



MANAGEMENT PROPOSAL
FOR

OLD MILL
COMMUNITY COUNCIL, INC.
BURKE, VA



GHA Community Management LLC

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TABLE OF CONTENTS

- A. PROPOSAL LETTER
- B. GHA COMMUNITY MANAGEMENT CORPORATE PROFILE
 - *Company Overview*
 - *Principals and Executive Officers*
- C. CAPABILITIES, DIVISIONS AND DISCIPLINES
 - *Full Service Management*
- D. SAMPLE REPORTS
- E. MANAGEMENT AGREEMENT
- F. REFERENCES
- G. PROFESSIONAL FEE PROPOSAL



Section A

Proposal Letter



Old Mill Community Council, Inc.
Burke, VA 22015

September 2, 2015

Dear Board of Directors,

GHA Community Management would like to thank you for the opportunity to provide the Board of Directors with a Full Service Property Management proposal for Old Mill Community Council, Inc. We understand your Association's needs and have tailored our proposal to meet the needs of your community.

We understand the importance and responsibility of the Board of Directors to ensure that their community operates effectively and efficiently. Our Mission Statement is, "To provide quality service to our clients and to assist them in managing and enhancing the value of their asset through our experienced professional management team with our unique policies and procedures, up-to-date financials and management reports, training and leadership skills."

GHACM has the privilege of managing property for a diverse clientele, and with this, a diverse set of goals and objectives. *Each client and property is unique, requiring flexibility in our approach to each management assignment in order to accommodate a wide range of ownership styles and objectives.*

Elite customer service, communication, reporting and accountability are what distinguish us in a very competitive industry. We listen to our clients and share your concerns, constantly striving to exceed both the Board's and member's expectations. We partner with our clients to build a long lasting professional relationship for many years.

The enclosed proposal includes information on our company profile, samples of our financial and management reports and our standard Management Agreement.

We thank you for your consideration, and look forward to hearing from you soon.

Sincerely,

Lynn M. Kiley CPM[®], CMCA[®], AMS[®], PCAM[®]
Executive Vice President of Operations



Section B

GHA Community Management Corporate Profile



COMPANY OVERVIEW

GHA COMMUNITY MANAGEMENT, AAMC®, AMO® (GHACM) is a privately owned local Association Management company, specializing in condominium, cooperative and homeowner associations throughout the Washington, DC Metropolitan area. GHACM is honored to manage property for a diverse clientele with a diverse set of goals and objectives. Given the unique needs of each of our clients and communities, we have developed a flexible style and structure, which can accommodate a range of ownership styles and objectives.

GHACM was created by its parent company, Gates, Hudson & Associates, Inc. (GHA), a local residential and commercial property management company with over 30 years of experience in professional property management. GHA has built its unparalleled reputation on providing superior customer service, satisfying client needs and being responsive to the rapidly changing landscape of the local real estate market. GHA began the plans to create their own association management company from the ground up, in 2005. This change in approach was brought about by GHA's recognition of the growing need in the industry for a flexible, service-oriented Association Management company focused on maximizing investment value.

Our Mission Statement:

"To provide quality service to our clients and to assist them in managing and enhancing the value of their asset through our experienced professional management team with our unique policies and procedures, up-to-date financial and management reports, training and leadership skills."





PRINCIPLES AND EXECUTIVE OFFICERS

PATRICIA BLACKBURN - PRESIDENT AND PRINCIPAL BROKER

Ms. Blackburn has over 38 years of experience in the profession of real estate management. Ms. Blackburn served as the 1996 President of AOBA® (Apartment and Office Building Association), a regional trade association based in Washington, DC, and currently serves on the National Advisory Council of BOMA. Ms. Blackburn is a founding member and current President of Gates, Hudson & Associates, Inc. (GHA). In 1983, Ms. Blackburn became an investing partner in Condominium Management Company (CMC) and played a key role in its reorganization and recapitalization to turn it into one of the largest of its kind in the nation. Prior to founding GHA, Ms. Blackburn was Vice President and Director of Multi-family Operations for the Mark Winkler Company.

LYNN KILEY - EXECUTIVE VICE PRESIDENT OF OPERATIONS

CMCA®, AMS®, CPM®, PCAM®

Ms. Kiley has over 27 years experience in all facets of Real Estate, Property Management and Operations Management. She specializes in personnel management, organizational analysis, and systems development. Ms. Kiley holds the Certified Property Manager (CPM®) Executive title for GHACM's Accredited Management Organization (AMO®) certification with the Institute of Real Estate Management (IREM®). She is a member of IREM Chapter 8 in DC and is the 2010 Past President. She is a Certified Manager of Community Associations (CMCA®), an Association Management Specialist (AMS®), and a Professional Community Association Manager (PCAM®). She is a Certified Analyst with the AVA Presidents Program, Bizet Human Asset Management, and is a member of both the Community Association's Institute (CAI®) and the Property Management Association (PMA®). Ms. Kiley received a BS in Business and obtained a Dual Masters Degree in Technology Management and Business Administration (MBA) from the University of Maryland. Ms. Kiley holds a Salesperson license in the state of Maryland.

CARTY MASSEY- CHIEF FINANCIAL OFFICER

CMCA®, AMS®

Mr. Massey is the Chief Financial Officer (CFO) with GHA Community Management (GHACM). He has an extensive background in Accounting with more than 15 years of experience. He is responsible for the overall functioning of the Accounting Department, including the company's internal controls, financial statement reporting and cash management. Mr. Massey provides hands-on training classes to Board Members on "How to Read and Understand their Association's Financial Statement." Mr. Massey has spent the majority of his career supervising Accounting personnel, constructing and instituting efficient in-house policies and procedures, creating appropriate checks and balances, and effectively servicing Board clients with top level Customer Service. Mr. Massey is a member of the Community Association



Institute (CAI), is a Certified Manager of Community Associations (CMCA) and an Association Management Specialist (AMS). He received a Bachelors of Science in Accounting from North Carolina A&T State University and a Master's of Science in Accounting from Bloomsburg University.

LARRY HIRSCHMAN - VICE PRESIDENT OF OPERATIONS

CMCA®, AMS®

Mr. Hirschman has over 20 years of experience in the real estate industry from his expertise in managing Multi-Family Residential and Cooperative housing throughout Maryland, Virginia, and the District of Columbia. He works closely with owners, investors, Associations, and Boards of Directors to put programs in place to achieve their goals. Mr. Hirschman is a Certified Manager of Community Associations (CMCA®) and is an Association Management Specialist (AMS®). Mr. Hirschman is a member of the Community Association Institute (CAI®). He graduated from Fairleigh Dickinson University with a BS in Marketing and a Minor in Finance.

HASSAN KHAN - VICE PRESIDENT OF OPERATIONS

CMCA®, AMS®

Mr. Khan has over 11 years of experience in Multi-Family and Association Management. He has specialized in developer transition properties. Prior to joining the Gates Hudson team in 2002, Mr. Khan worked in Sales and Marketing for property developers. Mr. Khan is a member of Community Association Institute (CAI®); Member of the Board, President Student Advisory Council, Franklin University 1996-1998; Member of the Advisory Committee, International Students Association, Franklin University 1996-1998; Deans Honor List, Franklin University. Mr. Khan received a Bachelor of Science Degree in Marketing from Franklin University in Columbus, OH.

SAM MORRISON- REGIONAL VICE PRESIDENT OF PRINCE WILLIAM COUNTY

CMCA®, AMS®

Sam Morrison is responsible for the Operations of the Prince William County office. Mr. Morrison has over 27 years of experience in Commercial, Multi-Family Residential, and Community Association Management. He holds a Master's Degree from Syracuse University in Communications and a CAS from Syracuse in Education Administration. He is a certified Housing Credit Specialist and is a member of the Community Association Institute (CAI®). He has also benefited from customer service training through the Ritz Carlton Customer Service Training Program and the Walt Disney Service Training Program. Mr. Morrison utilizes his strong background in property management, association management, staff supervision, and communications. He also brings a vast knowledge of operations management, budget preparation, contract negotiations and customer service skills to an already experienced team.



JASON EGLIN- REGIONAL VICE PRESIDENT OF LOUDOUN COUNTY

CMCA®, AMS®

Mr. Eglin has 13 years of experience in Multi-Family Residential and Community Association Management. Prior to Community Association Management, Mr. Eglin worked for several years in the apartment industry at high-rises in Falls Church and Arlington, Virginia. Jason specializes in day to day operations of managing homeowners associations and condominium associations. He is an active member of the Community Associations Institute (CAI) and achieved his Certified Manager of Community Associations (CMCA) designation along with his Association Management Specialists (AMS) designation. Mr. Eglin is very knowledgeable on all Virginia Association Laws and serves as a member of the Community Associations Institute Virginia Legislative Action Committee (VALAC). He holds a B.S. in Physical Education from Radford University with a concentration in Sports Medicine.



Section C

Capabilities, Divisions, Disciplines



FULL SERVICE MANAGEMENT

GHA Community Management enjoys the privilege of managing property for a diverse clientele. Each client and property is unique, requiring flexibility in our approach to each management assignment in order to accommodate a wide range of ownership styles and objectives.

Full Service Management provides:

- Access to on-site staff, with experienced Community Managers dedicated to outstanding customer service
- Licensed professional engineering services
- Full administration of the bylaws and covenants administration
- Full personnel administration
- 24-Hour emergency response team
- Community activity reports
- Short and long-term goal planning

We provide expertise in the following areas:

- Administrative Management
- Contract Management
- Covenants Administration
- Capital Improvements
- Education and Training
- Energy Management
- Financial Management / Reporting
- Physical Property Management
- Preventative Maintenance Management

GHA Community Management provides full service management to its clients. We understand the importance and responsibility of the Board of Directors to ensure that their community operates effectively and efficiently. Our Physical Property Management, Facilities Care, and Preventative Maintenance programs allow us to ensure complete Board and owner satisfaction.



❖ ADMINISTRATIVE MANAGEMENT

GHA Community Management will provide administrative management functions essential to the successful operation of the community, to include:

- Maintain open communication with ownership through letters, memos, newsletters and e-mail
- Provide support to Board of Directors
- Maintain all owners' files on site
- Maintain resident database
- Hire and supervise on-site personnel
- Ensure compliance with local and national codes; ensure timely filings
- Coordinate tax challenges and appeals
- Oversee administration of governing documents
- Administer insurance
- Risk Management and Assessment
- Provide resale documents, rules of the building, a financial disclosure and the "investor ratio" to new buyers
- Enforce rules, regulations and CC & R's
- Attend meetings with Board of Directors
- Provide ongoing training and seminars for Board members
- Provide the Board with a monthly management report regarding the status of maintenance, administration, personnel, capital improvements, energy management and financial position
- Contract administration and negotiation

Building Maintenance and Resident Services

- Responsible for all common area management and maintenance programs
- Property walk-thrus
- Provide 24/7 emergency maintenance for owners
- Administrative and billing services to owners
- All aspects of resident relations, including:
 - Accept deliveries on behalf of owners
 - Maintain owners' contact information
 - Manage parking system and maintain parking log
 - Manage access to buildings and units (key control)
 - Enforce Rules and Regulations through proper communication



❖ **PHYSICAL PROPERTY MANAGEMENT**

Upon takeover of your Association, a thorough contract analysis will be performed on the existing service contracts. Comparisons will be made for cost efficiencies and industry averages. Based on this analysis, a competitive bid process will be implemented to include those vendors currently performing at a satisfactory level as well as those favorably utilized by the current GHA portfolio. Decisions regarding vendor selection will be the sole responsibility of the Board; however, the management company representative will gather and present all the necessary information for the Board to make an informed decision. Our Physical Property Management program will provide:

- Purchasing, inventory control, vendor negotiations
- Engineering services (analysis)
- Negotiation of all service contracts and supervision of their implementation
- Supervision of all outside contractors.

❖ **FACILITIES MANAGEMENT**

A comprehensive inspection and analysis of all common areas, cooperative-owned rental units (both occupied and vacant), physical plant and mechanicals will be performed biannually with a written report of the findings and recommendations. Where there is an on-site Community Manager, they will inspect the grounds daily; in addition, a Portfolio Manager will visit the site on a regular basis to inspect the property and ensure performance of daily operations. Our facilities care program will provide:

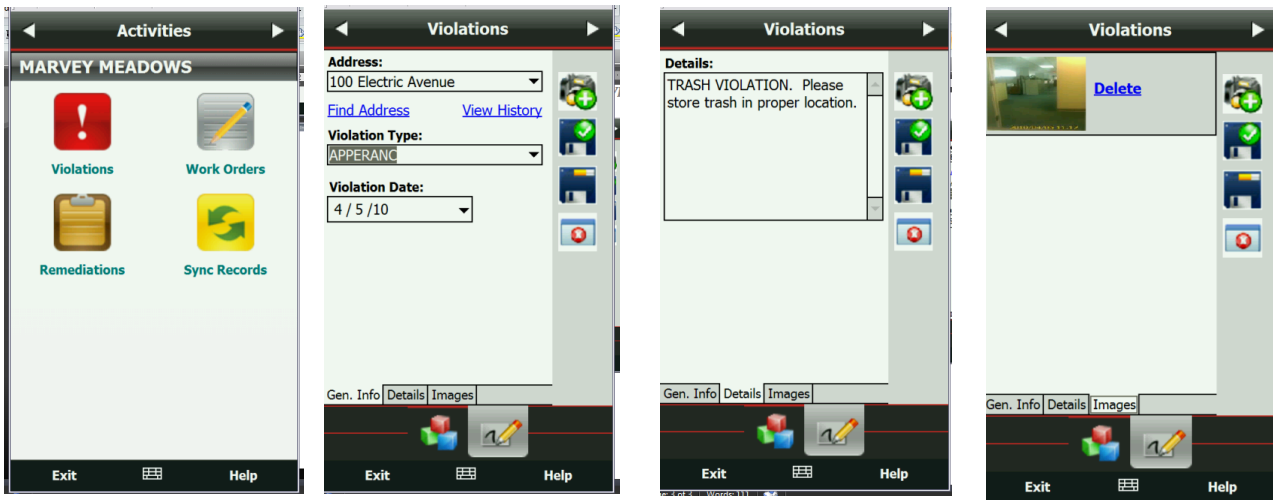
- Full oversight of all routine building repairs
- Competitive bidding and recommendations made for all necessary repair and upkeep of the common area not specifically covered by existing contracts.



❖ COVENANTS ADMINISTRATION

GHA Community Management LLC utilizes a software program that tracks and reports the status of covenant violations, produces letters appropriate to the situation, and generates a “to-do” list for timely follow up. This software has a broad reporting capability that is utilized extensively by Boards and Committees. This covenant administration process can be customized to reflect community specific requirements.

Our latest addition is a High Tech Computer (HTC) smart phone which is a portable device used by the managers to conduct and record inspections. This system allows them to take pictures of properties, note deficiencies, and generate work orders. The HTC smart phone has the ability to immediately sync with our association database before the manager returns to the office, allowing notices to be prepared in a more efficient manner. We are currently the only management company to have this latest technology and involved with the development and implementation.





❖ PREVENTATIVE MAINTENANCE MANAGEMENT

We will establish an effective Preventative Maintenance Program. Once the Preventative Maintenance Program has been approved by the Board, the program will be incorporated into the Jenark/Access computer system thus allowing service requests to be generated automatically on a regular basis.

❖ ENERGY MANAGEMENT

Customized energy management services include:

- Purchasing and oversight of utility supply and delivery contracts
- Utility contract negotiation and management
- Preparation of utility budgets
- Preparation of utility variance reports
- Oversight and maintenance of utility databases
- Development of monitoring mechanisms, feedback loops and controls to meet goals on a monthly basis
- Review of utility billing

Additional Services Include:

- Research related to potential energy savings
- Contracting and construction management of work related to conservation programs
- Resident utility billing services
- Payback and income analyses
- Monthly tracking and auditing of billing

❖ CAPITAL IMPROVEMENTS

The GHACM team will review any existing Reserve Replacement program and make recommendations for future capital improvements and reserve studies.



FINANCIAL MANAGEMENT/REPORTING

GHA Community Management (GHACM) understands that excellent record keeping along with efficient accounting procedures and a top notch Accounting Department is essential to maintaining the quality of management that meets our clients' expectations. The Board's ability to analyze situations and make sound, informed decisions concerning a property's physical or financial status depends on accurate, detailed records and concise monthly financial statements and reports.

