



COMMON AREA MAINTENANCE (CAM) GUIDE

CAM Expenses at VS Plaza are included below, along with a brief explanation of each. We've worked hard to manage these costs efficiently for you and will continue to provide transparency.

Current CAM Charges

- **Real Estate Taxes:** Property taxes paid to the city to support local services.
- **Insurance:** Coverage for the property to protect against unexpected damages or liability
- **Water, Sewage & City of Brentwood Trash:** Fees for water, sewer, & waste services
- **Utilities, PG&E:** Electricity for parking lot lighting and common areas and service fee's
- **Landscape Maintenance:** Professional groundskeeping services to maintain aesthetic appeal
- **Fire Alarm Service:** California Fire Code requires fire alarm monitoring to all buildings
- **Repair and Maintenance:** General repairs to shared common areas
- **Pest Control:** Services to keep common areas free of pests for a sanitary environment
- **HVAC Quarterly Maintenance:** Routine checks on heating and cooling systems
- **Real Estate Bookkeeping Software:** Tools we use to track and manage expenses accurately
- **Backflow Testing:** Testing to ensure the water system is safe and prevents contamination

How CAM Charges Are Billed

CAM charges are billed quarterly (for example, January to March for Q1). You'll receive a statement showing your share of the total expenses based on your CAM percentage. The CAM percentage is calculated by dividing your leased space's square footage by the total leasable area of VS Plaza and multiplying by 100, determining your share of common area maintenance costs. Payment is due within 30 days of receiving the statement and can be made by check via mail or through the VS Plaza Drop Box