

Cape St. Claire

IMPROVEMENT ASSOCIATION

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Quarterly Membership Meeting

April 26, 2022

Agenda

President's Remarks

Approval of Minutes

Approval of Financials

BREAK

Old Business

New Business

Comments from the Floor

Adjournment

Annual Meeting January 11, 2022

In attendance in person: Governors Beau Breeden, Michele Shipley, Bill Szczytko, Lisa Schmidt and Mary Lamb, Town Manager Ryan Anderson, budget committee member Charlie Moore and guests Stacy Wildberger, Steve Arnold, Jennifer Williams, Todd Dallanegra, John Bragaw, Phillippe and Sandy Ourisson, Leslie Coble and Larry Jennings.

In attendance online: President Jeff Roche, Governors Neil Macindoe, Cheri Fairchild, Dawn Myers, guests Becky Benner, Bob Bishop, Brad Knopf, Bill Rappoport, Aaron Buchs, April Bly, Bill Aucoin, Joseph Bigsby, Mary Alice Ross, Pam Porter-Smith, Helen Bragaw, Irene McElwee, Joe Angel, Kelly Sloskey, Nikki Charlson, David Hutchinson and Cathy Gazzo.

President Roche called the hybrid in-person/online meeting to order at 7:32 pm and thanked all for attending. He asked those up for election to the Board of Governors to introduce themselves. Mary Lamb said she hopes to be reelected and continue to serve the community. Beau Breeden said he is running for his 4th term, looking forward to seeing the beach project through. Joe Angel said he has lived in the Cape for about two years and loves it, enjoys the camaraderie and willingness to help one another, and looks forward to facilitating that and making the community better. He was on the board of his previous community for 6 years. Charlie Moore said he has served on the budget committee for the last 3 years and looks forward to serving again.

BUDGET DISCUSSION

Governor Breeden gave an overview of the proposed fiscal year 2023 (FY23) budget that was presented at the October quarterly meeting, printed in the Caper and posted on the website. CSCIA is a Special Community Benefits District (SCBD) which means a fee is included in the property tax bills sent by the county to each tax account. Those funds are collected by the county and paid to CSCIA to be used for specific community benefits. Other revenue comes from the annual maintenance fee, clubhouse rentals, Caper advertising, pier fees, etc. The current SCBD fee is \$195 with a cap of \$225 per tax account. The proposed budget is based on raising the \$195 to \$200 and leaving the cap at \$225 to meet increases in the state unemployment rate and minimum wage, inflation, and staff cost of living increases. Unspent FY21 funds of over \$45,000 are rolled into the FY23 budget. Notable expenditures/changes for FY23 are in legal fees, insurance, maintenance, payroll, security, clubhouse improvements, beach project loan and funds to support special requests from groups such as the Garden Club and Cape Conservation Corps. It is a balanced budget, with income and expenses totaling \$753,708.

VOTING

President Roche asked that those in the clubhouse submit a ballot, and those online use the Slido voting app on the screen to vote on governors and budget committee, the SCBD increase, and the proposed budget.

MINUTES AND FINANCIAL STATEMENTS

Minutes of the October Quarterly Meeting were reviewed. A motion to approve the minutes was made by Phillippe Ourisson, seconded by Larry Jennings, and approved unanimously.

The financial statements for August through October were reviewed. Governor Breeden noted that clubhouse rentals were strong until recent cancellations, piers revenues are good, so revenues are more normal during the first year of Covid. Expenditures have been normal also. A motion to approve was made by Charlie Moore, seconded by Stacey Wildberger, and approved.

COMMITTEE REPORTS

Town Manager- Town Manager Anderson reported no open vegetation management plans, and a lot of snow damage to trees. Richard's Tree Care cleared downed branches and removed damaged trees and a dead tree that had been slated for removal. Portable toilets were removed for the winter. Herbicide was sprayed twice on the Bushkiller vine at the Serene Ravine, one invoice was paid by CSCIA and one by the Cape Conservation Corps. Spraying may continue if needed in the spring or summer. He and Governor Breeden will attend the court hearing that was postponed to February 10 regarding a trespassing incident. A location is to be chosen for the educational sign for the beach project and will be added to the original permit as a minor modification instead of requiring a new permit. Pier slip holder meetings will start again in March, outdoors at Deep Creek at 7pm on first Tuesdays of each month through the fall. The October coastal storm caused significant damage to some piers and bulkheads around the Cape. The Cape piers only lost a few decking planks. The beaches and parks were closed, and power shut off due to flooding with the 5-foot tide surge. The piers waitlist is 92 people. Pump outs were done, the pump winterized, water shut off and pipes winterized. Ice eaters were installed and are working well. Walsh and Son completed the replacement of 11 pilings and about 100 feet of ledgers, stringers and decking at the Deep Creek large pier. Plumbing and electrical repairs are needed as a result and will be completed in warmer weather. The project was planned for fiscal year 21 (FY21) so financial reports will show the expenditure in FY22, but funds were available from the prior budget year. We have not received a response on the application of the Site 2 project as fee in lieu of for underwater vegetation removal fees for a spur dredge at Deep Creek. CSCIA is included in the permit, and if it is financially feasible, will consider dredging in 3 shallow areas. The replacement gate lock at the Little Magothy pier is having intermittent issues that the locksmith is working on. The Lake Claire lock will be replaced in warmer weather. The mask mandate is in effect at the office through January. There have been some rental cancellations. Interior painting/repairs of main room and hallway are complete. Outdoor dining at restaurants in the shopping center was extended until January of 2023. Snow caused tree and bamboo damage at the Swim Club and was cleared by Richard's Tree Care. The \$261,000 SCBD check was received. Mr. Anderson noted that the 2022 board president and treasurer will need to sign and submit the SCBD budget form to the county by January 31. The annual maintenance fee postcards were taken to the post office on December

30, but few residents have received them and only one has been paid. The insurance policies were renewed smoothly with only a slight increase. The building committee will be catching up on the backlog over the next couple of weeks. While we have 4 of 4 security positions filled, one officer has been off the schedule, and there were some missed shifts due to Covid. Governor Macindoe and Mr. Anderson cover locking the gate when officers cannot.

Broadneck Council of Communities: Governor Breeden announced the February meeting with the state highway administration to discuss traffic issues with access roads, the Bay Bridge project, Sandy Point Park and a possible national park. The property known as Holly Beach Park is owned by the National Trust and may be made into a national park. The date of the meeting is to be determined. Governor Breeden was nominated by the county executive to serve on the Stakeholders Advisory Committee for the Broadneck area to influence decisions made on Plan 2040. He is one of about 10 regional representatives who will offer feedback for small area planning.

Building: President Roche said with time freed by leaving the presidency, he and co-chair Governor Shipley will address the backlog.

Piers: Governor Breeden reported contracts will be sent to slip holders February 1. Once contracts are in, any necessary moves will be made, and open slips assigned per the waitlist.

OLD BUSINESS

Governor Breeden reported that at the beginning of the quarter plans were still being finalized, additional permits applications being made and modified. As of today, approximately 1200 yd³ of sand was dredged from the Little Magothy River and spread on the main beach. CSCIA is permitted for the next three years to get Little Magothy sand because we now have features in place to hold it. Governor Breeden thanked Steve Miller and Mike Pappas for helping to coordinate that dredge with our project. While waiting for final permitting, work moved to Site 2 where root wad balls are being installed for fish habitat. The final modification for Site 1 was approved January 5 with DNR and January 11 with the county so work will shift back to the cobble bar and groin, which must be completed by the January 21 deadline. If weather and tides continue to be an issue and the work cannot be completed on time, we can apply for extensions. Work not completed by February 15 must be postponed until October. Site 2 will be restarted once Site 1 work ends. The root balls and oyster reef will be completed, then a batten wall installed under first section of the Lake Claire boat pier. There is no current plan to have sand added to that beach, but once structures are in place, Site 2 will be eligible for sand in the future. CSCIA is working with Fairwinds Marina on ideas for that. Governor Breeden added that the \$250,000 bond bill check was received, and he is working through the process to receive the other \$250,000 allocated by the state. As a community, we have invested \$854,500 and received matching funds of \$923,000. Our \$975,000 portion of the contract with Alliance of the Chesapeake has been completed. He noted that coordinating the many departments of the county, state and federal governments has been difficult, and thanked the Board and others who have helped over the last 9 years. It is hoped all work will be done in February, with replanting and maintenance to occur in the spring. President Roche added that dredged sand was not allowed to be placed below the mean high-water line, so it was placed high on the beach. It is supposed to eventually move into a natural slope out into the water and start to fill in the coves created by the groins. He thanked Governor Breeden for taking the lead and making the project happen. Phillippe Ourisson asked about sand that was washed from the beach at Lake Claire onto the parking lot and when it would be put back onto the beach. Governor Breeden answered that legally we cannot move it back without permits. Once retention features are in place, then replenishment plans can be made, but for now the sand is piled in dunes. He added that while we had 1200 yd³ of sand added to the main beach, project contractors Sustainable Science and BioHabitats estimate the total needed for embayment is about 6500 yd³. Much of that should accrete naturally, but it will take time. We hope to get additional sand from future dredging of the Little Magothy River that occurs triennially. Larry Jennings asked where the sand comes from that moves into the Little Magothy. Governor Breeden explained that there are near shore and offshore drifts that move sand in different directions. He noted that the Little Magothy River association has a lot of information on it. Bill Aucoin asked if the sand drift maps could be made available. Governor Breeden will try to provide a link to the DNR website on our website.

ELECTION President Roche announced that the ballots were tallied, and Mary Lamb, Beau Breeden and Joe Angel were elected to the Board of Governors, as well as Charlie Moore to the budget committee. There were several write-ins for the budget committee and those people will be contacted to discuss willingness to serve. The FY23 budget and the increase to the SCBD fee were both approved.

NEW BUSINESS No new business was discussed.

COMMENTS

Stacy Wildberger reported the Cape Conservation Corps (CCC) had a great year with several projects completed and more planned for this year. Weed Warriors will continue working, and the educational sign installed, at the Serene Ravine. A shade garden is planned for Little Magothy park, and another Watershed Steward capstone project is being planned. The Habitat Hero tour will continue. She added that Broadneck Grill will have a CCC fundraiser night on January 19 from 5-9 pm with 10% of proceeds going to CCC and that donations made by joining CCC helps fund the restoration projects. She thanked everyone for their support.

ADJOURNMENT

A motion was made by Phillippe Ourisson to adjourn, seconded by John Bragaw and approved unanimously. The January 11, 2022 CSCIA Annual Meeting was adjourned at 8:28 pm.

Cape St. Claire Improvement Association, Inc.