As a result, GHACM has invested in the development and implementation of high-tech accounting practices and reporting capabilities. GHACM uses the Jenark database which enables us to stay current with the ever changing information technology world so that we can provide the best product to our community associations. Jenark allows us to provide detailed reports in a variety of formats designed to match the needs of the client. GHACM uses the most up-to-date software product offered by Jenark, NUI, which is a navigational dashboard that can be accessed remotely through a windows-based terminal server.

We recommend that each community with a site office be equipped with Jenark access in order to monitor daily activity of the Association's accounting records as well as utilizing the numerous operational procedures. Daily records are transmitted to a central terminal at the corporate office of GHACM. This database generates "real-time" management reports and allows customization specific to your Community Association. With this management tool, both the corporate office and the site office have the ability to retrieve "real-time" property information.

GHA Community Management maintains its strength through the accuracy of its operations and reporting systems. As GHACM has grown, the stability and reliability of our accounting division has been reflective of our desire to provide our clients with exceptional community management service. We also assist in the development and implementation of a solid investment laddering program for the Association's Replacement Reserve funds. This program is established by comparing your Reserve Study to your Replacement Reserves and ensuring periodic maturities while also allowing for the best rate of return on the Association's investments.



Financial Management Includes:

- Accurate & timely financial reporting on a monthly basis
- Easy to read financial statements with variance reporting
- Availability of optional specific & customized reports
- Effective assessment collections on delinquent accounts per your Association's collection policies/resolutions
- Weekly A/P check runs
- Full budget development including annual budget spread for cash flow allowances
- Investment administration in accordance with Board policies & decisions
- Payment options of ACH Direct Debit, on-line payment services, coupon books
- Maintaining Association funds in a separate account under the Association's name and federal identification number
- Fidelity bond coverage that includes company owners and directors
- Legal liaison for delinquent account collection with the Association's selected attorney
- Facilitate Association selected auditor for year-end tax returns and annual audits

GHA Community Management has the ability to customize financial reports as needed by our clients. Our financial reporting capabilities are constantly under development, keeping up with evolving information management technology, and are completely adaptable to any Association's accounting and reporting needs.

Examples of financial services:

- Cash Management
- Accounts Payable
- Owner Accounts Receivable
- General Reporting – Access Software
- Insurance
- Energy Management
- Income Tax Payment Processing



Budget Preparation

Detailed operating budgets include historical information on each general ledger account. Management executes a detailed draft budget no later than 90 days prior to the fiscal year-end. Each individual section of the budget is completed by a specialist, allowing each budget to be updated with the latest information from local and federal government regulations and the Association's Governing Documents.

GHA Community Management will maintain the following books and records for your Association:

- Balance Sheets
- Income Statements
- Investments
- Trial Balances
- General Ledgers
- Accounts Payable Ledgers
- Replacement Reserve History
- Utility Usage and History Reports

GHACM will provide the following online functions at property locations, assuming proper equipment and staffing is in place, at the Board's approval:

- Multiple Work Stations
- Delinquency Reports
- Purchase Order Processing
- Maintenance Work Order Processing and Unit History
- Email

GHACM will provide the following services in connection with project accounting:

- Maintain bank accounts in name of the Association
- Monthly bank reconciliations
- Adhere to collections policy established by the Board for delinquent accounts
- Prepare late notices, collect late fees and initiate legal action
- Process NSF checks and notify owner of such action
- Process monthly Reserve Contribution transfers from operating into reserves
- Process settlements and transfer ownership information
- Process monthly assessments payments on a daily basis
- Review owner file for accuracy



- Add or change vendors in accounts payable system
- Process all approved invoices for payment
- Provide accounts payable listing
- Maintain accounts payable invoice files
- Prepare all month-end and year-end processing & closing entries
- Maintain daily tape back-up of Access system

TAXES

We will assist the Association's CPA with annual federal and state income taxes. We will also process 1099's in accordance with IRS standards.



Section D

Sample Reports

MANAGEMENT REPORT



PROPERTY MANAGEMENT REPORT

PREPARED FOR: The Sample Association, Executive Committee
MEETING DATE: MAY 22, 2014
PREPARED BY: *COMMUNITY MANAGER*
DATE PREPARED: MAY 16, 2014

FINANCIAL INFORMATION

1. **Collections** – Please find the monthly collections report enclosed.
2. **Financial Statements** – Please find the financial statements as of April 30 enclosed.
3. **Tax and Audit** – Daly, Hamad & Associates, PLLC is almost finished with preparing Sample Association’s 2013 taxes and 2013 audit. Dan Hamad filed an extension so that Sample Association’s taxes are due by September 15.

HIGHLIGHTS

Enclosed please find the draft highlights of April 24’s Executive Board meeting.

INTERIM DECISION

On May 15, the Board President informed Sample Owner, the owner Unit #513, that Sample Association is not liable for dry cleaning the clothes of his renter, Sample Renter, to sanitize them from feces because Article III’s Section 17B of the Bylaws applies to this incident, which reads, “The Unit Owners’ Association shall not be liable to any Unit Owner for loss or damage, by (unreadable) or otherwise, of articles which may be stored upon any of the Common Elements.” The Association’s attorney, Sample Attorney, advised that the Executive Committee can approve picking up the cost of her dry cleaning if it wishes, but says Sample Association is not liable because...

1. Article III’s Section 17B of the Bylaws applies to this incident, which reads, “The Unit Owners’ Association shall not be liable to any Unit Owner for loss or damage, by (unreadable) or otherwise, of articles which may be stored upon any of the Common Elements.”
2. The incident was not caused by Sample Association’s failure to maintain or act because...
 - a. the incident was a random act of vandalism, similar to keying cars in a building’s parking lot, and
 - b. the incident was completely unforeseen.

MANAGEMENT INFORMATION

NEW BUSINESS

Hydrojetting the Drain Lines – The Building Engineer has found that he has to snake the common main line to clear an obstruction. The drain lines are normally cleaned out every one or two years with hydro-jetting, which costs about \$7,500 per the attached proposal from Magnolia Plumbing. Hydrojetting is where high pressured water is jetted down each of the pipes from their openings on the roof.

Annual Inspection of the Fire Alarm System – The Fire Prevention Code requires the alarm system to be inspected once a year. Attached please find a bid for \$1,440 from Castle Sprinkler and Alarm, which replaced Sample Association's fire alarm system last summer. Management should be receiving bids from Simplex Grinnell as well as Fire Life Safety America (FLSA) next week. FLSA said that they can include a free fire extinguisher inspection with their fire-alarm system inspection contract. FLSA could also inspect the system before the new alarm system's warranty expires.

Parking in Space Nos. 43, 44 & 45 – Would the Executive Committee like any of these building spaces to be available for Sample Association's residents, guests and contractors when the building does not need them. Space No. 43 is for Sample Association's cleaning staff and Space No. 44 is for the Building Engineer, and Space No. 45 is for contractors. The Board Secretary, Gary, would like the Association to obtain income by renting these spaces.

1. Parking Space No. 43 is available anytime outside of 7am–4pm on weekdays, and 7am–12pm on weekends.
2. Parking Space No. 44 is available anytime outside of 11am–3pm on weekdays.
3. Parking Space No. 45 is available first come, first served for contractors only 9am–5pm on weekdays, and 10am–7pm on Saturdays.

Elevators' Floors – Would the Board like Management to look into obtaining bids for replacing the elevators' linoleum floors? Our building cleaning staff from Maid Perfect used a buffer machine with a floor stripping agent at no cost to see whether the discoloration was due to a wax or sealant residue, but found there was nothing to remove. These linoleum floors appear to be 5 years old from when the elevators were renovated in 2009.

Sewage Pump's Valves – When the new sump pump was installed on April 28, the technicians found that the sewage pump pit's gate valve and check valve were both leaking about 30–50% of the water they are supposed to be pumping out. These leaking valves are not damaging anything; the only issue is that the pumps have to work to pump that water out again, which shortens the life of the pumps. Service Machine Shop has prepared the enclosed quote to replace these leaking gate and check valves for \$2,750. Only the restrooms on the lower level would be out of order for one day while these valves are being replaced.

Electric Grills on the Roof Deck – Would the Executive Committee approve purchasing two new George Foreman grills for \$99 each? The Building Engineer found that electric grills on the roof no longer work, even after emptying their grease traps. To help them last longer, Management could tape a laminated sticker to their lids that says, "Please store inside the First Aid Room after use, especially before inclement weather."

Painting the Pool's Lap Lane – Due to the contract's delay, the rain the week of May 12, the lack of staff available, the time needed to order painting materials, the pool's lap lane was not able to be painted this year. Continental Pools will paint the lap lane at the end of this season.

Preparing Unit 806 for Sale – Management recommends meeting with the following remodeling contractors for Unit #806: Quality Craft Construction, Munoz Construction, Palmer Brothers and Chesapeake Finishing.

OLD BUSINESS

Updating the Rules and Regulations – Would the Executive Committee like to adopt the enclosed proposed 2014 Rules and Regulations that the Rules Review Committee prepared?

Update on the HVAC's Monitoring System – Early next week, GHA Community Management's Vice President of Energy Management, Michael Barton, will provide his opinion on whether Sample Association should upgrade its HVAC monitoring system, and describe the risks of waiting to upgrade it (e.g., how well the chiller would function without the monitoring system). He will also let us know whether he recommends

any less expensive alternatives (e.g., a less advanced upgrade or a different vendor).

Updating the Community's Website – The Website Committee will be meeting on May 19 to review photos submitted to share with the newly–designed community website (www.sampleassociation.com) and approve a backdrop/color scheme. The committee is looking for pictures of residents, the pool, gardens, interior apartment shots (e.g., old realtor staged photos), neighborhood to show people where we live (e.g., Logan and DuPont Circles, Whole Foods, and great downtown DC shots), the building, roof deck, etc. Any and all photos are welcome, and would be appreciated!

Soil Testing Results –On April 29, Total Environmental emailed the following:

I am sending a technician back to the site to re–gauge one well, as the product level in that one well was more than I expected. Deepak Singh, with DDOE, called last week to say that if product is stable and sump remains clear, he will consider closure. So, the sump is clear, but I want to be certain that we do not overestimate product thickness. It is very viscous and hard to measure, so I want to double check before we report. I will send a draft to you as soon as I get the updated data.

Roof Deck's Awning Repair – Management has submitted the 50% deposit of \$2,298 to Awnings Unlimited for a new 30–foot awning cover, which should arrive in 2–3 weeks. Awnings Unlimited advises that we should keep the current awning's valance on hand because the new awning will come with a valance and the valances are usually the first to be in need of replacement.

Convactor Cleaning 2014 – Quality Air will begin cleaning each condo unit's convactor(s) starting June 2 following the schedule below.

2014's Schedule	Units Serviced
Mon., June 2 nd	Unit 908 to Unit 1013
Tues., June 3 rd	Unit 801 to Unit 907
Wed., June 4 th	Unit 611 to Unit 716
Thurs., June 5 th	Unit 504 to Unit 610
Fri., June 6 th	Unit 413 to Unit 503
Mon., June 9 th	Unit 307 to Unit 412
Tues., June 10 th	Unit 201 to Unit 306, & 1 st Floor & Lower Level Suites

SUGGESTION BOX

None

Next Executive Committee Meeting – Thursday, June 26, at 7 pm in the lobby.

OPERATIONS CALENDAR

Sample Association Operations Calendar 2014

January	February	March	April	May	June
Prepare Operational Calendar for 2014	Inspect interior hallways and garages	Inspect landscape for Spring mulching prep	Inspect interior hallways and garages	Inspect Interior Hallways and garages	Send out DPOR
Review and establish 2014 action item list with Board	Develop RFP's for capital repairs and expiring major contracts	Inspect interior hallways and garages	Send out notice for 2014 annual meeting	Inspect all exterior common areas	Inspect Interior Hallways and Garages
	Meet with landscape contractor to initiate spring and fall projects	Present all Capital RFP's for review and approval	Inspect all exterior common areas	Prepare DPOR renewal to expire on June 30, 2014	Inspect all exterior common areas
			Turn on all exterior hose bibs	Send out notice for 2014 annual meeting	Continue with all approved exterior repairs
Review 2013 Accounts for accrual adjustments		Inspect all other extrior common areas for needed common area repairs	Prepare rooftop furniture for summer use		Present all received contract RFP's to Board for expiring contracts
Board meeting 4th Thursday	Board meeting 4th Thursday	Board meeting 4th Thursday	Board meeting 4th Thursday	Board Meeting 4th Thursday	Annual meeting 4th Thursday
July	August	September	October	November	December
Perform landscape Inspection for fall plantings and procure proposals	Submit fall landscape proposals to Board	Submit first draft of 2015 Budget	Exterior Hose Bibs Turn Off	Approve 2015 Budget and coverletter	Mail Out Budget and 30 day Assessment increase letters
Inspect Inerior Hallways and Garages	Inspect interior hallways and garages	Obtain Snow Removal Proposals	Submit snow removal proposals to Board	Obtain Engagement Letters for 2014 Taxes and Audit	Inspect Interior Hallways and Garages
Inspect all exterior common areas	Inspect all exterior common areas	Inspect all other extrior common areas for needed common area repairs	Inspect all exterior common areas	Inspect all exterior common areas	Review rules and regulations and resolutions for updating
	Submit 2012 taxes and audit for Board review	Inspect interior hallways and garages	Inspect interior hallways and garages	Inspect Interior Hallways and garages	Inspect all exterior common areas
	Mail out taxes		Sign Snow removal Contract	Store roof top furniture	Renew Community Insurance
Fire/Sprinkler Inspection Annual		Initiate fall landscape work	Complete fall landscape work	Insurance renewal review- expiration 12-31-2014	
Board meeting 4th Thursday	Board meeting 4th Thursday	Board meeting 4th Thursday	Board meeting 4th Thursday	Board meeting 3rd Thursday	Board meeting TBD

ACTION ITEM LIST

Sample Association
Action List
Last Updated: May 23, 2014

Action Description	Assigned To	Target Date	Status	Date	Action Taken
Maintenance Items					
Garage CO Sensors	John	6/1/2014	OPEN	7/8/2013	Contacted EPS and an electrician regarding the wiring requirements for garage exhaust fans. Their response was that it is not required by law to reconfigure the wiring to the garage exhaust fans; however, it is in the Association's best interest to do so, because electricity is being wasted when more fans than necessary are turned on at the same time.
				3/10/2014	Management is going to discuss replacement of the CO sensors and wiring to the exhaust fans during the March Board meeting due to amount of information being discussed at the January meeting.
				3/21/2014	Management reached out to Freestate to request a longer warranty term and written documentation stating that the re-wiring to the panel will pass a County inspection.
				4/23/2014	Now that Management has received confirmation in writing from Freestate explaining that the County does not require a permit to re-wire the panel to the garage exhaust fans, a signed contract has been executed between both parties. A scheduled start date is still up in the air at the moment because they are waiting on material.
Groundwater Leak in Stair C	John	6/1/2014	OPEN	1/3/2014	Met with contractors concerning the leak infiltration down stairwell C and onto the P2 parking level. The contractors we met with suggested capping one irrigation head and extending the other so water escapes and does not move toward the ground that was recently sloped. In addition, it is recommended that the two trees growing into the sidewalk outside of Stair C be removed because the root system is creating the negative sloping that does not allow water to move away from the stairwell.
				1/17/2014	Management met with EV AirTight who suggested just doing a urethane injection for the time being because the cost to repair the entire membrane will be very expensive.
				2/12/2014	Management received 3 bids to do a grout injection in Stair C because of the water infiltration in the garage. The bids are ready for review in the Board packet.
				3/21/2014	Management contacted Culbertson to schedule the repairs.
				4/22/2014	Culbertson finished the urethane injection ports. It was also their recommendation to install a knee high wall around the sidewalk to Stair C because when it rains the water currently slopes downward. This is the same recommendation we received from another contractor. As a result, Management requested a proposal from Fehmi to do this work.
				5/5/2014	Management contacted Thomas Downey request an estimate to give us their recommendation to resolve the stair C water intrusion. After the big rainstorm on April 30th, Management noted that water infiltrated from both sides of the stairwell. Culbertson will come out to inject some more ports in the foundation wall, but more work needs to be done to deter water away from the stairwell.
Fix the sod behind building	John	6/1/2014	OPEN	5/20/2014	Management contacted Fehmi to arrange a date this week to look at the sod and determine the best approach to fix the sod.
Administration Items					
Temporary Pool Deck Suggestions	John	TBD	TABLED	12/13/2013	Management found two contractors, Reston Painting & WRR, that are willing to quote a temporary pool deck so residents can use the pool deck to socialize during the months while the pool is closed. Management is just waiting for a price to install an aluminum pool decking instead of pre-treated wood because it will be easier to remove the panels when the pool is ready to open. In addition, Management is waiting for the contractors to confirm that Fairfax County would be okay with the idea of a temporary pool deck. This may require a \$500 permit and approximately \$500 for the contractor to draft an architectural drawing. Please note there is no guarantee that the County would approve this project and the Association risks spending approximately \$1,000 for no reason.
				1/16/2014	Management met with engineers to bid on the design and drawing of the temporary pool deck because Fairfax County requires an architectural drawing that meets code. The engineers should be involved on the design because of the scope of work involved to make this happen.
Request Melton to provide list of commercials	John	6/1/2014	OPEN	10/16/2013	Sent an e-mail to Melton with the Board's questions and to request a day next week to discuss the template for Sample Association.
				11/11/2013	Meeting with Melton regarding the template soon. Still waiting on him to answer the Board's questions.

