



BOARD OF DIRECTORS MEETING

HYBRID ZOOM MEETING – Henderson Room / Zoom

DRAFT AGENDA

Tuesday, March 26, 2024 – 7:00 PM

Until approved at the meeting, this draft agenda is subject to change.

Link: <https://us06web.zoom.us/j/97385179058?pwd=TUg1V1lvM011VStJS2k5b3NELOIRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

Join by phone: 301-715-8592 US (Washington DC)

I.	CALL TO ORDER	7:00 PM
II.	APPROVAL OF AGENDA	7:01 PM
III.	APPROVAL OF MINUTES – BOD Meeting – February 27, 2024,	7:02 PM
IV.	CITY OF ALEXANDRIA POLICE DEPARTMENT – STAFF LIAISON	7:03 PM
V.	CAMERON STATION CIVIC ASSOCIATION – CHARLES MAYNARD	7:13 PM
VI.	HOMEOWNERS’ FORUM	7:23 PM
VII.	TREASURER’S REPORT	7:33 PM
VIII.	COMMITTEE REPORTS (FAC, ARC, A&E, ComCom, CCFC, CAC)	7:43 PM
IX.	MATTERS FOR BOARD DECISION	7:53 PM
	A. ComCom New Committee Member	Motion 2024-0301
	B. CCFC New Committee Member	Motion 2024-0302
	C. Duke St fence maintenance proposal	Motion 2024-0303
	D. Power Washing proposal	Motion 2024-0304
	E. Insurance Renewal proposals	Motion 2024-0305
	F. P.R. No. 24-01 – Memorial Plaque on Common Area	Motion 2024-0306
	G. Lancaster Landscape proposal #31568-1	Motion 2024-0307
	H. Amended P.R. No. 24-02 Cameron Club Operating Rules and Procedures	Motion 2024-0308
	I. FAC New Committee Member	Motion 2024-0309

Prepared by:

Steve P. Philbin, M ed., CMCA®, ARM®, PCAM® (General Manager)

Angel Robles, CMCA®, AMS® (Assistant General Manager)

**Noted times above are only intended to serve as a guide and may be subject to change without notice depending upon the length of conversation by Board members.*

X.	MATTERS FOR BOARD DISCUSSION	8:33 PM
XI.	MATTERS FOR BOARD INFORMATION	8:50 PM
	A. Management Report	
	• Action Item list	
	• Corporate Transparency Act	
	• Project Updates	
XII.	EXECUTIVE SESSIONS – See Executive Session Agenda	8:57 PM
	<i>(For the purpose to discuss and consider matters pertaining to the personal liability of members to the association)</i>	
XIII.	NEW BUSINESS	8:58 PM
XVI:	ADJOURN	9:00 PM

DRAFT

Prepared by:
 Steve P. Philbin, M ed., CMCA®, ARM®, PCAM® (General Manager)
 Angel Robles, CMCA®, AMS® (Assistant General Manager)

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MEETING MINUTES
BOARD OF DIRECTORS MEETING
Tuesday, February 27, 2024 7:00 P.M.

NOTICE: This meeting was held in a hybrid format via Zoom and in-person in the Henderson room.

BOARD MEMBERS PRESENT:

Andrew Hill, President
Joan Lampe, Vice President
William Blumberg, Treasurer
Brendan Hanlon, Director
Tom Kopko, Director

BOARD MEMBERS ABSENT

Megan Christensen, Director
Chris Mulder, Secretary

OTHERS PRESENT:

Heather Graham, CMCA®, PCAM®, Executive Vice President of Community Association Management Professionals (CAMP)
Steve Philbin, M ed., CMCA®, ARM® PCAM®, General Manager
Angel Robles, CMCA®, AMS®, Assistant General Manager
Sasha Impastato, Member, Civic Association
Paulo Caro, Member, ARC
Andrew Yang, Chair, A&E
Tricia Hemel, Chair, ComCom
Martha Romans, Chair, CAC

CALL TO ORDER:

Mr. Hill called the meeting to order at 7:00 pm.

APPROVAL OF AGENDA:

Motion: Ms. Lampe moved, and Mr. Blumberg seconded the motion to **APPROVE** the agenda as presented. **The motion passed unanimously, 5/0.**

APPROVAL OF MINUTES:

Motion: Mr. Hanlon moved, and Mr. Kopko seconded the motion to **APPROVE** the minutes of the January 30, 2024, Board meeting. **The motion passed unanimously, 5/0.**

LT. LION – CITY OF ALEXANDRIA:

Lt. Lion reported that the current Chief of Police has retired and the City is in the process of hiring a new Chief; calls for service for the area for the month were 48 (forty-eight) total and most of them were theft from auto calls.

