MASON & MASON
CAPITAL RESERVE ANALYSTS, INC.

MEMBER OF community ASSOCIATIONS INSTITUTE

Condition Assessment
&
Reserve Fund Plan Update
2020
Forest Landing

Burke, Virginia

Prepared for:
The Board of Trustees
Burke Centre Conservancy

MASON & MASON
CAPITAL RESERVE ANALYSTS, INC.

MEMBER OF community ASSOCIATIONS INSTITUTE

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March 19, 2020

Mr. Bob Bray, Finance Administrator
Burke Centre Conservancy
6060 Burke Centre Parkway
Burke, Virginia 22015-3702

RE: CONDITION ASSESSMENT AND RESERVE FUND PLAN UPDATE 2020
Forest Landing Cluster
Burke, Virginia
Project No. 8903#4

Dear Mr. Bray:

Mason & Mason Capital Reserve Analysts, Inc. has completed the report for Forest Landing.

As outlined in our proposal, the report is being submitted to you and the Board of Directors for review and comment. A review of the Summary of Key Issues iii, and Sections 1 and 2 will provide you with our findings and financial analyses. We will be happy to meet with the Board to help them fully understand the issues. If no changes are necessary, please consider this version the final report. If changes are requested, Mason & Mason will make the revisions and re-issue the report. We encourage the Board to complete this process expeditiously and will support the effort.

We genuinely appreciate the opportunity to work with you and the Cluster.

Sincerely,

Mason & Mason Capital Reserve Analysts, Inc.

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FOREWORD

PLEASE READ THIS FIRST

This report contains information the Board requires to fulfill its fiduciary responsibilities with respect to the financial health of the Association. Even if you are already familiar with the concepts of capital reserve planning, it requires some study. The information in this report is vital to your Association's financial health. Unless you understand it, your Association may not follow it. This may lead to underfunding and financial stress at some time in the future.

Our years of experience providing reserve analysis to both first-time and multi-update return clients have compelled us to develop a logical funding approach, which is based on generational equity and fairness to common-interest property owners that helps ensure realistic reserve funding levels.

Our approach is neither standard, nor is it necessarily easy to understand without first becoming familiar with some basic concepts. Section 3 explains these concepts in more detail. We want you to understand them because a well-informed Association makes the best decisions for its common-property owners.

SUMMARY OF KEY ISSUES

Different readers will look for different things from this report. Perhaps the homeowner will just be looking for the high points. A prospective buyer may be looking at the general financial condition of the Association's reserves. A Board member should probe deeper in order to understand the financial tools that will be helpful in fulfilling their fiduciary responsibilities to the Association.

The Summary of Key Issues presents a recapitulation of the most important findings of Forest Landing's Reserve Fund Plan Update. Each is discussed in greater detail in the body of the report. We encourage the reader to "go deeper" into the report, and we have written it in a way that's understandable to a first-time reader.

Analyzing the capital reserves reveals that:

- The reserve fund is approximately fully funded through 2019. This is a significant improvement from past years. Our goal is to maintain fully funded status through the end of the 20-year period (2039).

To maintain fully funded status, the Board should:

- Apply a 1.70% annual adjustment to the contribution beginning in 2021. Or, from $4,514 to $4,591, and plan on continuation of the annual adjustments throughout the remainder of the period.
- This represents an adjustment from $14.46 to $14.71 (a net adjustment of $0.25) per residence, per month (based on 26 homes).

Supporting data are contained in the body of this report, and we encourage the reader to take the time to understand it.

VISUAL EVALUATION METHODOLOGY

The first step in the process is collection of specific data on each of your community's commonly held components. This information includes quantity and condition of each included component. We collect most of this data during the on-site field survey. When this information is not available in the field, we may obtain it by discussion with those knowledgeable through management or service activities.

The field survey or condition assessment is visual and non-invasive. We don't perform destructive testing to uncover hidden conditions; perform operational testing of mechanical, electrical, plumbing, fire and life safety protection; or perform code compliance analysis.

We make no warranty that every defect has been identified. Our scope of work doesn't include an evaluation of moisture penetration, mold, indoor air quality, or other environmental issues. While we may identify safety, hazards observed during the course of the field survey, this report shouldn't be considered a safety evaluation of components.

Replacement costs are sometimes based on published references, such as R. S. Means. However, our opinions of replacement costs usually include removal and disposal and are usually based on experience with similar projects including information provided by local contractors and reported client experience. Actual construction costs can vary significantly due to seasonal considerations, material availability, labor, economy of scale, and other factors beyond our control.

Projected useful service lives are based on statistical data and our opinion of their current visual condition. No guarantee of component service life expectancies are expressed or implied and none should be inferred by this report. Your actual experience in replacing components may differ significantly from the projections in the report, because of conditions beyond our control or that were not visually apparent at the time of the survey.

1. INTRODUCTION

1.1 Background: Forest Landing Cluster is comprised of 93 single-family homes with two private drivelanes serving 26 homes located at 5892 through 5928 Burnside Landing Drive (19 homes) and 5909 through 5921 Oak Leather Drive (7 homes) in Burke, Virginia. The Cluster was constructed circa 1980. The street layout does not include concrete sidewalks, curbs and gutters, or parking spaces.

We are providing the Condition Assessment and Reserve Fund Plan Update based on Proposal Acceptance Agreement No. 8903#4 dated October 9, 2019. Our services are subject to all terms and conditions specified therein.

Mason & Mason did not review the declarations, covenants, or other organization documents pertaining to the establishment and governance of the Cluster. Ultimately, the establishment, management, and expenditure of reserves are within the discretion of the Cluster and its Board of Directors pursuant to their organizational documents and subject to the laws of the applicable jurisdiction. We are not financially associated with Burke Centre Conservancy Management or the Cluster, and therefore do not have any conflicts of interest that would bias this report. Information provided by Management is deemed reliable. This report is not intended to be an audit or a forensic investigation. This report is not a mandate but is intended to be a guide for future planning.

Mason & Mason provided a Level I Condition Assessment and Reserve Fund Plan for Forest Landing Cluster in 2006, and Level II Updates in 2010 and 2015. This report is an additional Level II Update and includes a new condition assessment. All common components were visually observed. Measurements and quantities were generally accepted from the previous report except where changes have occurred. The update report is a stand-alone document and reference to the previous report should not be necessary.

