CCMC

Route Seven Professional Arts Building
Unit Owners Association
Resale Package

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Route Seven Professional Arts Building
Unit Owners Association
CERTIFICATE FOR RESALE

April 10, 2026

TO: Yu- Wen Cheng Revocable Trust
10803 Lockmeade Court
Great Falls, VA 22066

FROM: Route Seven Professional Arts Building Condo , Unit Owners Association

RE: Condominium Unit 106 at 21495 Ridgetop Circle
Sterling, VA 20166

Pursuant to section 55-79.97 of the Condominium Act, as amended, we hereby certify that as of the date hereof, except as herein stated:

A. The status of assessment with respect to the condominium unit 106 is as follows:

Current assessment due	$ 0.00
Assessment in arrears	$ 0.00
TOTAL DUE:	$ 0.00

The Association levies annual assessments, payable in equal monthly installments, to pay common expenses. Special assessments may also be levied for the same purpose. A fee of up to $350.00 (three-hundred and fifty dollars) is currently charged for the preparation of a Certificate for Resale (such as this one). The resale package is $250.00, the transfer fee is $100.00 per unit. Please make checks payable to Commercial Condominium Management Company. There are no other fees or charges imposed by the Association except:

None

B. The condominium instruments do not create any rights of first refusal or other restraints on free alienability of any of the condominium units.

C. The following, if any, is a list of all capital expenditures anticipated by the Unit Owners Association within the current or succeeding two fiscal years:

None

D. As of the date of this certificate, there is an outstanding balance in the reserve for replacement fund (reserve account) of approximately $73,692.59 of that balance, the following amounts, if any, have been designated by the Board of Directors for the following specific projects:

E. Attached to this certificate is a copy of the statement of financial condition (balance sheet), and the current operating budget of the Unit Owners Association for the year 2026, the most recent fiscal year for which such statement is available.

F. There are no unsatisfied judgments against the Unit Owners Association nor any pending suits in which the Unit Owners Association is a party except as follows:

None

G. The Unit Owners Association holds hazard, property damage and liability insurance policies covering the common elements and the units as required by the Bylaws. It is suggested that each unit owner obtain insurance covering property damage to betterments and improvements installed in the unit and personal property contained therein (not covered by the Unit Owners Association policy) as well as insurance covering personal liability. You are urged to consult with your insurance agent.

H. The Unit Owners Association has no knowledge of whether improvement or alterations made to the condominium unit or the limited common elements assigned thereto are in violation of the condominium instruments except as follows:

I. There is no leasehold estate affecting the Condominium.

J. Attached to this certificate is a copy of the Bylaws and Rules and Regulations of the Condominium including all amendments.

K. The Condominium is located within a development subject to the Virginia Property Owners' Association Act (SS 55-79.97, 55-79.84(H) and 55-79.85 of the Condominium Act, as amended, based on the best knowledge and belief of the Unit Owners Association, is current as of the date hereof.

The name and address of the President of the Unit Owners Association is:

Sherry Wu
21495 Ridgetop Circle
Suite 300
Sterling, VA 20166

The Unit Owners Association may charge a fee for the preparation of this Certificate for Resale as allowed by law.

Dated: April 10, 2026

Route Seven Professional Arts Building
Unit Owners Association

By: ______________________________
Jennifer Carr, Property Manager
CCMC Management Agent

Commonwealth of Virginia
Common Interest Community Board
Department of Professional and Occupational Regulation

Post Office Box 29570
Richmond, Virginia 23242-0570
(804) 367-8510
cic@dpor.virginia.gov
www.dpor.virginia.gov

Common Interest Community Board
CONDOMINIUM UNIT OWNERS' ASSOCIATION RESALE CERTIFICATE NOTICE

Section 54.1-2350 of the *Code of Virginia* requires that this form accompany resale certificates issued pursuant to § 55-79.97 of the *Code of Virginia*.

The unit being purchased is in a development subject to the Virginia Condominium Act ("Act"). Properties subject to the Act are considered "common interest communities" under the law. Owning and living in a community governed by a common interest community association has benefits and obligations. Upon accepting title to a unit within a condominium, membership in the condominium unit owners' association ("association") is mandatory and automatic. The Act also specifies the contents of the **resale certificate**, and fees that may be charged for preparation and distribution of the resale certificate.

In addition to information provided in the resale certificate, the following are important considerations when purchasing a condominium unit.

Assessments

Each unit owner is responsible for and obligated to pay regular assessments and, if applicable, other assessments, including special assessments, and other mandatory fees to ensure that the association's financial requirements are met. Assessments are mandatory, imposed by the association for expenses incurred for maintenance and services provided for the benefit of some or all of the units, reserves for future expenditures, the maintenance, repair, and replacement of the common elements, insurance, administrative expenses, and other costs and expenses established in the condominium instruments. Failure or refusal to pay assessments and any other mandatory fees may result in imposition of late fees, interest, costs and attorney fees, recordation of a lien against the unit, filing a lawsuit and obtaining judgment against the unit owner, foreclosing on the unit to enforce the lien, and other actions permitted by the condominium instruments and the Act.