CAMERON STATION CIVIC ASSOCIATION:

Mr. Sasha Impastato reported that the pedestrian bridge in Ben Brenman Park will be closed through the end of March, but the Somerville bridge will remain open; due to Metro budget cuts the Van Dorn metro will be shut down for 3 weeks in the summer months; Vulcan Materials Development on Van Dorn Street the Civic Association is monitoring its progress for impacts mainly to traffic along Van Dorn Street.

ANTONIO ASHBY-VERIZON FIOS:

Mr. Ashby discussed the Verizon Fios project and the system to get Fios to residents who order the service. He stated the developer built roads with conduit underneath; there is a manhole system going down Cameron Station Blvd and major hubs that are connection points in the community and each connection point can handle around 100 homes; in most of the townhomes the builder put conduit from a connection point to the home so the wiring can be run thru the conduit; for single-family homes, they can put a terminal in a common area space and then run the service to the home thru the front yard and would repair/replace the grass in the customer's yard and no lines will be placed to the customers home unless they order service.

HOMEOWNER'S FORUM:

Topics discussed were:

- Mateo – stated there is a drainage/erosion issue in the common area on John Ticer and Waple Ln and inquired if there was any plan to mitigate it.
- Paul – inquired if the Association submitted their stormwater utility fee credit application.

TREASURER’S REPORT:

Mr. Blumberg reported that the Association had a year-end 2023 surplus of \$239,389 contributed to higher interest income and excellent expense control; all Committees are under budget, also there were no snow events in 2023. As of January 2024, YTD income is under budget and expenses are over budget due to snow removal; a CD for \$240,000 matured on February 12th; another CD is maturing in May; waiting on the audit to be completed before deciding on the amount and timing of transfer of owners’ equity to reserves; the paving project is in the last phase and the upcoming large projects are clubhouse roof replacement and pool repairs.

COMMITTEE REPORTS:

1. **Financial Advisory Committee**
No report.

2. Architectural Review Committee

Ms. Caro stated that application submissions have been low due to the time of year; DMS revisions will start this year; and the new on-site covenants inspectors has started.

3. Activities and Events Committee

Mr. Yang reported that the upcoming event will be the St. Patrick's Day event on March 15th; the Easter Egg Hunt will be March 30th and the community yard sale is scheduled for April 20th.

4. Communications Committee

Ms. Hemmel reported that the website is now up and running, the Committee is going page by page to make any updates and do some reformatting, the Compass blog is also up and they have already published three articles, and the Welcome Committee welcomed twelve new residents.

5. Facilities Committee

Mr. Hanlon reported that the Committee has reviewed the roof repair and pool repair proposals in the Board packet for consideration and the Committee is looking into the Clubhouse access system and whether or not the front doors should be locked permanently or during certain hours.

6. Common Area Committee

Ms. Romans reported the Committee is meeting with Lancaster Landscapes and will be discussing upcoming landscaping maintenance.

RESIDENT HEARING:

A. Complaint Form 12/22/2023

Motion: Ms. Lampe moved, and Mr. Kopko seconded the motion with respect to the complaint filed on December 22, 2023, the Board finds that it has not violated Section 55.1-1805 of the Virginia Code. **The motion passed, 5/0.**

B. Complaint Form 2/7/2024

Motion: Ms. Lampe moved, and Mr. Hanlon seconded the motion with respect to the complaint filed on February 7, 2024, the Board finds that the Association violated Section 55.1-1815 of the Virginia Code by not providing the requested documentation within five (5) business days. However, we want to note that the documentation was provided to the homeowner on the sixth (6) business day. **The motion passed, 5/0.**

MATTERS FOR BOARD DECISION:

A. Clubhouse Roof Repair & Replacement Proposal

Motion: Mr. Hanlon moved, and Mr. Kopko seconded the motion to **APPROVE** the Katchmark proposal for \$61,140.00 for roof repair and replacement at the Cameron Club to be expensed from Reserve Fund Pool Repair Proposal.

Following discussion, the motion passed, 5/0.

B. Pool Repairs

Motion: Mr. Hanlon moved, and Ms. Lampe seconded the motion to **APPROVE** the High Sierra Pools proposal for \$39,988.00 for pool repairs to be expensed from Reserve Funds. **Following discussion, the motion passed, 5/0.**

MATTERS FOR BOARD DISCUSSION:

A. Shuttle Vendor – Black Car Service to Airport

Mr. Hill stated he utilized the car service and overall, it was a positive experience. Mr. Hill suggested a separate email be created for residents to email Management about the car service; Management will obtain an electronic form that residents can fill out and submit for the service; and the Board will revisit the car service topic at their April meeting.