James G. Mason III, R. S. conducted the field evaluation for this report on March 4, 2020. The sky was clear, and the temperature was approximately 57 degrees F. Precipitation had not occurred for several days prior to the site visit. The pavements and grounds were generally dry and clean of debris.

1.2 Principal Findings: The common assets appear to be in overall continuing good condition. The Oak Leather Drive drivelane has been restored since our previous site visit in 2015 and is in continuing good condition. Pavement maintenance, such as seal coating appears to have also been accomplished on Oak Leather Drive. Burnside Landing Drive is in fair condition, with a moderate quantity of deflected asphalt, longitudinal, and transverse cracking observed. We are moving the asphalt restoration project forward by four years, as the pavement is exhibiting about 46% failure rate. Pavement maintenance, which includes full-depth repair of deflected asphalt, crack filling, and seal coating should be performed every six years. Burnside Landing Drive should be repaired near-term.

The storm water drainage system and the entrance monument range from fair to continuing good condition. The monument, which appears to be missing mortar, should have maintenance, including tuckpointing near-term, (under operations) in order to maximize its service life.

Currently, the reserve fund is adequate, and requires only minimal annual adjustments in contributions to maintain fully funded status through to the end of twenty years.

In order to maintain the physical attributes that preserve property values and provide a safe environment for occupants and guests, a series of capital expenditures should be anticipated. Consequently, we have scheduled near-, mid-, and late-term restoration and replacement projects based on anticipated need from our experience with similar properties.

Generally, our approach is to group appropriately related component replacement items into projects. This creates a more realistic model and allows a grouping timeline that is more convenient to schedule and logical to accomplish. Please see the Table 1 Discussion, Column 18, and the Asphalt Pavement Report in Section 7, for specific information.

2. FINANCIAL ANALYSIS

We track the annual inflation rate among our clients based on their reported costs for typical services. The average rate of inflation since the 2008 recession has been 1.46% according to the U.S. Labor Department and is similar in our experience with clients. Substantially higher inflation rates have not materialized since then. So, we are using a 2% annual rate of inflation in our calculations. Interest income has also remained low since 2008, and many smaller Associations and Condominiums are earning less than 2% on savings accounts. So, we are using a 1.5% interest income rate of return in our calculations. However, unlike reserves, interest income is taxable, which may reduce the net gain even further. We anticipate increasingly volatile economic conditions near to mid-term. It is prudent to keep a close watch on the economy and be ready to respond by updating the reserve fund plan as economic changes dictate.

2.1 Calculation Basics: The Cluster is on a calendar fiscal year. Management reported that the audited reserve fund balance, including cash and securities, as of December 31, 2019, was $44,355. We have used 2.00% annual inflation and 1.50% annual interest income in our calculations. The total expenditures for the twenty-year period for both the Cash Flow Method and Component Method are projected to be $122,318.

2.2 Current Funding Analysis, Cash Flow Method (Table 3): The 2020 annual contribution to reserves has been set at $4,514 with a presumed 2.0% annual increase. At this level, the total for all annual contributions for the twenty-year period would be $109,678, and the total interest income is projected to be $14,002. This funding results in slightly high balances throughout the twenty-year period and over funds the reserves.

2.3 Alternative Funding Analysis, Cash Flow Method, Hybrid Approach (Table 3.1): This plan provides the annual contributions necessary to maintain balances consistent with the fully funded status by maintaining the annual contribution of $4,514 and applying a 1.70% annual adjustment thereafter. This plan addresses generational equity issues. The total for all annual contributions for the twenty-year period would be $106,414, and the total interest income is projected to be $13,678. The fully funded balance in 2039 is $42,129.

2.4 Funding Analysis, Component Method (Table 4): This method of funding would require variable annual contributions, averaging $5,371 over the twenty-year period. The total for all annual contributions would be $107,414, and the total interest income is projected to be $12,678. The fully funded balance in 2039 is $42,129. The Component Method model considers the current reserve fund balance in computing individual component contributions for current cycles.

3. METHODS OF FUNDING

Once the data are compiled, our proprietary software produces two distinct funding methods. These are the Component Method and Cash Flow Method. Each of these methods is used in analyzing your Association's reserve status and each plays a role in the Board's decision on how to fund reserves. While we provide the guidance, the choice of funding method is ultimately the prerogative of the Board. Considering the vulnerability of the Association's assets, its risk tolerance, and its ability to fund contributions, the Board should decide how the Association will fund its reserves and at what level.

3.1 Component Method: As reserve analysts, we recognize the value of Component Method calculations as they address both future replacement costs and the time remaining to fund them. This is the foundation of the savings concept. You will see the term "fully funded." This simply means you are on schedule, in any given year, to accrue sufficient funds by the component's replacement date. It does not mean you must have 100% of the funds ahead of time. Simplified Example: A component projected to cost $1,000 at the end of its 10-year life cycle would require a $100 annual contribution in each of the 10 years. As long as you follow this contribution plan, the component is "fully funded."

Prior to determining the actual required annual contribution, a complex calculation apportions the existing reserve fund to each component. Each component's remaining unfunded balance forms the basis for the required contribution going forward.

Funds set aside for replacement of individual components are not normally used for the replacement of other components, even though the funds reside in the same bank account. In rare cases where a reserve fund is actually overfunded, $0 will be displayed on the Component Method tables, indicating that the component is fully funded for that cycle.

While the time basis for the report is a 20-year period, the Component Method allows for inclusion of long-life components that may require replacement after the specified period. This allows for funding of long-life components contemporaneously, which is fundamentally fair if they are serving the current owners. This is in contrast to saying, "if it doesn't require replacement within our 20-year period, we're going to ignore it."

Due to replacement cycle time and cost differentials, the Component Method typically results in annual contribution fluctuations, which often makes it difficult for a Board to implement. However, its guidance is essential and invaluable for understanding funding liabilities and making informed recommendations. Table 4 shows these calculations, as well as projects interest income, expenses with inflation, and yearly balances, which will be "fully funded."

3.2 Cash Flow Method: The Cash Flow Method is easier to implement. It is a simple 20-year spread sheet that includes the starting balance, current contribution, interest income, inflation rate, projected expenses, and resulting yearly balances. The Cash Flow Method pools the contributions allocated to each of the Association's common components into a single "account."