				<p>12/13/2013 The Board was okay with the front desk tv template. Now, Management is waiting on the list of commercials to choose from, which will be forwarded to the Board immediately for review.</p> <p>3/13/2014 Melton stated that the SmartTV will be installed this month, and the commercials will be ready for the Board's review very soon pending the rate approval at the meeting.</p> <p>3/21/2014 Management e-mailed Melton to let him know the rate card was approved by the Board, and requested a copy of the agreement and list of vendors interested in the commercial advertisements at Sample Association.</p> <p>5/16/2014 Melton e-mailed Management the advertising agreement for review.</p>
Architect Quotes for Signs	John	6/19/2014	OPEN	<p>5/20/2014 Management is waiting on one more proposal to do the drawing and provide designs for permit approval. At this time, the Marriott is not interested in spending the money until it is budgeted for next year.</p>
Propose Amendments to Pet Rules & Regs	John	6/19/2014	OPEN	
Violation Items				
Contract Renewal Items				

CONTRACT ANALYSIS

**GHA Community Management LLC
Service Contract Analysis
Sample Association**

Type of Service	Contractor and Contact Information	Description of Service	Costs	Frequency and Term
Insurance	Wells Fargo 703-549-2200 Hanover Insurance (866) 260-5218	Crime Policy Directors & Officers Umbrella Carrier Policy Fee Business Owners	\$442.00/yr. \$1,138.00/yr. \$1,250.00/yr. \$507.00/yr. \$1,973.94/mo.	12/22/2013- 12/22/2014 with annual renewal
Exterminating	Orkin, Inc. (703) 361-6121	Exterminating Services	\$426.40/qtr.	9/9/09 - 9/9/11 month - to - month quarterly inspections
Landscaping	Valley Crest Landscaping (703) 339-0448 Chris Muth	Grounds Maintenance	\$1,486.00/mo.	1/1/2013 - 12/31/2015 3 year contract 30 days notice to terminate
Snow	Valley Crest Landscaping Chris Muth	Snow Removal	Per occurrence	Based on 3 inch accumulation 1/4 inch on ice accumulation
Trash Removal	American Disposal Services (703) 368-0500	Trash Removal/Compactor Lease	\$776.29/mo.	compactor service 2x/wk recycling 1x/wk month - to - month
Building Maint.	Ron Gutshall (703) 963-8885	Building Maintenance		GHA Employee contracted for 10 hours per week
Fire Alarm/ Monitoring	Red Hawk Fire & Security (301) 589-8857	Annual fire alarm monitoring Annual test & inspect	\$720 w/ set up fee \$175.05 \$2,130.00	five years effective 9/26/2013 three years effective 9/26/2013

Cleaning	Clean Advantage Corporation (301) 595-7333	clean buildings & garages	\$2,035/mo.	03/02/2009 - 03/01/2010 On-going annually
Legal	Chadwick, Washington Bruce Easemunt (703) 352-1900	legal & collections	Collections - per occurrence	month - to - month contract
Garage Doors	Academy Doors (703) 541-0300	garage doors repair & maintenance	Per occurrence	month - to - month service - no preventative maintenance contract
Elevator	Otis Elevator Chelsea Cercone (703) 296-2580 Service (800) 233-6847	810 #NQA440439 820 #NQA445103 830 #NQA449407	\$3,922.47/qtr. services - per occurrence	Contract: 06-01-2012/05-31-2017 five year contract
Elevator Inspection	Central Elevator Inspection Svcs. (540) 987-3111	semi annual routine inspection annual no load test	\$540/year	4/1/13 - 4/30/16
Printing & Copying	GAM Printers (703) 450-4121	mailings	Per occurrence	month - to - month service no contract mailings as needed
Carpet Cleaning	Neale Tyler (703) 801-5865	carpet cleaning	\$1,100 per service for all three buildings	3x per year service month - to - month no contract
Irrigation	Hydro-Tech Irrigation 703-263-2266	irrigation	\$1,200	Annual contract April - October Parts and Repairs - billed separately
Security Cameras	Marlin Leasing 1-888-479-9111	equipment lease	\$381.86/mo.	monthly
Security	Force Security Solutions (703) 286-7205	repairs	per occurrence	
Security Services	Comcast (800) 391-3000	camera connection via internet	\$82-86/mo.	monthly
Entry System	Condortech, Inc. (703) 916-9200	Monitoring/Access Control	Per occurrence	month - to - month contract for system service
HVAC	PENDING	HVAC/Engineering Services		

Electrical	Testerman Electric Junior Testerman (703) 878-3684	electrical repairs	Per occurrence	No contract Service based as needed
Audit & Taxes	Ahlberg & Company (703) 934-6650	preparation of audit and taxes	\$3,000.00	annually

SAMPLE ASSOCIATION
03/31/2014
BOD FINANCIAL PACKAGE

<u><i>Included Reports</i></u>	<u><i>Copies</i></u>
Balance Sheet (PDBS)	1
GL Investment Report	1
Income Statement (INCO)	1
AP Cash Disbursement	1
GL General Ledger	1
RM Delinquent by Entity	1
External Insert	1

SAMPLE ASSOCIATION
Balance Sheet (PDBS)
MARCH 31, 2014

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1

OPERATING CASH

10000	Smartstreet Checking Account	56,495.99	
		<u>56,495.99</u>	
	TOTAL OPERATING CASH		56,495.99

CASH INVESTMENTS

10020 S	MMKT Smartstreet	53,598.39	
10040 L	CD VA Heritage 5/4/14	98,859.38	
10040 L	CD CAB 1/21/17	137,595.56	
		<u>137,595.56</u>	
	TOTAL INVESTMENTS		290,053.33

CURRENT ASSETS

13100	Owner Accounts Receivable	91,232.21	
12020	Miscellaneous Receivable	350.00	
13900	Allowance for Doubtful Accounts	(27,500.00)	
12022	Accrued Interest	2,927.98	
14010	Prepaid Insurance	1,056.00	
	TOTAL CURRENT ASSETS		68,066.19

	TOTAL ASSETS		414,615.51
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SAMPLE ASSOCIATION
Balance Sheet (PDBS)
MARCH 31, 2014

LIABILITIES AND OWNERS EQUITY

CURRENT LIABILITIES

	Accounts Payable	16,200.00	
23000	Accrued Expenses	6,945.53	
31019	Income Tax Payable	2,005.00	
20100	Prepaid Assessments	17,543.43	

	TOTAL CURRENT LIABILITIES		42,693.96

TOTAL LIABILITIES **42,693.96**

OWNERS EQUITY

34000	Replacement Reserves	436,802.65	
34100	Operating Reserves	(330,815.00)	
07410	Prior Year's Retained Earnings	311,283.09	
	Net Surplus / (Deficit)	(45,349.19)	

	TOTAL OWNERS EQUITY		371,921.55

TOTAL LIABILITIES & OWNERS EQUITY **414,615.51**

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GHA COMMUNITY MANAGEMENT LLC
3020 HAMAKER COURT
SUITE 300
FAIRFAX, VA 22031

Account				Maturity	Rate	Amount
10040	CD	LF-002	VA Heritage 5/4/14	05/04/2014	1.09%	98,859.38
10040	CD	LF-004	CAB 1/21/17	01/21/2017	0.85%	137,595.56
				Total		236,454.94
				Entity Total		236,454.94

SAMPLE ASSOCIATION

Income Statement (INCO)

MARCH 31, 2014

81LF

ACCOUNT TITLE	C U R R E N T			_ Y E A R T O D A T E _		(MO=3)	ANNUAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	BUDGET
45100 ASSESSMENT INCOME	28,968.00	28,857	111.00	86,904.00	86,571	333.00	346,278
TOTAL ASSESSMENT INCOME	28,968.00	28,857	111.00	86,904.00	86,571	333.00	346,278
48100 LATE FEE INCOME	725.00	846	(121.00)	2,210.00	2,538	(328.00)	10,147
48120 LEGAL FEE INCOME	0.00	339	(339.00)	0.00	1,017	(1,017.00)	4,070
48175 RETURN CHECK INCOME	0.00	4	(4.00)	0.00	12	(12.00)	50
49010 INTEREST INCOME	309.47	492	(182.53)	923.36	1,476	(552.64)	5,909
TOTAL OTHER INCOME	1,034.47	1,681	(646.53)	3,133.36	5,043	(1,909.64)	20,176
TOTAL INCOME	30,002.47	30,538	(535.53)	90,037.36	91,614	(1,576.64)	366,454
ADMINISTRATIVE EXPENSES							
51165 MEETING MINUTES	200.00	167	(33.00)	200.00	501	301.00	2,000
51199 MISCELLANEOUS ADMINISTRATIVE	584.83	667	82.17	1,912.84	2,001	88.16	8,000
56070 FEDERAL & STATE INCOME TAX	0.00	0	0.00	0.00	0	0.00	3,000
TOTAL ADMINISTRATIVE EXPENSES	784.83	834	49.17	2,112.84	2,502	389.16	13,000
UTILITIES							
52005 ELECTRICITY	488.12	458	(30.12)	1,432.66	1,374	(58.66)	5,500
52020 WATER/SEWER	0.00	1,000	1,000.00	0.00	3,000	3,000.00	12,000
TOTAL UTILITIES	488.12	1,458	969.88	1,432.66	4,374	2,941.34	17,500
CONTRACT EXPENSES							
53010 FACILITIES MANAGEMENT CONTRACT	1,100.00	1,100	0.00	3,300.00	3,300	0.00	13,200
53113 EXTERMINATING CONTRACT	0.00	1,506	1,506.00	0.00	4,518	4,518.00	18,070
53118 COMMON AREA MAINTENANCE	0.00	1,065	1,065.00	1,080.00	3,195	2,115.00	12,780
53120 GROUNDS CONTRACT	5,145.00	3,333	(1,812.00)	15,435.00	9,999	(5,436.00)	40,000
53505 SNOW REMOVAL CONTRACT	15,807.00	3,054	(12,753.00)	23,108.00	10,404	(12,704.00)	10,404
TOTAL CONTRACT EXPENSES	22,052.00	10,058	(11,994.00)	42,923.00	31,416	(11,507.00)	94,454
REPAIRS & MAINTENANCE							
54010 COMMON AREA MAINTENANCE	3,705.45	1,404	(2,301.45)	8,252.58	4,212	(4,040.58)	16,851
TOTAL REPAIRS & MAINTENANCE	3,705.45	1,404	(2,301.45)	8,252.58	4,212	(4,040.58)	16,851
PROFESSIONAL SERVICES							
55050 INSURANCE	4,012.77	5,000	987.23	12,038.33	15,000	2,961.67	60,000
55055 INSURANCE CLAIM/DEDUCTIBLE	8,107.62	0	(8,107.62)	25,464.84	5,000	(20,464.84)	5,000
55100 AUDIT & TAX	1,300.00	0	(1,300.00)	1,300.00	0	(1,300.00)	2,500
55150 MANAGEMENT FEE	2,267.14	2,267	(0.14)	6,801.42	6,801	(0.42)	27,205

SAMPLE ASSOCIATION

Income Statement (INCO)

MARCH 31, 2014

81LF

ACCOUNT TITLE	CURRENT			YEAR TO DATE		(MO=3)	ANNUAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	BUDGET
55272 LEGAL & PROFESSIONAL	2,854.68	707	(2,147.68)	4,709.88	2,121	(2,588.88)	8,480
60510 LICENSES & FEES	0.00	0	0.00	0.00	0	0.00	64
TOTAL PROFESSIONAL SERVICES	18,542.21	7,974	(10,568.21)	50,314.47	28,922	(21,392.47)	103,249
RESERVES							
61000 REPLACEMENT RESERVES	9,617.00	9,617	0.00	28,851.00	28,851	0.00	115,400
61100 OPERATING RESERVE CONTRIBUTION	500.00	500	0.00	1,500.00	1,500	0.00	6,000
TOTAL RESERVES	10,117.00	10,117	0.00	30,351.00	30,351	0.00	121,400
TOTAL EXPENSES	55,689.61	31,845	(23,844.61)	135,386.55	101,777	(33,609.55)	366,454
NET INCOME (LOSS)	(25,687.14)	(1,307)	(24,380.14)	(45,349.19)	(10,163)	(35,186.19)	0

Bank 81LF SAMPLE
ASSOCIATION
For Entities 81LF to 81LF
For All Vendors

Vendor Name	Voucher	Vch Date	Amount	Disc Taken	Bank	Check	Type	Check Date	Amount
GHACON GHA COMMUNITY MGMT	01316562	03/05/2014	2,307.14	0.00	81LF	000425	C	03/05/2014	2,307.14
CCSERV CCS SERVICES	01318499	03/11/2014	3,125.00	0.00	81LF	000426	C	03/12/2014	3,125.00
CCSERV CCS SERVICES	01318503	03/11/2014	520.00	0.00	81LF	000426	C	03/12/2014	520.00
CHAWAS Chadwick, Washington,	01318495	03/11/2014	1,654.18	0.00	81LF	000427	C	03/12/2014	1,654.18
GHASER GHA Services II, LLC	01318507	03/11/2014	264.46	0.00	81LF	000428	C	03/12/2014	264.46
GHASER GHA Services II, LLC	01318514	03/11/2014	110.00	0.00	81LF	000428	C	03/12/2014	110.00
STAART State of the Art, Inc	01318518	03/11/2014	5,145.00	0.00	81LF	000429	C	03/12/2014	5,145.00
DOMVIR Dominion Virginia Power	01319597	03/19/2014	31.27	0.00	81LF	000430	C	03/20/2014	31.27
DOMVIR Dominion Virginia Power	01319599	03/19/2014	111.98	0.00	81LF	000430	C	03/20/2014	111.98
DOMVIR Dominion Virginia Power	01319602	03/19/2014	80.69	0.00	81LF	000430	C	03/20/2014	80.69
DOMVIR Dominion Virginia Power	01319604	03/19/2014	36.27	0.00	81LF	000430	C	03/20/2014	36.27
DOMVIR Dominion Virginia Power	01319607	03/19/2014	19.54	0.00	81LF	000430	C	03/20/2014	19.54
DOMVIR Dominion Virginia Power	01319609	03/19/2014	127.14	0.00	81LF	000430	C	03/20/2014	127.14
DOMVIR Dominion Virginia Power	01319613	03/19/2014	50.20	0.00	81LF	000430	C	03/20/2014	50.20
GHASER GHA Services II, LLC	01319615	03/19/2014	1,100.00	0.00	81LF	000431	C	03/20/2014	1,100.00
JOHBRE JOHNSON, BREMER, &	01319619	03/19/2014	1,300.00	0.00	81LF	000432	C	03/20/2014	1,300.00
NATPAV NATIONAL PAVING REPAIR	01319622	03/19/2014	934.00	0.00	81LF	000433	C	03/20/2014	934.00
NATPAV NATIONAL PAVING REPAIR	01319624	03/19/2014	690.00	0.00	81LF	000433	C	03/20/2014	690.00
NATPAV NATIONAL PAVING REPAIR	01319626	03/19/2014	5,628.00	0.00	81LF	000433	C	03/20/2014	5,628.00
THEPRO THE PROFESSIONAL DOCUMENT	01319628	03/19/2014	200.00	0.00	81LF	000434	C	03/20/2014	200.00
NATPAV NATIONAL PAVING REPAIR	01321138	03/25/2014	2,520.00	0.00	81LF	000435	C	03/25/2014	2,520.00
NATPAV NATIONAL PAVING REPAIR	01321139	03/25/2014	6,035.00	0.00	81LF	000435	C	03/25/2014	6,035.00
NATWID NATIONWIDE INSURANCE	01321148	03/25/2014	3,912.60	0.00	81LF	000436	C	03/25/2014	3,912.60
REMCON REMODELING CONTRACTORS	01321153	03/25/2014	8,107.62	0.00	81LF	000437	C	03/25/2014	8,107.62
GHACON GHA COMMUNITY MGMT	01321945	03/28/2014	544.83	0.00	81LF	000438	C	03/28/2014	544.83
Totals			44,554.92	0.00					44,554.92