B. Cameron Station Clubhouse – 24/7 Doors Locked

Management is working to get a QR code that will work to unlock the front and is testing it to make sure it works before the Board considers it; Management will continue to test out various ways to unlock the door and will wait for the Facilities Committee recommendations on the door lock issue as well.

MATTERS FOR BOARD INFORMATION:

1. Management Report

- Action Item list

Included in the Board packet for review.

- Project Updates

Mr. Philbin reported that Management is working on policy updates and waiting on revisions for them; the memorial plaque draft was written and will have the Board review it at the March meeting; the Board and Committee training was held and attended by eleven (11) members; the City stated they should begin the paving on Cameron Station Blvd in April; paving RFP is ready to be sent out; the new covenants inspector started February 20, 2024; and the Community Association of the Year award will be awarded Saturday, March 2, 2024.

NEW BUSINESS:

None.

EXECUTIVE SESSION:

Motion: Ms. Lampe moved, and Mr. Kopko seconded the motion to move into an executive session for the purpose of discussing and considering matters pertaining to the personal liability of members to the association. **The motion passed unanimously, 5/0, and the meeting was convened into executive session at 9:11 pm.**

Motion: Mr. Hanlon moved and Ms. Christensen seconded to exit the executive session. **The motion passed unanimously, 5/0, and the meeting was reconvened into open session at 9:27 pm.**

Motion made in open session after Executive Session

Motion: Mr. Kopko moved, and Mr. Hanlon seconded the motion to **APPROVE** to write -off \$250.00 from account xxx-9697. **The motion passed, 5/0.**

ADJOURNMENT:

Motion: Mr. Blumberg moved, and Mr. Kopko seconded the motion to adjourn the meeting. **The motion passed, 5/0, and the meeting was adjourned at 9:28 PM.**

Respectfully Submitted,
Minutes Services, LLC
Dolly Sharma
dolly@minutesservices.com

X

Joan Lampe
Vice President

Cameron Station Community Association
Financial Advisory Committee Meeting
February 26, 2024
FAC ZOOM Meeting
Meeting ID 929 6235 3196 Passcode 007612

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 8:04 pm.
- b. Members Present; Chairman Takis Taousakis, Wendell Anderson, Joe Durso, and Sophia Lee. Fred Blum and Jodi Wittlin were unable to attend.
- c. Others Present: Board Vice President Joan Lampe, Board Treasurer and Board Liaison Bill Blumberg, and CAMP Community Manager Steve Philbin.
- d. The meeting was conducted via a Zoom.

II. Approval of Agenda

- a. The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

- a. The January 29, 2024, minutes were approved unanimously.

IV. Resident Open Forum

- a. There were no residents present.

V. Review of Financial Results

- a. December 31, 2023, and January 31, 2024, Financial Variance Report, Balance Sheet, Revenue and Expense Statements.

Discussion was led by the FAC Chair. The Chairman noted that the results for the executive summary were very healthy.

Income items (December 31, 2023):

--Interest Income – Operating, interest income exceeded budget by \$2,392 as interest rates are currently higher than when budget was prepared.

--Interest Income – Reserves, interest income exceeded budget by \$45,272 as interest rates are currently higher than when budget was prepared.

--Room Rental Income, costs exceeded budget by \$1,515 as there were more room rentals than anticipated (due to COVID).

--Club Cleaning Fees, fees exceeded budget by \$1,070 as there were more room rentals than anticipated (due to COVID).

--Legal Reimbursement, costs exceeded budget by \$1,610 as there were more legal fee reimbursements charged than anticipated.

Total Income Revenues for FY2023 exceeded Budget by \$60,641

Income items (January 31, 2024):

--Late Fees & Interest, fee income exceeded budget by \$1,317.

--Legal Reimbursements, costs exceeded budget by \$245.

--Cleaning Fees, fees exceeded budget by \$2,250. Some of the 2023 cleaning fees were sent in after 12/31/23.

--Income – Reserves Investments, exceeded budget by \$1,160. Interest rates on CDs continues to be very positive.

--Room Rental Income, fees exceeded budget by \$1,170. Some of the 2023 room rental fees were sent in after 12/31/23.

Expense items (December 31, 2023):

--Electric Service, under budget by \$10,306. Savings were gained from LED street light retrofitting.

--General Maintenance Supplies, under budget by \$1,182. Supplies expenses were based on community need throughout the year.

--General Repair & Maintenance, under budget by \$4,584. General R&M expenses were based on community need throughout the year.

--Irrigation Water, over budget by \$4,466. We had a mild winter and hot summer, so irrigation was turned on early.

--Lighting Supplies R&M, under budget by \$6,282. Most lighting expenses were categorized under LED Retrofit (Reserves).