Profit & Loss - Piers

November 30, 2021 - Final

| | November Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|--|--------------------|--------------------|-------------------|-------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Interest Income | 1.61 | 8.38 | 0.00 | 8.38 | |
| Late Fees | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| Miscellaneous Income | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| Piers - Capital Replacement Assessment | 0.00 | 0.00 | 13,035.00 | (13,035.00) | 0% |
| Piers - Waitlist Fee | 100.00 | 700.00 | 1,500.00 | (800.00) | 47% |
| Rentals/ Slips | 147.00 | 1,487.00 | 92,595.00 | (91,108.00) | 2% |
| Total Income | 248.61 | 2,195.38 | 107,330.00 | (105,134.62) | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 96.70 | 478.50 | 1,500.00 | (1,021.50) | 32% |
| 2 Audit Expenses | 0.00 | 0.00 | 1,000.00 | (1,000.00) | 0% |
| 3 Front Foot Assessment | 0.00 | 0.00 | 1,170.00 | (1,170.00) | 0% |
| 4 Insurance | 0.00 | 0.00 | 6,000.00 | (6,000.00) | 0% |
| 5 Legal Services | 0.00 | 0.00 | 3,000.00 | (3,000.00) | 0% |
| 6 Membrshp(Confrence/Training/Dues) | 0.00 | 0.00 | 150.00 | (150.00) | 0% |
| 7 Voluntr Apprec(Refreshments/Misc) | 0.00 | 0.00 | 250.00 | (250.00) | 0% |
| 8 Office Supplies/Expense | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 9 Payroll Expenses & Benefits | 48.10 | 142.54 | 2,405.00 | (2,262.46) | 6% |
| 10 Permits | 0.00 | 200.00 | 520.00 | (320.00) | 38% |
| 11 Postage | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 12 Printing | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 13 Property Taxes | 0.00 | 1,554.19 | 1,900.00 | (345.81) | 82% |
| 14 Repairs/Maintenance | 1,107.45 | 1,931.24 | 15,000.00 | (13,068.76) | 13% |
| 15 Sanitary Services | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 16 Sewer | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 17 Signage | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 18 Technology/Website | 0.00 | 0.00 | 150.00 | (150.00) | 0% |
| 19 Telecommunications & Internet | 1,269.67 | 3,175.39 | 8,500.00 | (5,324.61) | 37% |
| 20 Trash Collection | 0.00 | 0.00 | 350.00 | (350.00) | 0% |
| 21 Utilities | 1,173.93 | 3,563.40 | 12,500.00 | (8,936.60) | 29% |
| 22 Wages-Town Manager | 0.00 | 0.00 | 5,250.00 | (5,250.00) | 0% |
| 23 Wages-Administrator | 0.00 | 0.00 | 5,250.00 | (5,250.00) | 0% |
| 24 Wages-Asst. Administrator | 352.50 | 1,154.38 | 4,000.00 | (2,845.62) | 29% |
| 25 Wages-Handyman | 147.00 | 254.88 | 4,000.00 | (3,745.12) | 6% |
| 26 Wage/Salary Annual Defined Criteria Bonus | 0.00 | 0.00 | 925.00 | (925.00) | 0% |
| 27 Web Site | 3.03 | 5.97 | 0.00 | 5.97 | |
| Total General and Administrative | 4,198.38 | 12,460.49 | 75,220.00 | (62,759.51) | 17% |
| Capital Expenditures | | | | | |
| Piers Replacement/Repair | 500.00 | 500.00 | 13,035.00 | (12,535.00) | 4% |
| Pier Improvements | 0.00 | 0.00 | 19,075.00 | (19,075.00) | 0% |
| Total Capital Expenditures | 500.00 | 500.00 | 32,110.00 | (31,610.00) | |
| Total Expenditures | 4,698.38 | 12,960.49 | 107,330.00 | (94,369.51) | |
| Net Income (Loss) | (4,449.77) | (10,765.11) | 0.00 | (10,765.11) | |

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Maintenance, Caper, Clubhouse
November 30, 2021 - Final

| | November Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|--|--------------------|------------------|-------------------|-------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Caper Advertising | 3,760.00 | 23,280.00 | 40,000.00 | (16,720.00) | 58% |
| BLOA Contribution | 0.00 | 4,182.00 | 11,500.00 | (7,318.00) | 36% |
| CSSC Contribution | 0.00 | 760.03 | 2,000.00 | (1,239.97) | 38% |
| Maintenance Fees | 70.00 | 1,010.00 | 25,000.00 | (23,990.00) | 4% |
| HOA Packets | 900.00 | 6,740.00 | 11,000.00 | (4,260.00) | 61% |
| Interest Income | 1.19 | 5.06 | 80.00 | (74.94) | 6% |
| Late Fees | 50.00 | 925.00 | 5,500.00 | (4,575.00) | 17% |
| Miscellaneous Income | 250.00 | 950.00 | 4,750.00 | (3,800.00) | 20% |
| Clubhouse - Rental Income | 3,265.00 | 18,233.68 | 31,000.00 | (12,766.32) | 59% |
| Stickers | 10.00 | 215.00 | 2,000.00 | (1,785.00) | 11% |
| Total Income | 8,306.19 | 56,300.77 | 132,830.00 | (76,529.23) | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 118.80 | 594.00 | 2,000.00 | (1,406.00) | 30% |
| 2 Audit Expenses | 0.00 | 0.00 | 1,500.00 | (1,500.00) | 0% |
| 3 Bank Charges | 0.00 | 0.00 | 50.00 | (50.00) | 0% |
| 4 Caper Print/Edit/Contract&Postage | 0.00 | 0.00 | 20,600.00 | (20,600.00) | 0% |
| 5 Clubhouse Custodial Svcs | 1,609.08 | 8,045.40 | 15,000.00 | (6,954.60) | 54% |
| 6 Insurance | 0.00 | 93.06 | 9,000.00 | (8,906.94) | 1% |
| 7 Legal Services | 8,322.64 | 12,864.92 | 2,000.00 | 10,864.92 | 643% |
| 8 Membrshp(Confrence/Training/Dues) | 0.00 | 0.00 | 650.00 | (650.00) | 0% |
| 9 Voluntr Apprec(Refreshments/Misc) | 0.00 | 124.70 | 392.22 | (267.52) | 32% |
| 10 Events | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 11 Office Supplies/Expense | 75.00 | 533.39 | 1,500.00 | (966.61) | 36% |
| 12 Payroll Expenses & Benefits | 0.00 | 73.98 | 6,179.16 | (6,105.18) | 1% |
| 13 Permits | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 14 Postage | 1,042.00 | 1,042.00 | 1,500.00 | (458.00) | 69% |
| 15 Printing | 0.00 | 179.41 | 2,000.00 | (1,820.59) | 9% |
| 16 Property Taxes | 0.00 | 4,942.33 | 5,000.00 | (57.67) | 99% |
| 17 Repairs/Maintenance | 259.43 | 796.43 | 12,500.00 | (11,703.57) | 6% |
| 18 Sanitary Services | 238.45 | 238.45 | 1,000.00 | (761.55) | 24% |
| 19 Signage | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 20 Telecommunications & Internet | 86.48 | 217.72 | 350.00 | (132.28) | 62% |
| 21 Utilities | 84.40 | 225.37 | 200.00 | 25.37 | 113% |
| 22 Wages-Town Manager | 0.00 | 0.00 | 15,085.80 | (15,085.80) | 0% |
| 23 Wages-Administrator | 0.00 | 0.00 | 9,946.22 | (9,946.22) | 0% |
| 24 Wages-Asst. Administrator | 0.00 | 0.00 | 2,500.00 | (2,500.00) | 0% |
| 25 Wages-Beach Attendants | 0.00 | 708.00 | 10,000.00 | (9,292.00) | 7% |
| 26 Wages-Groundskeeper | 0.00 | 0.00 | 10,000.00 | (10,000.00) | 0% |
| 27 Wage/Salary Annual Defined Criteria Bonus | 0.00 | 0.00 | 2,376.60 | (2,376.60) | 0% |
| Total General and Administrative | 11,836.28 | 30,679.16 | 132,830.00 | (102,150.84) | |
| Capital Expenditures | | | | | |
| Clubhouse Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| Beaches and Park Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Expenditures | 11,836.28 | 30,679.16 | 132,830.00 | (102,150.84) | |
| Net Income (Loss) | (3,530.09) | 25,621.61 | 0.00 | 25,621.61 | |

Cape St. Claire Improvement Association, Inc.
Profit Loss - Piers & Maintenance
November 30, 2021 - Final