Computer Checks: 44,554.92
Manual Checks: 0.00

General Ledger
81LF SAMPLE ASSOCIATION
For Dates 03/01/2014 to 03/31/2014

For Accounts to ZZZZZZZZ

GHA COMMUNITY MANAGEMENT LLC

Account	Sub	DETAIL	Type Reference	Date	Description	Debit Amount	Credit Amount	Balance
00300	1	DETAIL			Beginning Balance			-16,200.00
		MANAGEMENT FEE	AVC 01316562	03/05/2014	GHA COMMUNITY MGMT		2,307.14	
		MANAGEMENT FEE	ACK 81LF -000425	03/05/2014	GHA COMMUNITY MGMT	2,307.14		
		LEGAL THRU 2/28/14	AVC 01318495	03/11/2014	Chadwick, Washington		1,654.18	
		3/2 14439 FALLSCLIFF	AVC 01318499	03/11/2014	CCS SERVICES		3,125.00	
		2/14 LABOR	AVC 01318503	03/11/2014	CCS SERVICES		520.00	
		1/27 PREV. MAINT.	AVC 01318507	03/11/2014	GHA Services II, LLC		264.46	
		1/18 EMERGENCY CALL	AVC 01318514	03/11/2014	GHA Services II, LLC		110.00	
		2/14 LANDSCAPING	AVC 01318518	03/11/2014	State of the Art		5,145.00	
		3/2 14439 FALLSCLIFF	ACK 81LF -000426	03/12/2014	CCS SERVICES	3,125.00		
		2/14 LABOR	ACK 81LF -000426	03/12/2014	CCS SERVICES	520.00		
		LEGAL THRU 2/28/14	ACK 81LF -000427	03/12/2014	Chadwick, Washington	1,654.18		
		1/27 PREV. MAINT.	ACK 81LF -000428	03/12/2014	GHA Services II, LLC	264.46		
		1/18 EMERGENCY CALL	ACK 81LF -000428	03/12/2014	GHA Services II, LLC	110.00		
		2/14 LANDSCAPING	ACK 81LF -000429	03/12/2014	State of the Art	5,145.00		
		2/5/14 - 3/6/14	AVC 01319597	03/19/2014	Dominion VA Power		31.27	
		2/5/14 - 3/6/14	AVC 01319599	03/19/2014	Dominion VA Power		111.98	
		2/5/14 - 3/6/14	AVC 01319602	03/19/2014	Dominion VA Power		80.69	
		2/5/14 - 3/6/14	AVC 01319604	03/19/2014	Dominion VA Power		36.27	
		2/5/14 - 3/6/14	AVC 01319607	03/19/2014	Dominion VA Power		19.54	
		2/5/14 - 3/6/14	AVC 01319609	03/19/2014	Dominion VA Power		127.14	
		2/5/14 - 3/6/14	AVC 01319613	03/19/2014	Dominion VA Power		50.20	
		3/14 PREV. MAINT.	AVC 01319615	03/19/2014	GHA Services II, LLC		1,100.00	
		12/31/10 AUDIT	AVC 01319619	03/19/2014	JOHNSON, BREMER, &		1,300.00	
		2/13 SNOW REMOVAL	AVC 01319622	03/19/2014	NATIONAL PAVING REPA		934.00	
		2/18 SNOW REMOVAL	AVC 01319624	03/19/2014	NATIONAL PAVING REPA		690.00	
		2/13 SNOW REMOVAL	AVC 01319626	03/19/2014	NATIONAL PAVING REPA		5,628.00	
		1/27 BOARD MEETING	AVC 01319628	03/19/2014	THE PROFESSIONAL DOC		200.00	
		2/5/14 - 3/6/14	ACK 81LF -000430	03/20/2014	Dominion VA Power	31.27		
		2/5/14 - 3/6/14	ACK 81LF -000430	03/20/2014	Dominion VA Power	111.98		
		2/5/14 - 3/6/14	ACK 81LF -000430	03/20/2014	Dominion VA Power	80.69		
		2/5/14 - 3/6/14	ACK 81LF -000430	03/20/2014	Dominion VA Power	36.27		
		2/5/14 - 3/6/14	ACK 81LF -000430	03/20/2014	Dominion VA Power	19.54		
		2/5/14 - 3/6/14	ACK 81LF -000430	03/20/2014	Dominion VA Power	127.14		
		2/5/14 - 3/6/14	ACK 81LF -000430	03/20/2014	Dominion VA Power	50.20		
		3/14 PREV. MAINT.	ACK 81LF -000431	03/20/2014	GHA Services II, LLC	1,100.00		
		12/31/10 AUDIT	ACK 81LF -000432	03/20/2014	JOHNSON, BREMER, &	1,300.00		
		2/13 SNOW REMOVAL	ACK 81LF -000433	03/20/2014	NATIONAL PAVING REPA	934.00		
		2/18 SNOW REMOVAL	ACK 81LF -000433	03/20/2014	NATIONAL PAVING REPA	690.00		
		2/13 SNOW REMOVAL	ACK 81LF -000433	03/20/2014	NATIONAL PAVING REPA	5,628.00		
		1/27 BOARD MEETING	ACK 81LF -000434	03/20/2014	THE PROFESSIONAL DOC	200.00		
		3/17 SNOW REMOVAL	AVC 01321138	03/25/2014	NATIONAL PAVING REPA		2,520.00	
		3/3 SNOW REMOVAL	AVC 01321139	03/25/2014	NATIONAL PAVING REPA		6,035.00	
		4/15/13 - 4/15/14	AVC 01321148	03/25/2014	NATIONWIDE INSURANCE		3,912.60	
		3/18 FINAL PAYMENT	AVC 01321153	03/25/2014	REMODELING CONTRACTO		8,107.62	
		3/17 SNOW REMOVAL	ACK 81LF -000435	03/25/2014	NATIONAL PAVING REPA	2,520.00		
		3/3 SNOW REMOVAL	ACK 81LF -000435	03/25/2014	NATIONAL PAVING REPA	6,035.00		
		4/15/13 - 4/15/14	ACK 81LF -000436	03/25/2014	NATIONWIDE INSURANCE	3,912.60		
		3/18 FINAL PAYMENT	ACK 81LF -000437	03/25/2014	REMODELING CONTRACTO	8,107.62		
		02/16-03/15 A/B CHGS	AVC 01321945	03/28/2014	GHA COMMUNITY MGMT		452.88	
		02/16-03/15 A/B CHGS	AVC 01321945	03/28/2014	GHA COMMUNITY MGMT		81.00	
		02/16-03/15 A/B CHGS	AVC 01321945	03/28/2014	GHA COMMUNITY MGMT		1.35	

General Ledger
81LF SAMPLE ASSOCIATION
For Dates 03/01/2014 to 03/31/2014

For Accounts to ZZZZZZZZ

GHA COMMUNITY MANAGEMENT LLC

Account	Sub	Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
	02/16-03/15	A/B CHGS	AVC 01321945	03/28/2014	GHA COMMUNITY MGMT		9.60	
	02/16-03/15	A/B CHGS	ACK 81LF -000438		03/28/2014 GHA COMMUNITY			
	02/16-03/15	A/B CHGS	ACK 81LF -000438			452.88		
	02/16-03/15	A/B CHGS	ACK 81LF -000438		03/28/2014 GHA COMMUNITY			
	02/16-03/15	A/B CHGS	ACK 81LF -000438			81.00		
					MGMT			
					Subaccount Total	44,554.92	44,554.92	0.00
					Subaccount Balance			-16,200.00
					Account Total	44,554.92	44,554.92	0.00
					Ending Balance			-16,200.00
07410		RETAINED EARNINGS			Beginning Balance			-311,283.09
					Ending Balance			-311,283.09
10000		CASH OPERATING			Beginning Balance			80,880.58
		RCP	01520898	03/01/2014	Direct Debit	7,881.00		
		RCP	01521074	03/03/2014	Lockbox	3,393.00		
		RCP	01520676	03/04/2014	Lockbox	1,697.00		
		RCP	01521664	03/05/2014	Lockbox	419.00		
		ACK	81LF -000425	03/05/2014	GHA COMMUNITY MGMT		2,307.14	
		RCP	01521873	03/06/2014	Lockbox	639.00		
		RCP	01522096	03/07/2014	RM Cash Proc Post	675.54		
		RCP	01522225	03/07/2014	Lockbox	206.00		
		RCP	01522569	03/10/2014	Lockbox	3,272.00		
		RCP	01522745	03/11/2014	Lockbox	1,278.00		
		RCP	01522912	03/12/2014	Lockbox	639.00		
		ACK	81LF -000426	03/12/2014	CCS SERVICES		3,645.00	
		ACK	81LF -000427	03/12/2014	Chadwick, Washington		1,654.18	
		ACK	81LF -000428	03/12/2014	GHA Services II, LLC		374.46	
		ACK	81LF -000429	03/12/2014	State of the Art		5,145.00	
		RCP	01523031	03/13/2014	RM Cash Proc Post	75.79		
		RCP	01523156	03/13/2014	Lockbox	1,832.00		
		RCP	01523418	03/14/2014	Lockbox	852.00		
		RCP	01523575	03/17/2014	Lockbox	213.00		
		RCP	01523938	03/18/2014	Lockbox	209.00		
		ACK	81LF -000430	03/20/2014	Dominion VA Power		457.09	
		ACK	81LF -000431	03/20/2014	GHA Services II, LLC		1,100.00	
		ACK	81LF -000432	03/20/2014	JOHNSON, BREMER, &		1,300.00	
		ACK	81LF -000433	03/20/2014	NATIONAL PAVING REPA		7,252.00	
		ACK	81LF -000434	03/20/2014	THE PROFESSIONAL DOC		200.00	
		RCP	01524833	03/24/2014	Lockbox	234.00		
		RCP	01525010	03/25/2014	Lockbox	213.00		
		ACK	81LF -000435	03/25/2014	NATIONAL PAVING REPA		8,555.00	
		ACK	81LF -000436	03/25/2014	NATIONWIDE INSURANCE		3,912.60	
		ACK	81LF -000437	03/25/2014	REMODELING CONTRACTO		8,107.62	
		RCP	01525192	03/26/2014	Lockbox	2,619.00		
		RCP	01525479	03/27/2014	Lockbox	1,935.00		
	MNTHLY RSRV CNTRB	JER	00015718	03/28/2014	Mar. 2014 Reserves		9,617.00	
		RCP	01525701	03/28/2014	Lockbox	419.00		
		ACK	81LF -000438	03/28/2014	GHA COMMUNITY MGMT		544.83	
		RCP	01525988	03/31/2014	Lockbox	1,086.00		
					Account Total	29,787.33	54,171.92	-24,384.59
					Ending Balance			56,495.99
10020	SMAR Smartstreet TS				Beginning Balance			43,975.70
	MNTHLY RSRV CNTRB	JER	00015718	03/28/2014	Mar. 2014 Reserves	9,617.00		
	UPDATE INTEREST	JE	00247112	03/31/2014	TS - UPDATE INTEREST	5.69		
					Subaccount Total	9,622.69	0.00	9,622.69
					Subaccount Balance			53,598.39
					Account Total	9,622.69	0.00	9,622.69
					Ending Balance			53,598.39

For Accounts to ZZZZZZZZ

GHA COMMUNITY MANAGEMENT LLC

Account	Sub	Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
10040	LF-002 VA Heritage 5/4/14				Beginning Balance			98,859.38
					Subaccount Total	0.00	0.00	0.00
					Subaccount Balance			98,859.38
10040	LF-004 CAB 1/21/17				Beginning Balance			137,183.05
	UPDATE INTEREST	JE	00247112	03/31/2014	TS - UPDATE INTEREST	412.51		
					Subaccount Total	412.51	0.00	412.51
					Subaccount Balance			137,595.56
					Account Total	412.51	0.00	412.51
					Ending Balance			236,454.94
12020	ACCOUNTS RECEIVABLE - OTHER				Beginning Balance			350.00
					Ending Balance			350.00
12022	ACCRUED INTEREST RECEIVABLE				Beginning Balance			3,036.71
	UPDATE INTER. ADJMNT	JE	00247172	03/31/2014	TS - UPDATE INTEREST		412.51	
	ACCRUED INTEREST	JE	00247174	03/31/2014	TS - MAR ADJUSTMENTS	303.78		
					Account Total	303.78	412.51	-108.73
					Ending Balance			2,927.98
13100	1 DELINQUENT END				Beginning Balance			88,139.66
		RMC	01519681	03/01/2014	RM Charges	7,668.00		
		RMC	01519682	03/01/2014	RM Charges	6,816.00		
		RMC	01519683	03/01/2014	RM Charges	9,372.00		
		RMC	01519684	03/01/2014	RM Charges	2,130.00		
		RMC	01519685	03/01/2014	RM Charges	2,982.00		
		RMC	01520277	03/01/2014	RM Credits		1,798.00	
		RMC	01520278	03/01/2014	RM Credits		1,437.00	
		RMC	01520279	03/01/2014	RM Credits		2,687.66	
		RMC	01520280	03/01/2014	RM Credits		356.38	
		RCP	01520898	03/01/2014	Direct Debit		7,403.62	
		RCP	01521074	03/03/2014	Lockbox		3,207.00	
		RCP	01520676	03/04/2014	Lockbox		1,538.00	
		RCP	01521664	03/05/2014	Lockbox		213.00	
		RCP	01521873	03/06/2014	Lockbox		426.00	
		RCP	01522225	03/07/2014	Lockbox		206.00	
		RCP	01522569	03/10/2014	Lockbox		3,059.00	
		RCP	01522745	03/11/2014	Lockbox		639.00	
		RCP	01522912	03/12/2014	Lockbox		416.00	
		RCP	01523031	03/13/2014	RM Cash Proc Post		75.79	
		RCP	01523156	03/13/2014	Lockbox		1,642.00	
		RCP	01523418	03/14/2014	Lockbox		734.00	
		RCP	01523575	03/17/2014	Lockbox		213.00	
	R			03/17/2014	RM Charges	725.00		
		RCP	01523938	03/18/2014	Lockbox		209.00	
		RCP	01524833	03/24/2014	Lockbox		21.00	
		RCP	01525192	03/26/2014	Lockbox		256.00	
		RCP	01525479	03/27/2014	Lockbox		18.00	
		RCP	01525701	03/28/2014	Lockbox		7.00	
		RCP	01525988	03/31/2014	Lockbox		38.00	
					Subaccount Total	29,693.00	26,600.45	3,092.55
					Subaccount Balance			91,232.21
					Account Total	29,693.00	26,600.45	3,092.55
					Ending Balance			91,232.21
13900	ALLOWANCE FOR DOUBTFUL ACCOUNTS				Beginning Balance			-27,500.00
					Ending Balance			-27,500.00
14010	PREPAID INSURANCE				Beginning Balance			1,156.17
	4/15/13 - 4/15/14	AVC	01321148	03/25/2014	NATIONWIDE INSURANCE	3,912.60		
	INSURANCE EXPENSE	JE	00247174	03/31/2014	TS - MAR ADJUSTMENTS		4,012.77	
					Account Total	3,912.60	4,012.77	-100.17
					Ending Balance			1,056.00
20100	1 PREPAIDS				Beginning Balance			-14,356.55
		RMC	01520277	03/01/2014	RM Credits	1,798.00		
		RMC	01520278	03/01/2014	RM Credits	1,437.00		
		RMC	01520279	03/01/2014	RM Credits	2,687.66		
		RMC	01520280	03/01/2014	RM Credits	356.38		