Table 3 shows these calculations. This table reflects the information you provided on your reserve fund balance and current contribution. It also shows projected yearly positive or negative balances. The Cash Flow Method doesn't include replacement funding for anything beyond the 20-year period, thus leaving a potential shortfall in funding and failing to address generational equity if not specifically set to do so. It doesn't provide any real guidance beyond the basic information. There are several variations on cash flow goals such as Threshold Funding (just enough to stay positive) and Percentage Funding (a predetermined level based on some arbitrary percentage), but these schemes don't address the reality of fully funding, and typically are just a way of passing the obligation on to the next generation.

3.3 Hybrid Approach: Please note that this is not a method, rather a way (approach) for us to utilize the Cash Flow Method, while ensuring the appropriate funding levels are achieved long-term. Our Hybrid Approach uses the projected fully funded balance at the end of the 20-year period from Table 4 as a funding goal. We then set up Cash Flow funding plans. Table 3 is your "where we are now" Cash Flow spreadsheet modeling your reserve balance and current contribution. Table 3.1 (and possibly others) provides alternative(s) to this that meet the fully funded goal from Table 4.

We usually establish a new Cash Flow contribution that requires only small annual inflationary increases to reach the fully funded goal at the end of the 20-year period. This has the added effect of establishing a funding plan that addresses inflation. The contribution in the first year, adjusted for inflation, is equal to the contribution in the last year, based on inflated dollars (future value of money). This approach will also allow underfunded Associations the time to catch up, mitigating undue hardships. It balances the risk of temporary underfunding with the benefit of consistent predictable increasing contributions. The combination of the Component and Cash Flow Methods (Hybrid Approach) provides the advantages of both methods.

4. RESERVE PROGRAMMING

The Mason & Mason proprietary software used to produce the financial tables (Tables 1 through 4) have been under continual refinement for over a decade. It is unique in the industry as it provides comprehensive modeling through Microsoft Access and Excel that addresses the many challenges of reserve funding, allows analysts and clients to run "what if" scenarios, provides an easy to understand matrix of views and functions, and is easily provided to clients through e-mail.

4.1 Interest Income on Reserve Funds: Most Associations invest at least part of their reserve funds. Small Associations may simply use a savings account or certificates of deposit, while large Associations may have multiple investments with short-, medium-, and long-term instruments. One issue that is difficult to quantify is the percentage of funds invested. Some Associations invest a fairly substantial portion, while others hold back due to current cash outflow obligations. Some Associations do not reinvest the investment proceeds in their reserves; rather they divert the cash into their operations fund. We do not agree with this approach as it has the effect of requiring additional reserve contributions to make up for the difference. There is also the issue of changing rates over the 20-year period. In the recent past we have seen large swings in relatively short time periods. While reserve funds are not usually taxable by the IRS, the investment income generated by the reserve fund is taxable in most situations. Even with all these potential pitfalls, investment income still represents a substantial source of additional funds and for this reason should not be ignored. There is no way to make "one size fits all" with any accuracy for the individual Association. Our approach to this dilemma is to use lower approximations that compensate for less than 100% of funds invested. We feel this is still better than not recognizing it, and periodic updates allow for adjustments based on experience. The rate can be set at any level, including zero, for Associations desiring to not recognize interest. The rate should reflect, as accurately as possible, the actual composite rate of return on all securities and other instruments of investment including allowances for taxes.

The interest income displayed on Table 3 and Table 4 is the summation of the beginning reserve fund interest accrual and the interest earned on the contributions minus the interest lost by withdrawing the capital expenditures. This method of calculation, while not exact, approximates the averages of the three principal components of a reserve fund for each twelve-month period.

4.2 Future Replacement Costs (Inflation): Inflation is a fact of life. In order to replicate future financial conditions as accurately as possible, inflation on replacement costs should be recognized. The financial tables have been programmed to calculate inflation based upon a pre-determined rate. This rate can be set at any level, including zero. A plan that doesn't include inflation is a 1-year plan, and any data beyond that first year won't reflect reality.

4.3 Simultaneous Funding: This is a method of calculating funding for multiple replacement cycles of a single component over a period of time from the same starting date. Simple Example: Funding for a re-roofing project, while, at the same time, funding for a second, subsequent re-roofing project. This method serves a special purpose if multiple-phase projects are all near-term but will result in higher annual contribution requirements and leads to generational equity issues otherwise. We use this type of programming only in special circumstances.

4.4 Sequential Funding: This is a method of calculating funding for multiple replacement cycles of a single component over a period of time where each funding cycle begins when the previous cycle ends. Simple Example: Funding for the second re-roofing project begins after the completion of the initial re-roofing project. This method of funding appears to be fundamentally equitable. We use this type of programming except in special circumstances.

4.5 Normal Replacement: Components are scheduled for complete replacement at the end of their useful service lives. Simple Example: An entrance sign is generally replaced all at once.

4.6 Cyclic Replacement: Components are replaced in stages over a period of time. Simple Example: Deficient sidewalk panels are typically replaced individually as a small percentage, rather than the complete system.

4.7 Minor Components: A minimum component value is usually established for inclusion in the reserve fund. Components of insignificant value in relation to the scale of the Association shouldn't be included and should be deferred to the operations budget. A small Association might exclude components with aggregate values less than $1,000, while a large Association might exclude components with aggregate values of less than $10,000. Including many small components tends to over complicate the plan and doesn't provide any relative value or utility.

4.8 Long Life Components: Almost all Associations have some components with long or very long useful service lives typically ranging between thirty and sixty years. Traditionally, this type of component has been ignored completely. Simple Example: Single replacement components such as entrance monuments should be programmed for full replacement at their statistical service life. This allows for all common property owners to pay their fair share during the time the component serves them. This also has the added effect of reducing the funding burden significantly as it is carried over many years.

4.9 Projected Useful Service Life: Useful service lives of components are established using construction industry standards and our local experience as a guideline. Useful service lives can vary greatly due to initial quality and installation, inappropriate materials, maintenance practices or lack thereof, environment, parts attrition, and obsolescence. By visual observation, the projected useful service life may be shortened or extended due to the present condition. The projected useful service life is not a mandate, but a guideline, for anticipating when a component will require replacement and how many years remain to fund it.

4.10 Generational Equity: As the term applies to reserves, it is the state of fairness between and over the generations relating to responsibility for assets you are utilizing during your time of ownership. It is neither reasonable, nor good business to defer current liabilities to future owners. This practice is not only unfair; it can also have a very negative impact on future property values.