| | November Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|---|--------------------|------------------|-------------------|-------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Caper Advertising | 3,760.00 | 23,280.00 | 40,000.00 | (16,720.00) | 58% |
| BLOA Contribution | 0.00 | 4,182.00 | 11,500.00 | (7,318.00) | 36% |
| CSSC Contribution | 0.00 | 760.03 | 2,000.00 | (1,239.97) | 38% |
| Maintenance Fees | 70.00 | 1,010.00 | 25,000.00 | (23,990.00) | 4% |
| HOA Packets | 900.00 | 6,740.00 | 11,000.00 | (4,260.00) | 61% |
| Interest Income | 2.80 | 13.44 | 80.00 | (66.56) | 17% |
| Late Fees | 50.00 | 925.00 | 5,600.00 | (4,675.00) | 17% |
| Miscellaneous Income | 250.00 | 950.00 | 4,850.00 | (3,900.00) | 20% |
| Clubhouse - Rental Income | 3,265.00 | 18,233.68 | 31,000.00 | (12,766.32) | 59% |
| Rentals/ Slips | 147.00 | 1,487.00 | 92,595.00 | (91,108.00) | 2% |
| Piers - Capital Assessment | 0.00 | 0.00 | 13,035.00 | (13,035.00) | 0% |
| Piers - Wait List Fee | 100.00 | 700.00 | 1,500.00 | (800.00) | 47% |
| Stickers | 10.00 | 215.00 | 2,000.00 | (1,785.00) | 11% |
| Total Income | 8,554.80 | 58,496.15 | 240,160.00 | (181,663.85) | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 215.50 | 1,072.50 | 3,500.00 | (2,427.50) | 31% |
| 2 Audit Expenses | 0.00 | 0.00 | 2,500.00 | (2,500.00) | 0% |
| 3 Bank Charges | 0.00 | 0.00 | 50.00 | (50.00) | 0% |
| 4 Caper/Print/Contract&Postage | 0.00 | 0.00 | 20,600.00 | (20,600.00) | 0% |
| 5 Clubhouse Custodial Svcs | 1,609.08 | 8,045.40 | 15,000.00 | (6,954.60) | 54% |
| 6 Front Foot Assessment | 0.00 | 0.00 | 1,170.00 | (1,170.00) | 0% |
| 7 Insurance | 0.00 | 93.06 | 15,000.00 | (14,906.94) | 1% |
| 8 Legal Services | 8,322.64 | 12,864.92 | 5,000.00 | 7,864.92 | 257% |
| 9 Memsrshp(Confrence/Training/Dues) | 0.00 | 0.00 | 800.00 | (800.00) | 0% |
| 10 Voluntr Apprec(Refreshments/Misc) | 0.00 | 124.70 | 642.22 | (517.52) | 19% |
| 11 Events | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 13 Office Supplies/Expense | 75.00 | 533.39 | 1,600.00 | (1,066.61) | 33% |
| 14 Payroll Expenses & Benefits | 48.10 | 216.52 | 8,584.16 | (8,367.64) | 3% |
| 15 Permits | 0.00 | 200.00 | 1,020.00 | (820.00) | 20% |
| 16 Postage | 1,042.00 | 1,042.00 | 2,000.00 | (958.00) | 52% |
| 17 Printing | 0.00 | 179.41 | 2,100.00 | (1,920.59) | 9% |
| 18 Property Taxes | 0.00 | 6,496.52 | 6,900.00 | (403.48) | 94% |
| 19 Repairs/Maintenance | 1,366.88 | 2,727.67 | 27,500.00 | (24,772.33) | 10% |
| 20 Sanitary Services | 238.45 | 238.45 | 1,100.00 | (861.55) | 22% |
| 21 Sewer | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 22 Signage | 0.00 | 0.00 | 1,000.00 | (1,000.00) | 0% |
| 23 Technology/Website | 3.03 | 5.97 | 150.00 | (144.03) | 4% |
| 2 Telecommunications & Internet | 1,356.15 | 3,393.11 | 8,850.00 | (5,456.89) | 38% |
| 25 Trash Collection | 0.00 | 0.00 | 350.00 | (350.00) | 0% |
| 26 Utilities | 1,258.33 | 3,788.77 | 12,700.00 | (8,911.23) | 30% |
| 27 Wages-Town Manager | 0.00 | 0.00 | 20,335.80 | (20,335.80) | 0% |
| 28 Wages-Administrator | 0.00 | 0.00 | 15,196.22 | (15,196.22) | 0% |
| 29 Wages-Asst. Administrator | 352.50 | 1,154.38 | 6,500.00 | (5,345.62) | 18% |
| 30 Wages-Beach Attendant | 0.00 | 708.00 | 10,000.00 | (9,292.00) | 7% |
| 31 Wages-Groundskeeper | 0.00 | 0.00 | 10,000.00 | (10,000.00) | 0% |
| 32 Wages-Handyman | 147.00 | 254.88 | 4,000.00 | (3,745.12) | 6% |
| 33 Wage/Salary Defined Criteria Bosun | 0.00 | 0.00 | 3,301.60 | (3,301.60) | 0% |
| Total General and Administrative | 16,034.66 | 43,139.65 | 208,050.00 | (164,910.35) | |
| Capital Expenditures | | | | | |
| Beaches and Park Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| Clubhouse Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| Piers Replacement Project | 500.00 | 500.00 | 13,035.00 | (12,535.00) | 4% |
| Piers Improvements | 0.00 | 0.00 | 19,075.00 | (19,075.00) | 0% |
| Total Capital Expenditures | 500.00 | 500.00 | 32,110.00 | (31,610.00) | |
| Total Expenditures | 16,534.66 | 43,639.65 | 240,160.00 | (196,520.35) | |
| Net Income (Loss) | (7,979.86) | 14,856.50 | 0.00 | 14,856.50 | |

Cape St. Claire Improvement Association, Inc.
Profit Loss - SCBD
November 30, 2021 - Final

| | November Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|--|--------------------|--------------------|-------------------|-------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| SCBD/Fees | 0.00 | 0.00 | 450,060.00 | -450,060.00 | 0% |
| Interest Income | 0.00 | 0.00 | 20.00 | -20.00 | 0% |
| Rollover from FY20 | 0.00 | 0.00 | 56,419.70 | -56,419.70 | 0% |
| Total Income | 0.00 | 0.00 | 506,499.70 | -506,499.70 | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 334.50 | 1,677.50 | 5,500.00 | -3,822.50 | 31% |
| 2 Audit Expenses | 0.00 | 3,750.00 | 5,300.00 | -1,550.00 | 71% |
| Bank Charges | 0.00 | 0.00 | 150.00 | -150.00 | 0% |
| 4 Caper Print/Edit/Contract&Postage | 8,872.36 | 20,059.71 | 30,900.00 | -10,840.29 | 65% |
| 5 Collection Fee-AA County | 0.00 | 0.00 | 2,000.00 | -2,000.00 | 0% |
| 6 Contract Labor | 0.00 | 400.00 | 1,000.00 | -600.00 | 40% |
| 7 Clubhouse Custodial Services | 0.00 | 0.00 | 5,000.00 | -5,000.00 | 0% |
| 8 Insurance | 2,056.51 | 10,306.51 | 25,000.00 | -14,693.49 | 41% |
| 9 Legal Services | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 100% |
| 10 Membrshp(Confrence/Training/Dues) | 400.00 | 400.00 | 1,300.00 | -900.00 | 31% |
| 11 Voluntr Apprec(Refreshments/Misc) | 209.25 | 459.25 | 528.20 | -68.95 | 87% |
| 12 Events | 0.00 | 0.00 | 1,525.00 | -1,525.00 | 0% |
| 13 Mowing | 520.00 | 9,360.00 | 16,500.00 | -7,140.00 | 57% |
| 14 Office Supplies/Expense | 700.62 | 1,921.57 | 5,000.00 | -3,078.43 | 38% |
| 15 Payroll Expenses & Benefits | 1,742.84 | 12,333.15 | 19,454.73 | -7,121.58 | 63% |
| 16 Permits | 0.00 | 0.00 | 500.00 | -500.00 | 0% |
| 17 Postage | 441.69 | 519.54 | 3,500.00 | -2,980.46 | 15% |
| 18 Printing | 0.00 | 14.90 | 4,000.00 | -3,985.10 | 0% |
| 19 Property Taxes | 0.00 | 3,227.50 | 4,350.00 | -1,122.50 | 74% |
| 20 Repairs/Maintenance | 2,970.55 | 15,371.55 | 31,000.00 | -15,628.45 | 50% |
| 21 Sanitary Services | 344.00 | 8,000.00 | 8,000.00 | 0.00 | 100% |
| 22 Sewer | 0.00 | 110.19 | 500.00 | -389.81 | 22% |
| 23 Signage | 0.00 | 0.00 | 600.00 | -600.00 | 0% |
| 24 Telecommunications & Internet | 244.23 | 614.87 | 3,700.00 | -3,085.13 | 17% |
| 25 Trash Collection | 490.79 | 2,328.95 | 6,000.00 | -3,671.05 | 39% |
| 26 Utilities | 1,664.31 | 4,074.48 | 10,000.00 | -5,925.52 | 41% |
| 27 Vehicle Fuel & Maintenance | 171.99 | 359.97 | 2,900.00 | -2,540.03 | 12% |
| 28 Wages-Town Manager | 6,303.62 | 34,578.11 | 61,611.00 | -27,032.89 | 56% |
| 29 Wages-Administrator | 4,367.44 | 24,090.71 | 42,208.78 | -18,118.07 | 57% |
| 30 Wages-Asst Administrator | 52.50 | 766.75 | 3,000.00 | -2,233.25 | 26% |
| 31 Wages-Asst Admin (Mtg Spt) | 450.00 | 1,200.00 | 2,400.00 | -1,200.00 | 50% |
| 32 Wages-Beach Attendant | 0.00 | 16,496.34 | 16,500.00 | -3.66 | 100% |
| 34 Wages-Custodial Services | 136.50 | 136.50 | 2,080.00 | -1,943.50 | 7% |
| 35 Wages-Groundskeeper | 880.75 | 5,840.65 | 15,000.00 | -9,159.35 | 39% |
| 36 Wages-Security Patrol | 1,328.25 | 11,068.75 | 44,352.00 | -33,283.25 | 25% |
| 37 Wage/Salary Annual Def Criteria Bonus | 0.00 | 0.00 | 7,139.99 | -7,139.99 | 0% |
| 38 Website/Technology | 470.97 | 776.36 | 3,000.00 | -2,223.64 | 26% |
| Total General and Administrative | 35,153.67 | 200,243.81 | 401,499.70 | -201,255.89 | |
| Capital Expenditures | | | | | |
| Clubhouse Improvements | 0.00 | 0.00 | 30,000.00 | -30,000.00 | 0% |
| Shoreline Erosion Restoration | 2,391.89 | 11,805.11 | 75,000.00 | -63,194.89 | 16% |
| Total Capital Expenditures | 2,391.89 | 11,805.11 | 105,000.00 | -93,194.89 | |
| Total Expenditures | 37,545.56 | 212,048.92 | 506,499.70 | -294,450.78 | |
| Net Income (Loss) | -37,545.56 | -212,048.92 | 0.00 | -212,048.92 | |

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of November 30, 2021

| | TOTAL |
|------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Checking Accounts | |
| General Checking - BB&T | 59,014.96 |
| Payroll Checking - BB&T | 10,320.42 |
| Total Checking Accounts | 69,335.38 |
| Money Market Accounts | |
| Maintenance MM - BB&T | 145,286.75 |
| Piers MM - BB&T | 166,825.18 |
| Piers Capital Improvement - BB&T | 26,070.00 |
| Total Piers MM - BB&T | 192,895.18 |
| Total Money Market Accounts | 338,181.93 |
| Petty Cash | |
| Maintenance | 250.00 |
| Total Petty Cash | 250.00 |
| Total Bank Accounts | \$407,767.31 |
| Accounts Receivable | |
| Accounts Receivable | 1,410.33 |
| Total Accounts Receivable | \$1,410.33 |
| Other Current Assets | |
| Due From SCBD | -8,746.37 |
| Undeposited Funds | 1,566.87 |
| Total Other Current Assets | \$-7,179.50 |
| Total Current Assets | \$401,998.14 |

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet

As of November 30, 2021

| | TOTAL |
|-------------------------------------|-----------------------|
| Fixed Assets | |
| Maintenance | 0.00 |
| Accumulated Depreciation | -64,181.58 |
| Equipment | 25,570.51 |
| Furniture & Fixtures | 2,000.00 |
| Improvements | 4,707.00 |
| Land | 105,027.20 |
| Paving/Walls | 35,607.28 |
| Total Maintenance | 108,730.41 |
| Membership | |
| Accumulated Depreciation | -123,702.00 |
| Buildings | 145,853.43 |
| Furniture & Fixtures | 1,482.84 |
| Total Membership | 23,634.27 |
| Piers | |
| Accumulated Depreciation | -168,424.00 |
| Buildings & Piers | 220,307.64 |
| Total Piers | -51,883.64 |
| Total Fixed Assets | \$184,248.32 |
| Other Assets | |
| WIP - Shoreline Restoration Project | 682,172.50 |
| Total Other Assets | \$682,172.50 |
| TOTAL ASSETS | \$1,268,418.96 |