General Ledger
81LF SAMPLE ASSOCIATION
For Dates 03/01/2014 to 03/31/2014

For Accounts to ZZZZZZZZ

GHA COMMUNITY MANAGEMENT LLC

Account	Sub	Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
			RCP 01520898	03/01/2014	Direct Debit		477.38	
			RCP 01521074	03/03/2014	Lockbox		186.00	
			RCP 01520676	03/04/2014	Lockbox		159.00	
			RCP 01521664	03/05/2014	Lockbox		206.00	
			RCP 01521873	03/06/2014	Lockbox		213.00	
			RCP 01522096	03/07/2014	RM Cash Proc Post		675.54	
			RCP 01522569	03/10/2014	Lockbox		213.00	
			RCP 01522745	03/11/2014	Lockbox		639.00	
			RCP 01522912	03/12/2014	Lockbox		223.00	
			RCP 01523156	03/13/2014	Lockbox		190.00	
			RCP 01523418	03/14/2014	Lockbox		118.00	
			RCP 01524833	03/24/2014	Lockbox		213.00	
			RCP 01525010	03/25/2014	Lockbox		213.00	
			RCP 01525192	03/26/2014	Lockbox		2,363.00	
			RCP 01525479	03/27/2014	Lockbox		1,917.00	
			RCP 01525701	03/28/2014	Lockbox		412.00	
			RCP 01525988	03/31/2014	Lockbox		1,048.00	
					Subaccount Total	6,279.04	9,465.92	-3,186.88
					Subaccount Balance			-17,543.43
					Account Total	6,279.04	9,465.92	-3,186.88
					Ending Balance			-17,543.43
23000					Beginning Balance			-6,028.01
			REV 00244399	03/01/2014	GG - FEB ACCRUALS	6,028.01		
					Beginning Balance			-6,028.01
			ACCRUED EXPENSES					
			JE 00247176	03/31/2014	TS - MAR. ACCRUALS		6,945.53	
					Account Total	6,028.01	6,945.53	-917.52
					Ending Balance			-6,945.53
31019					Beginning Balance			-2,005.00
					Ending Balance			-2,005.00
34000	31380				Beginning Balance			152,582.96
					Subaccount Total	0.00	0.00	0.00
					Subaccount Balance			152,582.96
34000	31384				Beginning Balance			8,950.00
					Subaccount Total	0.00	0.00	0.00
					Subaccount Balance			8,950.00
34000	45000				Beginning Balance			-854,393.30
			CONTRIBUTION RESERVE EXPENSE					
			JE 00247174	03/31/2014	TS - MAR ADJUSTMENTS		9,617.00	
					Beginning Balance			-8,617.00
			R/C RESERVE CONTR.					
			JE 00247174	03/31/2014	TS - MAR ADJUSTMENTS	1,000.00		
					Subaccount Total	1,000.00	9,617.00	-8,617.00
					Subaccount Balance			-863,010.30
34000	45010				Beginning Balance			210,172.62
					Subaccount Total	0.00	0.00	0.00
					Subaccount Balance			210,172.62
34000	45040				Beginning Balance			27,241.95
					Subaccount Total	0.00	0.00	0.00
					Subaccount Balance			27,241.95
34000	45080				Beginning Balance			25,460.12
					Subaccount Total	0.00	0.00	0.00
					Subaccount Balance			25,460.12
34000	45120				Beginning Balance			1,800.00
					Subaccount Total	0.00	0.00	0.00
					Subaccount Balance			1,800.00
					Account Total	1,000.00	9,617.00	-8,617.00
					Ending Balance			-436,802.65
34100					Beginning Balance			332,315.00
			OPERATING RESERVES					
			OPERAT. RES. EXP.					
			JE 00247174	03/31/2014	TS - MAR ADJUSTMENTS		500.00	
					Beginning Balance			-500.00
			R/C OPERAT. RES.					
			JE 00247174	03/31/2014	TS - MAR ADJUSTMENTS		1,000.00	
					Account Total	0.00	1,500.00	-1,500.00
					Ending Balance			330,815.00
45100	R	Resident			Beginning Balance			-57,936.00
			RMC 01519681	03/01/2014	RM Charges		7,668.00	
			RMC 01519682	03/01/2014	RM Charges		6,816.00	
			RMC 01519683	03/01/2014	RM Charges		9,372.00	
			RMC 01519684	03/01/2014	RM Charges		2,130.00	
			RMC 01519685	03/01/2014	RM Charges		2,982.00	
					Subaccount Total	0.00	28,968.00	-28,968.00

For Accounts to ZZZZZZZZ

GHA COMMUNITY MANAGEMENT LLC

Account	Sub	Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
					Subaccount Balance			-86,904.00
					Account Total	0.00	28,968.00	-28,968.00
					Ending Balance			-86,904.00
48100	LATE FEE INCOME				Beginning Balance			-1,485.00
	R			03/17/2014	RM Charges		725.00	
					Account Total	0.00	725.00	-725.00
					Ending Balance			-2,210.00
49010	INTEREST INCOME				Beginning Balance			-613.89
	UPDATE INTEREST	JE	00247112	03/31/2014	TS - UPDATE INTEREST		418.20	
	UPDATE INTER. ADJMNT	JE	00247172	03/31/2014	TS - UPDATE INTEREST	412.51		
	ACCRUED INTEREST	JE	00247174	03/31/2014	TS - MAR ADJUSTMENTS		303.78	
					Account Total	412.51	721.98	-309.47
					Ending Balance			-923.36
50310	PAYROLL: FACILITIES MANAGER				Beginning Balance			0.00
	R/C FACIL. MGMNT	JE	00247174	03/31/2014	TS - MAR ADJUSTMENTS	1,100.00		
	R/C PAYROLL: FACIL.	JE	00247180	03/31/2014	TS - MAR ADJUSTMENTS		1,100.00	
					Account Total	1,100.00	1,100.00	0.00
					Ending Balance			0.00
51131	OFFICE EQUIPMENT/ COMPUTERS				Beginning Balance			0.00
	MANAGEMENT FEE	AVC	01316562	03/05/2014	GHA COMMUNITY MGMT	30.00		
	MANAGEMENT FEE	AVC	01316562	03/05/2014	GHA COMMUNITY MGMT	10.00		
	02/16-03/15 A/B CHGS	AVC	01321945	03/28/2014	GHA COMMUNITY MGMT	81.00		
	02/16-03/15 A/B CHGS	AVC	01321945	03/28/2014	GHA COMMUNITY MGMT	1.35		
	R/C OFFICE EQUIP/COM	JE	00247174	03/31/2014	TS - MAR ADJUSTMENTS		122.35	
					Account Total	122.35	122.35	0.00
					Ending Balance			0.00
51135	COPYING/PRINTING				Beginning Balance			0.00
	02/16-03/15 A/B CHGS	AVC	01321945	03/28/2014	GHA COMMUNITY MGMT	452.88		
	R/C COPYING/PRINTING	JE	00247174	03/31/2014	TS - MAR ADJUSTMENTS		452.88	
					Account Total	452.88	452.88	0.00
					Ending Balance			0.00
51165	MEETING MINUTES				Beginning Balance			0.00
	1/27 BOARD MEETING	AVC	01319628	03/19/2014	THE PROFESSIONAL DOC	200.00		
					Account Total	200.00	0.00	200.00
					Ending Balance			200.00
51199	MISCELLANEOUS ADMINISTRATIVE				Beginning Balance			1,328.01
	R/C MISC. ADMIN.	JE	00247174	03/31/2014	TS - MAR ADJUSTMENTS	122.35		
	R/C MISC. ADMIN.	JE	00247174	03/31/2014	TS - MAR ADJUSTMENTS	452.88		
	R/C MISC. ADMIN.	JE	00247174	03/31/2014	TS - MAR ADJUSTMENTS	9.60		
					Account Total	584.83	0.00	584.83
					Ending Balance			1,912.84
51330	NON-PARTNERS				Beginning Balance			0.00
	02/16-03/15 A/B CHGS	AVC	01321945	03/28/2014	GHA COMMUNITY MGMT	9.60		
	R/C POSTAGE/DELIVER.	JE	00247174	03/31/2014	TS - MAR ADJUSTMENTS		9.60	
					Subaccount Total	9.60	9.60	0.00
					Subaccount Balance			0.00
					Account Total	9.60	9.60	0.00
					Ending Balance			0.00

For Accounts to ZZZZZZZZ

GHA COMMUNITY MANAGEMENT LLC

Account	Sub	Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
52005	4253A HOUSE METERS				Beginning Balance			944.54
		REV	00244399	03/01/2014	GG - FEB ACCRUALS		363.01	
	2/5/14 - 3/6/14	AVC	01319597	03/19/2014	Dominion VA Power	31.27		
	2/5/14 - 3/6/14	AVC	01319599	03/19/2014	Dominion VA Power	111.98		
	2/5/14 - 3/6/14	AVC	01319602	03/19/2014	Dominion VA Power	80.69		
	2/5/14 - 3/6/14	AVC	01319604	03/19/2014	Dominion VA Power	36.27		
	2/5/14 - 3/6/14	AVC	01319607	03/19/2014	Dominion VA Power	19.54		
	2/5/14 - 3/6/14	AVC	01319609	03/19/2014	Dominion VA Power	127.14		
	2/5/14 - 3/6/14	AVC	01319613	03/19/2014	Dominion VA Power	50.20		
	ACCRUE ELECTRIC	JE	00247176	03/31/2014	TS - MAR. ACCRUALS	394.04		
					Subaccount Total	851.13	363.01	488.12
					Subaccount Balance			1,432.66
					Account Total	851.13	363.01	488.12
					Ending Balance			1,432.66
53010	FACILITIES MANAGEMENT CONTRACT				Beginning Balance			2,200.00
	R/C FACIL. MGMNT CON	JE	00247180	03/31/2014	TS - MAR	1,100.00		
					ADJUSTMENTS			
					Account Total	1,100.00	0.00	1,100.00
					Ending Balance			3,300.00
53118	COMMON AREA MAINTENANCE				Beginning Balance			1,080.00
		REV	00244399	03/01/2014	GG - FEB ACCRUALS		520.00	
	2/14 LABOR	AVC	01318503	03/11/2014	CCS SERVICES	520.00		
	3/14 PREV. MAINT.	AVC	01319615	03/19/2014	GHA Services II, LLC	1,100.00		
	R/C COMMON AREA	JE	00247174	03/31/2014	TS - MAR		1,100.00	
	MAIN				ADJUSTMENTS			
					Account Total	1,620.00	1,620.00	0.00
					Ending Balance			1,080.00
53120	GROUNDS CONTRACT				Beginning Balance			10,290.00
	R/C GROUNDS	REV	00244399	03/01/2014	GG - FEB ACCRUALS		5,145.00	
		JE	00247174	03/31/2014	TS - MAR	5,145.00		
					ADJUSTMENTS			
	ACCRUE GROUNDS	JE	00247176	03/31/2014	TS - MAR. ACCRUALS	5,145.00		
					Account Total	10,290.00	5,145.00	5,145.00
					Ending Balance			15,435.00
53505	SNOW REMOVAL CONTRACT				Beginning Balance			7,301.00
	2/13 SNOW REMOVAL	AVC	01319622	03/19/2014	NATIONAL PAVING	934.00		
					REPA			
	2/18 SNOW REMOVAL	AVC	01319624	03/19/2014	NATIONAL PAVING	690.00		
					REPA			
	2/13 SNOW REMOVAL	AVC	01319626	03/19/2014	NATIONAL PAVING	5,628.00		
					REPA			
	3/17 SNOW REMOVAL	AVC	01321138	03/25/2014	NATIONAL PAVING	2,520.00		
					REPA			
	3/3 SNOW REMOVAL	AVC	01321139	03/25/2014	NATIONAL PAVING	6,035.00		
					REPA			
					Account Total	15,807.00	0.00	15,807.00
					Ending Balance			23,108.00
54010	COMMON AREA MAINTENANCE				Beginning Balance			4,547.13
	3/2 14439 FALLSCLIFF	AVC	01318499	03/11/2014	CCS SERVICES	3,125.00		
	1/27 PREV. MAINT.	AVC	01318507	03/11/2014	GHA Services II, LLC	264.46		
	1/18 EMERGENCY CALL	AVC	01318514	03/11/2014	GHA Services II, LLC	110.00		
	ACCRUE COMMON	JE	00247176	03/31/2014	TS - MAR. ACCRUALS	205.99		
	AREA							
					Account Total	3,705.45	0.00	3,705.45
					Ending Balance			8,252.58
54825	LANDSCAPING				Beginning Balance			0.00
	2/14 LANDSCAPING	AVC	01318518	03/11/2014	State of the Art	5,145.00		
	R/C LANDSCAPING	JE	00247174	03/31/2014	TS - MAR		5,145.00	
					ADJUSTMENTS			
					Account Total	5,145.00	5,145.00	0.00
					Ending Balance			0.00
55050	1 GEN LIAB/ PROP/FLOAT				Beginning Balance			8,025.56
	INSURANCE EXPENSE	JE	00247174	03/31/2014	TS - MAR	4,012.77		
					ADJUSTMENTS			
					Subaccount Total	4,012.77	0.00	4,012.77
					Subaccount Balance			12,038.33

For Accounts to ZZZZZZZZ

GHA COMMUNITY MANAGEMENT LLC

Account	Sub	Type	Reference	Date	Description	Debit Amount	Credit Amount	Balance
					Account Total	4,012.77	0.00	4,012.77
					Ending Balance			12,038.33
55055		INSURANCE CLAIM/DEDUCTIBLE			Beginning Balance			17,357.22
		3/18 FINAL PAYMENT	AVC 01321153	03/25/2014	REMODELING CONTRACTO	8,107.62		
					Account Total	8,107.62	0.00	8,107.62
					Ending Balance			25,464.84
55100		ACCOUNTING SERVICES			Beginning Balance			0.00
		12/31/10 AUDIT	AVC 01319619	03/19/2014	JOHNSON, BREMER, &	1,300.00		
					Account Total	1,300.00	0.00	1,300.00
					Ending Balance			1,300.00
55150	1	MANAGEMENT GHA			Beginning Balance			4,534.28
		MANAGEMENT FEE	AVC 01316562	03/05/2014	GHA COMMUNITY MGMT	2,267.14		
					Subaccount Total	2,267.14	0.00	2,267.14
					Subaccount Balance			6,801.42
					Account Total	2,267.14	0.00	2,267.14
					Ending Balance			6,801.42
55272	1	LEGAL			Beginning Balance			1,855.20
		LEGAL THRU 2/28/14	AVC 01318495	03/11/2014	Chadwick, Washington	1,654.18		
		ACCRUE	JE 00247176	03/31/2014	TS - MAR. ACCRUALS	1,200.50		
		LEGAL/PROFESS			Subaccount Total	2,854.68	0.00	2,854.68
					Subaccount Balance			4,709.88
					Account Total	2,854.68	0.00	2,854.68
					Ending Balance			4,709.88
61000	CN	COMMON			Beginning Balance			19,234.00
		RESERVE EXPENSE	JE 00247174	03/31/2014	TS - MAR	9,617.00		
					ADJUSTMENTS			
					Subaccount Total	9,617.00	0.00	9,617.00
					Subaccount Balance			28,851.00
					Account Total	9,617.00	0.00	9,617.00
					Ending Balance			28,851.00
61100		OPERATING RESERVE CONTRIBUTION			Beginning Balance			1,000.00
		OPERAT. RES. EXP.	JE 00247174	03/31/2014	TS - MAR	500.00		
					ADJUSTMENTS			
					Account Total	500.00	0.00	500.00
					Ending Balance			1,500.00
					Entity Totals	201,653.84	201,653.84	0.00

LF

Unit AptPkg	R Type	S ts	Resident Co-Resident	CC	Unit Address Description	Deposit Date	Amount	Current	30 Days	60 Days	90 Days
LF-CASW -											
5106	01	C	OWNER NAME		ADDRESS		7.00		7.00		
			02/19/2014 Reminder Notice								
5118	01	C	OWNER NAME		ADDRESS		21.00		21.00		
			03/18/2014 Reminder Notice								
5122	01	C	A.V. OWNER NAME		ADDRESS		91.00		91.00		
			03/18/2014 Reminder Notice								
5125	01	C	OWNER NAME		ADDRESS						
							3,345.00	35.00	461.00	248.00	2,601.00
			11/27/2013 At attorney								
5130	01	P	OWNER NAME		ADDRESS		225.00				225.00
LF-FALL -											
4409	0	P	OWNER NAME		ADDRESS		3,734.41				3,734.41
4409	01	C	OWNER NAME		ADDRESS		4,603.95	35.00	461.00	248.00	3,859.95
			08/31/2011 AT ATTORNEY								
4413	01	C	OWNER NAME		ADDRESS		13.00		13.00		
			11/16/2011 Reminder Notice								
4417	01	C	OWNER NAME		ADDRESS		248.00	35.00	213.00		
			02/19/2014 Demand Notice								
4423	02	C	OWNER NAME		ADDRESS		1,052.00	35.00	461.00	248.00	308.00
			03/18/2014 Ready for Turnover								
4443	01	C	OWNER NAME		ADDRESS		6.00		6.00		
4458	01	C	OWNER NAME		ADDRESS		21.00		21.00		
			03/18/2014 Reminder Notice								

Delinquent Report
81LF SAMPLE ASSOCIATION
03/31/2014

LF

Unit AptPkg	R Sts Type	Resident Co-Resident	Unit Address CC Description	Deposit Date	Amount	Current	30 Days	60 Days	90 Days
Project Totals Delinquent					91,232.21	690.00	8,496.34	3,821.92	78,223.95
Prepays					0.00	0.00	0.00	0.00	0.00
Net					91,232.21	690.00	8,496.34	3,821.92	78,223.95
Net Distribution									
38 MONTHLY ASSESSMENT					78,118.61	0.00	7,946.34	3,271.92	66,900.35
LF LATE FEE					9,460.00	690.00	550.00	550.00	7,670.00
LG LEGAL/ATTORNEY INC					3,010.08	0.00	0.00	0.00	3,010.08

Statement
of Accounts
UNION BANK
SAN FRANCISCO MAIN 0001
PO BOX 5/2380
LOS ANGELES CA 90051-0380

Page: 1 of 2
Statement Number: 0030504259
04/01/14 -04/30/14

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Homeowners Association Services Online
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Monday- Friday 8 AM - 6 PM ET
Please contact customer service
Write to: Customer Service
3320 Holcomb Bridge Rd, NW
Norcross, GA 30092
Visit us at smartstreet.com

GHA COMMUNITY MGMT, AGENT
3020 HAMAHER CT STE 300
FAIRFAX VA 22031-2220

We want to notify you that on July 1, 2014, Union Bank's parent will consolidate its operations in the United States and rename the FDIC-insured legal entity, MUFG Union Bank, N.A. The Union Bank brand - a part of MUFG and its predecessor companies for over 20 years - will not change, nor will the way we do business together. There are no actions you need to take. For more information, visit unionbank.com or ninnuunionbank.com.

