-	317.37	PINNACLE OPERATING CASH; Janet Goodwin Chk # 25449 Inv: 042126 Janet Goodwin	
04/22/2026	11866451	-	30.00	PINNACLE OPERATING CASH; Emmeline Kelley Chk # 25450 Inv: 042026 Emmeline Kelley	
04/22/2026	11866453	-	30.00	PINNACLE OPERATING CASH; Quang Quach Chk # 25451 Inv: 042026 Quang Quach	
04/22/2026	11866455	-	30.00	PINNACLE OPERATING CASH; Sir Pharoah Carter Chk # 25452 Inv: 042026 Sir Pharoah Carter	
04/22/2026	11867240	175.31	-	Deposit from batch 319182	
04/22/2026	11867927	280.31	-	Deposit from batch 319348	
04/23/2026	11868158	131.20	-	Deposit from batch 319329	
04/23/2026	11868231	170.81	-	Deposit from batch 319308	
04/23/2026	11868382	176.00	-	Deposit from batch 319314	
04/23/2026	11868530	350.62	-	Deposit from batch 319366	
04/24/2026	11869109	175.31	-	Deposit from batch 319373	
04/24/2026	11869369	350.62	-	Deposit from batch 319419	
04/27/2026	11869718	60.00	-	Guest Pool Pass	
04/27/2026	11869832	711.24	-	Deposit from batch 319464	
04/27/2026	11869925	886.24	-	Deposit from batch 319469	
04/27/2026	11870146	858.55	-	Deposit from batch 319418	
04/27/2026	11870427	175.31	-	Deposit from batch 319423	
04/27/2026	11870555	813.11	-	Deposit from batch 319456	
04/28/2026	11871172	1,051.86	-	Deposit from batch 319534	
04/28/2026	11871449	1,061.86	-	Deposit from batch 319488	



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04/28/2026	11871499	\$ 170.81	\$ -		Deposit from batch 319521	
04/28/2026	11871600	175.31	-		Deposit from batch 319529	
04/28/2026	11871796	175.31	-		Deposit from batch 319471	
04/28/2026	11872092	350.62	-		Deposit from batch 319478	
04/29/2026	11873146	-	1,580.34		PINNACLE OPERATING CASH; Dominion Energy Virginia, Inc. Chk # 25453 Inv: 800361033231 Dominion Energy Virginia, Inc.	
04/29/2026	11873148	-	1,100.00		PINNACLE OPERATING CASH; High Sierra Pools, Inc. Chk # 25454 Inv: SIO206541 High Sierra Pools, Inc.	
04/29/2026	11873148	-	1,250.00		PINNACLE OPERATING CASH; High Sierra Pools, Inc. Chk # 25454 Inv: SIO206542 High Sierra Pools, Inc.	
04/29/2026	11873152	-	720.00		PINNACLE OPERATING CASH; Orkin Chk # 25455 Inv: 300362302 Orkin	
04/29/2026	11873154	-	71.93		PINNACLE OPERATING CASH; Verizon Chk # 25456 Inv: 041526 Verizon	
04/29/2026	11873324	-	16,631.06		Reserves Transfer	
04/29/2026	11874029	170.81	-		Deposit from batch 319552	
04/29/2026	11874210	346.12	-		Deposit from batch 319669	
04/29/2026	11875092	175.31	-		Deposit from batch 319699	
04/30/2026	11875422	175.31	-		Deposit from batch 319668	
04/30/2026	11875668	2,464.34	-		Deposit from batch 319734	
04/30/2026	11875830	701.24	-		Deposit from batch 319670	
04/30/2026	11876048	872.05	-		Deposit from batch 319676	
12-11000-00	ASSESSMENTS RECEIVABLE		32,648.73	54,320.79	60,686.79	26,282.73

Date	GL Ref #	Debit	Credit	Description
04/01/2026	11802981	\$ -	\$ 350.62	Deposit from batch 316702
04/01/2026	11803626	-	1,222.67	Deposit from batch 316710
04/01/2026	11802829	-	961.74	Deposit from batch 316807
04/01/2026	11802314	-	876.55	Deposit from batch 316812
04/01/2026	11559163	54,170.79	-	Association Dues - Batch 308862
04/01/2026	11807826	-	14.22	Applied Prepaid STM5
04/01/2026	11807828	-	175.31	Applied Prepaid STM8
04/01/2026	11807830	-	175.31	Applied Prepaid STM19
04/01/2026	11807832	-	175.31	Applied Prepaid STM22
04/01/2026	11807834	-	175.31	Applied Prepaid STM24
04/01/2026	11807836	-	175.31	Applied Prepaid STM25
04/01/2026	11807838	-	175.31	Applied Prepaid STM26
04/01/2026	11807840	-	175.31	Applied Prepaid STM39
04/01/2026	11807842	-	175.31	Applied Prepaid STM43
04/01/2026	11807844	-	175.31	Applied Prepaid STM45
04/01/2026	11807846	-	24.30	Applied Prepaid STM47
04/01/2026	11807848	-	8.14	Applied Prepaid STM59
04/01/2026	11807850	-	175.31	Applied Prepaid STM61
04/01/2026	11807852	-	48.62	Applied Prepaid STM75
04/01/2026	11807854	-	135.81	Applied Prepaid STM76
04/01/2026	11807856	-	175.31	Applied Prepaid STM92
04/01/2026	11807858	-	175.31	Applied Prepaid STM93
04/01/2026	11807860	-	175.31	Applied Prepaid STM96
04/01/2026	11807862	-	175.31	Applied Prepaid STM100
04/01/2026	11807864	-	4.62	Applied Prepaid STM103
04/01/2026	11807866	-	27.15	Applied Prepaid STM105
04/01/2026	11807868	-	130.69	Applied Prepaid STM106
04/01/2026	11807870	-	175.31	Applied Prepaid STM110
04/01/2026	11807872	-	4.50	Applied Prepaid STM112
04/01/2026	11807874	-	175.31	Applied Prepaid STM113
04/01/2026	11807876	-	175.31	Applied Prepaid STM121
04/01/2026	11807878	-	175.31	Applied Prepaid STM125
04/01/2026	11807880	-	175.31	Applied Prepaid STM132
04/01/2026	11807882	-	175.31	Applied Prepaid STM134



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04/01/2026	11807884	\$ -	\$ 175.31	Applied Prepaid STM135	
04/01/2026	11807886	-	46.24	Applied Prepaid STM143	
04/01/2026	11807888	-	175.31	Applied Prepaid STM146	
04/01/2026	11807890	-	175.31	Applied Prepaid STM147	
04/01/2026	11807892	-	5.00	Applied Prepaid STM148	
04/01/2026	11807894	-	175.31	Applied Prepaid STM149	
04/01/2026	11807896	-	39.69	Applied Prepaid STM151	
04/01/2026	11807898	-	175.31	Applied Prepaid STM158	
04/01/2026	11807900	-	125.00	Applied Prepaid STM159	
04/01/2026	11807902	-	175.31	Applied Prepaid STM161	
04/01/2026	11807904	-	10.00	Applied Prepaid STM176	
04/01/2026	11807906	-	175.31	Applied Prepaid STM183	
04/01/2026	11807908	-	47.92	Applied Prepaid STM189	
04/01/2026	11807910	-	5.00	Applied Prepaid STM193	
04/01/2026	11807912	-	175.31	Applied Prepaid STM200	
04/01/2026	11807914	-	175.31	Applied Prepaid STM203	
04/01/2026	11807916	-	175.31	Applied Prepaid STM207	
04/01/2026	11807918	-	5.67	Applied Prepaid STM210	
04/01/2026	11807920	-	90.00	Applied Prepaid STM214	
04/01/2026	11807922	-	83.28	Applied Prepaid STM219	
04/01/2026	11807924	-	175.31	Applied Prepaid STM223	
04/01/2026	11807926	-	175.31	Applied Prepaid STM224	
04/01/2026	11807928	-	175.31	Applied Prepaid STM226	
04/01/2026	11807930	-	161.81	Applied Prepaid STM227	
04/01/2026	11807932	-	50.68	Applied Prepaid STM229	
04/01/2026	11807934	-	175.31	Applied Prepaid STM231	
04/01/2026	11807936	-	136.59	Applied Prepaid STM242	
04/01/2026	11807938	-	20.00	Applied Prepaid STM252	
04/01/2026	11807940	-	175.31	Applied Prepaid STM254	
04/01/2026	11807942	-	175.31	Applied Prepaid STM255	
04/01/2026	11807944	-	175.31	Applied Prepaid STM259	
04/01/2026	11807946	-	0.20	Applied Prepaid STM261	
04/01/2026	11807948	-	175.31	Applied Prepaid STM264	
04/01/2026	11807950	-	161.79	Applied Prepaid STM269	
04/01/2026	11807952	-	175.31	Applied Prepaid STM279	
04/01/2026	11807954	-	117.36	Applied Prepaid STM280	
04/01/2026	11807956	-	25.00	Applied Prepaid STM284	
04/01/2026	11807958	-	0.05	Applied Prepaid STM286	
04/01/2026	11807960	-	175.31	Applied Prepaid STM300	
04/01/2026	11807962	-	175.31	Applied Prepaid STM306	
04/01/2026	11807964	-	175.31	Applied Prepaid STM309	
04/01/2026	11809659	-	175.31	Applied Prepaid STM91	
04/01/2026	11810644	-	175.31	Applied Prepaid STM131	
04/01/2026	11811006	-	25.50	Applied Prepaid STM171	
04/01/2026	11811373	-	20.00	Applied Prepaid STM95	
04/01/2026	11811704	-	175.31	Applied Prepaid STM303	
04/01/2026	11811849	-	161.81	Applied Prepaid STM30	
04/01/2026	11812860	-	175.31	Applied Prepaid STM268	
04/01/2026	11813109	-	175.31	Applied Prepaid STM27	
04/01/2026	11814549	-	54.69	Applied Prepaid STM108	
04/01/2026	11814571	-	35.00	Applied Prepaid STM206	
04/01/2026	11816554	-	175.31	Applied Prepaid STM225	
04/01/2026	11816680	-	5.00	Applied Prepaid STM184	
04/01/2026	11816755	-	175.31	Applied Prepaid STM69	
04/01/2026	11817465	-	161.81	Applied Prepaid STM9	
04/01/2026	11817540	-	166.31	Applied Prepaid STM65	
04/01/2026	11817790	-	120.00	Applied Prepaid STM154	
04/01/2026	11818485	-	175.31	Applied Prepaid STM271	
04/01/2026	11819862	-	175.31	Applied Prepaid STM212	



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04/01/2026	11821276	\$ -	\$ 161.81		Applied Prepaid STM277
04/01/2026	11822517	-	39.50		Applied Prepaid STM102
04/01/2026	11822632	-	175.31		Applied Prepaid STM107
04/01/2026	11822854	-	4.50		Applied Prepaid STM12
04/01/2026	11825276	-	175.31		Applied Prepaid STM140
04/01/2026	11825407	-	175.31		Applied Prepaid STM14
04/02/2026	11828177	-	3,999.23		Deposit from batch 316816
04/02/2026	11830217	-	126.69		Deposit from batch 317822
04/03/2026	11831220	-	1,179.44		Deposit from batch 317888
04/03/2026	11831580	-	214.81		Deposit from batch 317893
04/03/2026	11831878	-	350.62		Deposit from batch 317896
04/03/2026	11832301	-	516.93		Deposit from batch 317949
04/03/2026	11832756	-	2,423.03		Deposit from batch 317996
04/06/2026	11837466	-	1,047.36		Deposit from batch 317941
04/06/2026	11836631	-	175.31		Deposit from batch 317946
04/06/2026	11836802	-	175.31		Deposit from batch 318077
04/06/2026	11836267	-	1,188.59		Deposit from batch 318111
04/07/2026	11843676	-	170.81		Deposit from batch 318114
04/07/2026	11844035	-	124.63		Deposit from batch 318120
04/07/2026	11842883	-	661.04		Deposit from batch 318201
04/07/2026	11846324	-	170.81		Deposit from batch 318309
04/07/2026	11846397	-	170.81		Deposit from batch 318335
04/07/2026	11842662	75.00	-		Late Fee - Batch 318188
04/08/2026	11847825	-	175.31		Deposit from batch 318216
04/08/2026	11846790	-	818.91		Deposit from batch 318380
04/09/2026	11849589	-	175.31		Deposit from batch 318382
04/09/2026	11849291	-	520.00		Deposit from batch 318469
04/09/2026	11852644	-	530.93		Deposit from batch 318507
04/10/2026	11853756	-	17,300.50		Deposit from batch 317895
04/10/2026	11854863	-	175.31		Deposit from batch 318471
04/13/2026	11856065	-	346.12		Deposit from batch 318535
04/13/2026	11856347	-	175.31		Deposit from batch 318542
04/13/2026	11855575	-	350.62		Deposit from batch 318620
04/14/2026	11858314	-	44.62		Deposit from batch 318624
04/14/2026	11857277	-	810.31		Deposit from batch 318725
04/15/2026	11860465	-	175.31		Deposit from batch 318729
04/15/2026	11860772	-	274.68		Deposit from batch 318734
04/15/2026	11860164	-	170.69		Deposit from batch 318848
04/16/2026	11862283	-	282.52		Deposit from batch 318850
04/16/2026	11862072	-	761.05		Deposit from batch 318925
04/17/2026	11862723	-	175.31		Deposit from batch 318936
04/17/2026	11863134	-	520.88		Deposit from batch 318987
04/20/2026	11863710	-	350.62		Deposit from batch 319084
04/20/2026	11863433	-	500.00		WriteOff Bulk Trash Pickup Fee
04/20/2026	11863547	20.00	-		Pool Passes - Batch 319042
04/21/2026	11864784	-	409.07		Deposit from batch 319179
04/21/2026	11866620	-	196.74		Deposit from batch 319199
04/22/2026	11867240	-	150.31		Deposit from batch 319182
04/22/2026	11867927	-	280.31		Deposit from batch 319348
04/23/2026	11868231	-	13.50		Deposit from batch 319308
04/23/2026	11868382	-	148.16		Deposit from batch 319314
04/23/2026	11868158	-	131.20		Deposit from batch 319329
04/23/2026	11868530	-	175.31		Deposit from batch 319366
04/24/2026	11869369	-	38.72		Deposit from batch 319419
04/24/2026	11868669	-	5.00		WriteOff Previous Owner Balance Per BoD
04/24/2026	11868671	-	5.00		WriteOff Previous Owner Balance Per BoD
04/24/2026	11868673	-	21.87		WriteOff Previous Owner Balance Per BoD
04/24/2026	11868677	-	101.36		WriteOff Previous Owner Balance Per BoD
04/24/2026	11868679	-	101.36		WriteOff Previous Owner Balance Per BoD