--Snow Removal, \$0 out of \$50,000 spent for 2023 – no snow/freezing weather to address.

--Street R&M, \$0 out of \$6,500 spent for 2023. No street cleaning of post-winter sand was necessary.

--Turf Treatments and Enhancements, under budget by \$5,530.

--Erosion Control, \$0 out of \$8,600 spent for 2023. Larger erosion control expenses were charged to Reserves.

--Access System Repairs, \$0 out of \$1,000 spent for 2023. New access system costs were charged to Reserves for FY22 & FY23.

--Access System Supplies, under budget by \$1,391. Most of the new access system costs were charged to Reserves for FY22 & FY23.

--Building R/M, under budget by \$4,579, based on need.

--Clubhouse Utilities, over budget by \$6,757. \$5,200 in gas supplier charges paid back to November 2021.

--Fire Prevention and Protection, under budget by \$3,918. A new contract was started mid-year FY23. Savings on new contracts.

--Fitness Center R&M, over budget by \$1,864. More repairs to fitness equipment than anticipated.

--HVAC Services, under budget by \$3,596. Signed new HVAC services/PM contract after budget was approved.

--Pool Repair & Maintenance, under budget by \$3,012.

--Recreation Equipment, under budget by \$2,227.

--Special Cleanings, over budget by \$3,000. Related to increase in room rentals, also includes shampooing carpets throughout the year.

--Trash & Recycling Service, under budget by \$3,520.

--Watering Supplies, over budget by \$3,770. Was a hot summer resulting in more plantings (and water) than normal.

--Legal Services – General Counsel, under budget by \$15,031.

--Newsletter Services, under budget by \$5,397.

--Other Communications, under budget by \$2,161.

--Social media, under budget by \$1,260. New contracts were signed.

--Website Maintenance, under budget by \$2,639. Budgeted for additional costs that did not occur.

--Annual Meeting Expenses, under budget by \$3,698. Increased mailer costs due to the number of directors (3) end of term.

--Architectural Comprehensives, \$0 out of \$3,000 spent.

--Collections Charges, under budget by \$2,949. 1% delinquency rate so we were not sending an inordinate number of accounts to collections.

--Decals and Parking Passes, under budget by \$4,905. Most supplies were purchased before the end of last year.

--Meeting Expenses, under budget by \$3,595.

--Office Equipment Lease, under budget by \$2,632. New copier and new lease – reduced monthly payment.

--Postage, under budget by \$2,154.

--Printing & Copying, under budget by \$2,289.

--Temporary Desk Coverage, \$0 out of \$3,000 spent. We used a temp for Access System data input, and it was coded to Reserves due to a new access system.

--Income Tax Expense, over budget by \$4,415. Based on potential taxes for interest income payments.

Net Surplus for 2023 (Variance between Actual and Budget) is \$239,389. Net surplus is a close estimate. Write offs (approximately \$7,000) are coming but two accruals need to be cancelled out with the auditor.

Actual cash surplus is \$194,400.

Expense items (January 31, 2024):

--Snow Removal, over budget by \$11,265. Two snow events in January 2024. Snow removal budget is spread between January, February, and March so the number should balance out.

--TMP Expenses, under budget by \$4,604. Signed a new contract with Limo Interconnect (started January 1, 2024, after budget was approved in October).

Aged Receivables (December 31, 2023):

Delinquency percentage was lowered from 1.33% to 1.06% by sending out notices. Industry average is 3-5%.

Aged Receivables (January 31, 2024):

Delinquency percentage \$1.65%.

b. Cameron Station Committee Spending & Committed Funds

--Activities & Events (A & E), \$0.00 out of \$33,000.00 budget committed or spent.

--Comm-Comm, \$6,232.02 out of \$25,782.00 budget committed or spent.

--Cameron Club Facilities Committee (CCFC), \$367,699.86 out of \$430,526.00 budget committed or spent.

--Common Area Committee (CAC), \$252,732.78 out of \$425,082.00 budget committed or spent.

c. Fund Investments – Morgan Stanley

We have a lot of money that has matured and will need to invest the CD's, while keeping in mind upcoming expenses.

d. Review of the CIRA accounting database.

The charts show we continue to have good performance.

74.6% of homeowners are registered in ACH payment.

VI. Old Business

a. Review 2024 Reserve Project Spreadsheet

Cameron Club Interior, we want to get carpeting in the clubhouse done.

Cameron Club Roof, we want to complete the flat roof and shingled roof before the pool opens.

Asphalt Project + Bases Sub Repairs, the city said they will do Cameron Station Blvd in April when the schools are out. Harold Secor street will be completed in July/August.

Engineering for Asphalt Project, we've been spending on an engineer for the asphalt project.