Analyzed Business Checking Summary

Account number:

Days in statement period: 30

Beginning Balance on 04101		63,964.99
Total Credits		33,353.99
Deposits(4)	7,498.99	
Electronic Credits(20)	25,855.00	
Total Debits		-38,041.62
Electronic Debits(1)	-9,617.00	
Checks(10)	-28,424.62	
Ending Balance on 04130		59,277.36

Credits

Deposits	Date	Description	Reference	Amount
	04/08	OFFICE DEPOSIT	77641863	6,806.56
	04/11	OFFICE DEPOSIT	77832 715	76.05
	04/25	OFFICE DEPOSIT	77604399	396.38
	04/29	OFFICE DEPOSIT	77767170	220.00
		4 Deposits		7,498.99

Electronic Credits	Date	Description	Reference	Amount
	04/01	UNION BANK ASSN CR CCD	0651-000081LE 58306044	1,086.00
	04/02	UNION BANK ASSN CR CCD	0651-000081LE 59336995	2,597.00
	04/02	D1R DEBIT PPD *****9247	50345666	7,881.00
	04/03	UNION BANK ASSN CR CCD	0651-000081LE 50318439	1,704.00
	04/04	UNION BANK ASSN CR CCD	0651-000081LE 51198395	639.00
	04/07	UNION BANK ASSN CR CCD	0651-000081LE 520/0885	1,058.00
	04/08	UNION BANK ASSN CR CCD	0651-000081LE 53050290	419.00
	04/09	UNION BANK ASSN CR CCD	0651-000081LE 54004541	852.00
	04/10	UNION BANK ASSN CR CCD	0651-000081LE M828032	848.00
	04/11	UNION BANK ASSN CR CCD	0651-000081LE 55680122	1,072.00
	04/14	UNION BANK ASSN CR CCD	0651-000081LE 56370374	2,130.00
	04/15	UNION BANK ASSN CR CCD	0651-000081LE 57249583	1,457.00
	04/16	UNION BANK ASSN CR CCD	0651-000081LE 57993640	1,306.00
	04/17	UNION BANK ASSN CR CCD	0651-000081LE 58825045	213.00
	04/22	UNION BANK ASSN CR CCD	0651-000081LE 50860591	213.00
	04/23	UNION BANK ASSN CR CCD	0651-000081LE 51520785	213.00
	04/24	UNION BANK ASSN CR CCD	0651-000081LE 52230356	213.00
	04/28	UNION BANK ASSN CR CCD	0651-000081LE 53762108	213.00
	04/29	UNION BANK ASSN CR CCD	0651-000081LF 55501485	463.00
	04/30	UNION BANK ASSN CR CCD	0651-000081LE 56447728	1,278.00
<i>20 Electronic Credits</i>				25,855.00

Debits

Checks Paid		Gap in check sequence	
Number	Date	Reference	Amount
<u>0435</u>	<u>04/01</u>	<u>06132426</u>	<u>8,555.00</u>
0441	04/14	06082845	205.99
0444	04/24	08384370	1,468.08
0447	04/28	07598553	486.69
<i>10 Checks Paid</i>			28,424.62

Electronic Debits	Date	Description	Reference	Amount
	04/23	UNION BANK 1BTRANSFER CCD	1TD1041989 52234289	9,617.00
1 Electronic Debits				9,617.00

Daily Balance

Date	Ledger balance	Date	Ledger balance
04A)1	56,495.99	04/02	66,973.99
04/04 -04A)6	67,009.85	04/07	68,067.85
04/09	76,145.41	04/10	76,993.41
04/14	74,810.73	04/15	76,267.73
04/17 - 04/21	77,786.73	04/22	77,097.75
04124	57,936.7	04/25 - 04/27	57,590.05
04129	57,999.36	04/30	59,277.36

Statement of
Accounts
UNION BANK
SAN FRANCISCO MAIN 0001
PO BOX 5/2380
LOS ANGELES CA 9005/-0380

GHA COMMUNITY MGMT LL C, AGENT 3020
HAWKER CT STE 300
FAIRFAX VA 22031-2220

Page. 1 of 1
Statement Number.
04/01/14 -04/30/14

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Banking on olbanking.smartstreet.com

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Monday- Friday 8 AM - 6 PM ET

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Write to. Customer Service 3320
Holcomb Bridge Rd, NW
Norcross, GA 30092
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Business MoneyMarket Account Summary

Account number:

Days in statement period: 30

Beginning Balance on 04101	53,598.39	Interest	
Total Credits	9,626.21	Paid this period	9.21
Electronic Credits(1)	9,617.00	Paid yea r-to-da to	21.23
Other Credits(1)	9.21	Interest Rates	
Ending Balance on 04/30	63,224.60	Annual Percentage Yield Earned	0.20%

Credits

Electronic Credits	Date	Description	Reference	Amount
	04/23	UNION BANK IBTRANSFER CCD 1TC1041989	52234291	9,617.00
		1 Electronic Credits		9,617.00

Other Credits	Date	Description	Reference	Amount
	04/30	INTEREST PAYMENT		9.21
		1 Other Credits		9.21

Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
04/01 -04/22	53,598.39	04/23 - 04/29	63,215.39	04/30	63,224.60



Section E

References



REFERENCES

- ◆ **Lakepointe HOA - 314 Units**
Burke, VA
Contact: Chris Campbell, President
Email: clbj5615@cox.net

- ◆ **Lakepointe Community Council - 107 Units**
Burke, VA
Contact: Kris Futrell , President
Email: kris.futrell@gmail.com

- ◆ **Carriage Lawn at Barkley - 145 Units**
Fairfax, VA
Contact: Gay Ashley, President
Email: gayashley@ashleyrealtygroup.com



Section F

Management Agreement

MANAGEMENT AGREEMENT

between

GHA COMMUNITY MANAGEMENT LLC

and

OLD MILL COMMUNITY COUNCIL, INC.

TABLE OF CONTENTS
INDEX

	<u>Page</u>
Recitals	
Agreements	
1. Definitions	4
1.1 Agent	4
1.2 Agent's Employees	4
1.3 Assessments	4
1.4 Association	4
1.5 Association Employees	4
1.6 Board	4
1.7 Board Representative	5
1.8 Community Manager	5
1.9 Corporate Employees	5
1.10 Governing Documents	5
1.11 Lot	5
1.12 On-Site Employees	5
1.13 Owners	5
1.14 Portfolio Manager	5
1.15 Property	5
2. Appointment of Agent	5
2.1 Appointment	5
2.2 Governing Documents	6
2.3 Cooperation	6
3. Employees	6
3.1 On-Site Employees	6
3.2 Corporate Employees	6
3.3 Bond	6
3.4 Approval	6
4. Routine Services and Duties of Agent	6
4.1 On-Site Employees	6
4.2 Meeting Attendance	7
4.3 Collection of Assessments	7
4.4 Maintenance	7
4.5 Compliance with Laws	7
4.6 Supplies and Services	8
4.7 Insurance	8
4.8 Employer Forms	8
4.9 Books and Records	8
4.10 Budget	9
4.11 Management Report	9
4.12 Financial Report	9

4.13	Preventive Maintenance	10
4.14	Emergency Services	10
4.15	Periodic Property Inspections	10
4.16	Owners	10
5.	Non-Routine Services	10
5.1	Administrative Services	10
5.2	Consulting Services	11
5.3	Engineering Services	11
6.	Agency Relationship and Indemnification	11
6.1	Agency	11
6.2	Association Indemnification	11
6.3	Agent Indemnification	12
7.	Banking and Disbursements	12
7.1	Operating Account	12
7.2	Reserve Account	12
7.3	Disbursements	12
8.	Term and Compensation for Routine Services	13
8.1	Term of Agreement	13
8.2	Initial Fees	13
8.3	Subsequent Years Fees	13
9.	Termination	13
9.1	Termination Without Cause	13
9.2	Termination for Cause	13
9.3	Procedures Upon Receipt of a Notice of Termination	13
9.4	Continuing Liability	15
10.	Plans and Specifications	15
11.	Miscellaneous Provisions	16
11.1	Applicable Law	16
11.2	Dispute Resolution	16
11.3	Bankruptcy	16
11.4	Notices	16
11.5	Assignment	16
11.6	Severability	16
11.7	Section Headings	17
11.8	No Waiver	17
11.9	Force Majeure	17
11.10	Limitation of Liability	17
11.11	Binding Effect	17
11.12	Construction	17
12.	Entire Agreement	17

MANAGEMENT AGREEMENT

THIS AGREEMENT, made this ____ day of _____20__, between Old Mill Community Council, Inc. (the “Association”), organized and established in accordance with applicable laws governing community associations located in the Commonwealth of Virginia and the Declaration and Bylaws executed and duly recorded in the land records of the aforesaid jurisdiction, and GHA Community Management LLC, CICB License #0501 000129 (the “Agent”), a Virginia limited liability company, having its offices at 3020 Hamaker Court, Suite 300, Fairfax, Virginia 22031 (hereafter “the Parties”).

RECITALS

WHEREAS, the Agent is in the business of providing management services to community associations;

WHEREAS, the Association is responsible for property located in Burke, Virginia; and

WHEREAS, the Parties hereto desire to enter into this agreement for the provision of management services;

NOW THEREFORE, for and in consideration of the terms, conditions, covenants and promises of each to the other, the Parties hereto mutually agree as follows:

AGREEMENTS

1. DEFINITIONS

1.1 Agent. “Agent” means GHA Community Management LLC and/or its agents, representatives, and employees.

1.2 Agent’s Employees. “Agent’s Employees” means employees of the Agent who provide services to assist in the discharge of Agent’s duties hereunder. “Agent’s Employees” shall include, as defined below, Corporate Employees and any On-Site Employees employed by the Agent to assist Agent in the discharge of its duties hereunder.

1.3 Assessments. “Assessments” means all assessments, rates, and charges established by the Association that the Owners are obligated to pay as their share of the expenses of the Association. “Assessments” include, but are not limited to, maintenance and service charges, interest and late payment costs.

1.4 Association. “Association” means Old Mill Community Council, Inc.

1.5 Association Employees. “Association Employees” means persons employed by the Association.

1.6 Board. “Board” or “Board of Directors” means the duly elected governing body of the Association as provided for in the Association’s Governing Documents.

1.7 Board Representative. “Board Representative” means the Association’s President, unless the Association notifies the Agent in writing that the Board has authorized another Board Member to act as liaison with the Agent.

1.8 Community Manager. “Community Manager” means an On-Site Employee of the Agent who is responsible for the day-to-day operation of the property, as more specifically identified in a job description which shall be approved by the Board, and the supervision of any other On-Site Employees.

1.9 Corporate Employees. “Corporate Employees” means persons employed by the Agent, such as the “Portfolio Manager” and corporate accounting and payroll personnel, who are not located on the premises of the Association Property but who provide services to assist the Agent in the performance of its duties hereunder.

1.10 Lot. “Lot” means any space within the Association that is designated as a Lot in the Governing Documents. There are 202 residential Lots in the Association.

1.11 Governing Documents. “Governing Documents” means the Association’s Articles of Incorporation, Bylaws (the “Bylaws”), Declaration, Rules and Regulations (the “Rules and Regulations”) promulgated by the Board of Directors, and any federal, state or local laws, rules or regulations applicable to the Association.

1.12 On-Site Employees. “On-Site Employees” means persons employed by the Agent who are located on the premises of the Association Property and who provide services to assist the Agent in the performance of its duties hereunder.

1.13 Owners. “Owners” means persons owning title to a Lot or Lots.

1.14 Portfolio Manager. “Portfolio Manager” means a Corporate Employee of the Agent who is designated by the Agent to carry out the responsibilities of the Agent as set forth in this Agreement. The Portfolio Manager shall act as liaison with the Board representative and shall be the Agent’s representative with respect to the Association.

1.15 Property. “Property” means the common elements (as defined in the Governing Documents) of the Association.

2. APPOINTMENT OF AGENT

2.1 Appointment. The Association hereby appoints the Agent as the exclusive Managing Agent of the Property, and the Agent hereby accepts the appointment on the terms and conditions hereinafter provided. Except as specifically provided hereinafter, Agent’s authority and duties do not and shall not include supervision or management of the Lots.

2.2 Governing Documents. The Agent acknowledges that the Association Board is responsible for governing the affairs of the Association pursuant to the terms of the Association's Governing Documents. The Agent acknowledges that it also will act in accordance with the Association's Governing Documents.

2.3 Cooperation. The Parties agree to cooperate with each other in the efficient operation of the Association for the benefit of the Unit owners.

3. EMPLOYEES

3.1 On-Site Employees. The Agent shall have responsibility to hire all On-Site Employees, including the Community Manager, if any, necessary for the efficient discharge of Agent's duties, as provided in Section 4.1 of this Agreement. The Association shall provide on the Property, necessary and suitable office space and administrative support for use by the On-Site Employees. Agent shall file all federal, state and local tax reporting forms for the On-Site Employees, as required by law. Association shall pay to Agent all payroll, direct overhead, and benefit costs associated with the employment of the On-Site Employees, upon disbursement of each biweekly payroll.

3.2 Corporate Employees. The Agent shall provide Corporate Employees, including the Portfolio Manager, as are necessary in the judgment of the Agent for the discharge of Agent's duties hereunder. Compensation for the services of the Corporate Employees shall be solely the responsibility of the Agent. Corporate Employees shall work with the On-Site Employees, if any, in providing services to the Association pursuant to this Agreement.

3.3 Bond. Any Agent Employees who handle or are responsible for the handling of the Association's monies shall, without expense to the Association, be insured by fidelity insurance of not less than \$2,000,000.00.

3.4 Approval. Whenever in this Agreement approval of a party is required, such approval shall be in writing and not unreasonably withheld.

4. ROUTINE SERVICES AND DUTIES OF AGENT

The Agent shall perform the duties set forth below in this Section 4 and as set forth elsewhere in this Agreement. Every action taken by the Agent under the provisions of this Section shall be performed as an Agent of the Association, and all obligations or expenses properly incurred hereunder shall be for the account, on behalf, and at the expense of the Association. The Agent shall, at all times during the term of this Agreement, (a) operate and maintain the Property as directed by the Board of Directors, and (b) assist the Board in administering the Bylaws and Rules and Regulations.