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of November 30, 2021

| | TOTAL |
|---|-----------------------|
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| A/P - State Income Tax | 53.00 |
| Due to SCBD | -195.05 |
| Grants | 25,236.00 |
| Payroll Liabilities | -2,071.47 |
| Prepaid Advertising | 1,147.12 |
| Prepaid Maintenance Fees | 685.00 |
| Security Deposit Clubhouse | 6,400.01 |
| Total Other Current Liabilities | \$31,254.61 |
| Total Current Liabilities | \$31,254.61 |
| Long-Term Liabilities | |
| N/P - BB&T | 613,172.50 |
| Total Long-Term Liabilities | \$613,172.50 |
| Total Liabilities | \$644,427.11 |
| Equity | |
| Net Assets | |
| Net Assets-Piers & Maintenance | |
| Net Assets-Maintenance | 280,614.21 |
| Net Assets-Piers | 168,038.88 |
| Total Net Assets-Piers & Maintenance | 448,653.09 |
| Total Net Assets | 448,653.09 |
| Net Assets-Comm. Defense Fund | 12,543.76 |
| Net Assets-Old Clubhouse | 11,500.24 |
| Retained Earnings | 136,438.26 |
| Net Income | 14,856.50 |
| Total Equity | \$623,991.85 |
| TOTAL LIABILITIES AND EQUITY | \$1,268,418.96 |

SCBD - Cape St. Claire Improvement Association

Balance Sheet

As of November 30, 2021

| | TOTAL |
|--|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Cash Held by the County | 4,083.64 |
| Checking Accounts | |
| BB&T Checking -7627 | 3,837.75 |
| SCBD Checking - BB&T | 34,481.19 |
| Total Checking Accounts | 38,318.94 |
| Total Bank Accounts | \$42,402.58 |
| Total Current Assets | \$42,402.58 |
| TOTAL ASSETS | \$42,402.58 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Due to Cape St. Claire | -9,179.20 |
| Total Other Current Liabilities | \$-9,179.20 |
| Total Current Liabilities | \$-9,179.20 |
| Total Liabilities | \$-9,179.20 |
| Equity | |
| Net Assets-SCBD | 218,103.27 |
| Retained Earnings | 45,527.43 |
| Net Income | -212,048.92 |
| Total Equity | \$51,581.78 |
| TOTAL LIABILITIES AND EQUITY | \$42,402.58 |

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Piers
December 31, 2021 - Final

| | December Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|--|--------------------|--------------------|-------------------|-------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Interest Income | 1.63 | 10.01 | 0.00 | 10.01 | |
| Late Fees | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| Miscellaneous Income | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| Piers - Capital Replacement Assessment | 0.00 | 0.00 | 13,035.00 | (13,035.00) | 0% |
| Piers - Waitlist Fee | 100.00 | 800.00 | 1,500.00 | (700.00) | 53% |
| Rentals/ Slips | 0.00 | 1,487.00 | 92,595.00 | (91,108.00) | 2% |
| Total Income | 101.63 | 2,297.01 | 107,330.00 | (105,032.99) | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 95.70 | 574.20 | 1,500.00 | (925.80) | 38% |
| 2 Audit Expenses | 0.00 | 0.00 | 1,000.00 | (1,000.00) | 0% |
| 3 Front Foot Assessment | 0.00 | 0.00 | 1,170.00 | (1,170.00) | 0% |
| 4 Insurance | 4,061.00 | 4,061.00 | 6,000.00 | (1,939.00) | 68% |
| 5 Legal Services | 0.00 | 0.00 | 3,000.00 | (3,000.00) | 0% |
| 6 Membrshp(Confrence/Training/Dues) | 0.00 | 0.00 | 150.00 | (150.00) | 0% |
| 7 Voluntr Apprec(Refreshments/Misc) | 0.00 | 0.00 | 250.00 | (250.00) | 0% |
| 8 Office Supplies/Expense | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 9 Payroll Expenses & Benefits | 75.47 | 218.01 | 2,405.00 | (2,186.99) | 9% |
| 10 Permits | 0.00 | 200.00 | 520.00 | (320.00) | 38% |
| 11 Postage | 263.00 | 263.00 | 500.00 | (237.00) | 53% |
| 12 Printing | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 13 Property Taxes | 0.00 | 1,554.19 | 1,900.00 | (345.81) | 82% |
| 14 Repairs/Maintenance | 142.00 | 2,073.24 | 15,000.00 | (12,926.76) | 14% |
| 15 Sanitary Services | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 16 Sewer | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 17 Signage | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 18 Technology/Website | 0.00 | 0.00 | 150.00 | (150.00) | 0% |
| 19 Telecommunications & Internet | 634.80 | 3,810.19 | 8,500.00 | (4,689.81) | 45% |
| 20 Trash Collection | 0.00 | 0.00 | 350.00 | (350.00) | 0% |
| 21 Utilities | 345.07 | 3,908.47 | 12,500.00 | (8,591.53) | 31% |
| 22 Wages-Town Manager | 0.00 | 0.00 | 5,250.00 | (5,250.00) | 0% |
| 23 Wages-Administrator | 0.00 | 0.00 | 5,250.00 | (5,250.00) | 0% |
| 24 Wages-Assst. Administrator | 266.25 | 1,420.63 | 4,000.00 | (2,579.37) | 36% |
| 25 Wages-Handyman | 105.00 | 359.88 | 4,000.00 | (3,640.12) | 9% |
| 26 Wage/Salary Annual Defined Criteria Bonus | 378.99 | 378.99 | 925.00 | (546.01) | 41% |
| 27 Web Site | 0.00 | 5.97 | 0.00 | 5.97 | |
| Total General and Administrative | 6,367.28 | 18,827.77 | 75,220.00 | (56,392.23) | 25% |
| Capital Expenditures | | | | | |
| Piers Replacement/Repair | 0.00 | 500.00 | 13,035.00 | (12,535.00) | 4% |
| Pier Improvements | 0.00 | 0.00 | 19,075.00 | (19,075.00) | 0% |
| Total Capital Expenditures | 0.00 | 500.00 | 32,110.00 | (31,610.00) | |
| Total Expenditures | 6,367.28 | 19,327.77 | 107,330.00 | (88,002.23) | |
| Net Income (Loss) | (6,265.65) | (17,030.76) | 0.00 | (17,030.76) | |

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Maintenance, Caper, Clubhouse
December 31, 2021 - Final

| | December Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|--|--------------------|------------------|-------------------|-------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Caper Advertising | 1,935.00 | 25,215.00 | 40,000.00 | (14,785.00) | 63% |
| BLOA Contribution | 0.00 | 4,182.00 | 11,500.00 | (7,318.00) | 36% |
| CSSC Contribution | 0.00 | 760.03 | 2,000.00 | (1,239.97) | 38% |
| Maintenance Fees | 125.00 | 1,135.00 | 25,000.00 | (23,865.00) | 5% |
| HOA Packets | 1,050.00 | 7,790.00 | 11,000.00 | (3,210.00) | 71% |
| Interest Income | 1.23 | 6.29 | 80.00 | (73.71) | 8% |
| Late Fees | 70.00 | 995.00 | 5,500.00 | (4,505.00) | 18% |
| Miscellaneous Income | 200.00 | 1,150.00 | 4,750.00 | (3,600.00) | 24% |
| Clubhouse - Rental Income | 1,950.00 | 20,183.68 | 31,000.00 | (10,816.32) | 65% |
| Stickers | 20.00 | 235.00 | 2,000.00 | (1,765.00) | 12% |
| Total Income | 5,351.23 | 61,652.00 | 132,830.00 | (71,178.00) | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 118.80 | 712.80 | 2,000.00 | (1,287.20) | 36% |
| 2 Audit Expenses | 0.00 | 0.00 | 1,500.00 | (1,500.00) | 0% |
| 3 Bank Charges | 0.00 | 0.00 | 50.00 | (50.00) | 0% |
| 4 Caper Print/Edit/Contract&Postage | 0.00 | 0.00 | 20,600.00 | (20,600.00) | 0% |
| 5 Clubhouse Custodial Svcs | 1,609.08 | 9,654.48 | 15,000.00 | (5,345.52) | 64% |
| 6 Insurance | 0.00 | 93.06 | 9,000.00 | (8,906.94) | 1% |
| 7 Legal Services | 568.42 | 13,433.34 | 2,000.00 | 11,433.34 | 672% |
| 8 Membrshp(Confernce/Training/Dues) | 0.00 | 0.00 | 650.00 | (650.00) | 0% |
| 9 Voluntr Apprec(Refreshments/Misc) | 0.00 | 124.70 | 392.22 | (267.52) | 32% |
| 10 Events | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 11 Office Supplies/Expense | 0.00 | 533.39 | 1,500.00 | (966.61) | 36% |
| 12 Payroll Expenses & Benefits | 0.00 | 73.98 | 6,179.16 | (6,105.18) | 1% |
| 13 Permits | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 14 Postage | 0.00 | 1,042.00 | 1,500.00 | (458.00) | 69% |
| 15 Printing | 1,820.59 | 2,000.00 | 2,000.00 | 0.00 | 100% |
| 16 Property Taxes | 0.00 | 4,942.33 | 5,000.00 | (57.67) | 99% |
| 17 Repairs/Maintenance | 158.00 | 954.43 | 12,500.00 | (11,545.57) | 8% |
| 18 Sanitary Services | 0.00 | 238.45 | 1,000.00 | (761.55) | 24% |
| 19 Signage | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 20 Telecommunications & Internet | 43.19 | 260.91 | 350.00 | (89.09) | 75% |
| 21 Utilities | 45.03 | 270.40 | 200.00 | 70.40 | 135% |
| 22 Wages-Town Manager | 0.00 | 0.00 | 15,085.80 | (15,085.80) | 0% |
| 23 Wages-Administrator | 0.00 | 0.00 | 9,946.22 | (9,946.22) | 0% |
| 24 Wages-Asst. Administrator | 0.00 | 0.00 | 2,500.00 | (2,500.00) | 0% |
| 25 Wages-Beach Attendants | 0.00 | 708.00 | 10,000.00 | (9,292.00) | 7% |
| 26 Wages-Groundskeeper | 0.00 | 0.00 | 10,000.00 | (10,000.00) | 0% |
| 27 Wage/Salary Annual Defined Criteria Bonus | 0.00 | 0.00 | 2,376.60 | (2,376.60) | 0% |
| Total General and Administrative | 4,363.11 | 35,042.27 | 132,830.00 | (97,787.73) | |
| Capital Expenditures | | | | | |
| Clubhouse Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| Beaches and Park Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Expenditures | 4,363.11 | 35,042.27 | 132,830.00 | (97,787.73) | |
| Net Income (Loss) | 988.12 | 26,609.73 | 0.00 | 26,609.73 | |