Brick Pavers/Concrete/Curb and Gutter, no expenses for brick work yet. Per Steve, we just put a spreadsheet together of all the locations and once we get 10 or 12 areas we'll get a bid.

LED Conversions Streetlight, we continue to spend \$2,000-\$3,000 a month on LED light conversions.

Pool Repair & Maintenance, in May, white coating of pools, coping stone around the edges, new pool filter and chlorinator are coming.

Steve will provide a project list including amounts/due dates so that we can prepare funds.

VIII. Adjournment

The meeting was adjourned at 8:42 pm.

DRAFT

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday March 5th, 2024**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) was held on Tuesday March 5th, 2024. The meeting was called to order at 7:01 p.m. by ARC Chair Stephen Pearson with a quorum present. The meeting was conducted via Zoom in accordance with Administrative Resolution No. 2022-15 (Amended): ARC Charter.

ARC MEMBERS IN ATTENDANCE VIA ZOOM

Stephen Pearson – ARC Chair
Paula Caro – ARC Vice Chair
Tom Linton – ARC Member
Mara Francis – ARC Member
Trena Raines – ARC Member
Sharon Wilkinson – ARC Member
Brian Sundin – ARC Member

MEMBERS ABSENT

None

CHANGE OF ATTENDANCE

None

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
Angel Robles, Assistant General Manager, Cameron Station Community Association
Avante Thomas, On-Site Covenants Administrator
Chris Mulder, Board Liaison

APPROVE AGENDA

MOVE TO: “Approve the agenda with the change of items III, V and VI to be moved to the end of the agenda.”

Moved By: Trena Raines
Seconded By: Mara Francis
For: All
Against: None
Absent: None

MOTION PASSED

HOMEOWNERS OPEN FORUM

This portion of the meeting is set aside for any Cameron Station residents that would like to make a statement to the committee but have not submitted exterior modification applications for review this month.

Homeowner Martin Menez asked two questions:

1. What is the date for the coming DMS revisions? After explaining the DMS revisions process, the ARC answered the timing will be later this year and information about the DMS revisions will be included in a future edition of *The Compass*.
2. What to do with the motion activated lights issue? There are 3 motion activated lights around homeowner’s house that are randomly on/off. The homeowner sent an email to ARC Chair, who forwarded the email to CAMP. At the time of the meeting there has been no response about this issue, ARC asked CAMP team members in attendance to address this issue.

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

Address	Proposed Modification	ARC Action / Vote
111 Somerville St	Window Repair and Replacement	Returned for more information. Moved By: Mara Francis Seconded By: Trena Raines For: All Against: None Absent: None Abstain: None MOTION PASSED
121 Cameron Station Blvd	Window Repair and Replacement	Disapproved as submitted. Moved By: Sharon Wilkinson Seconded By: Trena Raines For: All Against: None Absent: None Abstain: None MOTION PASSED
196 Martin Ln	Roof Replacement	Approved with the stipulation the shingle color to be Charcoal Black. Moved By: Sharon Wilkinson Seconded By: Mara Francis For: All Against: None Absent: None Abstain: None MOTION PASSED

DRAFT

237 Medlock Ln	Landscaping Enhancement	Approved as presented. Moved By: Tom Linto Seconded By: Paula Caro For: Stephen Pearson, Paula Caro, Tom Linton, Mara Francis, Trena Raines, Brian Sundin. Against: None Absent: None Abstain: Sharon Wilkinson MOTION PASSED
239 Somerville St	Landscaping Enhancement	Approved as presented. Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: None Abstain: None MOTION PASSED
248 Medlock Ln	Deck Repair and Replacement	Returned for more information. Moved By: Mara Francis Seconded By: Sharon Wilkinson For: All Against: None Absent: None Abstain: None MOTION PASSED
260 Murtha St	Roof Repair and Replacement	Approved as submitted. Moved By: Trena Raines Seconded By: Mara Francis For: All Against: None Absent: None Abstain: None MOTION PASSED
321 Cameron Station Blvd	Roof Replacement	Approved as presented. Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: None Abstain: None MOTION PASSED
4903 Waple Ln	Roof Replacement	Approved with the stipulation that the shingles are Certain Teed Georgetown Grey. This approval does not include window replacement, which will be reviewed at a later time.