5. UPDATING THE RESERVE FUND PLAN

A reserve fund plan should be periodically updated to remain a viable planning tool. Changing financial conditions and widely varying aging patterns of components dictate that revisions should be undertaken periodically from one to five years, depending upon the complexity of the common assets and the age of the community. Weather, which is unpredictable, plays a large part in the aging process.

Full Updates (Level II) include a site visit to observe current conditions. These updates include adjustments to the component inventory, replacement schedules, annual contributions, balances, replacement costs, inflation rates, and interest income.

We encourage Associations that are undergoing multiple simultaneous or sequential costly restoration projects (usually high-rise buildings) to perform Level III Administrative Updates. Administrative updates do not include a condition assessment. They are accomplished by comparing original projections with actual experience during the interim period as reported by Management. These updates can be performed annually and include adjustments to the replacement schedules, contributions, balances, replacement costs, inflation rates, and interest income. The Level III Administrative Update can be a cost-effective way of keeping current between Level II Full Update cycles. Full Updates (Level II) and Administrative Updates (Level III) help to ensure the integrity of the reserve fund plan.

6. PREVENTIVE MAINTENANCE

The following preventive maintenance practices are suggested to assist the Association in the development of a routine maintenance program. The recommendations are not to be considered the only maintenance required but should be included in an overall program. The development of a maintenance checklist and an annual condition survey will help extend the useful service lives of the Association's assets.

This section includes best maintenance practices or life-extension maintenance for many, but not necessarily all, components in the report. Items for which no maintenance is necessary, appropriate or beyond the purview of this report are not included in this section. We typically include them for townhomes and garden condominiums while mid- and high-rise buildings are generally too complex.

6.1 Asphalt Pavement: Pavement maintenance is the routine work performed to keep a pavement, subjected to normal traffic and the ordinary forces of nature, as close as possible to its as-constructed condition. Asphalt overlays may be used to correct both surface deficiencies and structural deficiencies. Surface deficiencies in asphalt pavement usually are corrected by thin resurfacing, but structural deficiencies require overlays designed on factors such as pavement properties and traffic loading. Any needed full-depth repairs and crack filling should be accomplished prior to overlaying. The edgemill and overlay process includes milling the edges of the pavement at the concrete gutter and feathering the depth of cut toward the center of the drive lane. Milling around meter heads and utility features is sometimes required. The typical useful life for an asphalt overlay is twenty years.

6.2 Asphalt Seal Coating: The purpose is to seal and add new life to a roadway surface. It protects the existing pavement but does not add significant structural strength. A surface treatment can range from a single, light application of emulsified asphalt as a "fog" seal, to a multiple-surface course made up of alternate applications of asphalt and fine aggregate. Seal coating of all asphalt pavements should be performed at approximately six-year intervals, or approximately twice during the service life of the asphalt pavement. Seal coating more often is generally not cost-effective. The material used should be impervious to petroleum products and should be applied after crack filling, oil-spot cleaning, and full-depth repairs have been accomplished. Seal coating is a cost-effective way of extending the life of asphaltic concrete pavement. Seal coating is generally not scheduled for up to five years after an asphalt restoration project.

6.3 Asphalt Full-Depth Repairs: In areas where significant alligator cracking, potholes, or deflection of the pavement surface develops, the existing asphalt surface should be removed to the stone base course and the pavement section replaced with new asphalt. Generally, this type of failure is directly associated with the strength of the base course. When the pavement is first constructed, the stone base consists of a specific grain size distribution that provides strength and rigidity to the pavement section. Over time, the stone base course can become contaminated with fine-grained soil particles from the supporting soils beneath the base course. The most positive repair to such an area is to remove the contaminated base course and replace it with new base stone to the design depth. It is appropriate to perform these types of repairs immediately prior to asphalt restoration projects. Generally, this type of repair should not be required for approximately five years after an asphalt restoration project.

6.4 Asphalt Crack Filling: Cracks that develop throughout the life of the asphalt should be thoroughly cleaned of plant growth and debris (lanced) and then filled with a rubberized asphalt crack sealant. If the crack surfaces are not properly prepared, the sealant will not adhere. Crack filling should be accomplished every three to six years to prevent infiltration of water through the asphalt into the sub-grade, causing damage to the road base. It is appropriate to perform these types of repairs immediately prior to edgemill and overlay. Generally, this type of repair should not be required for approximately five years after an edgemill and overlay project.

6.5 Stone Monument Repair: Stone monuments should be inspected periodically for cracks indicating settlement problems. All vegetation, such as vines, tree limbs, and tree roots should be kept clear to prevent damage. As stone monument walls age, depending upon the initial quality of the mortar and the long-term environment of the wall, mortar joints may deteriorate. This condition can be corrected by tuckpointing. Deteriorated or cracked mortar should be removed, and the void should then be filled with new mortar. Major settlement cracks or deflection may require the rebuilding of that section.

7. ASPHALT PAVEMENT REPORT

Street Name	Total SY Asphalt Pavement	SY Full-Depth Repairs	Linear Footage Cracks
5909-5921, Oak Leather Drive, Phase 1	813	3	10
5892-5928, Burnside Landing Drive, Phase 2	1,900	88	498
TOTALS	2,713	91	508

All quantities approximate

COMPONENT DATA AND ASSET REPLACEMENT SCHEDULE
TABLE 1 EXPLANATION

This table lists the common assets included in the reserve fund plan and provides details of the replacement schedules. A narrative discussion is provided adjacent to each component. Photo references and maintenance protocol reference numbers are also provided. An explanation of each column in the table follows:

Column 1	**Component No.** is consistent throughout all tables.
Column 2	**Component** is a brief description of the component.
Column 3	**Quantity** of the component studied, which may be an exact number, a rough estimate, or simply a (1) if the expenditure forecast is a lump sum allowance for replacement of an unquantified component.
Column 4	**Unit of Measurement** used to quantify the component: SY = Square Yards SF = Square Feet LF = Linear Feet EA = Each LS = Lump Sum PR = Pair CY = Cubic Yards
Column 5	**Unit Cost** used to calculate the required expenditure. This unit cost includes removal of existing components and installation of new components, including materials, labor, and overhead and profit for the contractor.
Column 6	**Total Asset Base** is the total value of common assets included in the study in current dollars. In addition to capital assets, this figure includes one cycle of maintenance liability.
Column 7	**Typical Service Life (Yrs) or Cycle** is the typical life expectancy of similar components in average conditions or the length of years between replacement cycles, and does not necessarily reflect the conditions observed during the field evaluation. This number is furnished for reference and is not necessarily computed in the system.
Column 8	**1st Cycle Year** is the scheduled year of the first projected replacement or repair.
Column 9	**Percentage of Replacement** is the percentage of component value to be replaced in the first replacement cycle.
Column 10	**Cost for 1st Cycle** is the future cost (with inflation) of the replacement. It is the product of Column 6 times Column 9 in future dollars.
Column 11	**2nd Cycle Year** is the scheduled year of the second projected replacement or repair. If a second cycle is not listed, it is because the first cycle is beyond the end of the study.
Column 12	**Percentage of Replacement** is the percentage of component value to be replaced in the second replacement cycle. This can vary from the percentage of the first cycle for various reasons, such as the increased age of a component may require a larger amount of repair.
Columns 13 Through 16	**Cycles, Percentage, and Cost** repeat as itemized above. Although not shown on the tables, the cycles continue throughout the study period and beyond.
Column 18	**Discussion** is the description and observed condition of the component and the methodology employed in the decision-making process. Includes the photo reference, (Photo #1, #2, etc.) and Maintenance Protocol reference numbers (7.1, 7.2 etc.) if applicable.

Reserve Fund Plan for
4. FOREST LANDING CLUSTER
Burke, Virginia

COMPONENT DATA AND ASSET REPLACEMENT SCHEDULE
TABLE 1
2020 Through 2039

MASON & MASON
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Component No.	Component	Quantity	Unit of Measurement	Unit Cost	Total Asset Base	Typical Service or Cycle Life in Yrs	1st Cycle Year	Percentage of Replacement	Cost For 1st Cycle	2nd Cycle Year	Percentage of Replacement	Cost For 2nd Cycle	3rd Cycle Year	Percentage of Replacement	Cost For 3rd Cycle	DISCUSSION
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	18
1 ASPHALT COMPONENTS																
1.1	**Asphalt Restoration Project - Phase 1**	**813**	**SY**	**$10.00**	**$8,130**	**18**	**2035**	**100%**	**$10,942**	**2053**	**100%**	**$15,628**				**The asphalt pavement drivelane serving seven homes, 5909 through 5921 Oak Leather Drive (Phase 1- approximately 30% of the total square yardage) is constructed without concrete curbs. Neither the depth nor the sub-base of the pavement could be visually determined. The pavement was restored since our last visit and is in good condition. One small area of deflected cracking (indicative of sub-base damage or insufficient asphalt depth) was observed on the drivelane. Restoration includes overlay with 2" new compacted asphalt. Core sampling should be used to determine the depth and condition of the sub-base and pavement prior to restoration. Costs do not include replacement of any inadequate sub-base.**
1.2	**Asphalt Seal Coat - Phase 1**	**813**	**EA**	**$1.05**	**$854**	**6**	**2023**	**100%**	**$906**	**2029**	**100%**	**$1,020**	**2041**	**100%**	**$1,294**	**The pavement does appear to have been seal coated in past pavement maintenance projects. Seal coating may help prevent water infiltration into the sub-base through micro-cracks, but is largely a cosmetic issue. To help improve curb appeal after repairs, we have scheduled seal coating projects every six years, except in the year of the pavement restoration project when it is not necessary. Crack filling and full-depth repairs should be completed prior to application to achieve maximum benefit from the seal coating. Seal coating projects include re-striping. It should be understood that coal-tar based seal coating products have been banned from use in many localities throughout the country due to heavy contamination of ground water.**
1.3	**Asphalt Restoration Project - Phase 2**	**1,900**	**SY**	**$10.00**	**$19,000**	**18**	**2026**	**100%**	**$21,397**	**2044**	**100%**	**$30,560**				**The asphalt pavement drivelane serving nineteen homes, 5892 through 5928 Burnside Landing Drive (Phase 2 -70% of the total square yardage) is constructed without concrete curbs and is in generally fair condition. Neither the depth nor the sub-base of the pavement could be visually determined. We understand that the pavement was restored circa 2012. Significant areas of deflected cracking (indicative of sub-base damage or insufficient asphalt depth) was observed on the drivelane. Due to the deteriorating condition, we are moving the restoration date forward. Restoration includes overlay with 2" new compacted asphalt. Core sampling should be used to determine the depth and condition of the sub-base and pavement prior to restoration. Costs do not include replacement of any inadequate sub-base.**
1.4	**Asphalt Seal Coat - Phase 2**	**1,900**	**SY**	**$1.05**	**$1,995**	**6**	**2020**	**100%**	**$1,995**	**2032**	**100%**	**$2,530**	**2038**	**100%**	**$2,849**	**The pavement does not appear to have been seal coated since initial construction. Seal coating may help prevent water infiltration into the sub-base through micro-cracks, but is largely a cosmetic issue. To help improve curb appeal after repairs, we have scheduled seal coating projects every six years, except in the year of the pavement restoration project when it is not necessary. Crack filling and full-depth repairs should be completed prior to application to achieve maximum benefit from the seal coating. Seal coating projects include re-striping. It should be understood that coal-tar based seal coating products have been banned from use in many localities throughout the country due to heavy contamination of ground water.**
1.5	**Asphalt Repair Allowance**	**1**	**LS**	**$14,000.00**	**$14,000**	**6**	**2020**	**20%**	**$2,800**	**2023**	**20%**	**$2,971**	**2026**	**20%**	**$3,153**	**Approximately 91 square yards of deflected pavement (indicative of sub-base damage) and about 508 linear feet of longitudinal or transverse cracking were observed. Repairs are essential in order to achieve the projected remaining service life of the pavement. Full-depth repairs and crack filling are scheduled every six years throughout the study period, including the year of the asphalt restoration project. See the Asphalt Pavement Report, Section 7, for additional details.**
2 SITE FEATURES																
2.1	**Storm Water Drainage Allowance**	**1**	**LS**	**$7,800.00**	**$7,800**	**5**	**2024**	**100%**	**$8,443**	**2029**	**100%**	**$9,322**	**2034**	**100%**	**$10,292**	**Most of the storm water drainage elements in this cluster are adjacent to VDOT streets and are not the responsibility of the community. Though storm water drainage systems are a long life component and catastrophic failure is not anticipated, it is prudent to plan for localized repairs and repairs to ancillary damage as the system ages. This category may also be used to address localized erosion issues. This line item addresses potential storm water collection, drainage, and erosion issues throughout the study period and does not represent a single expense or action already identified as necessary. Due to the aging infrastructure, the budget has been increased.**
2.2	**Entrance Monument**	**1**	**LS**	**$8,000.00**	**$8,000**	**45**	**2028**	**100%**	**$9,373**	**2073**	**100%**	**$22,851**				**A concrete block monument is constructed at the intersection of Burnside Landing Drive and Burke Centre Parkway. This block wall is stone veneered on the sides and front and serves as support for two cluster wood signs (not included in this report). The wall is approximately 16 feet in length and about 4 feet in height and has grouted slate coping. The wall is in fair condition and requires tuckpointing under operations. Although electricity is provided, we did not observe landscape lighting or a meter socket. We understand that the cost of the monument replacement is to be shared at 50% each with Burnside Landing.**
3 ENGINEERING																
3.1	**Cyclic Updates**	**1**	**LS**	**$954.00**	**$954**	**5**	**2020**	**100%**	**$954**	**2025**	**100%**	**$1,053**	**2030**	**100%**	**$1,163**	**At the direction of Management, we have included an allowance to cover the cost of future updates, which are performed on a five-year basis.**