Cape St. Claire Improvement Association, Inc.
Profit Loss - Piers & Maintenance
December 31, 2021 - Final

| | December Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|---|--------------------|------------------|-------------------|-------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Caper Advertising | 1,935.00 | 25,215.00 | 40,000.00 | (14,785.00) | 63% |
| BLOA Contribution | 0.00 | 4,182.00 | 11,500.00 | (7,318.00) | 36% |
| CSSC Contribution | 0.00 | 760.03 | 2,000.00 | (1,239.97) | 38% |
| Maintenance Fees | 125.00 | 1,135.00 | 25,000.00 | (23,865.00) | 5% |
| HOA Packets | 1,050.00 | 7,790.00 | 11,000.00 | (3,210.00) | 71% |
| Interest Income | 2.86 | 16.30 | 80.00 | (63.70) | 20% |
| Late Fees | 70.00 | 995.00 | 5,600.00 | (4,605.00) | 18% |
| Miscellaneous Income | 200.00 | 1,150.00 | 4,850.00 | (3,700.00) | 24% |
| Clubhouse - Rental Income | 1,950.00 | 20,183.68 | 31,000.00 | (10,816.32) | 65% |
| Rentals/ Slips | 0.00 | 1,487.00 | 92,595.00 | (91,108.00) | 2% |
| Piers - Capital Assessment | 0.00 | 0.00 | 13,035.00 | (13,035.00) | 0% |
| Piers - Wait List Fee | 100.00 | 800.00 | 1,500.00 | (700.00) | 53% |
| Stickers | 20.00 | 235.00 | 2,000.00 | (1,765.00) | 12% |
| Total Income | 5,452.86 | 63,949.01 | 240,160.00 | (176,210.99) | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 214.50 | 1,287.00 | 3,500.00 | (2,213.00) | 37% |
| 2 Audit Expenses | 0.00 | 0.00 | 2,500.00 | (2,500.00) | 0% |
| 3 Bank Charges | 0.00 | 0.00 | 50.00 | (50.00) | 0% |
| 4 Caper/Print/Contract&Postage | 0.00 | 0.00 | 20,600.00 | (20,600.00) | 0% |
| 5 Clubhouse Custodial Svcs | 1,609.08 | 9,654.48 | 15,000.00 | (5,345.52) | 64% |
| 6 Front Foot Assessment | 0.00 | 0.00 | 1,170.00 | (1,170.00) | 0% |
| 7 Insurance | 4,061.00 | 4,154.06 | 15,000.00 | (10,845.94) | 28% |
| 8 Legal Services | 568.42 | 13,433.34 | 5,000.00 | 8,433.34 | 269% |
| 9 Membrshp(Confrence/Training/Dues) | 0.00 | 0.00 | 800.00 | (800.00) | 0% |
| 10 Voluntr Apprec(Refreshments/Misc) | 0.00 | 124.70 | 642.22 | (517.52) | 19% |
| 11 Events | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 13 Office Supplies/Expense | 0.00 | 533.39 | 1,600.00 | (1,066.61) | 33% |
| 14 Payroll Expenses & Benefits | 75.47 | 291.99 | 8,584.16 | (8,292.17) | 3% |
| 15 Permits | 0.00 | 200.00 | 1,020.00 | (820.00) | 20% |
| 16 Postage | 263.00 | 1,305.00 | 2,000.00 | (695.00) | 65% |
| 17 Printing | 1,820.59 | 2,000.00 | 2,100.00 | (100.00) | 95% |
| 18 Property Taxes | 0.00 | 6,496.52 | 6,900.00 | (403.48) | 94% |
| 19 Repairs/Maintenance | 300.00 | 3,027.67 | 27,500.00 | (24,472.33) | 11% |
| 20 Sanitary Services | 0.00 | 238.45 | 1,100.00 | (861.55) | 22% |
| 21 Sewer | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 22 Signage | 0.00 | 0.00 | 1,000.00 | (1,000.00) | 0% |
| 23 Technology/Website | 0.00 | 5.97 | 150.00 | (144.03) | 4% |
| 2 Telecommunications & Internet | 677.99 | 4,071.10 | 8,850.00 | (4,778.90) | 46% |
| 25 Trash Collection | 0.00 | 0.00 | 350.00 | (350.00) | 0% |
| 26 Utilities | 390.10 | 4,178.87 | 12,700.00 | (8,521.13) | 33% |
| 27 Wages-Town Manager | 0.00 | 0.00 | 20,335.80 | (20,335.80) | 0% |
| 28 Wages-Administrator | 0.00 | 0.00 | 15,196.22 | (15,196.22) | 0% |
| 29 Wages-Assst. Administrator | 266.25 | 1,420.63 | 6,500.00 | (5,079.37) | 22% |
| 30 Wages-Beach Attendant | 0.00 | 708.00 | 10,000.00 | (9,292.00) | 7% |
| 31 Wages-Groundskeeper | 0.00 | 0.00 | 10,000.00 | (10,000.00) | 0% |
| 32 Wages-Handyman | 105.00 | 359.88 | 4,000.00 | (3,640.12) | 9% |
| 33 Wage/Salary Defined Criteria Bosun | 378.99 | 378.99 | 3,301.60 | (2,922.61) | 11% |
| Total General and Administrative | 10,730.39 | 53,870.04 | 208,050.00 | (154,179.96) | |
| Capital Expenditures | | | | | |
| Beaches and Park Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| Clubhouse Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| Piers Replacement Project | 0.00 | 500.00 | 13,035.00 | (12,535.00) | 4% |
| Piers Improvements | 0.00 | 0.00 | 19,075.00 | (19,075.00) | 0% |
| Total Capital Expenditures | 0.00 | 500.00 | 32,110.00 | (31,610.00) | |
| Total Expenditures | 10,730.39 | 54,370.04 | 240,160.00 | (185,789.96) | |
| Net Income (Loss) | (5,277.53) | 9,578.97 | 0.00 | 9,578.97 | |

Cape St. Claire Improvement Association, Inc.

Profit Loss - SCBD

December 31, 2021 - Final

| | December Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|---|----------------------------|-----------------------|--------------------------|---------------------------------|--------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| SCBD/Fees | 261,364.22 | 261,364.22 | 450,060.00 | -188,695.78 | 58% |
| Interest Income | 0.00 | 0.00 | 20.00 | -20.00 | 0% |
| Rollover from FY20 | 0.00 | 0.00 | 56,419.70 | -56,419.70 | 0% |
| Total Income | 261,364.22 | 261,364.22 | 506,499.70 | -245,135.48 | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 335.50 | 2,013.00 | 5,500.00 | -3,487.00 | 37% |
| 2 Audit Expenses | 0.00 | 3,750.00 | 5,300.00 | -1,550.00 | 71% |
| Bank Charges | 0.00 | 0.00 | 150.00 | -150.00 | 0% |
| 4 Caper Print/Edit/Contract&Postage | 0.00 | 20,059.71 | 30,900.00 | -10,840.29 | 65% |
| 5 Collection Fee-AA County | 0.00 | 0.00 | 2,000.00 | -2,000.00 | 0% |
| 6 Contract Labor | 0.00 | 400.00 | 1,000.00 | -600.00 | 40% |
| 7 Clubhouse Custodial Services | 0.00 | 0.00 | 5,000.00 | -5,000.00 | 0% |
| 8 Insurance | 8,386.06 | 18,692.57 | 25,000.00 | -6,307.43 | 75% |
| 9 Legal Services | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 100% |
| 10 Membrshp(Confernce/Training/Dues) | 0.00 | 400.00 | 1,300.00 | -900.00 | 31% |
| 11 Voluntr Apprec(Refreshments/Misc) | 0.00 | 459.25 | 528.20 | -68.95 | 87% |
| 12 Events | 0.00 | 0.00 | 1,525.00 | -1,525.00 | 0% |
| 13 Mowing | 0.00 | 9,360.00 | 16,500.00 | -7,140.00 | 57% |
| 14 Office Supplies/Expense | 233.67 | 2,155.24 | 5,000.00 | -2,844.76 | 43% |
| 15 Payroll Expenses & Benefits | 2,738.88 | 15,072.03 | 19,454.73 | -4,382.70 | 77% |
| 16 Permits | 0.00 | 0.00 | 500.00 | -500.00 | 0% |
| 17 Postage | 0.00 | 519.54 | 3,500.00 | -2,980.46 | 15% |
| 18 Printing | 1,411.41 | 1,426.31 | 4,000.00 | -2,573.69 | 36% |
| 19 Property Taxes | 0.00 | 3,227.50 | 4,350.00 | -1,122.50 | 74% |
| 20 Repairs/Maintenance | 1,368.01 | 16,739.56 | 31,000.00 | -14,260.44 | 54% |
| 21 Sanitary Services | 0.00 | 8,000.00 | 8,000.00 | 0.00 | 100% |
| 22 Sewer | 110.19 | 220.38 | 500.00 | -279.62 | 44% |
| 23 Signage | 0.00 | 0.00 | 600.00 | -600.00 | 0% |
| 24 Telecommunications & Internet | 121.98 | 736.85 | 3,700.00 | -2,963.15 | 20% |
| 25 Trash Collection | 490.79 | 2,819.74 | 6,000.00 | -3,180.26 | 47% |
| 26 Utilities | 765.76 | 4,840.24 | 10,000.00 | -5,159.76 | 48% |
| 27 Vehicle Fuel & Maintenance | 0.00 | 359.97 | 2,900.00 | -2,540.03 | 12% |
| 28 Wages-Town Manager | 9,455.43 | 44,033.54 | 61,611.00 | -17,577.46 | 71% |
| 29 Wages-Administrator | 6,641.45 | 30,732.16 | 42,208.78 | -11,476.62 | 73% |
| 30 Wages-Asst Administrator | 504.00 | 1,270.75 | 3,000.00 | -1,729.25 | 42% |
| 31 Wages-Asst Admin (Mtg Spt) | 150.00 | 1,350.00 | 2,400.00 | -1,050.00 | 56% |
| 32 Wages-Beach Attendant | 0.00 | 16,496.34 | 16,500.00 | -3.66 | 100% |
| 34 Wages-Custodial Services | 189.00 | 325.50 | 2,080.00 | -1,754.50 | 16% |
| 35 Wages-Groundskeeper | 1,050.89 | 6,891.54 | 15,000.00 | -8,108.46 | 46% |
| 36 Wages-Security Patrol | 1,540.00 | 12,608.75 | 44,352.00 | -31,743.25 | 28% |
| 37 Wage/Salary Annual Def Criteria Bonus | 1,894.97 | 1,894.97 | 7,139.99 | -5,245.02 | 27% |
| 38 Website/Technology | 101.93 | 878.29 | 3,000.00 | -2,121.71 | 29% |
| Total General and Administrative | 37,489.92 | 237,733.73 | 401,499.70 | -163,765.97 | |
| Capital Expenditures | | | | | |
| Clubhouse Improvements | 0.00 | 0.00 | 30,000.00 | -30,000.00 | 0% |
| Shoreline Erosion Restoration | 2,314.72 | 14,119.83 | 75,000.00 | -60,880.17 | 19% |
| Total Capital Expenditures | 2,314.72 | 14,119.83 | 105,000.00 | -90,880.17 | |
| Total Expenditures | 39,804.64 | 251,853.56 | 506,499.70 | -254,646.14 | |
| Net Income (Loss) | 221,559.58 | 9,510.66 | 0.00 | 9,510.66 | |