Declaration and Other Condominium instruments

The condominium instruments include the declaration and exhibits – bylaws of the unit owners' association, common element interest table, plats and plans, and other exhibits ("condominium instruments"). The condominium instruments and other information provided with the resale certificate establish the condominium and describe the basis for living in a condominium. The form of governance, nature and scope of services, as well as limitations on property use are addressed in the condominium instruments, rules and regulations, and association policies.

Unit owners have the responsibility, among other things, to comply with condominium instruments, rules and regulations, and association policies that outline what unit owners may and may not do in their units and on the common elements. Use of common elements, financial obligations of unit owners and other rights, responsibilities and benefits associated with ownership are subject to the provisions of condominium instruments, rules and regulations, and association policies. Some decisions are made by the association executive organ (often called the board of directors), while other decisions are reserved to association members. Failure to comply with the condominium instruments, rules and regulations, and association policies may result in monetary penalties, suspension of certain privileges, and legal action taken against the unit owner.

Limitations

The condominium instruments, rules and regulations, and association policies may establish limitations affecting use of individual units and the common elements. While the limitations applicable to each condominium may vary from community to community, § 54.1-2350 of the Code of Virginia makes particular reference to the following. The condominium instruments, rules and regulations, and association policies may establish:

- Limitations on the authority of a unit owner to rent the unit.
- Limitations on parking and storage of certain types of motor vehicles and boats within the community.
- Limitations on maintenance of pets within a unit or on common elements.
- Limitations on operating a business within a unit.
- Architectural restrictions on changes to units.
- The period or length of time that the declarant (developer) may control membership on the executive organ, make decisions on behalf of the association, and therefore operate the association. This period is often referred to as the *declarant control period*. At the conclusion of the declarant control period, control of the association is transferred to the members.

This list does not represent all limitations that may affect units within the common interest community.

Important Notice for Purchasers

The contract to purchase a condominium unit is a legally binding document. The purchaser may have the right to cancel the contract after receiving the resale certificate.

Information provided in this form is a summary of select matters to consider when purchasing a condominium unit but should not be relied upon to understand the character and nature of the condominium and the unit owners' association.

The purchaser is responsible for examining the information contained in and provided with the resale certificate. The purchaser shall carefully review the entire resale certificate. The purchaser may request an update of the resale certificate.

The contents of the resale certificate control to the extent that there are any inconsistencies between this form and the resale certificate.

The Resale Certificate must include the following:

1	☐	An appropriate statement regarding unpaid assessments pursuant to subsection H of § 55-79.84 which need not be notarized and, if applicable, an appropriate statement regarding rights of first refusal or other restraints on alienation pursuant to § 55-79.85;
2	☐	A statement of any expenditure of funds approved by the unit owners' association or the executive organ that shall require an assessment in addition to the regular assessment during the current or the immediately succeeding fiscal year;
3	☐	A statement, including the amount, of all assessments and any other fees or charges currently imposed by the unit owners' association, together with any known post-closing fee charged by the common interest community manager, if any, and associated with the purchase, disposition and maintenance of the condominium unit and the use of the common elements, and the status of the account;
4	☐	A statement whether there is any other entity or facility to which the unit owner may be liable for fees or other charges;
5	☐	The current reserve study report or a summary thereof, a statement of the status and amount of any reserve or replacement fund, and any portion of the fund designated for any specified project by the executive organ;
6	☐	A copy of the unit owners' association's current budget or a summary thereof prepared by the unit owners' association and a copy of the statement of its financial position (balance sheet) for the last fiscal year for which a statement is available, including a statement of the balance due of any outstanding loans of the unit owners' association;
7	☐	A statement of the nature and status of any pending suits or unpaid judgments to which the unit owners' association is a party which either could or would have a material impact on the unit owners' association or the unit owners or that relates to the unit being purchased;
8	☐	A statement setting forth what insurance coverage is provided for all unit owners by the unit owners' association, including the fidelity bond maintained by the unit owners' association, and what additional insurance coverage would normally be secured by each individual unit owner;
9	☐	A statement that any improvements or alterations made to the unit, or the assigned limited common elements, are or are not in violation of the condominium instruments;
10	☐	A copy of the current bylaws, rules and regulations and architectural guidelines adopted by the unit owners' association and the amendments thereto;
11	☐	A statement of whether the condominium or any portion thereof is located within a development subject to the Property Owners' Association Act (§ 55-508 et seq.) of Chapter 26 of this title;
12	☐	A copy of the notice given to the unit owner by the unit owners' association of any current or pending rule or architectural violation;
13	☐	A copy of any approved minutes of the executive organ and unit owners' association meetings for the six calendar months preceding the request for the resale certificate;
14	☐	Certification that the unit owners' association has filed with the Common Interest Community Board the annual report required by § 55-79.93:1; which certification shall indicate the filing number assigned by the Common Interest Community Board and the expiration date of such

filing;