CALENDAR OF EXPENDITURES
TABLE 2 EXPLANATION

This table is a yearly plan of action of replacements and costs. A description of the columns in the table follows:

Column 1	Year is the year of the projected replacement and expenditure.
Column 2	Component No. itemizes the components and is consistent throughout the tables.
Column 3	Component is a brief description of the component.
Column 4	Present Cost is the cost for the cycle in today's dollars.
Column 5	Future Cost (Inflated) is the cost for the cycle in future dollars.
Column 6	Total Annual Expenditures gives the total expenditures by year.
Column 7	Action is an area provided for the Board to make notations as to action taken on each component.

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Reserve Fund Plan for
4. FOREST LANDING CLUSTER
Burke, Virginia

CALENDAR OF EXPENDITURES
TABLE 2
2020 Through 2039

MASON & MASON
CAPITAL RESERVE ANALYSTS, INC.
www.masonreserves.com 800-776-6980 Fax 800-776-6408

YEAR	COMPONENT NO.	COMPONENT	PRESENT COST 2020	FUTURE COST (INFLATED)	TOTAL ANNUAL EXPENDITURES	ACTION
1	2	3	4	5	6	7
2020					2020	
	1.4	Asphalt Seal Coat - Phase 2	$1,995	$1,995	TOTAL EXPENDITURES	
	1.5	Asphalt Repair Allowance	$2,800	$2,800		
	3.1	Cyclic Updates	$954	$954		
					$5,749	
2021					2021	
					NO EXPENDITURES	
2022					2022	
					NO EXPENDITURES	
2023					2023	
	1.2	Asphalt Seal Coat - Phase 1	$854	$906	TOTAL EXPENDITURES	
	1.5	Asphalt Repair Allowance	$2,800	$2,971		
					$3,877	
2024					2024	
	2.1	Storm Water Drainage Allowance	$7,800	$8,443	TOTAL EXPENDITURES	
					$8,443	
2025					2025	
	3.1	Cyclic Updates	$954	$1,053	TOTAL EXPENDITURES	
					$1,053	
2026					2026	
	1.3	Asphalt Restoration Project - Phase 2	$19,000	$21,397	TOTAL EXPENDITURES	
	1.5	Asphalt Repair Allowance	$2,800	$3,153		
					$24,550	
2027					2027	
					NO EXPENDITURES	
2028					2028	
	2.2	Entrance Monument	$8,000	$9,373	TOTAL EXPENDITURES	
					$9,373	
2029					2029	
	1.2	Asphalt Seal Coat - Phase 1	$854	$1,020	TOTAL EXPENDITURES	
	1.5	Asphalt Repair Allowance	$2,800	$3,346		
	2.1	Storm Water Drainage Allowance	$7,800	$9,322		
					$13,688	
2030					2030	
	3.1	Cyclic Updates	$954	$1,163	TOTAL EXPENDITURES	
					$1,163	
2031					2031	
					NO EXPENDITURES	
2032					2032	
	1.4	Asphalt Seal Coat - Phase 2	$1,995	$2,530	TOTAL EXPENDITURES	
	1.5	Asphalt Repair Allowance	$2,800	$3,551		
					$6,081	
2033					2033	
					NO EXPENDITURES	
2034					2034	
	2.1	Storm Water Drainage Allowance	$7,800	$10,292	TOTAL EXPENDITURES	
					$10,292	

Reserve Fund Plan for
4. FOREST LANDING CLUSTER
Burke, Virginia

CALENDAR OF EXPENDITURES
TABLE 2
2020 Through 2039

MASON & MASON
CAPITAL RESERVE ANALYSTS, INC.
www.masonreserves.com 800-776-6980 Fax 800-776-6408

YEAR	COMPONENT NO.	COMPONENT	PRESENT COST 2020	FUTURE COST (INFLATED)	TOTAL ANNUAL EXPENDITURES	ACTION
1	2	3	4	5	6	7
2035					2035	
	1.1	Asphalt Restoration Project - Phase 1	$8,130	$10,942	TOTAL EXPENDITURES	
	1.5	Asphalt Repair Allowance	$2,800	$3,768		
	3.1	Cyclic Updates	$954	$1,284		
					$15,994	
2036					2036	
	1.5	Asphalt Repair Allowance	$2,800	$3,844	TOTAL EXPENDITURES	
					$3,844	
2037					2037	
					NO EXPENDITURES	
2038					2038	
	1.4	Asphalt Seal Coat - Phase 2	$1,995	$2,849	TOTAL EXPENDITURES	
	1.5	Asphalt Repair Allowance	$2,800	$3,999		
					$6,848	
2039					2039	
	2.1	Storm Water Drainage Allowance	$7,800	$11,363	TOTAL EXPENDITURES	
					$11,363	

CURRENT FUNDING ANALYSIS CASH FLOW METHOD
TABLE 3.0 EXPLANATION

and, if applicable,

ALTERNATIVE FUNDING ANALYSIS CASH FLOW METHOD
TABLE 3.1, 3.2, 3,3 (etc.) EXPLANATION

Table 3.0 shows the financial picture over the twenty-year study period, using the current annual contribution and the reserve fund balance reported at the beginning of the study year. If the results of the study indicate a need to increase the annual contribution to maintain adequate balances throughout the study period, Table 3.1, and possibly, 3.2 will be provided for consideration. Alternatives might also be provided if a community is over-funded and desires to adjust the annual contribution downward.