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04/24/2026	11868681	\$ -	\$ 103.42		WriteOff Previous Owner Balance Per BoD	
04/24/2026	11868683	-	111.87		WriteOff Previous Owner Balance Per BoD	
04/24/2026	11868685	-	111.87		WriteOff Previous Owner Balance Per BoD	
04/24/2026	11868687	-	144.36		WriteOff Previous Owner Balance Per BoD	
04/24/2026	11868689	-	1,511.16		WriteOff Previous Owner Balance Per BoD	
04/27/2026	11870146	-	701.24		Deposit from batch 319418	
04/27/2026	11870427	-	175.31		Deposit from batch 319423	
04/27/2026	11870555	-	247.34		Deposit from batch 319456	
04/27/2026	11869832	-	549.45		Deposit from batch 319464	
04/27/2026	11869925	-	511.32		Deposit from batch 319469	
04/28/2026	11871796	-	175.31		Deposit from batch 319471	
04/28/2026	11872092	-	248.01		Deposit from batch 319478	
04/28/2026	11871449	-	711.24		Deposit from batch 319488	
04/28/2026	11871172	-	175.31		Deposit from batch 319534	
04/29/2026	11874029	-	170.81		Deposit from batch 319552	
04/29/2026	11874210	-	170.81		Deposit from batch 319669	
04/30/2026	11876048	-	170.81		Deposit from batch 319676	
04/30/2026	11875668	-	225.93		Deposit from batch 319734	
04/30/2026	11895017	55.00	-		Late Fee - Batch 319895	
12-11001-00	ALLOWANCE ACCOUNT		(9,706.76)	2,217.27	-	(7,489.49)
Date	GL Ref #	Debit	Credit	Description		
04/24/2026	11868669	\$ 5.00	\$ -	WriteOff Previous Owner Balance Per BoD		
04/24/2026	11868671	5.00	-	WriteOff Previous Owner Balance Per BoD		
04/24/2026	11868673	21.87	-	WriteOff Previous Owner Balance Per BoD		
04/24/2026	11868677	101.36	-	WriteOff Previous Owner Balance Per BoD		
04/24/2026	11868679	101.36	-	WriteOff Previous Owner Balance Per BoD		
04/24/2026	11868681	103.42	-	WriteOff Previous Owner Balance Per BoD		
04/24/2026	11868683	111.87	-	WriteOff Previous Owner Balance Per BoD		
04/24/2026	11868685	111.87	-	WriteOff Previous Owner Balance Per BoD		
04/24/2026	11868687	144.36	-	WriteOff Previous Owner Balance Per BoD		
04/24/2026	11868689	1,511.16	-	WriteOff Previous Owner Balance Per BoD		
13-12000-00	PREPAID EXPENSES		2,894.00	-	-	2,894.00
Date	GL Ref #	Debit	Credit	Description		
15-10850-00	PINNACLE MONEY MARKET		101,628.99	16,812.47	-	118,441.46
Date	GL Ref #	Debit	Credit	Description		
04/29/2026	11873324	\$ 16,631.06	\$ -	Reserves Transfer		
04/30/2026	11876377	181.41	-	Interest		
15-10855-00	CAPITAL BANK MONEY MARKET		251,279.33	1,363.44	-	252,642.77
Date	GL Ref #	Debit	Credit	Description		
04/01/2026	11908415	\$ 702.76	\$ -	March Interest - Capital Bank		
04/30/2026	11908417	660.68	-	April Interest - Capital Bank		
30-30105-00	ACCRUED EXPENSES		(2,800.00)	-	10,379.31	(13,179.31)
Date	GL Ref #	Debit	Credit	Description		
04/30/2026	11908425	\$ -	\$ 10,379.31	Accrue Monthly Trash Contract		
30-39000-00	PREPAID ASSESSMENTS		(37,994.99)	11,952.00	14,400.80	(40,443.79)
Date	GL Ref #	Debit	Credit	Description		
04/01/2026	11803236	\$ -	\$ 701.24	Deposit from batch 316703		
04/01/2026	11807826	14.22	-	Adjust Prepaid		
04/01/2026	11807828	175.31	-	Adjust Prepaid		
04/01/2026	11807830	175.31	-	Adjust Prepaid		
04/01/2026	11807832	175.31	-	Adjust Prepaid		
04/01/2026	11807834	175.31	-	Adjust Prepaid		
04/01/2026	11807836	175.31	-	Adjust Prepaid		
04/01/2026	11807838	175.31	-	Adjust Prepaid		
04/01/2026	11807840	175.31	-	Adjust Prepaid		
04/01/2026	11807842	175.31	-	Adjust Prepaid		
04/01/2026	11807844	175.31	-	Adjust Prepaid		
04/01/2026	11807846	24.30	-	Adjust Prepaid		



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04/01/2026	11807848	\$ 8.14	\$ -	Adjust Prepaid	
04/01/2026	11807850	175.31	-	Adjust Prepaid	
04/01/2026	11807852	48.62	-	Adjust Prepaid	
04/01/2026	11807854	135.81	-	Adjust Prepaid	
04/01/2026	11807856	175.31	-	Adjust Prepaid	
04/01/2026	11807858	175.31	-	Adjust Prepaid	
04/01/2026	11807860	175.31	-	Adjust Prepaid	
04/01/2026	11807862	175.31	-	Adjust Prepaid	
04/01/2026	11807864	4.62	-	Adjust Prepaid	
04/01/2026	11807866	27.15	-	Adjust Prepaid	
04/01/2026	11807868	130.69	-	Adjust Prepaid	
04/01/2026	11807870	175.31	-	Adjust Prepaid	
04/01/2026	11807872	4.50	-	Adjust Prepaid	
04/01/2026	11807874	175.31	-	Adjust Prepaid	
04/01/2026	11807876	175.31	-	Adjust Prepaid	
04/01/2026	11807878	175.31	-	Adjust Prepaid	
04/01/2026	11807880	175.31	-	Adjust Prepaid	
04/01/2026	11807882	175.31	-	Adjust Prepaid	
04/01/2026	11807884	175.31	-	Adjust Prepaid	
04/01/2026	11807886	46.24	-	Adjust Prepaid	
04/01/2026	11807888	175.31	-	Adjust Prepaid	
04/01/2026	11807890	175.31	-	Adjust Prepaid	
04/01/2026	11807892	5.00	-	Adjust Prepaid	
04/01/2026	11807894	175.31	-	Adjust Prepaid	
04/01/2026	11807896	39.69	-	Adjust Prepaid	
04/01/2026	11807898	175.31	-	Adjust Prepaid	
04/01/2026	11807900	125.00	-	Adjust Prepaid	
04/01/2026	11807902	175.31	-	Adjust Prepaid	
04/01/2026	11807904	10.00	-	Adjust Prepaid	
04/01/2026	11807906	175.31	-	Adjust Prepaid	
04/01/2026	11807908	47.92	-	Adjust Prepaid	
04/01/2026	11807910	5.00	-	Adjust Prepaid	
04/01/2026	11807912	175.31	-	Adjust Prepaid	
04/01/2026	11807914	175.31	-	Adjust Prepaid	
04/01/2026	11807916	175.31	-	Adjust Prepaid	
04/01/2026	11807918	5.67	-	Adjust Prepaid	
04/01/2026	11807920	90.00	-	Adjust Prepaid	
04/01/2026	11807922	83.28	-	Adjust Prepaid	
04/01/2026	11807924	175.31	-	Adjust Prepaid	
04/01/2026	11807926	175.31	-	Adjust Prepaid	
04/01/2026	11807928	175.31	-	Adjust Prepaid	
04/01/2026	11807930	161.81	-	Adjust Prepaid	
04/01/2026	11807932	50.68	-	Adjust Prepaid	
04/01/2026	11807934	175.31	-	Adjust Prepaid	
04/01/2026	11807936	136.59	-	Adjust Prepaid	
04/01/2026	11807938	20.00	-	Adjust Prepaid	
04/01/2026	11807940	175.31	-	Adjust Prepaid	
04/01/2026	11807942	175.31	-	Adjust Prepaid	
04/01/2026	11807944	175.31	-	Adjust Prepaid	
04/01/2026	11807946	0.20	-	Adjust Prepaid	
04/01/2026	11807948	175.31	-	Adjust Prepaid	
04/01/2026	11807950	161.79	-	Adjust Prepaid	
04/01/2026	11807952	175.31	-	Adjust Prepaid	
04/01/2026	11807954	117.36	-	Adjust Prepaid	
04/01/2026	11807956	25.00	-	Adjust Prepaid	
04/01/2026	11807958	0.05	-	Adjust Prepaid	
04/01/2026	11807960	175.31	-	Adjust Prepaid	
04/01/2026	11807962	175.31	-	Adjust Prepaid	
04/01/2026	11807964	175.31	-	Adjust Prepaid	



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04/01/2026	11809659	\$ 175.31	\$ -	Adjust Prepaid	
04/01/2026	11810644	175.31	-	Adjust Prepaid	
04/01/2026	11811006	25.50	-	Adjust Prepaid	
04/01/2026	11811373	20.00	-	Adjust Prepaid	
04/01/2026	11811704	175.31	-	Adjust Prepaid	
04/01/2026	11811849	161.81	-	Adjust Prepaid	
04/01/2026	11812860	175.31	-	Adjust Prepaid	
04/01/2026	11813109	175.31	-	Adjust Prepaid	
04/01/2026	11814549	54.69	-	Adjust Prepaid	
04/01/2026	11814571	35.00	-	Adjust Prepaid	
04/01/2026	11816554	175.31	-	Adjust Prepaid	
04/01/2026	11816680	5.00	-	Adjust Prepaid	
04/01/2026	11816755	175.31	-	Adjust Prepaid	
04/01/2026	11817465	161.81	-	Adjust Prepaid	
04/01/2026	11817540	166.31	-	Adjust Prepaid	
04/01/2026	11817790	120.00	-	Adjust Prepaid	
04/01/2026	11818485	175.31	-	Adjust Prepaid	
04/01/2026	11819862	175.31	-	Adjust Prepaid	
04/01/2026	11821276	161.81	-	Adjust Prepaid	
04/01/2026	11822517	39.50	-	Adjust Prepaid	
04/01/2026	11822632	175.31	-	Adjust Prepaid	
04/01/2026	11822854	4.50	-	Adjust Prepaid	
04/01/2026	11825276	175.31	-	Adjust Prepaid	
04/01/2026	11825407	175.31	-	Adjust Prepaid	
04/02/2026	11828177	-	124.50	Deposit from batch 316816	
04/02/2026	11829993	-	175.31	Deposit from batch 316821	
04/02/2026	11830217	-	397.43	Deposit from batch 317822	
04/03/2026	11831580	-	135.81	Deposit from batch 317893	
04/03/2026	11831878	-	175.31	Deposit from batch 317896	
04/06/2026	11837466	-	337.12	Deposit from batch 317941	
04/06/2026	11836267	-	19.89	Deposit from batch 318111	
04/07/2026	11844035	-	50.68	Deposit from batch 318120	
04/07/2026	11843410	-	170.81	Deposit from batch 318180	
04/07/2026	11842883	-	40.20	Deposit from batch 318201	
04/07/2026	11846324	-	525.93	Deposit from batch 318309	
04/08/2026	11846790	-	57.64	Deposit from batch 318380	
04/09/2026	11849291	-	175.31	Deposit from batch 318469	
04/13/2026	11856065	-	175.31	Deposit from batch 318535	
04/13/2026	11856347	-	125.00	Deposit from batch 318542	
04/14/2026	11858314	-	130.69	Deposit from batch 318624	
04/14/2026	11857277	-	241.55	Deposit from batch 318725	
04/15/2026	11860772	-	175.31	Deposit from batch 318734	
04/15/2026	11860164	-	4.62	Deposit from batch 318848	
04/16/2026	11862283	-	332.31	Deposit from batch 318850	
04/16/2026	11862072	-	125.50	Deposit from batch 318925	
04/17/2026	11863134	-	5.05	Deposit from batch 318987	
04/20/2026	11863979	-	175.31	Deposit from batch 318986	
04/20/2026	11864179	-	175.31	Deposit from batch 319026	
04/21/2026	11864784	-	1,169.22	Deposit from batch 319179	
04/21/2026	11866620	-	503.26	Deposit from batch 319199	
04/22/2026	11867240	-	25.00	Deposit from batch 319182	
04/23/2026	11868231	-	157.31	Deposit from batch 319308	
04/23/2026	11868382	-	27.84	Deposit from batch 319314	
04/23/2026	11868530	-	175.31	Deposit from batch 319366	
04/24/2026	11869109	-	175.31	Deposit from batch 319373	
04/24/2026	11869369	-	311.90	Deposit from batch 319419	
04/27/2026	11870146	-	157.31	Deposit from batch 319418	
04/27/2026	11870555	-	565.77	Deposit from batch 319456	
04/27/2026	11869832	-	161.79	Deposit from batch 319464	