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of December 31, 2021

| | TOTAL |
|------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Checking Accounts | |
| General Checking - BB&T | 60,034.35 |
| Payroll Checking - BB&T | 356.69 |
| Total Checking Accounts | 60,391.04 |
| Money Market Accounts | |
| Maintenance MM - BB&T | 145,287.98 |
| Piers MM - BB&T | 161,045.24 |
| Piers Capital Improvement - BB&T | 26,070.00 |
| Total Piers MM - BB&T | 187,115.24 |
| Total Money Market Accounts | 332,403.22 |
| Petty Cash | |
| Maintenance | 250.00 |
| Total Petty Cash | 250.00 |
| Total Bank Accounts | \$393,044.26 |
| Accounts Receivable | |
| Accounts Receivable | 1,410.33 |
| Total Accounts Receivable | \$1,410.33 |
| Other Current Assets | |
| Due From SCBD | 678.65 |
| Undeposited Funds | 1,187.37 |
| Total Other Current Assets | \$1,866.02 |
| Total Current Assets | \$396,320.61 |

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of December 31, 2021

| | TOTAL |
|-------------------------------------|-----------------------|
| Fixed Assets | |
| Maintenance | 0.00 |
| Accumulated Depreciation | -64,181.58 |
| Equipment | 25,570.51 |
| Furniture & Fixtures | 2,000.00 |
| Improvements | 4,707.00 |
| Land | 105,027.20 |
| Paving/Walls | 35,607.28 |
| Total Maintenance | 108,730.41 |
| Membership | |
| Accumulated Depreciation | -123,702.00 |
| Buildings | 145,853.43 |
| Furniture & Fixtures | 1,482.84 |
| Total Membership | 23,634.27 |
| Piers | |
| Accumulated Depreciation | -168,424.00 |
| Buildings & Piers | 220,307.64 |
| Total Piers | -51,883.64 |
| Total Fixed Assets | \$184,248.32 |
| Other Assets | |
| WIP - Shoreline Restoration Project | 682,172.50 |
| Total Other Assets | \$682,172.50 |
| TOTAL ASSETS | \$1,262,741.43 |

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of December 31, 2021

| | TOTAL |
|---|-----------------------|
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| A/P - State Income Tax | 53.00 |
| Due to SCBD | -195.05 |
| Grants | 25,236.00 |
| Payroll Liabilities | -2,071.47 |
| Prepaid Advertising | 1,147.12 |
| Prepaid Maintenance Fees | 685.00 |
| Security Deposit Clubhouse | 6,000.01 |
| Total Other Current Liabilities | \$30,854.61 |
| Total Current Liabilities | \$30,854.61 |
| Long-Term Liabilities | |
| N/P - BB&T | 613,172.50 |
| Total Long-Term Liabilities | \$613,172.50 |
| Total Liabilities | \$644,027.11 |
| Equity | |
| Net Assets | |
| Net Assets-Piers & Maintenance | |
| Net Assets-Maintenance | 280,614.21 |
| Net Assets-Piers | 168,038.88 |
| Total Net Assets-Piers & Maintenance | 448,653.09 |
| Total Net Assets | 448,653.09 |
| Net Assets-Comm. Defense Fund | 12,543.76 |
| Net Assets-Old Clubhouse | 11,500.24 |
| Retained Earnings | 136,438.26 |
| Net Income | 9,578.97 |
| Total Equity | \$618,714.32 |
| TOTAL LIABILITIES AND EQUITY | \$1,262,741.43 |

SCBD - Cape St. Claire Improvement Association

Balance Sheet
As of December 31, 2021

| | TOTAL |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Cash Held by the County | 4,083.64 |
| Checking Accounts | |
| BB&T Checking -7627 | 59,523.03 |
| SCBD Checking - BB&T | 209,954.69 |
| Total Checking Accounts | 269,477.72 |
| Total Bank Accounts | \$273,561.36 |
| Total Current Assets | \$273,561.36 |
| TOTAL ASSETS | \$273,561.36 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Due to Cape St. Claire | 420.00 |
| Total Other Current Liabilities | \$420.00 |
| Total Current Liabilities | \$420.00 |
| Total Liabilities | \$420.00 |
| Equity | |
| Net Assets-SCBD | 218,103.27 |
| Retained Earnings | 45,527.43 |
| Net Income | 9,510.66 |
| Total Equity | \$273,141.36 |
| TOTAL LIABILITIES AND EQUITY | \$273,561.36 |

Cape St. Claire Improvement Association, Inc.

Profit & Loss - Piers

January 31, 2022 - Final

| | January Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|--|---------------------------|-----------------------|--------------------------|---------------------------------|--------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Interest Income | 1.50 | 11.51 | 0.00 | 11.51 | |
| Late Fees | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| Miscellaneous Income | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| Piers - Capital Replacement Assessment | 0.00 | 0.00 | 13,035.00 | (13,035.00) | 0% |
| Piers - Waitlist Fee | 0.00 | 800.00 | 1,500.00 | (700.00) | 53% |
| Rentals/ Slips | 0.00 | 1,487.00 | 92,595.00 | (91,108.00) | 2% |
| Total Income | 1.50 | 2,298.51 | 107,330.00 | (105,031.49) | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 95.70 | 669.90 | 1,500.00 | (830.10) | 45% |
| 2 Audit Expenses | 0.00 | 0.00 | 1,000.00 | (1,000.00) | 0% |
| 3 Front Foot Assessment | 1,170.00 | 1,170.00 | 1,170.00 | 0.00 | 100% |
| 4 Insurance | 0.00 | 4,061.00 | 6,000.00 | (1,939.00) | 68% |
| 5 Legal Services | 0.00 | 0.00 | 3,000.00 | (3,000.00) | 0% |
| 6 Membrshp(Conference/Training/Dues) | 0.00 | 0.00 | 150.00 | (150.00) | 0% |
| 7 Voluntr Apprec(Refreshments/Misc) | 0.00 | 0.00 | 250.00 | (250.00) | 0% |
| 8 Office Supplies/Expense | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 9 Payroll Expenses & Benefits | 43.73 | 261.74 | 2,405.00 | (2,143.26) | 11% |
| 10 Permits | 0.00 | 200.00 | 520.00 | (320.00) | 38% |
| 11 Postage | 0.00 | 263.00 | 500.00 | (237.00) | 53% |
| 12 Printing | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 13 Property Taxes | 0.00 | 1,554.19 | 1,900.00 | (345.81) | 82% |
| 14 Repairs/Maintenance | 19.06 | 2,092.30 | 15,000.00 | (12,907.70) | 14% |
| 15 Sanitary Services | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 16 Sewer | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 17 Signage | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 18 Technology/Website | 0.00 | 0.00 | 150.00 | (150.00) | 0% |
| 19 Telecommunications & Internet | 634.57 | 4,444.76 | 8,500.00 | (4,055.24) | 52% |
| 20 Trash Collection | 0.00 | 0.00 | 350.00 | (350.00) | 0% |
| 21 Utilities | 1,293.51 | 5,201.98 | 12,500.00 | (7,298.02) | 42% |
| 22 Wages-Town Manager | 0.00 | 0.00 | 5,250.00 | (5,250.00) | 0% |
| 23 Wages-Administrator | 0.00 | 0.00 | 5,250.00 | (5,250.00) | 0% |
| 24 Wages-Asst. Administrator | 330.00 | 1,750.63 | 4,000.00 | (2,249.37) | 44% |
| 25 Wages-Handyman | 73.50 | 433.38 | 4,000.00 | (3,566.62) | 11% |
| 26 Wage/Salary Annual Defined Criteria Bonus | 0.00 | 378.99 | 925.00 | (546.01) | 41% |
| 27 Web Site | 0.00 | 5.97 | 0.00 | 5.97 | |
| Total General and Administrative | 3,660.07 | 22,487.84 | 75,220.00 | (52,732.16) | 30% |
| Capital Expenditures | | | | | |
| Piers Replacement/Repair | 12,535.00 | 13,035.00 | 13,035.00 | 0.00 | 100% |
| Pier Improvements | 28,404.00 | 28,404.00 | 19,075.00 | 9,329.00 | 149% |
| Total Capital Expenditures | 40,939.00 | 41,439.00 | 32,110.00 | 9,329.00 | |
| Total Expenditures | 44,599.07 | 63,926.84 | 107,330.00 | (43,403.16) | |
| Net Income (Loss) | (44,597.57) | (61,628.33) | 0.00 | (61,628.33) | |

Cape St. Claire Improvement Association, Inc.
Profit & Loss - Maintenance, Caper, Clubhouse
January 31, 2022 - Final

| | January Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|--|-------------------|------------------|-------------------|-------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Caper Advertising | 1,345.00 | 26,560.00 | 40,000.00 | (13,440.00) | 66% |
| BLOA Contribution | 0.00 | 4,182.00 | 11,500.00 | (7,318.00) | 36% |
| CSSC Contribution | 0.00 | 760.03 | 2,000.00 | (1,239.97) | 38% |
| Maintenance Fees | 7,775.00 | 8,910.00 | 25,000.00 | (16,090.00) | 36% |
| HOA Packets | 750.00 | 8,540.00 | 11,000.00 | (2,460.00) | 78% |
| Interest Income | 1.23 | 7.52 | 80.00 | (72.48) | 9% |
| Late Fees | 430.00 | 1,425.00 | 5,500.00 | (4,075.00) | 26% |
| Miscellaneous Income | 205.00 | 1,355.00 | 4,750.00 | (3,395.00) | 29% |
| Clubhouse - Rental Income | 1,735.00 | 21,918.68 | 31,000.00 | (9,081.32) | 71% |
| Stickers | 330.00 | 565.00 | 2,000.00 | (1,435.00) | 28% |
| Total Income | 12,571.23 | 74,223.23 | 132,830.00 | (58,606.77) | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 118.80 | 831.60 | 2,000.00 | (1,168.40) | 42% |
| 2 Audit Expenses | 0.00 | 0.00 | 1,500.00 | (1,500.00) | 0% |
| 3 Bank Charges | 22.00 | 22.00 | 50.00 | (28.00) | 44% |
| 4 Caper Print/Edit/Contract&Postage | 0.00 | 0.00 | 20,600.00 | (20,600.00) | 0% |
| 5 Clubhouse Custodial Svcs | 1,609.08 | 11,263.56 | 15,000.00 | (3,736.44) | 75% |
| 6 Insurance | 102.65 | 195.71 | 9,000.00 | (8,804.29) | 2% |
| 7 Legal Services | 5,169.50 | 18,602.84 | 2,000.00 | 16,602.84 | 930% |
| 8 Membrshp(Confrence/Training/Dues) | 0.00 | 0.00 | 650.00 | (650.00) | 0% |
| 9 Voluntr Apprec(Refreshments/Misc) | 25.00 | 149.70 | 392.22 | (242.52) | 38% |
| 10 Events | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 11 Office Supplies/Expense | 0.00 | 533.39 | 1,500.00 | (966.61) | 36% |
| 12 Payroll Expenses & Benefits | 0.00 | 73.98 | 6,179.16 | (6,105.18) | 1% |
| 13 Permits | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 14 Postage | 0.00 | 1,042.00 | 1,500.00 | (458.00) | 69% |
| 15 Printing | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 100% |
| 16 Property Taxes | 0.00 | 4,942.33 | 5,000.00 | (57.67) | 99% |
| 17 Repairs/Maintenance | 77.00 | 1,031.43 | 12,500.00 | (11,468.57) | 8% |
| 18 Sanitary Services | 0.00 | 238.45 | 1,000.00 | (761.55) | 24% |
| 19 Signage | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 20 Telecommunications & Internet | 42.91 | 303.82 | 350.00 | (46.18) | 87% |
| 21 Utilities | 59.57 | 329.97 | 200.00 | 129.97 | 165% |
| 22 Wages-Town Manager | 0.00 | 0.00 | 15,085.80 | (15,085.80) | 0% |
| 23 Wages-Administrator | 0.00 | 0.00 | 9,946.22 | (9,946.22) | 0% |
| 24 Wages-Asst. Administrator | 0.00 | 0.00 | 2,500.00 | (2,500.00) | 0% |
| 25 Wages-Beach Attendants | 0.00 | 708.00 | 10,000.00 | (9,292.00) | 7% |
| 26 Wages-Groundskeeper | 0.00 | 0.00 | 10,000.00 | (10,000.00) | 0% |
| 27 Wage/Salary Annual Defined Criteria Bonus | 0.00 | 0.00 | 2,376.60 | (2,376.60) | 0% |
| Total General and Administrative | 7,226.51 | 42,268.78 | 132,830.00 | (90,561.22) | |
| Capital Expenditures | | | | | |
| Clubhouse Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| Beaches and Park Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Expenditures | 7,226.51 | 42,268.78 | 132,830.00 | (90,561.22) | |
| Net Income (Loss) | 5,344.72 | 31,954.45 | 0.00 | 31,954.45 | |