15 ☐ A statement of any limitation on the number of persons who may occupy a unit as a dwelling;

16 ☐ A statement setting forth any restrictions, limitation or prohibition on the right of a unit owner to display the flag of the United States, including, but not limited to reasonable restrictions as to the size, time, place, and manner of placement or display of such flag;

17 ☐ A statement setting forth any restriction, limitation, or prohibition on the right of a unit owner to install or use solar energy collection devices on the unit owner's property;

18 ☐ A statement indicating any known project approvals currently in effect issued by secondary mortgage market agencies;

19 ☐ A copy of the fully completed form developed by the Common Interest Community Board pursuant to § 54.1-2350; and

20 ☐ The association complaint procedure required by 18 VAC 48-70-60 and pursuant to 18 VAC 48-70-40 and 18 VAC 48-70-50.

OWNER STATEMENT

Commercial Condominium Management Company
8456-A Tyco Rd
Tysons Corner, VA 22182-7517

(703) 448-6900

Prepared For
Yu-Wen Cheng Revocable Trust
10803 Lockmeade Court
Attn: Dr. Richard Lee
Great Falls, VA 22066

Owner: Yu-Wen Cheng Revocable Trust

Date: 04/10/2026
Total Due 0.00
Property: R7PB - Route Seven Professional Arts Building Cond
21495 Ridgetop Circle
Sterling, VA 20166
Unit: 106

Date	Description	Charges	Payments	Balance
	Balance Forward			0.00
01/01/2026	Monthly Dues (01/2026)	1,047.17	0.00	1,047.17
01/07/2026	Chk# 53680149	0.00	1,047.17	0.00
02/01/2026	Monthly Dues (02/2026)	1,047.17	0.00	1,047.17
02/04/2026	Chk# 58698621	0.00	1,047.17	0.00
03/01/2026	Monthly Dues (03/2026)	1,047.17	0.00	1,047.17
03/05/2026	Chk# 64433371	0.00	1,047.17	0.00
04/01/2026	Monthly Dues (04/2026)	1,047.17	0.00	1,047.17
04/01/2026	Chk# 0069376365 - DEPO-	0.00	1,047.17	0.00

Notes:

0-30 Days	31-60 Days	61-90 Days	Above 90 Days	Amount Due
0.00	15.00	0.00	-15.00	0.00

Balance Sheet

R7PB - Route Seven Professional Arts Building Cond
Month = Mar 2026
Book = Accrual

ACCOUNT	CURRENT BALANCE
ASSETS	
ASSETS	
CASH	
National Capital Bank Checking	36,760.58
National Capital Bank MMA	30,742.20
TOTAL CASH	67,502.78
OTHER ASSETS	
Accounts Receivable	6,189.81
TOTAL OTHER ASSETS	6,189.81
TOTAL ASSETS	73,692.59
TOTAL ASSETS	73,692.59
LIABILITIES AND CAPITAL	
LIABILITIES	
LIABILITIES	
Accounts Payable	11,594.84
Prepaid Income	1,987.04
Refund Clearing Account	0.03
TOTAL LIABILITIES	13,581.91
TOTAL LIABILITIES	13,581.91
CAPITAL	
Replacement Reserves	76,510.33
Retained Earnings	-16,399.65
TOTAL CAPITAL	60,110.68
TOTAL LIABILITIES & CAPITAL	73,692.59

Friday, April 10, 2026
11:15 AM

12 Months Income Statement

R7PB - Route Seven Professional Arts Building Cond
Period = Jan 2026-Mar 2026
Book = Accrual