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04/20/2026	11863578 \$ -	\$ 20.00	Guest Pass		
04/20/2026	11863578 -	20.00	Guest Pass		
04/27/2026	11869718 -	20.00	Pool Pass		
04/27/2026	11869718 -	20.00	Pool Pass		
04/27/2026	11869718 -	20.00	Pool Pass		
70-70010-00	MISCELLANEOUS TRASH	204.00	1,604.00	500.00	1,308.00
Date	GL Ref #	Debit	Credit	Description	
04/08/2026	11845239	\$ 500.00	\$ -	Trash Removal; Peter's Landscape, Inc. Chk # 25442 Inv: 50811 Peter's Landscape, Inc.	
04/08/2026	11845243	204.00	-	Porter Services; McFall & Berry Landscape Management, INC. Chk # 25443 Inv: 243246 McFall & Berry Landscape Management, INC.	
04/15/2026	11858950	400.00	-	Trash Pickup; Peter's Landscape, Inc. Chk # 25445 Inv: 50838 Peter's Landscape, Inc.	
04/20/2026	11863433	500.00	-	WriteOff Bulk Trash Pickup Fee	
04/20/2026	11908411	-	500.00	Reclass WriteOff Bulk Trash Pickup Fee to Bad Debt	
70-70015-00	COMMUNITY MAINTENANCE & IMPROVE	2,150.00	768.18	-	2,918.18
Date	GL Ref #	Debit	Credit	Description	
04/15/2026	11858952	\$ 48.18	\$ -	Reimbursement for Common Area Trash Can Repair; Joseph Starkey Chk # 25446 Inv: 040926 Joseph Starkey	
04/29/2026	11873152	720.00	-	Pest Control; Orkin Chk # 25455 Inv: 300362302 Orkin	
70-70040-00	GROUNDS MAINTENANCE CONTRACT	10,960.60	5,480.30	-	16,440.90
Date	GL Ref #	Debit	Credit	Description	
04/08/2026	11845243	\$ 5,480.30	\$ -	Grounds Maintenance Contract; McFall & Berry Landscape Management, INC. Chk # 25443 Inv: 243246 McFall & Berry Landscape Management, INC.	
70-70042-00	TREE TRIMMING / REMOVAL	10,751.25	1,075.00	-	11,826.25
Date	GL Ref #	Debit	Credit	Description	
04/08/2026	11845239	\$ 1,075.00	\$ -	Tree Removal (Thompson Rd.); Peter's Landscape, Inc. Chk # 25442 Inv: 50800 Peter's Landscape, Inc.	
70-70050-00	SNOW REMOVAL	2,352.00	-	-	2,352.00
Date	GL Ref #	Debit	Credit	Description	
70-70060-00	TRASH REMOVAL	20,758.62	10,379.31	-	31,137.93
Date	GL Ref #	Debit	Credit	Description	
04/30/2026	11908425	\$ 10,379.31	\$ -	Accrue Monthly Trash Contract	
70-70062-00	SPRING / FALL CLEAN-UP	-	317.37	-	317.37
Date	GL Ref #	Debit	Credit	Description	
04/22/2026	11866449	\$ 317.37	\$ -	Reimbursement for April 2026 Community Clean-up Day; Janet Goodwin Chk # 25449 Inv: 042126 Janet Goodwin	
70-70160-00	POOL MANAGEMENT CONTRACT	5,930.00	5,930.00	-	11,860.00
Date	GL Ref #	Debit	Credit	Description	
04/01/2026	11801275	\$ 5,930.00	\$ -	Pool Management Contract; High Sierra Pools, Inc. Chk # 25437 Inv: SIO203706 High Sierra Pools, Inc.	
70-70162-00	POOL MAINTENANCE & SUPPLIES	775.50	2,350.00	-	3,125.50
Date	GL Ref #	Debit	Credit	Description	
04/29/2026	11873148	\$ 1,250.00	\$ -	RegROUT Skimmer Throats; High Sierra Pools, Inc. Chk # 25454 Inv: SIO206542 High Sierra Pools, Inc.	
04/29/2026	11873148	1,100.00	-	Replacement of Main Drain Covers; High Sierra Pools, Inc. Chk # 25454 Inv: SIO206541 High Sierra Pools, Inc.	
70-70167-00	POOL ELECTRICITY	407.53	198.19	-	605.72
Date	GL Ref #	Debit	Credit	Description	
04/08/2026	11845235	\$ 198.19	\$ -	Acct# 8794040009; Dominion Energy Virginia, Inc. Chk # 25441 Inv: 800390969453 Dominion Energy Virginia, Inc.	



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70-71010-00	ELECTRICITY	\$1,583.50	\$3,189.51	\$-	\$4,773.01
Date	GL Ref #	Debit	Credit	Description	
04/08/2026	11845235	\$ 1,609.17	\$ -	Acct# 5683940000; Dominion Energy Virginia, Inc. Chk # 25441 Inv: 800640981533 Dominion Energy Virginia, Inc.	
04/29/2026	11873146	1,580.34	-	Acct# 5683940000; Dominion Energy Virginia, Inc. Chk # 25453 Inv: 800361033231 Dominion Energy Virginia, Inc.	
70-71030-00	TELEPHONE	216.15	71.93	-	288.08
Date	GL Ref #	Debit	Credit	Description	
04/29/2026	11873154	\$ 71.93	\$ -	Acct# 850-091-798-0001-54; Verizon Chk # 25456 Inv: 041526 Verizon	
70-72010-00	INCOME TAXES	(37.70)	-	-	(37.70)
Date	GL Ref #	Debit	Credit	Description	
70-72340-00	POSTAGE	17.04	285.64	-	302.68
Date	GL Ref #	Debit	Credit	Description	
04/08/2026	11845095	\$ 285.64	\$ -	Postage Reimb. - March 2026 Postage; Sequoia Management Company Chk # 0 Inv: 546515 Sequoia Management Company	
70-74002-00	LEGAL FEES - COLLECTION	723.00	78.00	-	801.00
Date	GL Ref #	Debit	Credit	Description	
04/15/2026	11858841	\$ 78.00	\$ -	Collections; Rees Broome, PC Chk # 25444 Inv: 1542557 Rees Broome, PC	
70-74020-00	NEWSLETTER EXPENSE	320.00	320.00	-	640.00
Date	GL Ref #	Debit	Credit	Description	
04/01/2026	11801116	\$ 35.00	\$ -	Newsletter Reimbursement; Ben Tiller Chk # 25435 Inv: 03232026 Ben Tiller	
04/01/2026	11801118	35.00	-	Newsletter Reimbursement; Sarah Klotz Chk # 25436 Inv: 03232026 Sarah Klotz	
04/01/2026	11801277	30.00	-	Newsletter Reimbursement; Emmeline Kelley Chk # 25438 Inv: 03232026 Emmeline Kelley	
04/01/2026	11801279	30.00	-	Newsletter Reimbursement; Quang Quach Chk # 25439 Inv: 03232026 Quang Quach	
04/01/2026	11801281	30.00	-	Newsletter Reimbursement; Sir Pharoah Carter Chk # 25440 Inv: 03232026 Sir Pharoah Carter	
04/22/2026	11866368	35.00	-	Newsletter Reimbursement; Ben Tiller Chk # 25447 Inv: 042026 Ben Tiller	
04/22/2026	11866370	35.00	-	Newsletter Reimbursement; Sarah Klotz Chk # 25448 Inv: 042026 Sarah Klotz	
04/22/2026	11866451	30.00	-	Newsletter Reimbursement; Emmeline Kelley Chk # 25450 Inv: 042026 Emmeline Kelley	
04/22/2026	11866453	30.00	-	Newsletter Reimbursement; Quang Quach Chk # 25451 Inv: 042026 Quang Quach	
04/22/2026	11866455	30.00	-	Newsletter Reimbursement; Sir Pharoah Carter Chk # 25452 Inv: 042026 Sir Pharoah Carter	
70-74040-00	WEBSITE	13.00	13.00	-	26.00
Date	GL Ref #	Debit	Credit	Description	
04/15/2026	11868794	\$ 13.00	\$ -	Reclass Amex; Sequoia Management - Mail Chimp	
70-76000-00	MANAGEMENT FEES	9,677.50	4,838.75	-	14,516.25
Date	GL Ref #	Debit	Credit	Description	
04/01/2026	11801114	\$ 4,838.75	\$ -	Management Fee; Sequoia Management Company Chk # 0 Inv: 545980 Sequoia Management Company	
70-79000-00	MISC ADMIN	-	91.26	-	91.26
Date	GL Ref #	Debit	Credit	Description	
04/15/2026	11868794	\$ 91.26	\$ -	Reclass Amex; Sequoia Management - Hanging File Folders	
70-95000-00	REPLACEMENT RESERVES	33,262.12	16,631.06	-	49,893.18
Date	GL Ref #	Debit	Credit	Description	



General Ledger Trial Balance with Details
 Strathmeade Square Community Association
 Accts: All Dates: 4/1/2026 - 4/30/2026

Date:	5/8/2026
Time:	9:43 am
Page:	12

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
04/29/2026	11873326	\$ 16,631.06	\$ -	Monthly Reserve Funding	
70-95010-00	REINVESTED INTEREST	897.59	1,544.85	-	2,442.44
Date	GL Ref #	Debit	Credit	Description	
04/30/2026	11908419	\$ 1,544.85	\$ -	Reinvested Interest	
70-99999-00	NOT IN USE	-	104.26	104.26	-
Date	GL Ref #	Debit	Credit	Description	
04/15/2026	11858839	\$ 104.26	\$ -	Amex Reimbursement - 4/3/2026 Amex; Sequoia Management Company Chk # 0 Inv: 547319 Sequoia Management Company	
04/15/2026	11868794	-	104.26	Reclass Amex; Sequoia Management	
Totals:		\$0.00	\$203,334.90	\$203,334.90	\$0.00

COMMITTEE REPORTS

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

NEW BUSINESS

**Strathmeade Square Community Association
Motion Worksheet
Approval of FY2026 Insurance Coverage**

Motion:

“I move to accept the proposal from _____ in an amount not to exceed _____ for FY2026 Insurance Coverage for the association.”

Motion: _____ 2nd: _____

Summary:

Please find proposals from Nationwide and CI Solutions for 2026 Insurance Coverage

Annual Premium	Nationwide	CI Solutions
Commercial General Liability	\$7,605.00	\$4,814.00
Automobile Liability	INCLUDED	INCLUDED
Umbrella Liability	\$749.00	\$750.00
Worker’s Compensation	N/A	INCLUDED
Employee Dishonesty	INCLUDED	\$493.00
TOTAL:	\$8,354.00	\$6,057.00

Management Recommendation:

Management recommends approval for CI solutions.

Budgetary Considerations:

To be expensed under Insurance

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				
Bob Hite, Member-at-Large				



NATIONWIDE
 ONE WEST NATIONWIDE BLVD
 COLUMBUS, OH 43215-2220
 1-877 On Your Side
 1 (877) 669-6877

Nationwide®

COMMERCIAL PORTFOLIO ACP

2403286587

ACCOUNT NUMBER

ACP 2403286587

BILLING ACCOUNT NUMBER

984727721

STRATHMEADE SQUARE COMMUNITY ASSOCIATION INC
 4795 MEADOW WOOD LN STE 300
 STRATHMEADE SQUARE COMMUNITY ASSOC. C/O SEQUOIA MANAGEMENT
 CHANTILLY, VA 20151-2234

PLEASE KEEP THIS FOR YOUR RECORDS

We are pleased to serve your business insurance needs. Our company is committed to providing you high quality insurance protection and superior service.

If you should have any questions about your insurance portfolio or if you wish to make a change to your policy, please contact your agent.

IMPORTANT INFORMATION ABOUT YOUR POLICY

Please spend a few minutes to read and understand your policy. Some items to which you should pay special attention are as follows:

- **Special Required State Notices.** These notices, when included, point out specific items concerning your policy. We urge you to read them.
- **Declarations Page.** This shows such information as your name, address, the coverages provided, the policy term, policy limits, list of coverages forms, premium amounts, and other individualized information.
- **Coverage and Endorsement Forms.** This is the section of your policy which provides policy and coverage information. Please read it carefully.

99137000506015



Your Commercial Insurance Portfolio

Courtesy of:

Agency: GRIFFIN OWENS INSURANCE GROUP
 Agency Number: 64981
 Region Code: 042
 Producer: DONALD OWENS
 Producer Number: 033
 Agency Address: 847 STATION ST
 HERNDON, VA 20170-4609
 Agency Phone Number: (703) 471-0050

ACP 2403286587

VA 64981

Nationwide Mutual Insurance Company and Affiliated Companies, One Nationwide Plaza, Columbus, Ohio 43215-2220
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 COLUMBUS, OH 43215-2220
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 1 (877) 669-6877

Nationwide®

COMMERCIAL PACKAGE SUMMARY

PRINTED 03-30-2026

Account Number: ACP 2403286587
 Named Insured: STRATHMEADE SQUARE
 COMMUNITY ASSOCIATION INC
 Mailing Address: 4795 MEADOW WOOD LN STE 300
 STRATHMEADE SQUARE
 COMMUNITY ASSOC. C/O SEQUOIA
 MANAGEMENT
 CHANTILLY, VA 20151-2234
 Agency: GRIFFIN OWENS INSURANCE
 GROUP
 Agency Number: 64981
 Producer: DONALD OWENS
 Producer Number: 033
 Region Code: 042
 Agency Address: 847 STATION ST
 HERNDON, VA 20170-4609
 Agency Phone Number: (703) 471-0050



Premiums/Fees

Total Account Premium \$8,354.00

99137000506024



Line of Business	Premium
Businessowners	\$7,605.00
Commercial Umbrella	\$749.00

Not a bill. Your bill is sent separately.

This Commercial Package is a portfolio of individual policies which serves to combine various insurance coverages written under a group of separate contracts of insurance.

ACP 2403286587

VA 64981



NATIONWIDE MUTUAL INSURANCE COMPANY
 (A MUTUAL COMPANY)
 ONE WEST NATIONWIDE BLVD
 COLUMBUS, OH 43215-2220
 1-877 On Your Side
 1 (877) 669-6877

Nationwide®

RENEWAL

**COMMERCIAL UMBRELLA
 COMMON DECLARATIONS**

Policy Number: ACP CU012483286587
 Named Insured: STRATHMEADE SQUARE COMMUNITY ASSOCIATION INC
 See Schedule of Named Insureds
 Mailing Address: 4795 MEADOW WOOD LN STE 300
 STRATHMEADE SQUARE COMMUNITY ASSOC. C/O SEQUOIA MANAGEMENT
 CHANTILLY, VA 20151-2234
 Agency: GRIFFIN OWENS INSURANCE GROUP
 Address: 847 STATION ST
 HERNDON, VA 20170-4609
 Agency Phone: (703) 471-0050
 Producer: DONALD OWENS
 Policy Period: Effective From 06-01-2026 To 06-01-2027
 12:01 AM Standard Time at the insured's mailing address.
 The Insured is a(n): Corporation



Premium/Fees

Total Annual Premium	\$749.00
Total Policy Premium	\$749.00

99137000506070



Umbrella Limits

Self-Insured Retention	Not Applicable	
Limits of Insurance:	a) \$1,000,000	Each Occurrence
	b) \$1,000,000	Products - Completed Operations Aggregate
	c) \$1,000,000	Other Aggregate

ACP CU012483286587

VA 64981



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COMMERCIAL UMBRELLA

SCHEDULE(S)

Policy Number: ACP CU012483286587

Policy Period: From 06-01-2026 To 06-01-2027

Schedule Of Underlying Insurance (as identified by the entry of a company name, policy number, policy period and limits):

Businessowners

Policy Number: ACP BP012483286587

Policy Period: From 06-01-2026 To 06-01-2027

Company: NATIONWIDE AFFINITY INSURANCE COMPANY OF AMERICA

Limits of Insurance

		Limit
Each Occurrence Limit of Insurance	Per Occurrence	\$1,000,000
Personal and Advertising Injury	Per Person Or Organization	\$1,000,000
Products - Completed Operations Aggregate	All Occurrences	\$2,000,000
General Aggregate (Other than Products - Completed Operations)	All Occurrences	\$2,000,000

Important Notice: Restrictions, limitations and exclusions to the above scheduled underlying insurance (or any replacements thereof) will act as restrictions, limitations and exclusions to coverage A of this policy.