DRAFT

		Moved By: Mara Francis Seconded By: Trena Raines For: All Against: None Absent: None Abstain: None MOTION PASSED
4920 Donovan Dr	Roof Replacement	Approved the retroactive application as presented. Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: None Abstain: None MOTION PASSED
5010 Waple Ln	Window Repair and Replacement	Returned for more information, regarding the exterior window trim. Moved By: Paula Caro Seconded By: Tom Linton For: All Against: None Absent: None Abstain: None MOTION PASSED
5120 Donovan Dr #407	Window Repair and Replacement	Returned for more information, specifically for additional information related to grids on the sliding door. Moved By: Tom Linton Seconded By: Sharon Wilkinson For: All Against: None Absent: None Abstain: None MOTION PASSED
5135 Gardner Dr	Roof Replacement	Disapproved as presented. Moved By: Sharon Wilkinson Seconded By: Mara Francis For: All Against: None Absent: None Abstain: None MOTION PASSED
5182 Brawner Pl	Installation of new vent	Approved as presented. Moved By: Sharon Wilkinson Seconded By: Paula Caro

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		For: All Against: None Absent: None Abstain: None MOTION PASSED
5193 Brawner Pl	Window Trim Repair and Replacement	Returned for more information about home trim repair. Moved By: Trena Raines Seconded By: Sharon Wilkinson For: All Against: None Absent: None Abstain: None MOTION PASSED
5233 Brawner Pl	Roof and Gutter Replacement	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Mara Francis For: All Against: None Absent: None Abstain: None MOTION PASSED

APPROVAL OF ARC MEETING MINUTES

MOVE TO: “Approve the ARC Meeting Minutes from the 6th of February 2024 meeting as submitted.”

Moved By: Trena Raines

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: None

Abstain: Mara Francis, Brian Sundin

MOTION PASSED

BOARD MEETING REPORT

Chris Mulder, the Board Liaison, had to leave the ARC meeting before the Board Meeting Report. ARC Vice Chair Paula Caro represented the ARC at the Board meeting held on February 27th and reported that there were no votes or issues that pertained to the ARC. Paula Caro mentioned to the BOD the February meeting had a low number of applications, typical of winter months. Also informed the BOD about the distribution of ARC asks in preparation for a busy year with the DMS revisions coming later in 2024.

MATTERS FOR COMMITTEE DISCUSSION

- Committee Chair Stephen Pearson reported that a zoom meeting was held on February 23rd, 2024, with Andrew Hill - President of BOD, Chris Mulder - Liaison to ARC, Stephen Pearson - ARC Chair, Paula Caro - ARC Vice Chair and CAMP team to discuss the state of the communication between the ARC and the BOD. It was agreed that CAMP will notify ARC about coming appeals at the BOD meeting to allow ARC members to prepare the arguments for discussion.
- The ARC Chair introduced Avante Thomas to the committee, every ARC member introduced themselves and welcomed Avante to the team.
- Stephen Pearson informed CAMP team that for future meetings the ratification of electronic votes should be compiled in one single vote.

APPROVAL OF ELECTRONICALLY REVIEWED APPLICATIONS

MOVE TO: "I move to Ratify the application for 165 Cameron Station Blvd – Roof Repair – Application as presented."

Moved By: Tom Linton

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: None

Abstain: None

MOTION PASSED

MOVE TO: "I move to Ratify the application for 5257 Bessley PI – Roof Repair – Emergency Application as submitted."

Moved By: Tom Linton

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: None

Abstain: None

MOTION PASSED

COVENANTS REPORT

Management included the 2024 Item List for ARC, there were no additional items reported.

NEW BUSINESS

- Next Board meeting ARC representative is Mara Francis and Sharon Wilkinson is the backup.
- Tom Linton will be out from April 3rd – 18th, Stehen Pearson will be the backup for electronic votes management.
- Trena Raines had questions about the DMS revisions process and potential changes.

VIOLATION HEARING

None

MOVE TO: “Adjourn the Meeting at 9:39 p.m.”

Moved By: Sharon Wilkinson

Seconded By: Mara Francis

For: All

Against: None

Absent: None

Abstain: None

MOTION PASSED

Minutes prepared by Paula Caro, ARC Vice Chair.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
March 6, 2024

1 This meeting was held by hybrid electronic communication means of virtual video conference and in the
2 Cameron Station clubhouse Henderson Room.

3
4 **COMMITTEE MEMBERS PRESENT:**

5 Andrew Yang - Chair
6 Monica Stachowski – Committee Member
7 Joy Burwell – Committee Member
8 Sarah Turkaly – Committee Member
9 Christina Damhuis – Committee Member

10
11 **COMMITTEE MEMBERS ABSENT:** none

12
13 **ALSO PRESENT:** none

14
15 **I. CALL TO ORDER**

16 **Motion:** The meeting is called to order at 7:33 p.m.