ACCOUNT	Jan 2026	Feb 2026	Mar 2026	Total
OPERATING INCOME				
SPECIAL ASSESSMENT INCOME				
PROPERTY INCOME				
Dues	22,187.08	22,187.08	22,187.08	66,561.24
TOTAL NET PROPERTY INCOME	22,187.08	22,187.08	22,187.08	66,561.24
OTHER INCOME				
Interest Income	71.32	64.57	71.63	207.52
Late Fee	60.00	10.00	-45.00	25.00
TOTAL OTHER INCOME	131.32	74.57	26.63	232.52
TOTAL REVENUE	22,318.40	22,261.65	22,213.71	66,793.76
OPERATING EXPENSES				
GENERAL AND ADMINISTRATIVE				
Management Fees	1,350.61	1,350.61	1,350.61	4,051.83
Administrative Fees	22.72	0.00	0.00	22.72
Professional Fees	969.26	0.00	0.00	969.26
Dues and Subscriptions	1,529.19	0.00	0.00	1,529.19
TOTAL G AND A EXPENSE	3,871.78	1,350.61	1,350.61	6,573.00
UTILITIES				
Electricity	9,903.53	10,593.26	9,469.65	29,966.44
WaterSewer	2,372.40	0.00	0.00	2,372.40
Telephone	131.82	131.53	131.53	394.88
Internet	215.31	430.64	0.00	645.95
Trash Removal	1,328.79	0.00	1,706.83	3,035.62
TOTAL UTILITIES	13,951.85	11,155.43	11,308.01	36,415.29
TAXES AND INSURANCE				
Property Insurance	539.75	539.74	539.74	1,619.23

12 Months Income Statement

R7PB - Route Seven Professional Arts Building Cond
Period = Jan 2026-Mar 2026
Book = Accrual

ACCOUNT	Jan 2026	Feb 2026	Mar 2026	Total
TOTAL TAXES AND INSURANCE	539.75	539.74	539.74	1,619.23
REPAIRS AND MAINTENANCE				
Cleaning Contract	1,313.25	1,313.25	2,626.50	5,253.00
Elevator Repairs and Maintenance	0.00	53.44	0.00	53.44
General Maintenance Repairs	961.77	408.77	2,670.09	4,040.63
HVAC Repairs and Maintenance	0.00	0.00	1,799.09	1,799.09
HVAC Contract	3,745.00	0.00	1,480.00	5,225.00
Landscape Maintenance	650.00	650.00	750.00	2,050.00
Security Contract	87.56	400.00	85.00	572.56
TOTAL REPAIRS AND MAINTENANCE	6,757.58	2,825.46	9,410.68	18,993.72
TOTAL OPERATING EXPENSES	25,120.96	15,871.24	22,609.04	63,601.24
TOTAL OPERATING INCOME	-2,802.56	6,390.41	-395.33	3,192.52
TOTAL NET INCOME	-2,802.56	6,390.41	-395.33	3,192.52

Budget Comparison

R7PB - Route Seven Professional Arts Building Cond
Month = Mar 2026
Book = Accrual

ACCOUNT	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
OPERATING INCOME									
SPECIAL ASSESSMENT INCOME									
PROPERTY INCOME									
Dues	22,187.08	22,187.08	0.00	0.00	66,561.24	66,561.08	0.16	0.00	266,244.08
TOTAL NET PROPERTY INCOME	22,187.08	22,187.08	0.00	0.00	66,561.24	66,561.08	0.16	0.00	266,244.08
OTHER INCOME									
Interest Income	71.63	83.33	-11.70	-14.04	207.52	249.33	-41.81	-16.77	996.37
Late Fee	-45.00	0.00	-45.00	N/A	25.00	0.00	25.00	N/A	0.00
TOTAL OTHER INCOME	26.63	83.33	-56.70	-68.04	232.52	249.33	-16.81	-6.74	996.37
TOTAL REVENUE	22,213.71	22,270.41	-56.70	-0.25	66,793.76	66,810.41	-16.65	-0.02	267,240.45
OPERATING EXPENSES									
GENERAL AND ADMINISTRATIVE									
Management Fees	1,350.61	1,350.61	0.00	0.00	4,051.83	4,052.61	0.78	0.02	16,211.62
Administrative Fees	0.00	0.00	0.00	N/A	22.72	0.00	-22.72	N/A	75.00
Tax Prep Expense	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	800.00
Professional Fees	0.00	0.00	0.00	N/A	969.26	0.00	-969.26	N/A	0.00
Dues and Subscriptions	0.00	0.00	0.00	N/A	1,529.19	1,529.00	-0.19	-0.01	1,529.00
TOTAL G AND A EXPENSE	1,350.61	1,350.61	0.00	0.00	6,573.00	5,581.61	-991.39	-17.76	18,615.62
UTILITIES									
Electricity	9,469.65	8,375.00	-1,094.65	-13.07	29,966.44	25,125.00	-4,841.44	-19.27	100,500.00
WaterSewer	0.00	0.00	0.00	N/A	2,372.40	2,646.00	273.60	10.34	10,554.00
Telephone	131.53	321.69	190.16	59.11	394.88	965.69	570.81	59.11	3,863.67
Internet	0.00	0.00	0.00	N/A	645.95	0.00	-645.95	N/A	0.00
Trash Removal	1,706.83	1,368.00	-338.83	-24.77	3,035.62	4,104.00	1,068.38	26.03	16,416.00
TOTAL UTILITIES	11,308.01	10,064.69	-1,243.32	-12.35	36,415.29	32,840.69	-3,574.60	-10.88	131,333.67
TAXES AND INSURANCE									