4.1 On-Site Employees. The Agent shall hire, train, supervise, periodically evaluate the performance of, control and discharge the On-Site Employees, if any, as shall be necessary, from time to time, in order to maintain and operate the Property properly. The Agent shall prepare an operating schedule, job standards and wage rates for approval by the Board of Directors. If necessary, the Agent

shall cooperate with the Board of Directors in identifying, screening, testing and recommending a replacement of the Association's Community Manager and the Chief Building Engineer (if any).

4.2 Meeting Attendance. The Agent agrees to confer with the Board of Directors in the performance of its duties as herein set forth. The Portfolio Manager shall attend twelve (12) monthly Board meetings, one (1) annual budget meeting, and one (1) Annual Meeting per calendar year, if requested, limited to two (2) hours each with reasonable prior notice and without charge. Any additional weekday meetings, committee meetings or portions of meetings extending beyond two (2) hours from Monday through Thursday, or after 5:00 p.m. on Friday, requiring the attendance of the Portfolio Manager, shall be at an additional charge as per Schedule B. Unless special arrangements are made at least two (2) weeks in advance, the Portfolio Manager will not be available to attend Board meetings or Committee meetings held on weekends or national holidays.

4.3 Collection of Assessments. The Agent shall use its best efforts to collect all Assessments due the Association from Owners or others. The Association hereby authorizes the Agent to request, demand, and collect any and all Assessments that, at any time may be or become due to the Association in accordance with the Association's operating procedures, and to take legal or other action in the name of the Association through the Association's legal counsel as may be required for the collection of delinquent assessments. The Agent shall promptly send notices to delinquent Owners according to the Association's collection policy, and shall furnish the Association with a list of all delinquent accounts as of the previous month's end with the monthly Management Report, or as otherwise agreed upon between the Association and the Agent. The Agent shall charge the Association a delinquency administration fee per Schedule A for all notices sent to an Owner for any delinquency. Legal costs associated with collection efforts by the Agent shall be borne by the delinquent Owner(s) if possible, but otherwise by the Association.

4.4 Maintenance. The Agent shall cause the Property to be maintained and repaired in accordance with the approved budget of the Association. Except for disbursements authorized in Section 7.3 of this Agreement, no expenses incurred by the Agent shall exceed the sum of One Thousand Dollars (\$1,000) per occurrence, or Ten Thousand Dollars (\$10,000) in the aggregate during any calendar year unless specifically authorized by the Board, provided, however, that emergency repairs involving manifest danger to life or property, or immediately necessary for the preservation and safety of the Property or for the safety of residents, or required to avoid the suspension of any necessary services to the Association, may be made by the Agent irrespective of the cost limitation imposed by this Section 4.4. Such repairs are the responsibility of the Association, and the Association shall promptly reimburse Agent for the cost of all such repairs. Notwithstanding this authority as to emergency repairs, it is understood and agreed that Agent will confer immediately with the Board or its representative regarding emergency expenditures.

4.5 Compliance with Laws. Subject to the limitations on expenditures contained in Section 4.4, the Agent will advise the Board and shall take such actions as may be necessary to comply promptly with any and all written orders or requirements of any federal, state, county or municipal authority having jurisdiction over the Property, and the Board of Fire Underwriters or other similar entities affecting the Property. The Agent, however, shall not take any action pursuant to this Section 4.5 as long as the Association has notified the Agent in writing that it is contesting, or intends to

contest, any such order or requirement. The Agent shall promptly notify the Board of Directors or its representative in writing of all such orders and requirements.

4.6 Supplies and Services. To the extent consistent with the approved budget, or otherwise approved by the Board, the Agent may, on behalf of the Association, contract for services desired by the Association and place or cause to be placed, orders for such equipment, tools, appliances, materials, and supplies as are necessary to maintain the Property. When taking bids or issuing purchase orders, the Agent, at all times, shall secure for, and credit to the Association any discounts, commissions, or rebates obtainable as a result of the Agent's purchases.

4.7 Insurance. The Agent shall obtain competitive quotes for insurance coverage and shall make recommendations to the Board regarding such coverage. Agent shall cause such insurance to be placed and kept in force as required by the Governing Documents, this Agreement, or otherwise required by law. The types and amount of insurance approved by the Board shall protect the interests of the Association, the Owners, any mortgagees holding mortgages covering any of the Lots, and the Agent, as their respective interests may appear, including, but not limited to, commercial general liability insurance, umbrella liability insurance, employee dishonesty/fidelity insurance, workers' compensation insurance, special causes of loss property insurance, burglary and theft insurance, directors' and officers' liability insurance, and pollution liability insurance. All of the various types of required insurance coverage shall be placed with such companies, in such amounts, and with such beneficial interests appearing therein as are recommended by the insurance agent and as required by the Governing Documents, statutory law, this Agreement, or the Board.

- (a) With respect to all insurance in place or obtained, including any umbrella and pollution liability policy that may be applicable to the Property from time to time, it is expressly agreed that the Agent shall be named as an additional insured and the Association shall provide for forty-five (45) days' prior written notice to Agent of cancellation or non-renewal. The Association's insurance policies shall be primary and non-contributory.
- (b) Agent shall use reasonable efforts to secure from the Association's insurance carrier a written statement that all insurance coverages are in compliance with the Association's legal documents.

4.8 Employer Forms. The Agent shall execute and file on behalf of the Association or Agent, as applicable, all forms, reports, and returns as required by law in connection with unemployment insurance, workers' compensation insurance, disability benefits, Social Security, and, if applicable, the employment of the On-Site Employees (but specifically excluding any income or personal property tax returns), and other similar forms, reports, and returns as may hereafter be required. The information necessary for the Agent to fulfill this responsibility shall be provided to the Agent by the Association.

4.9 Books and Records. The Agent shall maintain a comprehensive system of office records, books and accounts consistent with accepted business practices, all of which shall be subject to reasonable examination during normal business hours by the Association's authorized agents and the Owners in the manner required by the Bylaws, except to the extent that such disclosure may be

prohibited by law or by court order. The Agent shall assist the Association's auditor in preparing the year-end audit of the books and records relating to the Property. All books, records and accounts shall be property of the Association and shall be returned to the Association upon termination of this Agreement. Unless authorized by the Governing Documents, the Agent shall not disclose or release any of the books, records or reports without the written authorization of the Board.

4.10 Budget. No later than ninety (90) days prior to the end of the Association's fiscal year, the Agent shall submit to the Board Representative a preliminary operating budget, prepared in accordance with the Bylaws, setting forth anticipated expenses and receipts for the ensuing year, and taking into account the general condition of the Property. The Agent and the Board Representative shall finalize and submit each such budget, together with a statement from the Agent outlining a plan of operation and justifying the major assumptions underlying the Agent's estimates, to the Board of Directors for its approval no later than sixty (60) days prior to the end of the Association's current fiscal year. The Board of Directors shall approve a final operating budget not less than forty-five (45) days before the end of such fiscal year. The budget as finally approved and adopted by the Board of Directors shall serve as a supporting document for the new Schedule of Fees to be presented to the Owners.

4.11 Management Report. The Agent shall prepare a monthly Management Report, copies of which shall be furnished by the Agent to the members of the Board of Directors. The Management Report will be distributed as soon as possible after production, but in any event no later than four (4) business days prior to the monthly meeting of the Board. The Management Report shall be structured to identify the effort and cost expended by the Agent during the period following the last regularly scheduled Board meeting, and the problems and required solutions suggested for the subsequent period(s). The Management Report shall, at a minimum, contain the following information:

- (a) A summary of actions taken by the Agent pursuant to requests or directives of the Board discussed at the previous Board meeting;
- (b) The status of any work performed by retained contractors;
- (c) A report on periodic inspection of the Property;
- (d) A list of problem areas and recommended actions; and
- (e) A report of delinquent Assessments and other payments.

4.12 Financial Report. The Agent shall prepare a monthly Financial Report, copies of which shall be furnished by the Agent to the members of the Board of Directors. The Financial Report will be distributed as soon as possible after production, but in any event no later than four (4) business days prior to the monthly meeting of the Board, and not later than the last day of the following month. The Financial Report shall include:

- (a) Month-end balance sheet;
- (b) Current month income statement;

- (c) Accounts payable disbursement report;
- (d) Current month general ledger; and
- (e) Accounts Receivable aging report. .

4.13 Preventive Maintenance. The Agent shall review and instruct the On-Site Employees or contractors concerning a preventive maintenance and record-keeping program if they exist. Agent shall develop and implement a preventive maintenance program if one does not exist, at rates mutually agreed upon.

4.14 Emergency Services. The Agent shall provide (a) a telephone answering service during all of the Agent's non-business hours; (b) an on-call community manager, who need not be the Community Manager, provided the on-call community manager has available information relating to emergency services for the Association; and (c) emergency engineering services by the Agent's staff engineer or by an outside engineering service. The Agent may charge the Association for all emergency and non-business hours engineering services as provided in Section 5.3 of this Agreement, and for emergency after hours answering service as per Schedule A.

4.15 Periodic Property Inspections. The Portfolio Manager shall inspect the building and grounds for maintenance and housekeeping activities during periodic visits to the Property and shall submit a written report of findings and recommendations to the Board in the monthly management report.

4.16 Owners. The Agent shall use its best efforts to enforce the provisions of the Governing Documents and to respond to and assess all Owner complaints and concerns about the property and, when necessary, provide appropriate recommendations to the Board.

5. NON-ROUTINE SERVICES

The Agent shall be available to perform certain non-routine services for the Association at the rates specified on Schedule A, provided that non-routine administrative services under (k) and (l) in section 5.1 below and non-routine engineering services shall only be performed upon specific approval by the Board Representative. Non-routine administrative services under section 5.1 (k) and (l) and non-routine engineering services are considered services that are not anticipated to be performed during the predictable annual operating cycle of the Association. The Agent hereby reserves the right to change the rates set forth in Schedule A at any time and from time to time upon ninety (90) days' written notice to the Association but no more often than annually, after the Effective Date of this Agreement.

5.1 Administrative Services. Administrative Non-Routine Services include, but are not limited to: (a) delivery; (b) delinquency notices, as specified in Section 4.4; (c) mailing labels; (d) community mailings; (e) services as specified on Schedule A; (f) participation in legal actions and court appearances initiated by the Association relating to assessments, covenant enforcement, and warranties; (g) material reproduction; (h) accounting and bookkeeping services in addition to those

specified in Section 4; (i) administering special assessments; (j) handling financial certification requests from banks, federal agencies, or lending institutions; (k) preparing or causing to be prepared all reports required by any insurance company in connection with a claim relating to the Property and performing all other obligations of the Association with respect to insurance as required by the Governing Documents; (l) administration of special construction or capital repair projects; and (m) management company answering service charges.

5.2 Consulting Services. Non-routine consulting services can be provided, at an additional charge as outlined on Schedule B.

5.3 Engineering Services. Non-routine engineering services include, but are not limited to: (a) construction management for projects; (b) the preparation of plans and specifications for mechanical, electrical, structural, architectural and other systems; (c) the preparation of detailed, in-depth energy audits; (d) the supervision and administration of warranty work, major construction, repair or replacement of structural components or mechanical systems; (e) the supervision and administration of insurance restoration, including providing or causing to be provided estimates for the cost thereof; (f) evaluation and/or appeal of real estate tax assessments; (g) emergency services provided by the Agent's staff engineer or by an outside engineering service; and (h) services required to modify or replace existing components or systems of the Property.

6. AGENCY RELATIONSHIP AND INDEMNIFICATION

6.1 Agency. In the performance of its duties under this Agreement, the Agent shall be deemed to be acting solely as Agent of the Association and not on its own behalf, and all obligations and expenses incurred by the Agent under this Agreement shall be for the account, on behalf, and at the expense of the Association, provided that the Association shall not be obligated to pay: (a) the gross salary and wages, payroll, taxes, insurance, workers' compensation and pension benefits and any other benefits paid by the Agent on behalf of the Agent's Corporate Employees ; and (b) the Agent's general bookkeeping, accounting and other overhead costs that are unrelated to the Agent's duties under this Agreement.

6.2 Association Indemnification. The Association hereby agrees to indemnify and hold and save harmless Agent and Agent's officers, directors, stockholders and employees (collectively, "Agent Indemnatee") from any and all losses, damages, judgments, rulings or settlements, and all costs and expenses ("Losses"), incurred by Agent Indemnatee relating to any third party claims or legal, administrative or regulatory actions and proceedings asserted or brought against Agent Indemnatee in connection with (a) Agent's performance of its obligations or responsibilities under the terms of this Agreement; (b) Agent's actions pursuant to the express or implied direction of the Association; and (c) the operation, maintenance, physical condition, ownership of, or any alleged acts, omissions or incidents occurring on or related to, the Property managed by Agent under this Agreement; provided, however, that the foregoing indemnification shall not extend to any settlement entered into by Agent without the prior written consent of the Association, which consent shall not be unreasonably withheld, nor to any case in which Agent's criminal acts, intentional misconduct or gross negligence is the cause for such Losses. The Association further agrees to defend, promptly and diligently, at its sole expense, any such claim, action or proceeding brought against Agent Indemnatee or against Agent Indemnatee and the Association jointly, and to reimburse Agent any monies Agent may decide to

advance on the Association's behalf (although nothing herein shall be construed to require Agent to do so) or which, by law or regulation, Agent is required to pay in order to avoid a fine or penalty or otherwise is paid by Agent in connection with, or as an expense in defense of, any claim, civil or criminal action, proceeding charge or prosecution, law, regulation, requirement, contract or award relating to the maintenance or operation of the Property, including, but without limitation, the hiring and firing of On-Site Employees, their hours of employment, working conditions and other grievances, fair housing claims and OSHA requirements. In the event a claim is made or an action or proceeding is brought against Agent Indemnitee, but not the Association, or Agent, in its reasonable judgment, determines that it requires separate counsel to protect its interests, the choice of such counsel shall be made by Agent, subject to the prior approval of the Association, which approval shall not be unreasonably withheld. The Association shall promptly pay the reasonable fees and costs of such counsel upon Agent's demand therefore. This indemnification shall be covered by the Association's applicable insurance coverages, and for purposes of such insurance, the Association shall list the Agent as an additional insured party. The provisions of this Section 6.2 shall survive the termination of this Agreement.

6.3 Agent Indemnification. The Agent hereby agrees to indemnify and hold and save harmless, Association and Association's officers, directors, members, stockholders and employees (collectively, "Association Indemnitee") from any Losses directly attributed to and caused by Agent's breach of this Agreement; provided, however, that the foregoing indemnification shall not extend to any settlement entered into by Association Indemnitee without the prior written consent of Agent, which shall not be unreasonably withheld, nor to any matter in which Association Indemnitee's criminal act, intentional misconduct or gross negligence is the cause for such Losses. This indemnification shall be covered by the Agent's liability insurance. The provisions of this Section 6.3 shall survive the termination of this Agreement.

7. BANKING AND DISBURSEMENTS

7.1 Operating Account. The Agent shall collect and deposit all monies collected on behalf of the Association into a separate operating account (the "Operating Account") established in the name and on behalf of the Association at a depository as specified by the Agent. The Agent shall be authorized to draw funds from the Operating Account to make payments to be made by the Agent pursuant to this Agreement. The Agent shall have the authority to transfer funds from the Operating Account to an Investment Account(s) pursuant to Section 7.3 below.

7.2 Reserve Account. The Agent shall establish separate interest-bearing reserve accounts (each a "Reserve Account") in the name of the Association in instruments in accordance with the Association's Bylaws and as directed by the Board.

7.3 Disbursements. Agent shall disburse from the Operating Account on a timely basis the funds required to pay (a) taxes and other sums payable under Section 4.7 of this Agreement; (b) insurance premiums relating to the Property; (c) sums otherwise due and payable by the Association as operating expenses authorized to be incurred under the terms of this Agreement; (d) salaries and any other compensation to the On-Site Employees as approved by the Board; and (e) the Management Fee (as defined in Section 8 of this Agreement). Any disbursements to be made by the Agent pursuant to this Agreement shall be made out of funds provided by the Association or received by the Agent as

payments to the Association. The Agent acknowledges that all such funds shall be held by it in trust for the Association and that it will not assert any claim, right, title, or ownership to such funds. The Agent shall not be obligated to make any advance to or for the account of the Association or to pay any sum except out of funds held by the Agent or provided by the Association as aforesaid or to incur any liability or obligation for the account of the Association except to the extent Agent incurs charges not permitted under the applicable approved budget or otherwise approved by the Board in accordance with this Agreement.