17
18 **II. APPROVAL OF MINUTES**

19 **Motion:** Andy _____ **MOVED** and Christina ____ **SECONDED** to approve the 2/7 meeting minutes as
20 submitted {/or with the following changes}: _____ month/date

21
22 **III. ITEMS FOR RECOMMENDATION:**

23 none

24
25 **IV. NEW BUSINESS**

- 26 1. St. Patrick’s Day Trivia (Friday, March 15, 7-9 pm)
- 27 a. Andy will pick up Chick-Fil-A nuggets and Sandwiches, Veggie Tray, Fruit Tray, Snack
 - 28 Mix, etc., ice from Harris Teeter the day of the event
 - 29 b. Christina will pick up alcohol (\$300 budget, plus allow some alcohol for prizes), six \$20
 - 30 Alexandria Restaurant Group gift cards as first place (split as necessary, depending on
 - 31 winning team size)
 - 32 c. Sarah finalized slides for the trivia (6 rounds, 5 questions each, St. Patrick’s questions worth
 - 33 more)
 - 34 d. Set up will begin at 6 pm
- 35 2. Easter Egg Hunt (Saturday, March 30, 10-11 am)
- 36 a. Staggered start times 10 am (2 and under), 10:20 am (ages 3-5), 10:40 am (ages 6+)
 - 37 b. Christina confirmed bunny petting from last year (\$400)
 - 38 c. Christina will build grand prize bundles (\$100 total for the three age groups)
 - 39 d. Andy confirmed Easter Bunny from 10:15-11:15 am
 - 40 e. Andy will purchase 1500 eggs (500 prefilled, 1000 to be filled, with volunteer help), fill eggs
 - 41 Tuesday, 3/26, 7:30 pm in the Great Room (confirm availability of Great Room)
 - 42 f. Andy will order from Dunkin’ 8 box coffee, 5 hot chocolate, 300 donut holes (skip
 - 43 blueberry)

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
March 6, 2024

44 g. Same location as last year Kilburn St/Donovan Dr pocket park

45

46 3. Wine Tour in May, Casino Night in June (tentative)

47

48 **V. ADJOURNMENT**

49

50 **Motion:** Andy _____ **MOVED** and Monica _____ **SECONDED** to adjourn the
51 meeting at 8:27 pm. The motion passed unanimously and the meeting was adjourned.

52

53

54

55 Respectfully Submitted,

56

57 Andrew Yang, Committee Chair



MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
March 13, 2024

The meeting was in person and on zoom.

COMMITTEE MEMBERS PRESENT:

Tricia Hemel - Chair
Emma Watson - Editor
Susan Klejst
Lenore Marema

COMMITTEE MEMBERS ABSENT:

Gwen Toops
Linda Taousakis

ALSO PRESENT:

Juana Michel—CAMP
Pat Sugrue – Newsletter Subcommittee
Carla Besosa – Newsletter Subcommittee
Elizabeth Dubow – ComCom Member Applicant

CALL TO ORDER

Tricia Hemel called the meeting to order at 7:03pm. A quorum was present.

I. APPROVAL OF AGENDA

On a Motion, Moved and Seconded, the agenda was approved.

II. APPROVAL OF MINUTES

On a Motion, Moved and Seconded, the minutes from the Committee's February 13, 2023, meeting were approved.

III. RESIDENT OPEN FORUM

IV. ITEM FOR DECISION

On a Motion, Moved and Seconded, Elizabeth Dubow was approved for recommendation to the Board to be the next member of the Communications Committee.

V. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana Michel reported that the calendar on the website has been updated.

Board Update: No report

Committee Business

Tricia Hemel asked for CAMP to use branding on all paperwork coming from management. Management received the award for Very Large Community of the Year and Communication of the Year Award to be displayed in the office.

Newsletter Subcommittee: Emma Watson reported that 6 articles have been posted and 5 more are in the works. *The Compass* will have a Thursday Throwback once a month that will feature photos/articles from our past. The Architectural Review Committee (ARC) is considering a series of seasonal posts. The Committee



MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
March 13, 2024

considered proposals to allow residents to subscribe to the blog - Management is reviewing options for function.

E-blast: Tricia Hemel reported that we will ask residents to submit photos from community events to be shared on social, eblast and blog.

Welcome Subcommittee: Susan Klejst reported that there were 6 new residents to be welcomed.

Social Media: Tricia Hemel reported that the new social graphics are almost done.

Website: Tricia Hemel reported that we are now updating each page of the website with the assistance of Juana. Tricia asked Juana for a meeting to review pending updates.

Photography Subcommittee: No report.

Marketing & Public Relations Subcommittee: Lenore Marema reported that she is working on two articles for the Compass - Cherry Blossom Festival and Alexandria's 275th birthday celebrations this year.

Bulletins & Signage: None

Budget: Budget pacing looks good so far for 2024.

OLD BUSINESS

NEW BUSINESS

Calendar of Events. Tricia shared a few upcoming event dates.