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its Secretary and President

Secretary

President

99137000506098

ACP CU012483286587

VA 64981



Nationwide®

NATIONWIDE AFFINITY INSURANCE COMPANY OF AMERICA
(A STOCK COMPANY)
ONE WEST NATIONWIDE BLVD
COLUMBUS, OH 43215-2220
1-877 On Your Side
1 (877) 669-6877

RENEWAL

PREMIER BUSINESSOWNERS POLICY
HABITATIONAL
COMMON DECLARATIONS

Policy Number: ACP BP012483286587
Named Insured: STRATHMEADE SQUARE
COMMUNITY ASSOCIATION INC
Mailing Address: 4795 MEADOW WOOD LN STE 300
STRATHMEADE SQUARE
COMMUNITY ASSOC. C/O SEQUOIA
MANAGEMENT
CHANTILLY, VA 20151-2234
Agency: GRIFFIN OWENS INSURANCE
GROUP
Address: 847 STATION ST
HERNDON, VA 20170-4609
Agency Phone Number: (703) 471-0050
Producer: DONALD OWENS
Policy Period: Effective From 06-01-2026 To
06-01-2027
12:01 AM Standard Time at your
principal place of business



Premiums/Fees

Total Annual Premium	\$7,605.00
Total Policy Premium	\$7,605.00

Form of your business entity: Corporation

IN RETURN FOR THE PAYMENT OF THE PREMIUM AND SUBJECT TO ALL THE TERMS OF THIS POLICY,
WE AGREE TO PROVIDE THE INSURANCE STATED IN THIS POLICY.

These Common Policy Declarations, together with the Common Policy Conditions, Coverage Form Declarations,
Coverage Forms and any endorsements issued to form a part thereof, complete the Policy numbered above.

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ACP BP012483286587
VA 64981



Nationwide®

PREMIER BUSINESSOWNERS POLICY
HABITATIONAL
COMMON DECLARATIONS

Policy Number: ACP BP012483286587

Policy Period: From 06-01-2026 To 06-01-2027

SCHEDULE OF NAMED INSUREDS

Named Insured:

STRATHMEADE SQUARE COMMUNITY ASSOCIATION INC





Nationwide®

PREMIER BUSINESSOWNERS POLICY
HABITATIONAL
PROPERTY DECLARATIONS

Policy Number: ACP BP012483286587

Policy Period: From 06-01-2026 To 06-01-2027

Premises: 001 / Building: 001

Premises Address: 8365 THOMPSON RD
FAIRFAX, VA 22003-1181

Classification: Homeowners Associations

Construction Type: Joisted Masonry

Occupancy Type: Building Owner - Lessors risk

HOMEOWNERS ASSOCIATION

WE PROVIDE INSURANCE ONLY FOR THOSE COVERAGES INDICATED BY A LIMIT OR BY "INCLUDED".
Property Coverage is subject to a **\$500 Deductible**, unless otherwise stated.

Coverages	Deductible	Limit
Building	\$500	\$672,300
Replacement Cost Extension		
Business Personal Property	\$500	\$36,200

Additional Coverages - The Coverage Form includes other Additional Coverages not shown

Business Income		Included
Actual Loss Sustained		12 Months
Waiting Period		0 Hours
Ordinary Payroll		60 Days
Extended Period Of Indemnity		60 Days
Extra Expense		Included
Actual Loss Sustained		12 Months
Waiting Period		0 Hours
Equipment Breakdown	No Separate Deductible	Included
Building Automatic Increase Percentage		3%
Business Personal Property Automatic Increase Percentage		2.9%
Back Up Of Sewer And Drain Water		
Per Building Limit		\$5,000
Back Up Aggregate Limit		\$25,000
Appurtenant Structures - 10% of Building Limit of Insurance - Maximum \$50,000 any one structure		Included
Increased Cost of Construction		See Endorsement



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ACP BP012483286587

VA 64981



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PREMIER BUSINESSOWNERS POLICY
HABITATIONAL
PROPERTY DECLARATIONS

Policy Number: ACP BP012483286587

Policy Period: From 06-01-2026 To 06-01-2027

Premises: 001 / Building: 001

Coverages	Deductible	Limit
Optional Coverages - Other frequently purchased coverage options		
Employee Dishonesty Per Occurrence		\$250,000
Ordinance Or Law Coverage		
Loss To The Undamaged Portion Of The Building (Coverage Equal To Building Limit)		Not Provided
Demolition Cost And Broadened Increased Costs Of Construction		\$45,000
Virginia (Broad)		Not Provided
Ordinance Or Law Broadened Coverage		Not Provided
Windstorm/Hail Deductible	1%	
% Building Deductible Monetary Value	\$6,723	
% Business Personal Property Deductible Monetary Value	\$362	
% Business Personal Property in the Open Deductible Monetary Value	\$362	

Optional Increased Limits	Included Limit	Additional Limit	Total Limit
Accounts Receivable	\$25,000	\$40,000	\$65,000
Valuable Papers and Records (At the Described Premises)	\$25,000		\$25,000
Forgery Or Alteration	\$10,000		\$10,000
Money And Securities			
Inside the Premises	\$10,000		\$10,000
Outside the Premises (Limited)	\$10,000		\$10,000
Outdoor Signs	\$2,500		\$2,500
Outdoor Trees, Shrubs, Plants And Lawns	\$10,000		\$10,000
Business Personal Property Off Premises			
Property Away From Premises	\$15,000		\$15,000
Property Away From Premises - Transit	\$15,000		\$15,000
Electronic Data	\$10,000		\$10,000



PREMIER BUSINESSOWNERS POLICY
HABITATIONAL
PROPERTY DECLARATIONS

Nationwide®

Policy Number: ACP BP012483286587

Policy Period: From 06-01-2026 To 06-01-2027

Premises: 001 / Building: 001

Optional Increased Limits	Included Limit	Additional Limit	Total Limit
Interruption Of Computer Operations	\$10,000		\$10,000
Computer Fraud And Funds Transfer	\$10,000		\$10,000
Business Personal Property Temporarily In Portable Storage Units	\$10,000		\$10,000

MORTGAGEE ASSIGNMENT INFORMATION

Additional Interest Type	Loan Number	Interest
Mortgagee	0052370806	CENTRAL LOAN ADMIN. & REPORTING PO BOX 202028 FLORENCE, SC 29502-2028

PROTECTIVE SAFEGUARDS

Based on information you and/or your agent provided, this premises has Protective Safeguards as identified below. A Protective Safeguards endorsement will be added to your policy based on this information, and you risk the loss of insurance if you fail to maintain, or knew or should have known of any suspension or impairment of any Protective Safeguard(s) identified below. Note that Protective Safeguard(s) must be: in place, operational, and maintained in good working order and you must notify us immediately (at Commercial Lines Service Center by calling (866) 322-3214) in the event of any known or planned disablement of any Protective Safeguard(s).

APPLICABLE PROTECTIVE SAFEGUARDS: NOT APPLICABLE

99137000506221

99137000506221



ACP BP012483286587

V/A 64981



Nationwide®

PREMIER BUSINESSOWNERS POLICY

HABITATIONAL

LIABILITY DECLARATIONS

Policy Number: ACP BP012483286587

Policy Period: From 06-01-2026 To 06-01-2027

Limits Of Insurance		Limit
Each Occurrence Limit of Insurance	Per Occurrence	\$1,000,000
Medical Payments Sub Limit	Per Person	\$5,000
Tenants Property Damage Legal Liability Sublimit	Per Covered Loss	\$300,000
Personal And Advertising Injury	Per Person Or Organization	\$1,000,000
Products-Completed Operations Aggregate Limit	All Occurrences	\$2,000,000
General Aggregate (Other Than Products-Completed Operations)	All Occurrences	\$2,000,000

Automatic Additional Insureds Status

The following persons or organizations are automatically insureds when you and they have agreed in a written contract or agreement that such person or organization be added as an additional insured on your policy.

- Co-Owners of Insured Premises
- Controlling Interest
- Grantor of Franchise or License
- Lessors of Leased Equipment
- Managers or Lessors of Leased Premises
- Mortgagee, Assignee or Receiver
- Owners or Other Interest from Whom Land has been Leased
- State or Political Subdivisions - Permits Relating to Premises

Liability Deductible	Deductible
None	

Optional Coverages	Deductible	Limit
Hired Auto Liability		Included
Non-Owned Auto Liability		Included



BRETT ADAM SMALL
CI Solutions, LLC
12168 RAIN SLICKER PL
NOKESVILLE, VA 20181
703-283-5051

MANAGEMENT LIABILITY Pillar - Community Associations Proposal

STRATHMEADE SQUARE COMMUNITY ASSOCIATION

C/O: SEQUOIA MANAGEMENT CO.
4795 MEADOW WOOD LN STE 300W
CHANTILLY, VA 20151

Proposed Policy Period

06/01/2026 - 06/01/2029

Proposal valid for 60 days from the date quote was created.

Date Prepared 05/05/2026

This is not a policy.



Everything Insurance Should Be®

cinfin.com

PREMIUM SUMMARY

The Cincinnati Insurance Company

Named Insured: STRATHMEADE SQUARE COMMUNITY ASSOCIATION

Address: C/O:SEQUOIA MANAGEMENT CO.
4795 MEADOW WOOD LN STE 300W
CHANTILLY, VA 20151

Agency: CI Solutions, LLC

Proposed Policy Period: 06/01/2026 - 06/01/2029

Coverage	Premium
Base Coverages (D&O, EPL/Third Party Liability)	\$2,438
Crime	\$270
Cyber Risk Liability	\$461
Terrorism	\$25
Total Annual Premium	\$3,194.00

Satisfactory review of the following is needed to bind coverage:

- Completed and signed application
- Financial Statements (or completion of the financial section of the application)
- Loss Runs (5 years) – To confirm no losses

Ask your agent about various billing and payment options.

This is not a policy. For a complete statement of coverages and exclusions, please see the policy contract. This quote is based on information supplied by you. It is subject to any pending rules and rate filings and normal underwriting considerations, including acceptable loss experience, favorable inspections and acceptable motor vehicle reports. Pricing offered in this quote is based on the total coverage offered. All coverages are stated in this proposal and may differ from the applications submitted. Please review the quote carefully for coverages, premiums, and policy terms and conditions.

Cincinnati reserves the right to requote the business if you request changes to this quote, if information used to develop the quote changes, or if you accept only portions of the total coverage offered. Acceptability of the risk presented by you and use of scheduled credits or debits is subject to approval by Cincinnati.

The information in this quote is proprietary to The Cincinnati Insurance Company, its subsidiaries and affiliates. "The Cincinnati Insurance Companies", "Cincinnati Insurance" and "Cincinnati" refer to member companies of the insurer group providing property and casualty coverages through The Cincinnati Insurance Company or one of its wholly owned subsidiaries – The Cincinnati Indemnity Company or The Cincinnati Casualty Company. Each insurer has sole financial responsibility for its own products. Not all subsidiaries operate in all states. Do not reproduce or post online, in whole or in part, without written permission. © 2022 The Cincinnati Insurance Company, 6200 S. Gilmore Road, Fairfield, OH 45014-5141. For additional information on our privacy policies, including state specific information, please visit <https://www.cinfin.com/privacy-policy>.



The Cincinnati Advantage

WHO WE ARE — HOW WE WORK

Our Past and Present



Everything Insurance Should Be®

Serving policyholders through local independent agents

The Cincinnati Insurance Company was founded in 1950 by John J. Schiff, Robert C. Schiff, Harry M. Turner and Chester T. Field. As independent insurance agents living and working in Ohio, they believed there was great opportunity for a company that would focus on providing exceptional local service to agents and policyholders.

The original prospectus for potential stockholders emphasized a commitment to the American Agency System and specified the plan to write fire and allied lines, marine and physical damage insurance in Ohio. In the first year of operation, Cincinnati Insurance wrote \$92,000 in gross premiums. In 2024, The Cincinnati Insurance Companies insurer group reported more than \$9 billion in net written premiums.

Offering a broad range of products and services

Cincinnati Financial Corporation, formed in 1968, is traded in the Nasdaq Global Select Market under the ticker CINF. It operates primarily through The Cincinnati Insurance Company, which itself has four other insurance subsidiaries:

- Our standard market property casualty insurance group offers a broad range of business and personal policies, retaining a strong customer focus on our select group of more than 2,000 agencies in 46 states and the District of Columbia. The Cincinnati Casualty Company and The Cincinnati Indemnity Company round out this highly rated group.
- The Cincinnati Life Insurance Company markets life and disability income insurance and annuities in 49 states.
- The Cincinnati Specialty Underwriters Insurance Company offers excess and surplus lines insurance products.

Three other Cincinnati Financial subsidiaries offer services that complement our insurance operations:

- CFC Investment Company offers equipment and vehicle leasing and financing services.

- CSU Producer Resources Inc., our wholly owned excess and surplus lines brokerage, serves the same local independent agencies that offer our standard market policies.
- Cincinnati Global, our London-based global specialty underwriter, was acquired in 2019. Cincinnati Global Underwriting Ltd. operates through Cincinnati Global Underwriting Agency Ltd., which is the Lloyd's managing agent for Cincinnati Global Syndicate 318.

Staying true to our mission

While success broadened the scope of the plan for Cincinnati Insurance, it has not altered the original purpose. Cincinnati Insurance continues to be agent-centered. We maximize agent advantages through sound underwriting and pricing practices, superior claims service and efforts to provide a stable market to agents and their clients through all industry and economic cycles. Local agents have an informed, frontline perspective that benefits policyholders as well as the company, helping to create profitability and value for shareholders.

Leading with strength

Cincinnati ranks among the nation's top 25 property casualty insurer groups, based on net written premiums. Our solid financial strength, liquidity and flexibility support high independent ratings, including the standard market property casualty group's A+ (Superior) and the life insurer's A (Excellent) from A.M. Best Company.

How we work

We believe in doing business person to person. This helps us deliver a high level of service, customize our products to policyholder needs and respond quickly in the event of a claim. A unique field structure places local marketing and claims decision-makers in the communities they serve. More than a third of our insurance staff live and work in field locations, operating out of their homes. These associates spend much of their time with our customers, the local independent agents who provide exceptional value and service to the businesses and people in their communities.

Best's ratings are under continuous review and subject to change and/or affirmation. To confirm the current rating, please visit www.ambest.com. For information, coverage availability in your state, quotes, or policy service, please contact your local independent agent representing Cincinnati Insurance. Property and casualty coverages may be provided by The Cincinnati Insurance Company or one of its wholly owned subsidiaries, The Cincinnati Indemnity Company, The Cincinnati Casualty Company, or The Cincinnati Specialty Underwriters Insurance Company. The Cincinnati Life Insurance Company provides life insurance and fixed annuities. Each insurer has sole financial responsibility for its own products. Not all subsidiaries operate in all states. Do not reproduce or post online, in whole or in part, without written permission. © 2025 The Cincinnati Insurance Company. 6200 S. Gilmore Road, Fairfield, OH 45014-5141.