Budget Comparison

R7PB - Route Seven Professional Arts Building Cond
Month = Mar 2026
Book = Accrual

ACCOUNT	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Property Insurance	539.74	625.00	85.26	13.64	1,619.23	1,875.00	255.77	13.64	7,500.00
TOTAL TAXES AND INSURANCE	539.74	625.00	85.26	13.64	1,619.23	1,875.00	255.77	13.64	7,500.00
REPAIRS AND MAINTENANCE									
Annual Inspections	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	650.00
Cleaning Contract	2,626.50	1,333.33	-1,293.17	-96.99	5,253.00	3,999.33	-1,253.67	-31.35	15,996.37
Elevator Repairs and Maintenance	0.00	0.00	0.00	N/A	53.44	2,500.00	2,446.56	97.86	5,000.00
Elevator Contract	0.00	839.82	839.82	100.00	0.00	839.82	839.82	100.00	3,359.82
General Maintenance Repairs	2,670.09	1,666.67	-1,003.42	-60.21	4,040.63	5,000.67	960.04	19.20	20,003.63
HVAC Repairs and Maintenance	1,799.09	833.33	-965.76	-115.89	1,799.09	2,499.33	700.24	28.02	9,996.37
HVAC Contract	1,480.00	0.00	-1,480.00	N/A	5,225.00	3,750.00	-1,475.00	-39.33	15,000.00
Landscape Maintenance	750.00	650.00	-100.00	-15.38	2,050.00	1,950.00	-100.00	-5.13	7,800.00
Pest Control Services	0.00	91.67	91.67	100.00	0.00	275.67	275.67	100.00	1,103.63
Roof Repairs	0.00	0.00	0.00	N/A	0.00	5,000.00	5,000.00	100.00	5,000.00
Fire Alarm System R&M	0.00	0.00	0.00	N/A	0.00	4,800.00	4,800.00	100.00	4,800.00
Security Contract	85.00	87.50	2.50	2.86	572.56	263.50	-309.06	-117.29	1,055.50
TOTAL REPAIRS AND MAINTENANCE	9,410.68	5,502.32	-3,908.36	-71.03	18,993.72	30,878.32	11,884.60	38.49	89,765.32
TOTAL OPERATING EXPENSES	22,609.04	17,542.62	-5,066.42	-28.88	63,601.24	71,175.62	7,574.38	10.64	247,214.61
TOTAL OPERATING INCOME	-395.33	4,727.79	-5,123.12	-108.36	3,192.52	-4,365.21	7,557.73	173.14	20,025.84
TOTAL NET INCOME	-395.33	4,727.79	-5,123.12	-108.36	3,192.52	-4,365.21	7,557.73	173.14	20,025.84
ADJUSTMENTS									
ASSETS									
ASSETS									
CASH									
National Capital Bank Checking	-3,079.12	0.00	-3,079.12	N/A	107.09	0.00	107.09	N/A	0.00
National Capital Bank MMA	-71.63	0.00	-71.63	N/A	-207.52	0.00	-207.52	N/A	0.00
TOTAL CASH	-3,150.75	0.00	-3,150.75	N/A	-100.43	0.00	-100.43	N/A	0.00
OTHER ASSETS									

Budget Comparison

R7PB - Route Seven Professional Arts Building Cond
Month = Mar 2026
Book = Accrual

ACCOUNT	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Accounts Receivable	-1,290.01	0.00	-1,290.01	N/A	-4,030.03	0.00	-4,030.03	N/A	0.00
TOTAL OTHER ASSETS	-1,290.01	0.00	-1,290.01	N/A	-4,030.03	0.00	-4,030.03	N/A	0.00
TOTAL ASSETS	-4,440.76	0.00	-4,440.76	N/A	-4,130.46	0.00	-4,130.46	N/A	0.00
TOTAL ASSETS	-4,440.76	0.00	-4,440.76	N/A	-4,130.46	0.00	-4,130.46	N/A	0.00
LIABILITIES AND CAPITAL									
LIABILITIES									
LIABILITIES									
Accounts Payable	11,594.84	0.00	11,594.84	N/A	7,516.05	0.00	7,516.05	N/A	0.00
Prepaid Income	0.00	0.00	0.00	N/A	180.64	0.00	180.64	N/A	0.00
TOTAL LIABILITIES	11,594.84	0.00	11,594.84	N/A	7,696.69	0.00	7,696.69	N/A	0.00
TOTAL LIABILITIES	11,594.84	0.00	11,594.84	N/A	7,696.69	0.00	7,696.69	N/A	0.00
CAPITAL									
Replacement Reserves	-6,758.75	0.00	-6,758.75	N/A	-6,758.75	0.00	-6,758.75	N/A	0.00
Retained Earnings	-395.33	0.00	-395.33	N/A	3,192.52	0.00	3,192.52	N/A	0.00
TOTAL CAPITAL	-7,154.08	0.00	-7,154.08	N/A	-3,566.23	0.00	-3,566.23	N/A	0.00
TOTAL LIABILITIES & CAPITAL	4,440.76	0.00	4,440.76	N/A	4,130.46	0.00	4,130.46	N/A	0.00
TOTAL ADJUSTMENTS	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	0.00
CASH FLOW	-395.33	4,727.79	-5,123.12	-108.36	3,192.52	-4,365.21	7,557.73	173.14	20,025.84