Cape St. Claire Improvement Association, Inc.
Profit Loss - Piers & Maintenance
January 31, 2022 - Final

| | January Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|---|--------------------|--------------------|-------------------|-------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Caper Advertising | 1,345.00 | 26,560.00 | 40,000.00 | (13,440.00) | 66% |
| BLOA Contribution | 0.00 | 4,182.00 | 11,500.00 | (7,318.00) | 36% |
| CSSC Contribution | 0.00 | 760.03 | 2,000.00 | (1,239.97) | 38% |
| Maintenance Fees | 7,775.00 | 8,910.00 | 25,000.00 | (16,090.00) | 36% |
| HOA Packets | 750.00 | 8,540.00 | 11,000.00 | (2,460.00) | 78% |
| Interest Income | 2.73 | 19.03 | 80.00 | (60.97) | 24% |
| Late Fees | 430.00 | 1,425.00 | 5,600.00 | (4,175.00) | 25% |
| Miscellaneous Income | 205.00 | 1,355.00 | 4,850.00 | (3,495.00) | 28% |
| Clubhouse - Rental Income | 1,735.00 | 21,918.68 | 31,000.00 | (9,081.32) | 71% |
| Rentals/ Slips | 0.00 | 1,487.00 | 92,595.00 | (91,108.00) | 2% |
| Piers - Capital Assessment | 0.00 | 0.00 | 13,035.00 | (13,035.00) | 0% |
| Piers - Wait List Fee | 0.00 | 800.00 | 1,500.00 | (700.00) | 53% |
| Stickers | 330.00 | 565.00 | 2,000.00 | (1,435.00) | 28% |
| Total Income | 12,572.73 | 76,521.74 | 240,160.00 | (163,638.26) | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 214.50 | 1,501.50 | 3,500.00 | (1,998.50) | 43% |
| 2 Audit Expenses | 0.00 | 0.00 | 2,500.00 | (2,500.00) | 0% |
| 3 Bank Charges | 22.00 | 22.00 | 50.00 | (28.00) | 44% |
| 4 Caper/Print/Contract&Postage | 0.00 | 0.00 | 20,600.00 | (20,600.00) | 0% |
| 5 Clubhouse Custodial Svcs | 1,609.08 | 11,263.56 | 15,000.00 | (3,736.44) | 75% |
| 6 Front Foot Assessment | 1,170.00 | 1,170.00 | 1,170.00 | 0.00 | 100% |
| 7 Insurance | 102.65 | 4,256.71 | 15,000.00 | (10,743.29) | 28% |
| 8 Legal Services | 5,169.50 | 18,602.84 | 5,000.00 | 13,602.84 | 372% |
| 9 Membrshp(Confrence/Training/Dues) | 0.00 | 0.00 | 800.00 | (800.00) | 0% |
| 10 Voluntr Apprec(Refreshments/Misc) | 25.00 | 149.70 | 642.22 | (492.52) | 23% |
| 11 Events | 0.00 | 0.00 | 500.00 | (500.00) | 0% |
| 13 Office Supplies/Expense | 0.00 | 533.39 | 1,600.00 | (1,066.61) | 33% |
| 14 Payroll Expenses & Benefits | 43.73 | 335.72 | 8,584.16 | (8,248.44) | 4% |
| 15 Permits | 0.00 | 200.00 | 1,020.00 | (820.00) | 20% |
| 16 Postage | 0.00 | 1,305.00 | 2,000.00 | (695.00) | 65% |
| 17 Printing | 0.00 | 2,000.00 | 2,100.00 | (100.00) | 95% |
| 18 Property Taxes | 0.00 | 6,496.52 | 6,900.00 | (403.48) | 94% |
| 19 Repairs/Maintenance | 96.06 | 3,123.73 | 27,500.00 | (24,376.27) | 11% |
| 20 Sanitary Services | 0.00 | 238.45 | 1,100.00 | (861.55) | 22% |
| 21 Sewer | 0.00 | 0.00 | 100.00 | (100.00) | 0% |
| 22 Signage | 0.00 | 0.00 | 1,000.00 | (1,000.00) | 0% |
| 23 Technology/Website | 0.00 | 5.97 | 150.00 | (144.03) | 4% |
| 2 Telecommunications & Internet | 677.48 | 4,748.58 | 8,850.00 | (4,101.42) | 54% |
| 25 Trash Collection | 0.00 | 0.00 | 350.00 | (350.00) | 0% |
| 26 Utilities | 1,353.08 | 5,531.95 | 12,700.00 | (7,168.05) | 44% |
| 27 Wages-Town Manager | 0.00 | 0.00 | 20,335.80 | (20,335.80) | 0% |
| 28 Wages-Administrator | 0.00 | 0.00 | 15,196.22 | (15,196.22) | 0% |
| 29 Wages-Asst. Administrator | 330.00 | 1,750.63 | 6,500.00 | (4,749.37) | 27% |
| 30 Wages-Beach Attendant | 0.00 | 708.00 | 10,000.00 | (9,292.00) | 7% |
| 31 Wages-Groundskeeper | 0.00 | 0.00 | 10,000.00 | (10,000.00) | 0% |
| 32 Wages-Handyman | 73.50 | 433.38 | 4,000.00 | (3,566.62) | 11% |
| 33 Wage/Salary Defined Criteria Bosun | 0.00 | 378.99 | 3,301.60 | (2,922.61) | 11% |
| Total General and Administrative | 10,886.58 | 64,756.62 | 208,050.00 | (143,293.38) | |
| Capital Expenditures | | | | | |
| Beaches and Park Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| Clubhouse Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| Piers Replacement Project | 12,535.00 | 13,035.00 | 13,035.00 | 0.00 | 100% |
| Piers Improvements | 28,404.00 | 28,404.00 | 19,075.00 | 9,329.00 | 149% |
| Total Capital Expenditures | 40,939.00 | 41,439.00 | 32,110.00 | 9,329.00 | |
| Total Expenditures | 51,825.58 | 106,195.62 | 240,160.00 | (133,964.38) | |
| Net Income (Loss) | (39,252.85) | (29,673.88) | 0.00 | (29,673.88) | |

Cape St. Claire Improvement Association, Inc.

Profit Loss - SCBD

January 31, 2022 - Final

| | January Actual | YTD Actual | Annual Budget | Variance Over(Under) | % of Budget |
|--|-------------------|-------------------|-------------------|-------------------------|-------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| SCBD/Fees | 0.00 | 261,364.22 | 450,060.00 | -188,695.78 | 58% |
| Interest Income | 0.00 | 0.00 | 20.00 | -20.00 | 0% |
| Rollover from FY20 | 0.00 | 0.00 | 56,419.70 | -56,419.70 | 0% |
| Total Income | 0.00 | 261,364.22 | 506,499.70 | -245,135.48 | |
| Expense | | | | | |
| General and Administrative | | | | | |
| 1 Accounting Fees | 335.50 | 2,348.50 | 5,500.00 | -3,151.50 | 43% |
| 2 Audit Expenses | 0.00 | 3,750.00 | 5,300.00 | -1,550.00 | 71% |
| Bank Charges | 0.00 | 0.00 | 150.00 | -150.00 | 0% |
| 4 Caper Print/Edit/Contract&Postage | 4,536.42 | 24,596.13 | 30,900.00 | -6,303.87 | 80% |
| 5 Collection Fee-AA County | 0.00 | 0.00 | 2,000.00 | -2,000.00 | 0% |
| 6 Contract Labor | 0.00 | 400.00 | 1,000.00 | -600.00 | 40% |
| 7 Clubhouse Custodial Services | 0.00 | 0.00 | 5,000.00 | -5,000.00 | 0% |
| 8 Insurance | 1,916.00 | 20,608.57 | 25,000.00 | -4,391.43 | 82% |
| 9 Legal Services | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 100% |
| 10 Membrshp(Confernce/Training/Dues) | 0.00 | 400.00 | 1,300.00 | -900.00 | 31% |
| 11 Voluntr Apprec(Refreshments/Misc) | 0.00 | 459.25 | 528.20 | -68.95 | 87% |
| 12 Events | 0.00 | 0.00 | 1,525.00 | -1,525.00 | 0% |
| 13 Mowing | 0.00 | 9,360.00 | 16,500.00 | -7,140.00 | 57% |
| 14 Office Supplies/Expense | 344.20 | 2,499.44 | 5,000.00 | -2,500.56 | 50% |
| 15 Payroll Expenses & Benefits | 2,127.30 | 17,199.33 | 19,454.73 | -2,255.40 | 88% |
| 16 Permits | 0.00 | 0.00 | 500.00 | -500.00 | 0% |
| 17 Postage | 0.00 | 519.54 | 3,500.00 | -2,980.46 | 15% |
| 18 Printing | 0.00 | 1,426.31 | 4,000.00 | -2,573.69 | 36% |
| 19 Property Taxes | 0.00 | 3,227.50 | 4,350.00 | -1,122.50 | 74% |
| 20 Repairs/Maintenance | 2,931.02 | 19,670.58 | 31,000.00 | -11,329.42 | 63% |
| 21 Sanitary Services | 0.00 | 8,000.00 | 8,000.00 | 0.00 | 100% |
| 22 Sewer | 0.00 | 220.38 | 500.00 | -279.62 | 44% |
| 23 Signage | 0.00 | 0.00 | 600.00 | -600.00 | 0% |
| 24 Telecommunications & Internet | 121.19 | 858.04 | 3,700.00 | -2,841.96 | 23% |
| 25 Trash Collection | 490.79 | 3,310.53 | 6,000.00 | -2,689.47 | 55% |
| 26 Utilities | 1,265.80 | 6,106.04 | 10,000.00 | -3,893.96 | 61% |
| 27 Vehicle Fuel & Maintenance | 0.00 | 359.97 | 2,900.00 | -2,540.03 | 12% |
| 28 Wages-Town Manager | 6,303.62 | 50,337.16 | 61,611.00 | -11,273.84 | 82% |
| 29 Wages-Administrator | 4,400.88 | 35,133.04 | 42,208.78 | -7,075.74 | 83% |
| 30 Wages-Asst Administrator | 171.00 | 1,441.75 | 3,000.00 | -1,558.25 | 48% |
| 31 Wages-Asst Admin (Mtg Spt) | 300.00 | 1,650.00 | 2,400.00 | -750.00 | 69% |
| 32 Wages-Beach Attendant | 0.00 | 16,496.34 | 16,500.00 | -3.66 | 100% |
| 34 Wages-Custodial Services | 42.00 | 367.50 | 2,080.00 | -1,712.50 | 18% |
| 35 Wages-Groundskeeper | 635.01 | 7,526.55 | 15,000.00 | -7,473.45 | 50% |
| 36 Wages-Security Patrol | 1,578.50 | 14,187.25 | 44,352.00 | -30,164.75 | 32% |
| 37 Wage/Salary Annual Def Criteria Bonus | 0.00 | 1,894.97 | 7,139.99 | -5,245.02 | 27% |
| 38 Website/Technology | 584.79 | 1,463.08 | 3,000.00 | -1,536.92 | 49% |
| Total General and Administrative | 28,084.02 | 265,817.75 | 401,499.70 | -135,681.95 | |
| Capital Expenditures | | | | | |
| Clubhouse Improvements | 0.00 | 0.00 | 30,000.00 | -30,000.00 | 0% |
| Shoreline Erosion Restoration | 2,391.89 | 16,511.72 | 75,000.00 | -58,488.28 | 22% |
| Total Capital Expenditures | 2,391.89 | 16,511.72 | 105,000.00 | -88,488.28 | |
| Total Expenditures | 30,475.91 | 282,329.47 | 506,499.70 | -224,170.23 | |
| Net Income (Loss) | -30,475.91 | -20,965.25 | 0.00 | -20,965.25 | |