COMMUNITY ASSOCIATION DIRECTORS AND OFFICERS LIABILITY

Community Association Directors and Officers Liability Coverage

D&O helps to protect your association and its decision makers against allegations of wrongful acts from regulatory agencies, creditors, vendors or members and others who may believe they were negatively affected by the association's decisions.

We recommend that you also purchase Employment Practices Liability and add Optional Third Party Liability coverage, for an additional premium charge. The first coverage protects your association against claims of wrongful employment acts from volunteers and employees, while the second one covers claims from third parties, including homeowners that allege discrimination, sexual harassment or wrongful eviction. Even though D&O provides broad protection, these additional coverages provide your organization a comprehensive management liability insurance program.

COVERAGE	LIMIT
Community Association D&O	\$1,000,000*
*Policy Level Shared Annual Aggregate Limit Applies - Yes	
Investigative Costs Sublimit	\$100,000
Excess Benefit Transaction Tax Sublimit (per organizational manager)	\$20,000
Employed Lawyers Limit	Not Covered
Additional Defense	Unlimited
Excess Side A	Not Covered

COVERAGE	DEDUCTIBLE
Community Association D&O	\$1,000
Deductible does not apply to non-indemnifiable loss.	
Employed Lawyers	N/A

Retroactive Date: N/A

Prior or Pending Date: 06/01/1989

Continuity Date: 06/01/1989

This is not a policy. For a complete statement of coverages and exclusions, please see the policy contract. This quote is based on information supplied by you. It is subject to any pending rules and rate filings and normal underwriting considerations, including acceptable loss experience, favorable inspections and acceptable motor vehicle reports. Pricing offered in this quote is based on the total coverage offered. All coverages are stated in this proposal and may differ from the applications submitted. Please review the quote carefully for coverages, premiums, and policy terms and conditions.

Cincinnati reserves the right to requote the business if you request changes to this quote, if information used to develop the quote changes, or if you accept only portions of the total coverage offered. Acceptability of the risk presented by you and use of scheduled credits or debits is subject to approval by Cincinnati.

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EMPLOYMENT PRACTICES LIABILITY

COVERAGE	LIMIT
Employment Practices Liability	\$1,000,000*
*Policy Level Shared Annual Aggregate Limit Applies - Yes	
Wage and Hour Defense Sublimit	\$100,000
Immigration Defense Sublimit	\$100,000
Optional Third Party Liability Sublimit	\$1,000,000
Workplace Violence Expense Limit	\$100,000
Additional Defense	Unlimited

COVERAGE	DEDUCTIBLE
Employment Practices Liability	\$1,000
Optional Third Party Liability	\$1,000
Workplace Violence Expense	\$0

Retroactive Date: N/A

Prior or Pending Date: 06/01/1989

Continuity Date: 06/01/1989

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CYBER RISK LIABILITY

Cincinnati Data Defender Coverage

INSURING AGREEMENT	LIMIT	DEDUCTIBLE
A. Response Expenses	\$50,000	\$1,000
Forensic Information Technology Review Sublimit	\$25,000	
Legal Review Sublimit	\$25,000	
Public Relations Services Sublimit	\$25,000	
B. Defense and Liability	\$50,000	\$1,000
Regulatory Fines and Penalties Sublimit	\$25,000	
Payment Card Industry Fines and Penalties Sublimit	\$25,000	
C. Identity Recovery	\$25,000	\$250
Lost Wages and Child and Elder Care Sublimit	\$5,000	
Mental Health Counseling Sublimit	\$1,000	
Miscellaneous Unnamed Costs Sublimit	\$1,000	

Retroactive Date: 06/01/2026

Cincinnati Data Defender Coverage Premium \$171.00

Cincinnati Network Defender Coverage

INSURING AGREEMENT	LIMIT	DEDUCTIBLE
A. Computer Attack	\$100,000	\$1,000
Loss of Business Sublimit	\$50,000	
Public Relations Sublimit	\$50,000	
Cyber Extortion Sublimit	\$10,000	\$1,000
B. Network Security Liability and Electronic Media Liability	\$100,000	\$1,000

Retroactive Date: 06/01/2026

Cincinnati Network Defender Coverage Premium \$290.00

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CRIME XC+ (EXPANDED COVERAGE PLUS)

COVERAGE	LIMIT	DEDUCTIBLE
Employee Theft	\$50,000	\$500
Forgery or Alteration	\$50,000	\$500
Inside the Premises - Theft of Money and Securities	\$25,000	\$500
Outside the Premises - Theft of Money and Securities	\$25,000	\$500
Money Orders and Counterfeit Money	\$25,000	\$500
Computer Fraud	\$10,000	\$500
Funds Transfer Fraud	\$10,000	\$500

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Coverage Summary

MANAGEMENT LIABILITY CRIME OPTIONS

Crime Coverage, ML116
 Crime XC®, ML117 with ML517
 Crime XC+®, ML117 with ML518

This summarizes the coverages provided by the listed insurance forms, depending on the coverage option(s) purchased or quoted and the forms approved in each state. Any higher limits that appear in a sales proposal replace the standard limits listed below. For complete details of the terms, conditions, limitations and exclusions, please see the policy.

Insuring Agreement	Description	
Crime Coverage, ML116		
Employee theft	Covers loss of or damage to money, securities and other property due to employee theft, whether identified or acting alone or in collusion with others	
Forgery or alteration	Covers loss resulting directly from forgery or alteration of instruments, such as checks, drafts and promissory notes	
Inside the premises	Provides coverage for loss: <ul style="list-style-type: none"> • of money and securities inside the premises or a banking premises, resulting directly from theft, disappearance or destruction • due to damage to other property resulting directly from an actual or attempted robbery of a custodian or safe burglary 	
Outside the premises	Pays for theft, disappearance or destruction of money and securities and other property in the care and custody of a messenger or armored motor vehicle company due to an actual or attempted robbery	
Computer fraud	Covers loss of money, securities and other property when a computer is used from inside the insured's premises or a banking premises to fraudulently transfer of that property to a person or place outside those premises	
Funds transfer fraud	Pays for direct loss due to a financial institution receiving and responding to a fraudulent request to transfer, pay or deliver funds from the insured's account	
Money orders and counterfeit money	Covers loss after accepting in good faith counterfeit money or money orders in exchange for merchandise, money or services	
Client's property	Covers your client's loss or damage to money, securities and other property by an identified employee acting alone or in collusion with other persons	
Claim expense	Pays expenses incurred by the insured to establish the existence and amount of any covered loss under any insurance agreement	
Social Engineering Fraud, ML201		
Social engineering fraud	Covers loss when insured transfers money, securities or other property requested by an insured person or employee, or a known customer or vendor who later proves to be an imposter	
Crime XC or XC+, ML117		
Coverage Feature (\$500 deductible applies)	Limits Crime XC ML117 & ML517	Limits Crime XC+ ML117 & ML518
<ul style="list-style-type: none"> • Employee theft • Forgery or alteration • Inside the premises - theft of money and securities • Outside the premises - theft of money and securities • Money orders and counterfeit money • Computer fraud • Funds transfer fraud 	\$25,000 \$25,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000	\$50,000 \$50,000 \$25,000 \$25,000 \$25,000 \$10,000 \$10,000

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COMMUNITY ASSOCIATION D&O LIABILITY COVERAGE

Coverage	Description	Cincinnati D&O ML106 & ML101
DEFINITIONS		
Insured	• named insured	✓
	• subsidiaries that are more than 50 percent owned by the insured (including for-profit subsidiaries if disclosed on the application)	✓
	• board of directors, trustees, regents, managers, governors or equivalent position	✓
	• officers, employees, volunteers and committee members	✓
	• property management company and its employees while acting at the direction of the insured	✓
	• debtor in possession	✓
Claim	• written demand for monetary damages or other relief	✓
	• civil, administrative or regulatory proceedings	✓
	• arbitration or mediation proceedings	✓
	• criminal proceedings after indictment	✓
	• written request to toll or waive statute of limitation	✓
	• civil, administrative, regulatory or criminal investigations of insured	\$100,000 sublimit
Loss	Broad definition of loss includes the defense costs incurred and the amount the insured becomes legally obligated to pay to include: <ul style="list-style-type: none"> • punitive and exemplary damages with most favorable venue wording¹ • excess benefit transaction tax coverage¹ 	✓ \$20,000 sublimit per manager
OPTIONS AVAILABLE		
Continuity of coverage	Offers an option for continuity of coverage	Subject to approval
Capital Endorsement, ML207	Provides 20 additional coverage features and limits for various unexpected expenses and incidents, including an additional Side A D&O limit	✓
Defense costs outside limits ³	Provides additional unlimited insurance dedicated to the payment of defense costs, preserving the entire purchased limit for settlements/judgments	Subject to approval
Excess Side A	Provides an additional limit of liability for insured persons	\$1 million
Extended reporting period	Offers flexible options:	Available to all accounts
	• 12-month ERP (Three-year ERP in NY for nonprofits)	Subject to underwriting approval
	• ERP of other lengths	Up to 60 days
• period to request ERP after cancellation		
Shared limit of insurance	Provides the ability to select specific coverages that share a limit and to receive a premium discount for those coverages	✓
SERVICES		
Toll-free number	Policyholders can call for general legal advice, 844-458-9556, for no additional charge	✓

³ Automatically included in VT

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Coverage Summary

PILLAR™ CAPITAL ENDORSEMENT, ML207

Option for Nonprofit Organizations or Community Associations Directors and Officers Liability Coverages

This summarizes the coverages provided by the above insurance form. These limits are in addition to any limits for the same coverage that appear in an e-CLAS® sales proposal or provided elsewhere whether by Cincinnati or another carrier, unless specified otherwise. In the event of a conflict, the actual policy terms, conditions, limitations and exclusions prevail.

CAPITAL ENDORSEMENT	
Coverage Features	Limits (deductible does not apply unless indicated otherwise)
Additional excess Side A provides an additional limit of liability for insured persons under D&O Insuring Agreement A	\$250,000
Business travel benefit covers a director or officer suffering an injury while traveling on a commercial carrier for business	\$50,000
Conference cancellation covers expenses for a business-related conference – paid by the insured and not otherwise reimbursed – that was canceled due to a natural catastrophe or communicable disease outbreak	\$25,000
Crisis management pays emergency response expenses incurred because of a covered incident	\$50,000
Death benefit covers the death of a current director or officer resulting from a certified act of terrorism	\$50,000
Destroyed records covers reasonable and necessary expenses to reconstruct the organization’s paper or electronic business records lost or destroyed due to a natural catastrophe or a certified act of terrorism	\$25,000
Donation security pays for a failed donation incurred and not reimbursed by any other source	\$50,000
Emergency real estate consulting fees reimburses covered fees incurred for relocation due to the unforeseeable destruction of the organization’s principal location	\$50,000
Emergency travel expense covers any director or officer for emergency travel expenses incurred due to a certified act of terrorism	\$50,000
Fundraising event cancellation expense reimburses expenses that are incurred due to the cancellation of a fundraising event caused by an order made by a civil authority responding to a natural catastrophe or a communicable disease outbreak, provided the fundraising is not re-scheduled	\$25,000
Identity theft expense reimburses the expenses of any current director or officer who becomes a victim of identity theft	\$50,000
Image restoration and counseling covers image restoration and counseling expenses due to sexual misconduct or sexual molestation of the organization’s clients committed by an insured person of the organization	\$50,000

CAPITAL ENDORSEMENT, ML207

Coverage Features (continued)	Limits (deductible does not apply unless indicated otherwise)
Immigration civil fines or penalties pays assessments for unintentional violation of the United States Immigration and Nationality Act resulting from a notice of inspection, audit or investigation by a government agency	\$25,000
Key individual replacement expense reimburses expenses, not covered by another source, to replace the chief executive officer or executive director due to death or permanent disability	\$50,000
Kidnap expense covers reasonable fees incurred after the kidnapping of a director or officer or their spouse, domestic partner, parent or child	\$50,000
Political unrest coverage reimburses emergency evacuation expenses due to an incident when the present director, officer, employee or volunteer travel outside the United States	\$50,000 maximum \$10,000/employee
Temporary meeting space reimburses rental expenses when a primary office space is temporary unavailable due to the failure of a climate control system or hot water heater	\$50,000
Travel delay coverage reimburses present directors or officers incurred expenses due to the cancellation of any regularly scheduled business travel on a common transportation carrier	\$2,500
Unauthorized business card use covers loss of money or charges and costs incurred directly from the unauthorized use of credit, debit or charge cards issued in the business name	\$1,500 (\$500 deductible applies)
Workplace violence counseling provides emotional counseling expenses after a violent incident occurs on premises	\$50,000



Everything Insurance Should Be®

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Coverage Summary



CINCINNATI DATA DEFENDER™

Cincinnati Data Defender™ Coverage Form, HC102 or ML102

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Coverage Descriptions	Standard Limits HC102 or ML102
Breach response expense and services ¹ pays for expenses that you incur to respond to a data compromise (i.e. a breach of your client’s data stored in any format), including services to assist your customers, employees and others affected by a breach:	\$50,000 (deductible applies)
• professional IT help to identify who was affected by the breach and how to notify them	\$25,000 sublimit
• legal review to determine notification requirements	\$25,000 sublimit
• preparation of notifications to affected individuals	Included
• services to help individuals affected by the breach	Included
– toll-free help line if identity theft is suspected	Included
– credit monitoring for affected individuals	Included
– identity restoration case management for identity theft victims	Included
• professional public relations review of and response to the data breach	\$25,000 sublimit
Defense and liability protects you if liability claims arise from a data breach. Coverage includes:	\$50,000 (deductible applies)
• investigation, defense and appeal expenses	Included
• damages, judgments or settlements to affected individuals for which you are held responsible	Included
• legal expenses for which you are held responsible	Included
• defense and settlement costs for regulatory proceedings	Included
• payment card industry fines and penalties	\$25,000 sublimit
• regulatory fines and penalties	\$25,000 sublimit
• punitive damages to the extent legally insurable	Included
• prejudgment and postjudgment interest for which you are held responsible	Included

¹ The Hartford Steam Boiler Inspection and Insurance Company provides The Cincinnati Insurance Companies with a variety of support services, including call center assistance, collaborative claims service and risk mitigation materials.