Route 7 Professional Arts Building
Budget

ACCOUNT	2026 Approved 10% Increase
OPERATING INCOME	
Dues	266,244.96
Passthru Maintenance	-
Easement Income	-
Interest Income	1,000.00
Late Fee	-
NSF Fee	-
TOTAL INCOME	**267,244.96**
OPERATING EXPENSES	
Management Fees	16,207.33
Administrative Fees	75.00
Tax Prep Expense	800.00
Legal	-
Dues and Subscriptions	1,529.19
Electricity	100,500.00
WaterSewer	10,584.77
Telephone & Internet	3,860.26
Trash Removal	16,416.00
Property Insurance	7,500.00
Annual Inspections	650.00
Cleaning Contract	16,000.00
Elevator Repairs and Maintenance	5,000.00
Elevator Contract	3,359.28
General Maintenance Repairs	20,000.00
HVAC Repairs and Maintenance	10,000.00
HVAC Contract	15,000.00
Landscape Maintenance	7,800.00
Pest Control Services	1,100.00
Roof Repairs	5,000.00
Fire and Security System	4,800.00
Fire Alarm System R&M	-
Security Contract	1,050.00
Snow and Ice Removal	-
TOTAL OPERATING EXPENSES	**247,231.83**
TOTAL OPERATING INCOME	**20,013.13**
TOTAL NET INCOME	**20,013.13**

Route 7 Professional Building (*1986*)

Reserve Analysis (2025)

Common Element	Typical Useful Life	Estimated Remaining Useful Life	2025 Replacement Cost
Exterior			
Parking Lot (Not Association Responsibility)			
Asphalt Path (West side of property line)	5	2	$10,745
Concrete Sidewalks - Partial Repair (500 SF)	5	2	$9,750
Concrete Curb/Gutter - Partial Repair (500LF)	5	2	$21,000
Masonry Repairs/Repointing	5	3	$4,500
Roof/Flashing *2012*	20	8	$156,200
Skylight	40	8	$5,000
Exterior Lighting (LED) *2022*	50	48	$6,600
Interior Lighting (LED) *2022*	50	48	$4,140
Exterior Painting (Per CertaPro Bid 2023)	10	1	$19,281
Caulking & Wet Glazing (Per Valcourt Proposal 2025)	15	1	$15,000
Interior			
Directory *2024*	10	9	$1,500
Elevator Controls Maintenance	10	9	$28,200
Elevator Door Operator	30	4	$29,000
Elevator Cab Remodel	30	6	$20,000
Sump Pump *2023*	15	13	$850
Sprinkler System Repairs/Replacements	5	2	$5,000
Fire Alarm System *2023*	15	13	$50,000
Water Heater (80 Gal.) *2025*	15	15	$9,358
Access Controls Upgrade *2023*	10	8	$15,000
Bathrooms (6 Bathrooms $25,000 per bathroom)	20	1	$150,000
Front and Rear Entry Doors	25	6	$216,000
Windows	40	7	$158,000
Carpet and Floor Tiles replaced with LVT (Per Rohan Bid 2023)	10	1	$58,500
Interior Wallpaper removal & Painting (Per Rohan Bid 2023)	10	1	$48,500
HVAC Units *2002 & 2012*	20	9	$25,000.00
Total			**$1,067,124**

Cash as of 10.31.25 $64,497

Year Built	1986		
Reserve Analysis	2025		
Building Age	39		
Size of the Building (SF)	30,000		
Price to replace the roof (SF)	$11.00	14,200	EPDM
Price for concrete (SF)	$19.50	3050	
Curb and Gutter (LF)	$42.00	2529	
Asphalt Replacement (SY)	$19.50	551	Asphalt Path
Parking Lot Size (SY)			
Water Heater		1	80 Gallon
HVAC Units		2	55-ton RTU/VAV
Entry Doors	$27,000	8	
Suite Doors		22	
Fire Doors		6	
Carpet (SY)	$51	662	
Floor Tiles (SF)	$14	1787	
Windows (SF)		3848	
Storefront (SF)		1296	

This Reserve Analysis is prepared for estimating required capital replacement items and is prepared for the Association by CCMC. All replacement costs are calculated based on their current market value. CCMC is not an engineering firm and offers this analysis to aid in the budgeting process.