Alternative funding may be achieved by increasing the annual contribution to a fixed yearly amount or by applying an annual escalation factor to increase contributions over time, or a combination of both methods. An inflation factor and interest income factor may be included in the calculations on this page.

A description of the columns in the table follows:

Column 1 Year

Column 2 **Total Asset Base** of all common capital assets included in the reserve fund with costs adjusted for inflation.

Column 3 **Beginning Reserve Fund Balance** is the reserve fund balance after all activity in the prior year is completed.

Column 4 **Annual Contribution**, on Table 3, is the amount contributed annually to the reserve fund as reported by the Board of Directors. On the Alternative Funding Analysis tables (3.1, 3.2, etc.), the annual contribution is projected to maintain positive balances throughout the study period.

Column 5 **Interest Income**, which is indicated in the heading of the table, is applied to the reserve fund balance and is accrued monthly throughout each year after the yearly expenditures are deducted. The interest income percentage may be varied to reflect actual experience of the community investments.

Column 6 **Capital Expenditures** are annual totals of expenditures for each year of the study period adjusted by the inflation percentage listed in the heading of the table.

Column 7 **Ending Reserve Fund Balance** is the result of the beginning reserve fund balance plus the annual contribution, plus interest income, less capital expenditures for the year.

Column 8 **Balance to Asset Base Ratio**, expressed as a percentage, is the ratio between the ending reserve fund balance and the total asset base for that year. The ratio is useful to the analysts in understanding general financial condition, but there is no standard ratio as each community’s condition and complexity varies.

Reserve Fund Plan for
4. FOREST LANDING CLUSTER
Burke, Virginia

CURRENT FUNDING ANALYSIS
CASH FLOW METHOD
TABLE 3

MASON & MASON
CAPITAL RESERVE ANALYSTS, INC.
www.masonreserves.com 800-776-6980 Fax 800-776-6408

In Dollars	Beginning Reserve Fund Balance:	Annual Contribution To Reserves:	Contribution Percentage Increase:	Annual Inflation Factor:	Annual Interest Income Factor:
	44,355	**4,514**	**2.00%**	**2.00%**	**1.50%**

YEAR	TOTAL ASSET BASE	BEGINNING RESERVE FUND BALANCE	ANNUAL CONTRIBUTION	INTEREST INCOME	CAPITAL EXPENDITURES	ENDING RESERVE FUND BALANCE
1	2	3	4	5	6	7
2020	**60,733**	**44,355**	**4,514**	**660**	**5,749**	**43,780**
2021	**61,947**	**43,780**	**4,604**	**699**	**0**	**49,083**
2022	**63,186**	**49,083**	**4,696**	**780**	**0**	**54,559**
2023	**64,450**	**54,559**	**4,790**	**832**	**3,877**	**56,304**
2024	**65,739**	**56,304**	**4,886**	**822**	**8,443**	**53,569**
2025	**67,054**	**53,569**	**4,984**	**841**	**1,053**	**58,341**
2026	**68,395**	**58,341**	**5,083**	**723**	**24,550**	**39,597**
2027	**69,763**	**39,597**	**5,185**	**640**	**0**	**45,422**
2028	**71,158**	**45,422**	**5,289**	**653**	**9,373**	**41,991**
2029	**72,581**	**41,991**	**5,395**	**567**	**13,688**	**34,264**
2030	**74,033**	**34,264**	**5,503**	**553**	**1,163**	**39,157**
2031	**75,513**	**39,157**	**5,613**	**637**	**0**	**45,407**
2032	**77,024**	**45,407**	**5,725**	**683**	**6,081**	**45,734**
2033	**78,564**	**45,734**	**5,839**	**738**	**0**	**52,311**
2034	**80,135**	**52,311**	**5,956**	**755**	**10,292**	**48,730**
2035	**81,738**	**48,730**	**6,075**	**655**	**15,994**	**39,467**
2036	**83,373**	**39,467**	**6,197**	**615**	**3,844**	**42,435**
2037	**85,040**	**42,435**	**6,321**	**693**	**0**	**49,448**
2038	**86,741**	**49,448**	**6,447**	**744**	**6,848**	**49,791**
2039	**88,476**	**49,791**	**6,576**	**713**	**11,363**	**45,717**
STUDY PERIOD TOTALS			**109,678**	**14,002**	**122,318**	

Reserve Fund Plan for
4. FOREST LANDING CLUSTER
Burke, Virginia

ALTERNATIVE FUNDING ANALYSIS
CASH FLOW METHOD
HYBRID APPROACH
TABLE 3.1

MASON & MASON
CAPITAL RESERVE ANALYSTS, INC.
www.masonreserves.com 800-776-6980 Fax 800-776-6408

Beginning Reserve Fund Balance:	Annual Contribution To Reserves:	Contribution Percentage Increase:	Annual Inflation Factor:	Annual Interest Income Factor:
44,355	4,514	1.70%	2.00%	1.50%