CININNATI DATA DEFENDER

Coverage Descriptions (cont'd)	Standard Limits HC102 or ML102
Identity recovery protects qualifying owners/key employees of your business if they become identity theft victims, whether or not the identity theft is related to a data compromise at your business. This coverage includes:	\$25,000 (deductible applies)
• identity recovery help line	Included
• case management by experienced case managers	Included
• reimbursement for covered expenses	Included
– legal fees caused by identity theft including costs for civil and criminal defense	Included
– lost wages and child and elder care expenses due to time away from work	\$5,000 sublimit
– credit report restoration	Included
– reapplication fees for loans declined due to incorrect credit information	Included
– postage, phone and shipping fees	Included
– notary and filing fees	Included
– mental health counseling costs	\$1,000 sublimit
– costs for other expenses that result from the identity theft	\$1,000 sublimit
Loss control and risk assessment online services^{1, 2}:	
• cyber risk assessment – self guided assessment and detailed recommendations with actions for improvement	Included
• website monitoring – scans for vulnerabilities in web applications and provides recommendations	Included
• ransomware prevention – monitoring of the dark web to remove breached credentials	Included
• employee training – offer solutions to improve employee cybersecurity awareness through customized training	Included
• vendors – external resources directory: law firms, public relations firms and IT consultants	Included
• cyber and privacy news – security and compliance news and helpful industry links	Included
• security policies – assist policyholders with customizable security policies to help meet contractual and regulatory obligations	Included
• resources – access to cyber security experts to provide one-on-one guidance to assist in understanding cyber risks	Included

² Access to the Cyber Safety by Zeguro™ site is at no additional cost, as are many of the services and products located there. Not available in D.C., OK, OR and WA.



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Coverage Summary



CINCINNATI NETWORK DEFENDER™

Cincinnati Network Defender Coverage Form, HC103 or ML103

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Coverage Descriptions	Standard Limits HC103 or ML103
Computer attack pays for your covered losses resulting directly from a computer attack, including:	\$50,000 ¹ (deductible applies)
• data restoration – costs to hire a professional firm to replace lost or corrupted data from electronic sources	Included
• data re-creation – costs to hire a professional firm to research, re-create and replace lost or corrupted data from <i>non</i> -electronic sources	Included
• system restoration – costs to hire a professional firm to restore your computer system to its pre-attack level of functionality by replacing or reinstalling software, removing malicious code and correcting the configuration of your computer system	Included
• loss of business income – income lost by your business and extra expenses incurred during the time system and data recovery activities take place	\$25,000 ²
• public relations services – costs to engage a professional public relations firm to communicate with outside parties concerning the computer attack and your response	\$25,000 ²
• third-party systems (loss while data is in your service provider’s control)	Included
• cyber extortion (including ransomware)	\$10,000
Network security and electronic media liability pays for defense and settlement costs due to claims brought against you by third parties for alleged damage caused by:	\$50,000 ¹ (deductible applies)
A security failure in your computer system that leads to:	
• breach of third-party business data	Included
• unplanned malware forwarding or replication	Included
• unintentional support of a denial of service attack	Included
Your electronic communications that result in:	Included
• defamation	Included
• violation of a person’s right of privacy	Included
• interference with a person’s right of publicity	Included
• infringement of copyright or trademark	Included

¹ Standard limit is \$100,000 in MT, ND, NH and NY

² Standard sublimit is \$50,000 in MT, ND, NH and NY

CINCINNATI NETWORK DEFENDER™

Coverage Descriptions (cont'd)	Standard Limits HC103 or ML103
Cyberattack mitigation online resources^{3, 4}:	
• resources on cybercrime, data security, risk management and security awareness	Included
• cyber and privacy news links to timely articles and the latest computer and network security news	Included
• cyber risk tools such as assessments, guides, sample policies, forms and templates	Included
• brief security training videos for education about business security and privacy awareness topics	Included
• optional technical support service, TechQ, for assistance in troubleshooting, diagnosing and fixing common computer problems, including finding and removing viruses	Available for an additional fee

³ The Hartford Steam Boiler Inspection and Insurance Company provides The Cincinnati Insurance Companies with a variety of support services, including call center assistance, collaborative claims service and risk mitigation materials.

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BRETT ADAM SMALL
CI Solutions, LLC
12168 RAIN SLICKER PL
NOKESVILLE, VA 20181
703-283-5051

Business Insurance Proposal

STRATHMEADE SQUARE COMMUNITY ASSOCIATION INC

13998 PARKEAST CIR
CHANTILLY, VA 20151

Proposed Policy Period

06/01/2026 - 06/01/2029

Proposal valid for 60 days from the date quote was created.

Date Prepared 05/05/2026

This is not a policy.



Everything Insurance Should Be®

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PREMIUM SUMMARY

The Cincinnati Casualty Company

Named Insured: STRATHMEADE SQUARE COMMUNITY ASSOCIATION INC

Address: 13998 PARKEAST CIR
CHANTILLY, VA 20151

Agency: CI Solutions, LLC

Proposed Policy Period: 06/01/2026 - 06/01/2029

Coverage	Premium
Property	\$2,192
General Liability	\$2,622
Cyber Risk Liability	\$447
Umbrella	\$750
Terrorism	\$46
Total Annual Premium	\$6,057.00

Ask your agent about various billing and payment options.

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POLICY LOCATION SCHEDULE

LOC#	BLDG#	Address	City	State	ZIP
1	1	8365 THOMPSON RD	ANNANDALE	VA	22003

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PROPERTY

Your Cincinnati standard commercial property policy comes loaded with coverages:

- **Buildings** – Includes additions under construction, required upgrades and demolition after a loss to meet current building codes and options to purchase an inflation safeguard.
- **Business personal property** – While in transit, at trade shows or temporary locations you don't own or lease; leased property used in your business and property owned by others and left in your care.
- **Business income and extra expenses** – Up to \$25,000 to keep your business operating after a covered loss. Higher amounts are available.
- **Extra costs** – After a covered loss, your policy may pay for removing debris, cleaning up pollutants, taking inventory, securing appraisals and recharging fire extinguishers.

Consider options to suit your needs today and as your business grows:

- **Equipment breakdown coverage** – Insures the sudden and accidental breakdown of machinery and equipment vital to your business.
- **Utility services** – Insures against covered interruptions of utility services to your premises that cause a covered loss to your building, business personal property or loss of income.
- **CinciPlus® commercial property XC®, XC+® and Power options** – Bundles coverages for less premium than if you purchased each separately. Ask your agent for more details.

ALL LOCATIONS	LIMIT	PREMIUM
Commercial Property Expanded Coverage (XC®) Plus Endorsement		\$443.00
Blanket Coverage Limit	\$150,000	

BUILDING LEVEL COVERAGE	LIMIT	PREMIUM
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LOCATION 1 - - 8365 THOMPSON RD, ANNANDALE, VA 22003

Equipment Breakdown \$250.00

BUILDING 1

Building Coverage \$659,100 \$1,226.00

Modernization: No

Deductible: 500

Coinsurance: 80%

Valuation: Replacement Cost

Agreed Value: No

Inflation Guard: 4%

ACV Provision: No

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BUILDING LEVEL COVERAGE (cont'd)	LIMIT	PREMIUM
Cosmetic Exclusion - Roofs: No		
Cosmetic Exclusion - Siding: No		
Business Income - Actual Loss Sustained		\$125.00
Number of Months: 12		
Extra Expense: Yes		
Waiting Period Deductible: 24 Hour		
Civil Authority Radius Limitation: 5		
BPP - Insured & Others	\$35,100	\$148.00
Deductible: 500		
Coinsurance: 80%		
Valuation: Replacement Cost Including Stock		
Agreed Value: No		
Inflation Guard: 4%		
TOTAL PROPERTY PREMIUM		\$2,192.00

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Coverage Summary

CINCIPLUS® COMMERCIAL PROPERTY XC+®

CinciPlus® Commercial Property Expanded Coverage XC+®, FA250
 Building and Personal Property Coverage Form (Including Special Causes of Loss), FM101

This summarizes the coverages provided by the listed insurance forms, depending on the coverage option purchased or quoted and the forms approved in each state. Any higher limits that appear in a sales proposal replace the standard limits listed below. For complete details of the terms, conditions, limitations and exclusions, please see the policy.

Property Coverages All limits per location unless indicated otherwise	Limits¹ FM101 with FA250 Subject to BCL ²
Blanket Coverage Limit ²	Choose from \$150,000, \$250,000, \$500,000 or \$1 million per occurrence
Accounts receivable (additional \$5,000 limit away from premises, not per location)	Included within BCL
Debris removal of covered property from a covered loss	25% of loss within limit plus BCL
Ordinance or law: <ul style="list-style-type: none"> • undamaged portion of the building • demolition costs and increased costs of construction 	Subject to building limit Included within BCL
Peak season for business personal property (90 consecutive days maximum)	Included within BCL
Personal property of others	Included within BCL
Tenant move back expenses	Included within BCL
Valuable papers (additional \$5,000 limit away from premises not per location)	Included within BCL
Worldwide laptop (not per location)	Included within BCL
Electronic data processing property: <ul style="list-style-type: none"> • duplicate and backup electronic data • newly acquired EDP property • in transit or away from premises 	BCL applies, subject to sublimits of \$2,000 – in addition to BCL \$10,000 – in addition to BCL \$10,000 – included within BCL
Property Coverages All limits per location unless indicated otherwise	Limits¹ <i>Not</i> subject to BCL
Appurtenant buildings and structures	\$50,000
Brands and labels	\$25,000

¹ All property coverage dollar limits are per any one occurrence. Some property coverage dollar limits may also be per coverage term³ as indicated.

² Blanket Coverage Limit is applicable to all losses arising from the same occurrence for all coverages applicable to it.

³ Coverage term is defined in the policy. It generally means one policy year.

CINCIPLUS® COMMERCIAL PROPERTY XC+®

Property Coverages All limits per location unless indicated otherwise	Limits ¹ <i>Not subject to BCL</i>
Building glass – insured as part of the building	Included up to building limit
Business income/extra expense: <ul style="list-style-type: none"> • dependent properties • computer operations • extended business income 	\$100,000 \$50,000 – included in BI/EE \$25,000 – included in BI/EE 180 days (per coverage term) ³
Contract penalties	\$25,000
Fairs/exhibitions (not per location)	\$50,000
Fences (within 1,000 feet of premises)	\$10,000
Fine arts	\$50,000
Fire department service charge – by contract or agreement or required by ordinance (not available in AZ)	\$25,000
Fire protection equipment recharge	\$50,000
Fungi, wet rot, dry rot and bacteria – limited coverage (not available in NY)	\$25,000 (per coverage term) ³
Inflation guard	4% on building property
Inventory appraisal, loss statement expenses	\$25,000
Key and lock expense	\$5,000
Leasehold interest (tenants only)	\$25,000
Newly acquired property – buildings (up to 90 days)	\$1 million
Newly acquired property – BPP (at acquired building up to 90 days)	\$500,000
Nonowned building damage: <ul style="list-style-type: none"> • caused by theft, burglary or robbery • caused by any other covered loss 	Included in BPP limit \$25,000 included in BPP limit or BPP limit of insurance (whichever is less)
Outdoor property (trees, shrubs, plants \$1,000 limit per item)	\$25,000
Paved surfaces	\$25,000
Personal effects (\$1,000 theft limit – excluding theft of employees' tools)	\$25,000
Pollutant cleanup and removal from land or water at each insured premises	\$50,000 (per coverage term) ³
Premises boundary 1,000 feet – BPP in the open or in a vehicle	Included
Preservation of covered property moved to avoid imminent covered loss (up to 60 days)	Included in BPP limit
Property temporarily at other premises (not per location)	\$50,000

Coverage Summary

CINCIPLUS® COMMERCIAL PROPERTY XC+®

Property Coverages All limits per location unless indicated otherwise	Limits ¹ <i>Not</i> subject to BCL
Property in transit in a vehicle (not per location)	\$50,000
Rewards for reporting arson, vandalism and malicious mischief, theft and burglary, which leads to a conviction (not available in NY)	\$25,000
Signs: <ul style="list-style-type: none"> • if attached to building, include in building limit • if detached but permanently installed within 1,000 feet of premises, may be scheduled • detached but not part of building (does not apply per location) 	Included Per Declarations page \$25,000
Temperature change – broadened coverage for perishable stock	\$5,000 included within BPP limit
Trailers (detached and nonowned left in the insured's care, custody or control)	\$5,000
Underground property	Included in building limit
Water backup from sewers, drains or sump pumps (not available in FL)	\$50,000

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GENERAL LIABILITY

Cincinnati liability insurance helps to financially protect you and your assets, leaving you free to focus on your business. Your policy comes with loss control services to help you manage risk and includes:

- coverage for injury or damage caused by the goods you've sold or work you've performed; for offenses arising out of the advertising of your goods and services; and for false arrest, libel, slander and wrongful eviction of others
- coverage for personal and advertising injury arising out of an insured contract
- contractually assumed defense costs provided outside of policy limits
- a general aggregate limit that automatically applies separately at each location (for ongoing operations) owned by, or rented or leased to you and to each construction project (for ongoing operations)

Your agent can help you tailor an insurance program specific to your needs, choosing from a variety of coverage options:

- **Broadened General Liability** – Increases limits or adds coverage in one convenient form for employee benefit liability, automatic additional insured for specified relationships, expanded legal liability coverage for premises rented to you and medical payments.
- **Employee Benefits Liability** – Covers your errors and omissions in administering your employee benefits, such as accidentally failing to enroll an employee in an offered plan.
- **Employment Practices Liability Insurance (EPLI)** – Covers claims of wrongful termination and age or sex discrimination.
- **Sexual Misconduct Liability** – Provides legal liability coverage for damages because of injury arising out of sexual misconduct or molestation.
- **Worldwide Business Liability** – Protects you when doing business in most parts of the world.

Premises Operations and Products/Completed Operations

Occurrence Limit: \$1,000,000

General Aggregate: \$2,000,000

Products Aggregate Limit: \$2,000,000

Personal and Advertising Injury Limit: \$1,000,000

Exclusion Personal and Advertising Injury: No

Exclusion Damage to Premises Rented to You: No

Exclusion Employees and Volunteer Workers as Insureds: No

Medical Payments: \$5,000

Excess Med Pay: No

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ALL LOCATIONS	LIMIT	PREMIUM
Extended Liability		\$125.00
Hired and Non-Owned Auto		\$69.00
<u>Classification Description</u>	<u>Premium Basis</u>	<u>Premium</u>
20300 HOMEOWNERS ASSOCIATION (ASSOCIATION RISK ONLY)	Each	
(VA)		
Prem/Op Exposure: 309		\$1,209.00
Prod/CO Exposure: Included		Included
<u>Classification Description</u>	<u>Premium Basis</u>	<u>Premium</u>
48925 SWIMMING POOLS - NOC	Each	
(VA)		
Prem/Op Exposure: 1		\$415.00
Prod/CO Exposure: Included		Included
<u>Classification Description</u>	<u>Premium Basis</u>	<u>Premium</u>
46671 PARKS OR PLAYGROUNDS	Each	
(VA)		
Prem/Op Exposure: 1		\$804.00
Prod/CO Exposure: Included		Included
TOTAL GENERAL LIABILITY PREMIUM		\$2,622.00

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Coverage Summary

CGL EXTENDED ENDORSEMENT

Commercial General Liability Extended Liability Endorsement GA227

This summarizes the coverages provided by the listed insurance forms, depending on the coverage option purchased or quoted. Higher limits that appear in an e-CLAS® sales proposal replace the limits listed. In the event of a conflict, the actual policy terms, conditions, limitations and exclusions shall prevail.