Route 7 Professional Arts Building 25 Year Overview

		1	2	3	4	5	6	7	8	9	10	11	12	13	14
3% Inflation Rate	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Exterior															
Parking Lot (Not Association Responsibility)															
Asphalt Path (West side of property line)			$11,399												
Concrete Sidewalks - Partial Repair (500 SF)			$10,344												
Concrete Curb/Gutter - Partial Repair (500LF)			$22,279												
Masonry Repairs/Repointing				$4,917											
Roof/Flashing *2012*									$197,869						
Skylight									$6,334						
Exterior Lighting (LED) *2022*															
Interior Lighting (LED) *2022*															
Exterior Painting (Per CertaPro Bid 2023)		$19,859													
Caulking & Wet Glazing		$15,375													
Interior															
Directory *2024*										$1,957					
Elevator Controls Maintenance										$36,795					
Elevator Door Operator					$32,640										
Elevator Cab Remodel							$23,881								
Sump Pump *2023*														$1,248	
Sprinkler System Repairs/Replacements			$5,305												
Fire Alarm System														$73,427	
Water Heater (80 Gal.) *2025*															
Access Controls Upgrade *2023*									$19,002						
Bathrooms (6 Bathrooms $25,000 per bathroom)		$154,500													
Front and Rear Entry Doors							$257,915								
Windows															
Carpet and Floor Tiles replaced with LVT (Per Rohan Bid 2023)		$60,255													
Interior Wallpaper removal & Painting (Per Rohan Bid 2023)		$49,955													
HVAC Units *2002 & 2012*										$32,619					
Total of Expenses	$0	$299,944	$49,326	$4,917	$32,640	$0	$281,796	$0	$223,205	$71,371	$0	$0	$0	$74,675	$0
Addition to Reserves 5% Increase		**$7,913**	**$8,309**	**$8,724**	**$9,160**	**$9,618**	**$10,099**	**$10,604**	**$11,135**	**$11,691**	**$12,276**	**$12,890**	**$13,534**	**$14,211**	**$14,921**
Starting Reserve	$64,497	$72,410	-$219,226	-$259,827	-$255,584	-$278,605	-$268,506	-$539,698	-$528,564	-$740,077	-$799,172	-$786,283	-$772,749	-$758,538	-$818,291
Reserves Minus Expenses	$64,497	-$227,534	-$268,552	-$264,745	-$288,224	-$278,605	-$550,302	-$539,698	-$751,768	-$811,448	-$799,172	-$786,283	-$772,749	-$833,213	-$818,291

	15	16	17	18	19	20	21	22	23	24	25
	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050
Exterior											
Parking Lot (Not Association Responsibility)											
Asphalt Path (West side of property line)											
Concrete Sidewalks - Partial Repair (500 SF)											
Concrete Curb/Gutter - Partial Repair (500LF)											
Masonry Repairs/Repointing											
Roof/Flashing *2012*											
Skylight											
Exterior Lighting (LED) *2022*											
Interior Lighting (LED) *2022*											
Exterior Painting (Per CertaPro Bid 2023)											
Caulking & Wet Glazing											
Interior											
Directory *2024*											
Elevator Controls Maintenance											
Elevator Door Operator											
Elevator Cab Remodel											
Sump Pump *2023*											
Sprinkler System Repairs/Replacements											
Fire Alarm System											
Water Heaters (80 Gal.) *2012*	$14,579										
Access Controls Upgrade *2023*											
Bathrooms (6 Bathrooms $25,000 per bathroom)											
Front and Rear Entry Doors											
Windows											
Carpet and Floor Tiles replaced with LVT (Per Rohan Bid 2023)											
Interior Wallpaper removal & Painting (Per Rohan Bid 2023)											
HVAC Units *2002 & 2012*											
Total of Expenses	$14,579	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Addition to Reserves 5% Increase	**$15,667**	**$16,451**	**$17,273**	**$18,137**	**$19,044**	**$19,996**	**$20,996**	**$22,046**	**$23,148**	**$24,305**	**$25,521**
Starting Reserve	-$802,624	-$786,173	-$768,900	-$750,763	-$731,719	-$711,723	-$690,727	-$668,681	-$645,533	-$621,228	-$595,707
Reserves Minus Expenses	-$802,624	-$786,173	-$768,900	-$750,763	-$731,719	-$711,723	-$690,727	-$668,681	-$645,533	-$621,228	-$595,707

Route 7 Professional
Arts Building Condominium
2025 Annual Meeting Minutes
December 15, 2025

CCMC

Members Present via Zoom: Sherry Wu, Graham Morris, Karl Mirpanah, Elayne Smith, Dr. Khanna, Dr. Soltani, Ram Jangalapalli, Mirna Guzman

Management Present via Zoom: John Motz and Jenn Carr

Quorum: Quorum was ascertained

Call to Order: 12:01 pm

Minutes:
A motion was made by Elayne Smith and seconded by Sherry Wu to approve the 2024 Annual Meeting minutes as submitted. A vote was taken, and the motion passed unanimously.