In Dollars

YEAR	TOTAL ASSET BASE	BEGINNING RESERVE FUND BALANCE	ANNUAL CONTRIBUTION	INTEREST INCOME	CAPITAL EXPENDITURES	ENDING RESERVE FUND BALANCE
1	2	3	4	5	6	7
2020	**60,733**	**44,355**	**4,514**	**660**	**5,749**	**43,780**
2021	**61,947**	**43,780**	**4,591**	**699**	**0**	**49,069**
2022	**63,186**	**49,069**	**4,668**	**779**	**0**	**54,517**
2023	**64,450**	**54,517**	**4,748**	**831**	**3,877**	**56,218**
2024	**65,739**	**56,218**	**4,828**	**820**	**8,443**	**53,423**
2025	**67,054**	**53,423**	**4,910**	**838**	**1,053**	**58,118**
2026	**68,395**	**58,118**	**4,993**	**719**	**24,550**	**39,280**
2027	**69,763**	**39,280**	**5,078**	**635**	**0**	**44,992**
2028	**71,158**	**44,992**	**5,164**	**645**	**9,373**	**41,428**
2029	**72,581**	**41,428**	**5,251**	**557**	**13,688**	**33,549**
2030	**74,033**	**33,549**	**5,340**	**541**	**1,163**	**38,267**
2031	**75,513**	**38,267**	**5,431**	**622**	**0**	**44,321**
2032	**77,024**	**44,321**	**5,523**	**665**	**6,081**	**44,428**
2033	**78,564**	**44,428**	**5,617**	**717**	**0**	**50,761**
2034	**80,135**	**50,761**	**5,712**	**729**	**10,292**	**46,911**
2035	**81,738**	**46,911**	**5,809**	**626**	**15,994**	**37,352**
2036	**83,373**	**37,352**	**5,907**	**581**	**3,844**	**39,996**
2037	**85,040**	**39,996**	**6,008**	**653**	**0**	**46,657**
2038	**86,741**	**46,657**	**6,109**	**699**	**6,848**	**46,617**
2039	**88,476**	**46,617**	**6,213**	**662**	**11,363**	**42,129**
STUDY PERIOD TOTALS			**106,414**	**13,678**	**122,318**	**FULLY FUNDED BALANCE GOAL**

FUNDING ANALYSIS COMPONENT METHOD
TABLE 4 EXPLANATION

Table 4 is a yearly list of annual contributions toward each component, which must be made to achieve 100% funding. The reserve fund balance is the balance at the beginning of the study year. The beginning reserve fund balance is applied, proportionately, to each component prior to calculating the yearly contribution for each component. Future costs (inflation) are factored into the replacement cycles. The annual contribution for each year is calculated in the bottom row of the study labeled **Annual Component Contribution Totals.** Interest and inflation are calculated at the same annual rates as the Cash Flow Method (Table 3).

Column 1	**Component Number** is consistent throughout the tables.
Column 2	**Component** is a brief description of the component.
Columns 3 - 22	**Years** lists the annual contribution amount toward each component throughout the twenty-year study period, which is totaled at the bottom of the component table.

COMPONENT METHOD SUMMARY

The component method summary computes the beginning reserve fund balance, the annual component contribution, the annual expenditures, and interest income. It then provides the ending reserve fund balance for each year of the study.

Reserve Fund Plan for
4. FOREST LANDING CLUSTER
Burke, Virginia

FUNDING ANALYSIS
COMPONENT METHOD
TABLE 4

MASON & MASON
CAPITAL RESERVE ANALYSTS, INC.
www.masonreserves.com 800-776-6980 Fax 800-776-6408

Beginning Reserve Fund Balance:

In Dollars 44,355

Component Number	COMPONENT	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
1 ASPHALT COMPONENTS																					
1.1	**Asphalt Restoration Project - Phase 1**	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	756	756	756	756	756
1.2	**Asphalt Seal Coat - Phase 1**	39	39	39	162	162	162	162	162	162	98	98	98	98	98	98	98	98	98	98	98
1.3	**Asphalt Restoration Project - Phase 2**	454	454	454	454	454	454	1,478	1,478	1,478	1,478	1,478	1,478	1,478	1,478	1,478	1,478	1,478	1,478	1,478	1,478
1.4	**Asphalt Seal Coat - Phase 2**	456	192	192	192	192	192	192	192	192	192	192	192	454	454	454	454	454	454	275	275
1.5	**Asphalt Repair Allowance**	1,338	968	968	1,027	1,027	1,027	1,090	1,090	1,090	1,157	1,157	1,157	1,227	1,227	1,227	3,813	1,968	1,968	1,382	1,382
2 SITE FEATURES																					
2.1	**Storm Water Drainage Allowance**	273	273	273	273	1,794	1,794	1,794	1,794	1,794	1,981	1,981	1,981	1,981	1,981	2,187	2,187	2,187	2,187	2,187	2,415
2.2	**Entrance Monument**	147	147	147	147	147	147	147	147	355	355	355	355	355	355	355	355	355	355	355	355
3 ENGINEERING																					
3.1	**Cyclic Updates**	329	203	203	203	203	224	224	224	224	224	247	247	247	247	247	273	273	273	273	273
ANNUAL COMPONENT CONTRIBUTION TOTALS		3,123	2,363	2,363	2,545	4,066	4,087	5,174	5,174	5,382	5,572	5,595	5,595	5,927	5,927	6,133	9,414	7,569	7,569	6,804	7,032

COMPONENT METHOD SUMMARY	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
BEGINNING RESERVE FUND BALANCE	44,355	42,424	45,447	48,516	47,938	44,318	48,055	29,447	35,108	31,691	24,099	28,941	35,018	35,442	41,952	38,477	32,555	36,833	45,021	45,712
PLUS ANNUAL COMPONENT CONTRIBUTION	3,123	2,363	2,363	2,545	4,066	4,087	5,174	5,174	5,382	5,572	5,595	5,595	5,927	5,927	6,133	9,414	7,569	7,569	6,804	7,032
CAPITAL EXPENDITURES	5,749	0	0	3,877	8,443	1,053	24,550	0	9,373	13,688	1,163	0	6,081	0	10,292	15,994	3,844	0	6,848	11,363
SUBTOTAL	41,729	44,787	47,810	47,184	43,561	47,352	28,679	34,621	31,117	23,575	28,531	34,536	34,864	41,369	37,793	31,897	36,280	44,402	44,977	41,381
PLUS INTEREST INCOME @ 1.50%	695	660	706	754	757	703	768	487	574	524	410	483	577	584	684	658	553	618	736	748
FULLY FUNDED RESERVE FUND BALANCE	42,424	45,447	48,516	47,938	44,318	48,055	29,447	35,108	31,691	24,099	28,941	35,018	35,442	41,952	38,477	32,555	36,833	45,021	45,712	42,129

FULLY FUNDED BALANCE

PERCENT FUNDED FOR CURRENT CYCLE	163%
TOTAL EXPENDITURES	122,318
TOTAL CONTRIBUTIONS	107,414
STUDY PERIOD TOTAL INTEREST	12,678
AVERAGE ANNUAL CONTRIBUTION	5,371