8. TERM AND COMPENSATION FOR ROUTINE SERVICES

8.1 Term of Agreement. This Agreement shall commence on the first day of _____, 2015 (the "Effective Date"), shall remain in force for twenty-four (24) months, and shall be renewed automatically for successive one-year terms unless, at least sixty (60) days prior to the end of the term, which shall fall on the anniversary of the Effective Date of the Agreement, the Agent or the Association provides written notice that they do not intend to renew the Agreement for a successive term. After the first twelve (12) months of this twenty-four month Agreement, the rate of compensation will be increased as described in Section 8.3 below.

8.2 Initial Fees. In addition to any fees or charges for services expressly permitted herein, the compensation (the "Management Fee") that the Agent shall receive for all routine services performed under this Agreement, shall be Twenty Three Thousand Twenty Eight Dollars (\$23,028.00) for the first twelve (12) month period, payable in advance in twelve (12) equal monthly installments of One Thousand Nine Hundred Nineteen Dollars (\$1,919.00) commencing on the first day of _____, 2015.

8.3 Subsequent Years Fees. The Management Fee that Agent shall receive for all routine services performed in subsequent years of this Agreement shall be based upon the Management Fee set out above, increased each year by an amount not to exceed the increase in the CPI-U (Consumer Price Index For All Urban Consumers) for the Washington Metropolitan area for the preceding twelve (12) month period plus one and one-half (1.5%) percent.

9. TERMINATION

9.1 Termination Without Cause. Neither party may terminate this Agreement without cause prior to the expiration of the initial term of this Agreement. Either party may terminate this Agreement without cause upon expiration of the initial term or prior to the expiration of any subsequent term of this Agreement by giving at least sixty (60) days' written notice ("Notice of Termination") to the other party.

9.2 Termination For Cause. Either party may terminate this Agreement for Cause upon giving the defaulting party a written Notice of Termination allowing at least thirty (30) days for the defaulting party to cure the breach. The aforesaid notice shall state the grounds for termination. "Cause" shall mean intentional misconduct, gross negligence, fraud or a material breach of this Agreement.

9.3 Procedures Upon Receipt of a Notice of Termination. After receipt of a Notice of Termination, except as otherwise mutually agreed by the Parties, the Agent shall:

- (a) Stop work under this Agreement on the date, and to the extent specified in the Notice of Termination.
- (b) From and after the Notice of Termination, place no further orders with subcontractors for materials, services or facilities, except as may be necessary for completion of such portion of the work under the Agreement as is not terminated.
- (c) Assign to the Association, in the manner, at the time and to the extent directed by the Board of Directors, all of the rights, titles and interests of orders or subcontracts entered into by Agent on behalf of the Association with subcontractors.
- (d) From available funds of the Association, settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts; with the express approval of the Board, such approval or ratification shall be final for all of the purposes of this clause.
- (e) Complete performance of such part of the work as shall not have been terminated by the Notice of Termination. Three (3) weeks prior to the expiration of the Agreement, representatives of the Association (or its designated Agent) shall have the reasonable right to enter the premises of Agent during business hours to review the Association records and make an itemized request for the delivery (no later than the last day of the contract period) of such records as the Association's representatives determine. Agent shall not be entitled to any compensation or reimbursement of costs for activities relating to turnover of records. A date and time shall be set for a meeting to take place in Agent's principal office on or before the last day of the term of the Agreement, for the purposes of arranging for the turnover to the Association of all requested records, funds and deposit accounts, and for the execution of any agreement and releases relating to the conclusion of contractual obligations. Within two (2) weeks following the Notice of Termination, or upon termination of this Agreement, whichever is earlier, Agent shall provide the Association with the following:
 - (i) A schedule of termination activities, including notice to vendors, banks, Association members, and meeting(s) with the successor entity responsible for management of the Association, in order that the termination and transition of responsibilities may be completed in a comprehensive and businesslike manner. Agent shall be entitled to reasonable costs associated with the preparation of such notices provided that Agent was not in default under this Agreement.
 - (ii) An itemized statement of the estimated amount due from the Association to the Agent, as of the last day of the term of the Agreement.

(iii) An itemized statement of the estimated amounts due suppliers of services and goods which have been ordered by Agent in the name of the Association. To the extent these amounts have not been paid by the last day of the term of the Agreement, an escrow account equal to such amounts as are outstanding shall be established from the Association funds to secure their payments. The Agent and the Association shall jointly control the escrow account. As to any invoices in dispute by the Association, the Association shall indemnify and hold the Agent harmless and further agrees to retain ultimate responsibility to the provider of such services or goods represented by an invoice in contention provided that such invoices were permitted under this Agreement. The Association shall bear the costs of any legal action between itself and the vendor should such occur.

- (f) If the termination does not coincide with the end of the Association's fiscal year, and at the Association's request, an independent audit by a certified public accountant shall be commenced within four (4) weeks following the last day of the termination of the Agreement at the Association's expense. Agent agrees to provide reasonable assistance to the auditors at no additional expense to the Association.
- (g) The Association shall maintain insurance coverage with the Agent named as an insured for that period of time necessary to protect both the Agent and the Association in the event of claims made based on events which occurred during the engagement of the Agent by the Association.
- (h) The Association agrees not to hire employees of the Agent or former employees who left Agent in the preceding twelve (12) months at any time during this Agreement or for a period of two (2) years following the date of the termination of this Agreement unless the Agent provides express written approval for such hire. The Association agrees to pay the Agent the sum of Ten Thousand Dollars (\$10,000) as liquidated damages if it breaches this provision of the Agreement. Both Parties agree that this is a reasonable sum due to the extensive training and proprietary information that the Agent provides, as well as expectations of continued income and allotment of resources, and further with respect to the difficulty in establishing the amount of actual damages. The provisions set forth in this paragraph do not apply to any personnel employed by the Association at the inception of this Agreement.

9.4 Continuing Liability. If this Agreement is not renewed or is terminated, the Parties shall remain liable to one another for all of the obligations incurred prior to the date of expiration or termination of this Agreement.

10. PLANS AND SPECIFICATIONS

In order to facilitate the efficient operation of the Property, the Association shall furnish Agent, if available, a complete set of the plans and specifications of the Property, and provide Agent with copies of all warranties, current contracts, and service agreements relating to the

Property. Upon termination of this Agreement, Agent shall return all copies of such materials to the Association.

11. MISCELLANEOUS PROVISIONS

11.1 Applicable Law. It is understood and agreed that this Agreement shall be construed in accordance with the laws of the Commonwealth of Virginia without regard to its conflict of laws principles.

11.2 Dispute Resolution. If any litigation or similar proceeding is initiated to enforce any provision of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs expended in such action or proceeding. The Parties hereby consent to the jurisdiction of the courts of the Commonwealth of Virginia (whether federal or state) in connection with any action, suit or other proceeding relating to this Agreement. The Parties waive any and all rights to a trial by jury with respect to any action relating to this Agreement.

11.3 Bankruptcy. If the Agent shall be adjudicated bankrupt or insolvent and such adjudication is not vacated within thirty (30) days; or if a receiver or trustee shall be appointed and it shall not be vacated within thirty (30) days; or if a corporate reorganization of Agent or any arrangement by statute shall be filed; or if Agent shall make an assignment for the benefit of creditors; then the same shall be cause for termination of the Agreement by the Association.

11.4 Notices. All notices required or permitted to be given under the terms of this Agreement shall be given in writing and shall be sent by registered or certified mail, postage prepaid, return receipt requested, as follows:

To Agent:

Patricia Blackburn, President
GHA Community Management, LLC
3020 Hamaker Court
Suite 300
Fairfax, VA 22031

To the Association:
Old Mill Community Council, Inc.
President, Board of Directors

or to any such address as may from time to time be specified in writing by Agent or the Association, respectively. All such notices shall be effective when received provided the same are not refused (in which case, the date such notice is first attempted to be delivered shall be the effective date).

11.5 Assignment. The rights and obligations of the Agent may be assigned by the Agent, subject to the approval of the Association, which approval may be withheld in its sole discretion.

11.6 Severability. In the event that any part or provision of this Agreement shall be adjudged unlawful or unenforceable under the Commonwealth of Virginia law, any lawful intent of that provision and the remainder of this Agreement shall nonetheless survive and remain in full force and effect.

11.7 Section Headings. The section headings in this Agreement are for convenience only and shall not enlarge or limit the scope or meaning of these provisions of this Agreement.

11.8 No Waiver. The failure of either party to insist on the strict performance of the obligations, covenants, agreements, terms or conditions of this Agreement, or to exercise any right or remedy available upon a breach of this Agreement, shall not constitute a waiver, and no breach shall be waived, altered or modified unless in writing.

11.9 Force Majeure. Agent shall not be liable to the Owner for its failure or delay in performing services due to an event beyond its reasonable control, including, without limitation: acts of God; fires; earthquakes; flood; explosion; condemnation or actions or inactions of governmental agencies; war; invasion; insurrection; riot; mob violence; acts of terrorism; sabotage; inability to procure or general shortage of energy, labor, or equipment; requisitions; laws or orders of government or civil or military or naval authorities; or casualty or damage by accident not caused by Agent.

11.10. Limitation of Liability. In no event shall either party, its parent, subsidiaries, affiliates, agent or employees be liable to the other Party, whether in contract, tort or otherwise for any special, indirect, punitive, incidental or consequential damages of any kind of nature whatsoever.

11.11 Binding Effect. This Agreement shall bind the Parties' respective successors, administrators and assigns.

11.12. Construction. The Parties have participated jointly in the negotiation and drafting of this Agreement. If any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumptions or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

12. ENTIRE AGREEMENT

This Agreement, together with Schedules A, B and C, constitutes the entire Agreement between the Parties, and except as otherwise provided in Section 5 with respect to Schedule A, no modification thereof shall be valid and enforceable, except by an amendment in writing, executed and approved by the Parties to this Agreement. This Agreement may be executed by facsimile signature and in duplicate counterparts, each of which shall be considered as an original.

IN WITNESS WHEREOF, the Parties have affixed or caused to be affixed their respective signatures on this ____ day of _____ 20__.

[Signatures on following page]

ATTEST:

OLD MILL COMMUNITY COUNCIL, INC.

_____ By: _____

President, Board of Directors

ATTEST:

GHA COMMUNITY MANAGEMENT LLC

_____ By: _____

Patricia Blackburn, President

SCHEDULE A
NON-ROUTINE SERVICES FEE SCHEDULE

The following charges are for non-routine services performed in the Agent's offices or by the Agent's employees if the work is not performed on site. These charges supersede all previous non-routine services rates and other contractual provisions. Charges may be modified at any time and from time to time upon ninety (90) days' written notice to the Association but no more often than annually, after the Effective Date of this Agreement.

START UP FEES:

One Time Transition Set Up Fee \$1,500.00

Transition Set Up Fee includes all files and records transferred to GHA Community Management from prior company and review of all lot owner accounts as well as setting up of financial information, record-keeping and new bank account set ups, and a physical inspection of the property.

COMPUTER CHARGES:

Port Fee (when applicable) \$250.00 per month

Includes computer set up, software installation, hardware and software technical support, and Access usage to proprietary software.

ACCOUNTING CHARGES:

1099 Processing	\$15.00 per form
Coupons	Actual Cost
Delinquency Notices	\$9.00 per notice
Final Delinquency Notice for Turnover to Attorney	\$30.00 per occurrence
Returned Check Fee	\$35.00 per item (passed on to owner)
Special Request Checks (outside weekly check run)	\$5.00 each

ADMINISTRATIVE CHARGES:

Certified Mailings	\$5.00 each
Community Mailings	Time and Material
Courier Service	Actual Cost
Emergency After-Hours Answering Service	\$10.00 per month
Envelopes, Letterhead all sizes	\$0.15 each
Labels	\$0.12 per label (\$5.00 Minimum)
Lender Questionnaire	\$125.00 (passed on to owner)
Lender Specific Questionnaire	\$160.00 (passed on to owner)

Long Distance/Telephone Charges	Actual Cost
Material Reproduction	\$0.18 per copy
Plastic Report Covers	\$1.50 each
Pool/Parking/Recreation Administration	\$5.00 per pass
Postage	Direct Postage Cost
Storage of Association Files (current and prior years)	\$30.00 per month
Supplies	Actual Cost

ARCHITECTURAL ADMINISTRATION AND COMPLIANCE

Covenant Inspections and Data Entry (<i>above requirements</i>)	\$35.00 per hour
Follow Up Covenant Inspections (<i>above requirements</i>)	\$3.00 per inspection
Violation Processing (<i>First Notices, Second Notices, Hearing Notices, and Fine Notices</i>)	\$5.00 per notification letter
Architectural Review Application Processing	\$15.00 per application

PAYROLL & BENEFITS ADMINISTRATION

Association Employees Payroll & Benefits Administration (Including 941 tax filings, regulatory filings & W2's)	At Cost plus \$10.00 per employee per month Minimum Charge \$100.00 per month \$25.00 per new employee set up \$10.00 garnishment processing fee
GHACM Site Dedicated Employees Payroll & Benefits Administration (Including 941 tax filings, regulatory filings & W2's)	At Cost plus \$10.00 per employee per month Minimum Charge \$100.00 per month \$25.00 per new employee set up \$10.00 garnishment processing fee

SCHEDULE B
ADDITIONAL SERVICES FEE SCHEDULE
AVAILABLE AT REQUEST OF BOARD OF DIRECTORS

Hourly rates for performance of items not listed as part of this Agreement:

(e.g. insurance claims, loan administration, developer warranty issues, lot owner maintenance coordination)

Principals and Executives	\$135.00 per hour
Sr. Portfolio Manager	\$90.00 per hour
Portfolio Manager	\$75.00 per hour
Accountant	\$75.00 per hour
Bookkeeper	\$50.00 per hour
Clerical Staff	\$40.00 per hour
GHA Computer Consultation	\$85.00 per hour with no port fee \$60.00 per hour with port fee
Education and Training	Per request basis

Includes: Board and/or Community, Organization and Reporting Structure, Long Range Planning, and Association Employee Training

Charges may be modified at any time upon 90 days written notice by Agent to Association.

**SCHEDULE C
OWNER TRANSACTION FEE SCHEDULE**

Pursuant to § 55-509.6 of the Virginia Property Owners Act, any fees charged pursuant to this Section shall be collected at the time of settlement on the sale of the lot and shall be due and payable out of the settlement proceeds in accordance with this Section. The seller shall be responsible for all costs associated with the preparation and delivery of the association disclosure packet, except for the costs of any disclosure packet update or financial update, which costs shall be the responsibility of the requestor, payable at settlement. Neither the association nor its common interest community manager shall require cash, check, certified funds, or credit card payments at the time the request is made for the disclosure packet.

If settlement does not occur within 45 days of the delivery of the disclosure packet, or funds are not collected at settlement and disbursed to the association or the common interest community manager, all fees, including those costs that would have otherwise been the responsibility of the purchaser or settlement agent, shall be (i) assessed against the lot owner within one year after delivery of the disclosure packet, (ii) the personal obligation of the lot owner, and (iii) an assessment against the lot and collectible as any other assessment in accordance with the provisions of the declaration and § 55-516. The association shall pay the common interest community manager the amount due from the lot owner within 30 days after invoice.

Pursuant to §55-509.6, Fees for Disclosure Packets are as follows:

Inspection of Lot	\$100.00
Disclosure Packet (Paper Format and up to 2 copies)	\$150.00
Disclosure Packet (Electronic Format and up to 2 copies)	\$125.00
Expedite Fee (within 5 business days)	\$50.00
Additional Hard Copy	\$25.00 each
Commercial Delivery Service for Hand or Overnight Delivery	Direct Cost
Re-inspection of Lot	\$100.00
Disclosure Packet Update (Disclosure Packet that was issued within the preceding 12-month period)	\$50.00
Financial Update (Requested by Settlement Agent)	\$50.00
Post Closing New Owner Set-Up	\$ 50.00



Section G

Professional Fee Proposal



PROFESSIONAL FEE PROPOSAL

GHA Community Management would like to thank you for the opportunity to discuss our services and how we can meet your needs.

For Full Service Management, the management fee is \$1,919 per month or \$23,028 per year. Services included in the monthly management fee are as listed. The fee for additional services is specified on Schedules A, B and C of the Management Agreement located in Section F of this proposal.