Election:
- There are seven (7) seats on the Board of Directors, each with a one-year term.
- The floor was open for nominations.
- A motion was made by Sherry Wu and seconded by Elayne Smith to nominate the current slate of Directors.
- One position will remain vacant and will be filled by Board appointment at a later date.
- There being no further nominations, nominations were closed.
- A vote was taken, and Sherry Wu, Jatinder Hanjra, Ram Jangalapalli, Graham Morris, Elayne Smith, and Anil Patel were unanimously elected for a one-year term

Discussion Points:
- Snow removal expenses were $2,919 compared to a budget of $10,000
    - Snow removal expenses reimbursed by the apartment complex behind the building
- Mario's Landscaping performed annual landscape maintenance for a total cost of $7,800
- Implementation of overnight parking permits to help reduce unauthorized parking
- Ram raised concern about stagnant water in the parking lot following rainfall
    - Karl Mirpanah noted the black drainage pipe previously purchased remains unused next to the building
    - Management will investigate drainage options
- Discussion of ongoing HVAC problems and expenses
    - The Association paid $124,050 for the Building Automation System (BAS) installation and $166,203 total to MEC2.
    - Despite these investments, the HVAC system continues to underperform and waste energy.
    - All VAVs are now connected and operational, which has increased energy usage.
    - Karl Mirpanah questioned what work was completed for the approximately $160,000 spent.

    - MEC2 installed the BAS, connected VAVs, and attempted system balancing.
    - Full air balancing, estimated at $80,000, is still required for optimal performance.
    - Management has been using Express Tech Air for service calls due to lower costs and greater expertise.
    - Management plans to transition from MEC2 to Express Tech Air once the preventative maintenance contract expires in March.
- Discussion of building repairs and deferred maintenance
    - Significant maintenance has been deferred due to ongoing HVAC expenses.
    - Issues include:
        - Masonry and caulking repairs
        - Exterior EIFS repairs
        - Exterior painting
        - Leaking curtain wall in the foyer
        - Interior painting
        - Carpet replacement
    - Repairs will be prioritized based on urgency and available funds.
- Discussion of adjacent empty lot
    - Members inquired about selling the adjacent empty lot or converting it into parking.
    - Management suggested a potential sale to the neighboring apartment complex.
    - It was noted that selling the lot could decrease the overall property value.
    - No decisions were made; this topic may be revisited in the future

Financial Statements (as of November 30, 2025)

Balance Sheet:
- Total assets: $66,236

Budget Comparison:
- Excess of disbursements over receipts: $18,934

Reserve Analysis:
- Estimated 2024 replacement costs: $1,100,706
- Replacement costs continue to increase

2026 Budget
- The 2026 Budget was prepared with 5% and 10% increase in dues.
    - 5% increase would add $7,900 to reserves
    - 10% increase would add $20,000 to reserves
- A motion was made by Elayne Smith and seconded by Sherry Wu to approve the 2026 Budget with a 10% dues increase.
- A vote was taken, and the motion passed unanimously.

The Association elects to apply all or part of the excess assessment income to the following year’s assessments and that such final amount shall be at the Board’s discretion.

Adjournment:
There being no further matters to be brought before the membership, upon motion duly made and seconded, the meeting was adjourned at 12:58pm.

Respectfully submitted,
Commercial Condominium Management Company

Commercial Condominium Management Company
8456A Tyco Road, Vienna, VA 22182
Phone (703)-448-6900 Fax (703) 893-5843

INVOICE

TO: Yu- Wen Cheng Revocable Trust
10803 Lockmeade Court
Great Falls, VA 22066

INVOICE # R7PB-106
DATE: 4/10/2026

TECH	JOB	PAYMENT TERMS	JOB COMPLETED ON
N/A	R7PB-106	Due on receipt	4/10/2026

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Resale Package Fee (Paid by Seller at closing)	$250.00	$250.00
1	Transfer Fee (Paid by Buyer at closing)	$100.00	$100.00
	Please send a copy of the Invoice with payment. Make check payable to ***Commercial Condominium Management Company***		

THANK YOU FOR YOUR BUSINESS!

TOTAL DUE **$350.00**