Liability Coverages	Limits
Automatic additional insured when required in a written contract for: lessors of premises, lessors of equipment, vendors, mortgagees, assignees, receivers, and state or political subdivision's permits relating to premises	Included
Bodily injury includes mental anguish	Included
Broadened notice of occurrence	Included
Employee benefit liability (\$1,000 deductible)	\$1 million each employee/ \$3 million aggregate
Employees as insureds for specified healthcare services (nurses, EMTs and paramedics)	Included
Expands damage to premises rented to insured to include lightning, smoke, soot or water	At the lesser of \$500,000 or the CGL each occurrence limit
Former employees as insureds	Included
Good samaritan coverage for employees or volunteers	Included
Newly formed or newly acquired organizations for up to 180 days	Included
Nonowned aircraft	Included
Property damage from reasonable force used to protect persons or property	Included
Property damage to borrowed equipment when not in use (\$250 deductible)	\$10,000 each occurrence
Supplementary payments: • bail bonds • loss of earnings	\$2,500 \$500 per day
Unintentional failure to disclose existing hazards provisions	Included
Waiver of subrogation if required in a written contract	Included



Everything Insurance Should Be®

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CYBER RISK LIABILITY

CINCINNATI DATA DEFENDER COVERAGE

Data breach is a growing issue for every business that collects and stores personal information about customers, employees and others. A breach of your data can result in the loss, theft or unplanned release of sensitive information, adding to your costs to respond and potentially harming your customer relationships and reputation. In addition, most states have notification requirements that you must comply with following a breach.

Cincinnati Data Defender insurance provides coverages and services that help you determine your notification requirements, fulfill them in a timely manner and pays for the services you use to carry out your breach response responsibilities. This protection also pays defense and liability costs if legal action is brought against your business and provides identity theft coverage. In addition, policyholders gain access to an online portal offering training, best practices and other tools to help you manage cyber risk liability exposures before a cyberattack. You also gain access through the portal to complimentary pre-breach consulting service calls for up to one hour each with highly qualified breach attorneys and cyber security experts.

CINCINNATI NETWORK DEFENDER COVERAGE

In today's digital world, the loss of business data or computer systems from a computer attack is disruptive to operations and recovery can be costly. In addition, liability resulting from insufficient systems security can lead to expensive litigation.

Cincinnati Network Defender protection pays covered costs associated with restoring computer systems, responding to a ransomware attack and recovering data following a computer attack. It also covers your business for third-party liabilities caused by a computer system security failure or your electronic communications. This coverage also gives you access to an online portal offering news, information and tools to help you mitigate a hacking event, virus infection or other cyberattack before they occur. You also gain access through the portal to complimentary consulting service calls for up to one hour each with highly qualified breach attorneys and cyber security experts.

Cincinnati Data Defender Coverage

INSURING AGREEMENT	LIMIT	DEDUCTIBLE
A. Response Expenses	\$50,000	\$1,000
Forensic Information Technology Review Sublimit	\$25,000	
Legal Review Sublimit	\$25,000	
Public Relations Services Sublimit	\$25,000	
B. Defense and Liability	\$50,000	\$1,000
Regulatory Fines and Penalties Sublimit	\$25,000	
Payment Card Industry Fines and Penalties Sublimit	\$25,000	
C. Identity Recovery	\$25,000	\$250
Lost Wages and Child and Elder Care Sublimit	\$5,000	
Mental Health Counseling Sublimit	\$1,000	

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Miscellaneous Unnamed Costs Sublimit

\$1,000

Retroactive Date: 06/01/2026

Cincinnati Data Defender Coverage Premium

\$223.00

Cincinnati Network Defender Coverage

INSURING AGREEMENT

LIMIT

DEDUCTIBLE

A. Computer Attack

\$50,000

\$1,000

Loss of Business Sublimit

\$25,000

Public Relations Sublimit

\$25,000

Cyber Extortion Sublimit

\$10,000

\$1,000

B. Network Security Liability and Electronic Media Liability

\$50,000

\$1,000

Retroactive Date: 06/01/2026

Cincinnati Network Defender Coverage Premium

\$224.00

TOTAL CYBER RISK LIABILITY PREMIUM

\$447.00

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Coverage Summary



CINCINNATI DATA DEFENDER™

Cincinnati Data Defender™ Coverage Form, HC102 or ML102

This summarizes the coverages provided by the listed insurance forms, depending on the coverage option purchased or quoted and the forms approved in each state. Any higher limits that appear in a sales proposal replace the standard limits listed below. For complete details of the terms, conditions, limitations and exclusions, please see the policy.

Coverage Descriptions	Standard Limits HC102 or ML102
<p>Breach response expense and services¹ pays for expenses that you incur to respond to a data compromise (i.e. a breach of your client’s data stored in any format), including services to assist your customers, employees and others affected by a breach:</p> <ul style="list-style-type: none"> • professional IT help to identify who was affected by the breach and how to notify them • legal review to determine notification requirements • preparation of notifications to affected individuals • services to help individuals affected by the breach <ul style="list-style-type: none"> – toll-free help line if identity theft is suspected – credit monitoring for affected individuals – identity restoration case management for identity theft victims • professional public relations review of and response to the data breach 	<p>\$50,000 (deductible applies)</p> <p>\$25,000 sublimit</p> <p>\$25,000 sublimit</p> <p>Included</p> <p>Included</p> <p>Included</p> <p>Included</p> <p>Included</p> <p>\$25,000 sublimit</p>
<p>Defense and liability protects you if liability claims arise from a data breach. Coverage includes:</p> <ul style="list-style-type: none"> • investigation, defense and appeal expenses • damages, judgments or settlements to affected individuals for which you are held responsible • legal expenses for which you are held responsible • defense and settlement costs for regulatory proceedings • payment card industry fines and penalties • regulatory fines and penalties • punitive damages to the extent legally insurable • prejudgment and postjudgment interest for which you are held responsible 	<p>\$50,000 (deductible applies)</p> <p>Included</p> <p>Included</p> <p>Included</p> <p>Included</p> <p>\$25,000 sublimit</p> <p>\$25,000 sublimit</p> <p>Included</p> <p>Included</p>

¹ The Hartford Steam Boiler Inspection and Insurance Company provides The Cincinnati Insurance Companies with a variety of support services, including call center assistance, collaborative claims service and risk mitigation materials.

CINCINNATI DATA DEFENDER

Coverage Descriptions (cont'd)	Standard Limits HC102 or ML102
Identity recovery protects qualifying owners/key employees of your business if they become identity theft victims, whether or not the identity theft is related to a data compromise at your business. This coverage includes:	\$25,000 (deductible applies)
• identity recovery help line	Included
• case management by experienced case managers	Included
• reimbursement for covered expenses	Included
– legal fees caused by identity theft including costs for civil and criminal defense	Included
– lost wages and child and elder care expenses due to time away from work	\$5,000 sublimit
– credit report restoration	Included
– reapplication fees for loans declined due to incorrect credit information	Included
– postage, phone and shipping fees	Included
– notary and filing fees	Included
– mental health counseling costs	\$1,000 sublimit
– costs for other expenses that result from the identity theft	\$1,000 sublimit
Loss control and risk assessment online services^{1, 2}:	
• cyber risk assessment – self guided assessment and detailed recommendations with actions for improvement	Included
• website monitoring – scans for vulnerabilities in web applications and provides recommendations	Included
• ransomware prevention – monitoring of the dark web to remove breached credentials	Included
• employee training – offer solutions to improve employee cybersecurity awareness through customized training	Included
• vendors – external resources directory: law firms, public relations firms and IT consultants	Included
• cyber and privacy news – security and compliance news and helpful industry links	Included
• security policies – assist policyholders with customizable security policies to help meet contractual and regulatory obligations	Included
• resources – access to cyber security experts to provide one-on-one guidance to assist in understanding cyber risks	Included

² Access to the Cyber Safety by Zeguro™ site is at no additional cost, as are many of the services and products located there. Not available in D.C., OK, OR and WA.



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Coverage Summary



CINCINNATI NETWORK DEFENDER™

Cincinnati Network Defender Coverage Form, HC103 or ML103

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Coverage Descriptions	Standard Limits HC103 or ML103
Computer attack pays for your covered losses resulting directly from a computer attack, including:	\$50,000 ¹ (deductible applies)
• data restoration – costs to hire a professional firm to replace lost or corrupted data from electronic sources	Included
• data re-creation – costs to hire a professional firm to research, re-create and replace lost or corrupted data from <i>non</i> -electronic sources	Included
• system restoration – costs to hire a professional firm to restore your computer system to its pre-attack level of functionality by replacing or reinstalling software, removing malicious code and correcting the configuration of your computer system	Included
• loss of business income – income lost by your business and extra expenses incurred during the time system and data recovery activities take place	\$25,000 ²
• public relations services – costs to engage a professional public relations firm to communicate with outside parties concerning the computer attack and your response	\$25,000 ²
• third-party systems (loss while data is in your service provider’s control)	Included
• cyber extortion (including ransomware)	\$10,000
Network security and electronic media liability pays for defense and settlement costs due to claims brought against you by third parties for alleged damage caused by:	\$50,000 ¹ (deductible applies)
A security failure in your computer system that leads to:	
• breach of third-party business data	Included
• unplanned malware forwarding or replication	Included
• unintentional support of a denial of service attack	Included
Your electronic communications that result in:	Included
• defamation	Included
• violation of a person’s right of privacy	Included
• interference with a person’s right of publicity	Included
• infringement of copyright or trademark	Included

¹ Standard limit is \$100,000 in MT, ND, NH and NY

² Standard sublimit is \$50,000 in MT, ND, NH and NY

CINCINNATI NETWORK DEFENDER™

Coverage Descriptions (cont'd)	Standard Limits HC103 or ML103
Cyberattack mitigation online resources^{3, 4}:	
• resources on cybercrime, data security, risk management and security awareness	Included
• cyber and privacy news links to timely articles and the latest computer and network security news	Included
• cyber risk tools such as assessments, guides, sample policies, forms and templates	Included
• brief security training videos for education about business security and privacy awareness topics	Included
• optional technical support service, TechQ, for assistance in troubleshooting, diagnosing and fixing common computer problems, including finding and removing viruses	Available for an additional fee

³ The Hartford Steam Boiler Inspection and Insurance Company provides The Cincinnati Insurance Companies with a variety of support services, including call center assistance, collaborative claims service and risk mitigation materials.

⁴ Access to the Cyber Safety by Zeguro™ site is at no additional cost, as are many of the services and products located there. Not available in D.C., OK, OR and WA.



For information, coverage availability in your state, quotes or policy service, please contact your local independent agent recommending coverage. This is not a policy. For a complete statement of the coverages and exclusions, please see the policy contract. "The Cincinnati Insurance Companies", "Cincinnati Insurance" and "Cincinnati" refer to member companies of the insurer group providing property and casualty coverages through The Cincinnati Insurance Company or one of its wholly owned subsidiaries - The Cincinnati Indemnity Company or The Cincinnati Casualty Company. Each insurer has sole financial responsibility for its own products. Not all subsidiaries operate in all states. Do not reproduce or post online, in whole or in part, without written permission. © 2020 The Cincinnati Insurance Company. 6200 S. Gilmore Road, Fairfield, OH 45014-5141.

UMBRELLA

Cincinnati's commercial umbrella policy provides additional liability limits, potentially broader coverage over scheduled policies and drops down to replace exhausted or reduced primary insurance aggregate limits.

Features include

- availability of limits up to \$25 million
- availability to add personal umbrellas by endorsement in most states
- multi-year policy terms available in most states
- **no** self-insured retention, except where required by law
- follow-form defense and supplementary payments in addition to the limit of liability

More Cincinnati commercial umbrella features:

- an expanded bodily injury definition to include humiliation, shock, fright and mental anguish or mental injury
- first-dollar defense costs for covered losses not covered by your primary insurance
- no automatic, built-in exclusions for aircraft liability; fellow employee; liquor or watercraft liability

ALL LOCATIONS	LIMIT	PREMIUM
Commercial Umbrella		\$750.00
Occurrence	\$1,000,000	
Aggregate	\$1,000,000	
TOTAL UMBRELLA PREMIUM		\$750.00

UMBRELLA NAMED INSUREDS

UMBRELLA

This is not a policy. For a complete statement of coverages and exclusions, please see the policy contract. This quote is based on information supplied by you. It is subject to any pending rules and rate filings and normal underwriting considerations, including acceptable loss experience, favorable inspections and acceptable motor vehicle reports. Pricing offered in this quote is based on the total coverage offered. All coverages are stated in this proposal and may differ from the applications submitted. Please review the quote carefully for coverages, premiums, and policy terms and conditions.

Cincinnati reserves the right to requote the business if you request changes to this quote, if information used to develop the quote changes, or if you accept only portions of the total coverage offered. Acceptability of the risk presented by you and use of scheduled credits or debits is subject to approval by Cincinnati.

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**Strathmeade Square Community Association
Motion Worksheet
Approval of Woodchips for Tot Lots Proposal**

Motion:

“I move to accept the proposal from _____ in an amount not to exceed _____ for tot lot wood chips for the association.”

Motion: _____ 2nd: _____

Summary:

Please find proposals from McFall and Berry and Peter’s Landscaping.

Management Recommendation:

Management recommends approval for CI solutions.