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of January 31, 2022

| | TOTAL |
|------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Checking Accounts | |
| General Checking - BB&T | 16,630.49 |
| Payroll Checking - BB&T | 254.04 |
| Total Checking Accounts | 16,884.53 |
| Money Market Accounts | |
| Maintenance MM - BB&T | 145,289.21 |
| Piers MM - BB&T | 116,547.67 |
| Piers Capital Improvement - BB&T | 26,070.00 |
| Total Piers MM - BB&T | 142,617.67 |
| Total Money Market Accounts | 287,906.88 |
| Petty Cash | |
| Maintenance | 250.00 |
| Total Petty Cash | 250.00 |
| Total Bank Accounts | \$305,041.41 |
| Accounts Receivable | |
| Accounts Receivable | 1,410.33 |
| Total Accounts Receivable | \$1,410.33 |
| Other Current Assets | |
| Due From SCBD | 678.65 |
| Undeposited Funds | 1,187.37 |
| Total Other Current Assets | \$1,866.02 |
| Total Current Assets | \$308,317.76 |

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of January 31, 2022

| | TOTAL |
|-------------------------------------|-----------------------|
| Fixed Assets | |
| Maintenance | 0.00 |
| Accumulated Depreciation | -64,181.58 |
| Equipment | 25,570.51 |
| Furniture & Fixtures | 2,000.00 |
| Improvements | 4,707.00 |
| Land | 105,027.20 |
| Paving/Walls | 35,607.28 |
| Total Maintenance | 108,730.41 |
| Membership | |
| Accumulated Depreciation | -123,702.00 |
| Buildings | 145,853.43 |
| Furniture & Fixtures | 1,482.84 |
| Total Membership | 23,634.27 |
| Piers | |
| Accumulated Depreciation | -168,424.00 |
| Buildings & Piers | 220,307.64 |
| Total Piers | -51,883.64 |
| Total Fixed Assets | \$184,248.32 |
| Other Assets | |
| WIP - Shoreline Restoration Project | 982,172.50 |
| Total Other Assets | \$982,172.50 |
| TOTAL ASSETS | \$1,474,738.58 |

CAPE ST. CLAIRE IMPROVEMENT ASSOC., INC.

Balance Sheet
As of January 31, 2022

| | TOTAL |
|---|-----------------------|
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| A/P - State Income Tax | 53.00 |
| Due to SCBD | -195.05 |
| Grants | 275,236.00 |
| Payroll Liabilities | -2,071.47 |
| Prepaid Advertising | 1,147.12 |
| Prepaid Maintenance Fees | 685.00 |
| Security Deposit Clubhouse | 7,250.01 |
| Total Other Current Liabilities | \$282,104.61 |
| Total Current Liabilities | \$282,104.61 |
| Long-Term Liabilities | |
| N/P - BB&T | 613,172.50 |
| Total Long-Term Liabilities | \$613,172.50 |
| Total Liabilities | \$895,277.11 |
| Equity | |
| Net Assets | |
| Net Assets-Piers & Maintenance | |
| Net Assets-Maintenance | 280,614.21 |
| Net Assets-Piers | 168,038.88 |
| Total Net Assets-Piers & Maintenance | 448,653.09 |
| Total Net Assets | 448,653.09 |
| Net Assets-Comm. Defense Fund | 12,543.76 |
| Net Assets-Old Clubhouse | 11,500.24 |
| Retained Earnings | 136,438.26 |
| Net Income | -29,673.88 |
| Total Equity | \$579,461.47 |
| TOTAL LIABILITIES AND EQUITY | \$1,474,738.58 |

SCBD - Cape St. Claire Improvement Association

Balance Sheet
As of January 31, 2022

| | TOTAL |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Cash Held by the County | 4,083.64 |
| Checking Accounts | |
| BB&T Checking -7627 | 57,131.14 |
| SCBD Checking - BB&T | 181,696.49 |
| Total Checking Accounts | 238,827.63 |
| Total Bank Accounts | \$242,911.27 |
| Total Current Assets | \$242,911.27 |
| TOTAL ASSETS | \$242,911.27 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Due to Cape St. Claire | 245.82 |
| Total Other Current Liabilities | \$245.82 |
| Total Current Liabilities | \$245.82 |
| Total Liabilities | \$245.82 |
| Equity | |
| Net Assets-SCBD | 218,103.27 |
| Retained Earnings | 45,527.43 |
| Net Income | -20,965.25 |
| Total Equity | \$242,665.45 |
| TOTAL LIABILITIES AND EQUITY | \$242,911.27 |

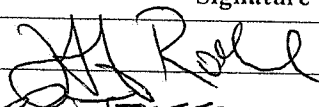


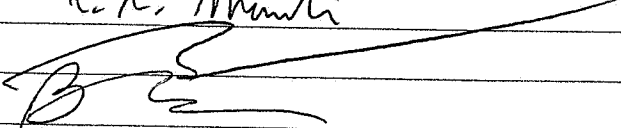
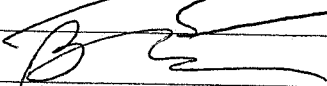
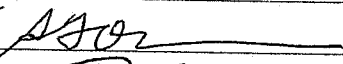
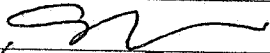
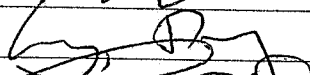
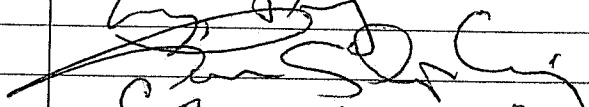
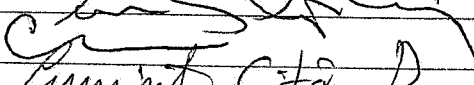
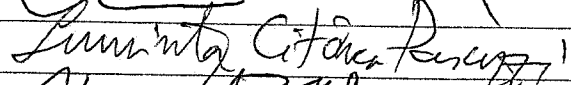
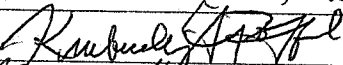
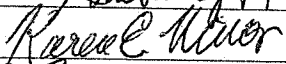
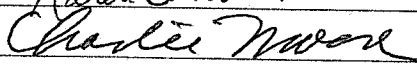
Cape St. Claire Improvement Association, Inc.

Membership Meeting

Meeting Date: April 26, 2022

MEMBERS: SIGN-UP SHEET

Residents K-Z

| | Printed Name | Signature |
|-----|--------------------|--|
| 1. | JEFF ROCHE |  |
| 2. | HARLOW WINTERSON |  |
| 3. | Neil MacIndoe |  |
| 4. | Mary Lamb |  |
| 5. | Phil Durisson |  |
| 6. | Sandy Durisson |  |
| 7. | Stacey Wildberger |  |
| 8. | GREGORY PASCUZZI |  |
| 9. | LOREN Shipley |  |
| 10. | CHRIS NAE |  |
| 11. | Lumi Pasquazzi |  |
| 12. | Kimberly A. Paffel |  |
| 13. | Karen Minor |  |
| 14. | Charlie Moore |  |
| 15. | | |
| 16. | | |
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| 29. | | |
| 30. | | |

Cape St. Claire Improvement Association, Inc.

Membership Meeting

Meeting Date: April 26, 2022

MEMBERS: SIGN-UP SHEET Residents A-J

| | Printed Name | Signature |
|-----|---------------------|---------------------|
| 1. | Ryan Anderson | Ryan Anderson |
| 2. | Bruce Borden | Bruce Borden |
| 3. | Dottie Ballard | Dottie Ballard |
| 4. | Stephen Arnold | Stephen Arnold |
| 5. | April BLY | April BLY |
| 6. | Larry Jennings | Larry Jennings |
| 7. | Margarette Jennings | Margarette Jennings |
| 8. | Frank D'Amelo | Frank D'Amelo |
| 9. | Leslie Coble | Leslie Coble |
| 10. | JOAN BERTER | JOAN BERTER |
| 11. | ROBERT W. BISHOP | ROBERT W. BISHOP |
| 12. | M. Michelle | M. Michelle |
| 13. | | |
| 14. | JOYCE W. AVELZ | JOYCE W. AVELZ |
| 15. | Jane BARRIS | Jane BARRIS |
| 16. | Cathy GURZO | Cathy GURZO |
| 17. | | |
| 18. | | |
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