Budgetary Considerations:

To be expensed under GL 70-70150 Playground 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				
Bob Hite, Member-at-Large				



Proposal #21591

Date: 4/28/2026

PO #

Sales Rep: Gumer Paz

Customer:

Zachary Rivera
 Sequoia Management
 4795 Meadow Wood Lane
 Suite 300 West
 Chantilly, VA 20151

Property:

Strathmeade Square
 8361 Thompson Road
 Annandale, VA 22003

4 Playgrounds

4 Playgrounds woodcarpet Chips new installation;

Between 3394 Tobin RD & Whipple Ct

Woodchip installation

Refreshing of woodchips in designated areas

Items	Quantity	Unit	Price/Unit	Price
Woodcarpet Chips Installed	15.00	cuyd	\$102.52	\$1,537.80
Woodchip installation:				\$1,537.80

Between 3235 & 3237 Beverly Dr. & Decourcey Ct :

Woodchip installation

Refreshing of woodchips in designated areas

Items	Quantity	Unit	Price/Unit	Price
Woodcarpet Chips Installed	15.00	cuyd	\$102.52	\$1,537.80
Woodchip installation:				\$1,537.80

3361 Tobin Rd :

Woodchip installation

Refreshing of woodchips in designated areas

Items	Quantity	Unit	Price/Unit	Price
Woodcarpet Chips Installed	8.00	cuyd	\$102.52	\$820.16
Woodchip installation:				\$820.16

Between 3312 & 3334 Beverly & Conquistador Ct:

Woodchip installation

Refreshing of woodchips in designated areas

Items	Quantity	Unit	Price/Unit	Price
Woodcarpet Chips Installed	8.00	cuyd	\$102.52	\$820.16
			Woodchip installation:	\$820.16
				Subtotal:
				\$4,715.92
				Sales Tax:
				\$0.00
				Project Total:
				\$4,715.92

Terms & Conditions

By _____
Gumer Paz

Date 4/28/2026
McFall & Berry Landscape Management

By _____

Date _____
Strathmeade Square



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

Proposal #50916
 Created: 04/23/2026

Proposal For

Location

STRATHMEADE SQUARE

Beverly Dr
 Annandale, VA 22003

C/O Sequoia Management Inc
 4795 Meadow Wood Lane, Suite 300 West
 Chantilly, VA 20151

mobile: 703-803-9641
zrivera@sequoiamanagement.com

Playground Chips		Terms Due on receipt	
ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) Tot Lot Chips	80	\$ 70.00	\$ 5,600.00
Install a total of 80 cubic yards for all 4 tot lots.			

Signature

SUBTOTAL	\$ 5,600.00
SALES TAX	\$ 0.00
TOTAL	\$ 5,600.00

x

Date:

Please sign here to accept the terms and conditions

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.)**

**Strathmeade Square Community Association
Motion Worksheet
Approval of Resolution 2026-01 Due Process Procedures**

Motion:

“I move to approve the Policy Resolution 2026-01 Due Process Procedures.”

Motion: _____

2nd: _____

Summary:

Please find Draft Policy Resolution from Rees Broome P.C.

Management Recommendation:

Management recommends approval

Budgetary Considerations:

Postage expenses to be expensed under 72340 - Postage

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				
Bob Hite, Member-at-Large				

STRATHMEADE SQUARE COMMUNITY ASSOCIATION, INC.
POLICY RESOLUTION NO. 26-____

(Creation of Procedures to Ensure Due Process in Enforcement Cases)

WHEREAS, the Strathmeade Square Community Association, Inc. (“Association”) Amended and Restated Bylaws provide in Article VII, Section 1 that the business and affairs of the Association shall be managed by the Board of Directors (“Board”) and the Board shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not required by law or the Governing Documents to be exercised and done by the Members;

WHEREAS, Article IV, Section 1(d) of the Association’s Amended Declaration of Covenants, Conditions, and Restrictions (“Declaration”) empowers the Board to suspend the voting rights and right to use of the recreational facilities by a Member for any period during which any assessment against their Lot remains unpaid, and for a period not to exceed 90 days for any infraction of its published rules and regulations;

WHEREAS, Article VIII of the Declaration provides that in the event any Owner of any Lot shall fail to maintain the premises and the improvements situated thereon in a manner satisfactory to the Board, after notice having been served and approval by 2/3 decision of the Board, the Association shall have the right, through its agents and employees, to enter upon said parcel and repair, maintain, and restore the Lot and the exterior of the buildings and any other improvements erected thereon and the cost of such exterior maintenance plus a fee of 10% of the cost shall be added to and become part of the annual assessment to which such Lot is subject for the year in which the repair is made, and the expense of such exterior maintenance and any additional sums pertaining thereto, shall become a lien upon the subject property;

WHEREAS, pursuant to Article IX(3) of the Declaration, the Board is empowered to identify vehicles parked in violation of Article IX(3), and to post notice of such vehicle with the owner or with the vehicle and after notice has been given for seven (7) consecutive days, the Board is authorized to effect removal of the vehicle by any legal means at its disposal at the expense of the owner;

WHEREAS, Articles IX and X, Section 1 of the Declaration empowers the Association to enforce the provisions of the Declaration pursuant to any remedy available at law or in equity;

WHEREAS, Article IX(14) of the Declaration states that the cost and expenses incidental to the abatement of any violation and the removal and correction of any offending structure or condition shall be paid by the owners of the offending property, and the amount thereof until paid shall constitute a lien upon such offending property in favor of the Association;

WHEREAS, in accordance with Section 55.1-1828 of the Virginia Property Owners Association Act (“Act”), every lot owner and all those entitled to occupy a lot shall comply with all lawful provisions of the Act and the Declaration and lack of such compliance shall be grounds for an action to recover sums due, for damages or injunctive relief, or for any other remedy

available at law or in equity and the prevailing party in any such action shall be entitled to recover its reasonable attorney fees, costs expended in the matter, and interest on the judgment;

WHEREAS, Section 55.1-1819 of the Act provides that before suspending a Member's right to use the recreational facilities for nonpayment of assessments, such assessments must be more than 60 days past due and the Member must be given an opportunity to cure the violation and be heard and represented by counsel before the Board or other tribunal;

WHEREAS, for the benefit and protection of all Members, the Board deems it desirable to formally adopt a policy resolution to establish a procedure for enforcement of the Governing Documents.

NOW, THEREFORE, BE IT RESOLVED THAT the Board hereby incorporates the above Recitals as part of this Resolution, and hereby adopts the following procedures:

I. PRELIMINARY PROCEDURES

A. Preliminary Investigation. Whenever possible and appropriate, the Association's duly authorized representatives, including but not limited to, a Board or committee member or the Managing Agent, may make a preliminary investigation to determine if there are reasonable grounds to believe that a violation has occurred or is occurring.

B. Informal Resolution. Before instituting formal due process procedures, the Managing Agent may attempt to resolve the matter informally.

II. DUE PROCESS PROCEDURES

A. Applicability. The due process procedures outlined in this Section II will be implemented prior to suspending a Member's right to vote or use the Association's recreational facilities. A Member's right to vote or use of the recreational facilities may be suspended for (i) any period during which they are more than 60 days past due in their assessment obligation to the Association; or (ii) up to 90 days for any violation of the rules and regulations. Any suspension will extend to the Member and the Member's family, tenants, guests, and invitees.

B. Notice of Violation and Opportunity to Cure. Upon direction from the Board or in the discretion of the Managing Agent, if there are sufficient grounds to believe that a violation has occurred or is occurring, the Managing Agent will provide a written notice and opportunity to cure ("Notice of Violation") to the offending Member at the address on record with the Association. Notice of Violation will generally specify (i) the nature of the violation and the related provision(s) of the Governing Documents that are alleged to have been violated; (ii) a reasonable time to cure the violation, which may vary depending on the nature of the violation; and (iii) the action necessary to cure the violation. If the alleged violation constitutes a health, safety or other hazard, the period for correction shall be appropriate to the level of the potential threat and shall not obstruct the Board or Managing Agent from taking emergency steps to mitigate danger or loss to person or property. A Notice of Violation may be combined with the Notice of Hearing referenced in subparagraph C below.

C. Notice of Hearing. If the violation is not cured within the time period provided in the Notice of Violation and the Board desires to proceed to a hearing on the matter, the Member will be issued written notice calling them to a hearing before the Board (“Notice of Hearing”). The Notice of Hearing will:

1. Be provided to the Member at least 14 days prior to the hearing date advising of the date, time, and method for attending the hearing;
2. Be sent by hand delivery or registered or certified mail, return receipt requested, to the Member at the address on record with the Association; and
3. Identify the remedial actions that the Association may take to obtain compliance.

The Notice of Hearing shall be deemed effective even if the Member fails or refuses to accept or sign for any notification from the Association.

D. Hearing. Hearings shall be held before the Board, which may be held either in person or electronically, and will generally be held in executive session, at the Board’s discretion. At the hearing, the Member has the right to have counsel present at their own expense however, for the Association to be similarly represented, the Board reserves the right to reschedule a hearing if the Member brings counsel without sufficient prior notice. If the Member is present, the Board will present the Member with the facts related to the alleged violation and the Member will have a reasonable amount of time to be heard, and to present information which relates to the alleged violation. The hearing need not be conducted according to the technical rules of evidence applied in a court of law. If the Member is not present at the hearing, the Board may still deliberate and render a decision in the Board’s absence. Following the hearing, the Board will determine whether satisfactory proof of the alleged violation was presented, and if so, whether remedial action will be taken. Once a decision is made, the Board will vote in open session.

E. Notice of Hearing Results. After the hearing, the Managing Agent will send the Member written notice of the Board’s decision (“Notice of Hearing Results”). Notice of Hearing Results will:

1. Be provided to the Member not more than 7 days following the hearing date;
2. Be sent by hand delivery or mailed by registered or certified mail, return receipt requested, to the Member at the address on record with the Association; and
3. Identify the decision and/or remedial action that the Board determined to take at the hearing and when such remedial action is effective.

The Notice of Hearing Results shall be deemed effective even if the Member fails or refuses to accept or sign for any notification from the Association.

III. SELF-HELP AND OTHER ENFORCEMENT ACTION

- A. The Board may but is not required to follow the procedures set forth in Section II of this Resolution or Section 55.1-1819 of the Act prior to initiating actions that do not relate to the suspension of a Member’s right to vote or use of the Association’s recreational facilities including, without limitation, exercising self-help, towing vehicles or removing objects from the Property pursuant to Articles VIII and IX of the Declaration, or seeking injunctive relief for violations of the Declaration.
- B. Any costs incurred by the Association in the exercise of any remedy available to it under the Governing Documents or Act to may be assessed against the offending Member.

IV. MISCELLANEOUS

- A. Interpretation. Any capitalized terms not defined herein shall have the meaning ascribed in the Declaration.
- B. Legal Action. In the event the Association initiates legal action against any person to enforce the provisions of this Resolution, the Governing Documents or Act, the Association will seek recovery of its incurred legal fees and costs.
- C. Failure / Refusal to Accept Delivery of Notices. Refusal to sign or accept delivery of any notice sent on behalf of the Association shall not render the notice ineffective or any decision of the Board invalid.
- D. Substantial Compliance. An omission or failure to conduct any enforcement process in exact conformity with this Resolution shall not invalidate the results of such process, so long as the Board has complied substantially with the procedures set forth in the Act and Declaration.
- E. Waiver; Election of Remedies. The due process procedures set forth in this Resolution may be applied to all violations of the Governing Documents and Act, but shall not be deemed to waive or preclude the Association from implementing other enforcement procedures or exercising other remedies available to it under the Governing Documents, the Act, or otherwise available at law or in equity.
- F. Effective Date. This Resolution shall supersede any and all prior Resolutions or rules regarding the process and procedures in enforcement cases. the effective date of this Resolution shall be _____, 2026.

STRATHMEADE SQUARE COMMUNITY ASSOCIATION, INC.

By _____
President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Resolution was published or distributed to the Members of Strathmeade Square Community Association, Inc. on this _____ day of _____, 2026.

Managing Agent

**Strathmeade Square Community Association
Motion Worksheet
Approval of Towing Enforcement Contract Renewal**

Motion:

“I move to approve the towing enforcement contract renewal as presented”

Motion: _____

2nd: _____

Summary:

Please find form from Henry’s Towing

Management Recommendation:

Management recommends approval

Budgetary Considerations:

N/A

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				
Bob Hite, Member-at-Large				



PARKING ENFORCEMENT AGREEMENT

Property Name: _____ Management Name: _____

Address of Service: _____ Clearance (if applicable): _____

Types of Response/Service:

____ Call-In Request
 ____ Patrol: _____ (Days & Hours of Patrol)

Types of Parking Restrictions to be Enforced: *mark all that apply*

<input type="checkbox"/>	Fire Lanes	<input type="checkbox"/>	Guest Parked in Resident Space	<input type="checkbox"/>	Abandoned
<input type="checkbox"/>	No Parking/Loading Zones	<input type="checkbox"/>	Resident Parked in Guest Space	<input type="checkbox"/>	Expired Tags *
<input type="checkbox"/>	Handicapped Space	<input type="checkbox"/>	No Permit	<input type="checkbox"/>	Expired Inspection *
<input type="checkbox"/>	Double Parked	<input type="checkbox"/>	Expired Guest Permit/Pass	<input type="checkbox"/>	No Commercial Vehicle
<input type="checkbox"/>	Blocking Trash Receptacle	<input type="checkbox"/>	No Overnight Parking (list times)	<input type="checkbox"/>	No Commuter/Walk off
<input type="checkbox"/>	Parked on Grass	<input type="checkbox"/>	Resident can call for Res. Space	<input type="checkbox"/>	Customer Parking Only
<input type="checkbox"/>	Parked in an Unmarked Space	<input type="checkbox"/>	Vehicle Taking Two Spaces	<input type="checkbox"/>	Other – see below

**48-hour warning sticker first required by state law*

Special Request(s):

Names of members/staff authorized to call in or sign for vehicles to be impounded by Henry's Wrecker Service:

Names: _____

Contact/Manager:

Office:

Cell:

Email:

This agreement between Henry's Wrecker Service (hereafter referred to as Contractor) and

(Legal Property Name)

is for the purpose of towing services to the property named above (hereafter referred to as Property).

This is a one (1) year contract agreement that will be made effective on _____ & expire on

- A. Renewal of this contract will be in automatic intervals of no less than one year unless certified written notice of cancellation is received within thirty (30) days of said termination date.
- B. If the property owner/agent should cancel this contract prior to the expiration date, it is agreed that the property (the client) will be liable for all expenses incurred by HWS, LLC., such as signs, parking permits, etc.
- C. By signing below, both parties acknowledge that they are the authorized agents and agree to all the terms and conditions stated in the above towing service contract.
- D. Henry's Wrecker Service LLC reserves the right to utilize its sister company, Road Runner Wrecker Service, (RRWS, LLC) for the provision of services when necessary, including but not limited to towing services and facility storage. Henry's Wrecker Service shall be responsible for all amounts due to RRWS LLC for services rendered. RRWS LLC is a licensed company as required by the Virginia Code Section 46.1-1231 and will comply with all Virginia State / County / City / Town towing ordinances, rules, and regulations in effect throughout this agreement.

Print Name

Signature

Date

Jason Harris

Jason Harris – Henry's Wrecker Service

Date