Upcoming meetings:

Board Meeting: March 26, 2024. Tricia Hemel will attend

Committee Meeting: April 10, 2024.

VI. ADJOURNMENT

Tricia Hemel adjourned the meeting at 8:22pm.

Respectfully Submitted,
Lenore Manerma

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC)
Thursday, March 14, 2024

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan McPhillips, CCFC Member and Recording Secretary (via Zoom)
Tim Regan, CCFC Member (via Zoom)
Brendan Hanlon, Board Liaison (via Zoom)
Steve Philbin, CAMP (via Zoom)
Rich Mandley, ProFIT
David Palmer, Resident
Lindsey Jackson, Resident (via Zoom)
Carmen Meads, Resident
Paul King, Resident (via Zoom)

The following individuals were absent:
Dan Ogg, CCFC Vice Chair

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee (CCFC) meeting was called to order by Ray Celeste at 7:02 p.m.

II. Approval of Agenda

Ray Celeste made a motion to approve the agenda as written with an addition VII B. New Member Application. Dan McPhillips seconded the motion and it passed unanimously.

III. Approval of Minutes

Tim Regan made a motion to approve the February 2024 CCFC meeting minutes, as written. Dan McPhillips seconded the motion and it passed unanimously.

IV. Homeowners' Open Forum

Lindsey Jackson requested that the CCFC offer exercise classes in the morning between the hours of 5:30 to 7:00 am.

Paul King recommended that personal trainers should be required to compensate Cameron Station for their use of the gym.

V. Board of Directors (BOD) update

Brendan Hanlon provided the board update. The Board of Directors unanimously approved the CCFC's motions for the Cameron Club Roof Repair & Replacement and the Pool Maintenance. Additionally, the Board will be offering Limo Interconnect's black car airport transportation to all residents now that a formal process to schedule service

has been adopted. Finally, the board requests that CCFC review the hours residents are allowed to rent rooms at the Cameron Club to determine if there is benefit to expanded rental hours.

VI. ProFIT Report

A. ProFIT February 2024 Report. Rich Mandley provided the ProFIT update. Usage numbers in February were greater than January. Attendance numbers for the group exercise classes were also higher for 8 out of 11 classes, Total Body Weights was the most attended class.

ProFIT has started offering a Pilates class on a trial basis. The class has been offered for two weeks and had 29 residents participate total. A self-defense class was held on February 24th with 11 residents in attendance. A CPR class took place on March 9th from 10am to 12pm.

B. Cardio Equipment Inventory. All usage numbers have been updated except for one broken elliptical and rower. ProFit is having difficulty getting the necessary part to replace the broken “pause” button on the broken elliptical. It is still functional, so it is in service. These numbers will be added for the next update.

VII. Matters for Committee Decision

A. New CCFC Member Application. David Palmer submitted his application to join the CCFC. *Tim Regan made a motion to **APPROVE** the appointment of David Palmer to the CCFC. Dan McPhillips seconded the motion and it passed unanimously.*

B. New CCFC Member Application. Carmen Meads submitted her application to join the CCFC; however, with the approval of Mr. Palmer as a member, there are no more vacancies on the CCFC. The CCFC thanks Ms. Meads for her interest in the CCFC position and hopes she will apply again if another spot opens.

C. Amended P.R. No. 24-04 Cameron Club Operating Rules and Procedures. CCFC provided feedback on redlines to the Cameron Club Operating Rules and Procedures. CAMP will review the changes with the association lawyer and return the final copy to the CCFC.

VIII. Matters for Committee Discussion

A. Morning Group Classes. Resident Lindsey Jackson submitted a request for CCFC to consider offered additional classes in the morning with a 5:30 or 6:00am start time. Ms. Jackson notes that most classes are offered from 8:30 to 10:30 am or in the evening, which are hard for residents to attend when they need to go to work or to take care of family matters during those hours. CCFC and CAMP will develop a survey to gauge resident interest in a morning class. ProFIT will provide cost estimates for the additional class at the April meeting.

B. Cameron Club carpet replacement. CAMP is gathering carpet samples from several companies. CAMP will notify CCFC when samples are available to review.

C. Cameron Club Building Access. CAMP is procuring additional access cards. The community has run out and is currently unable to print cards.

D. Cameron Club Rental hours. The BOD requested CCFC consider extending rental hours at the Cameron Club. CCFC and CAMP will research what will be required to extend rental hours.

IX. Management Report

A. Action Item List/Pending Tasks.

- a. CAMP is developing a form to automate the Limo Interconnect black car service scheduling. Currently, all scheduling is done manually by CAMP. The new form will be used starting April 1st.
- b. The roof repair of the Cameron Club is scheduled to begin on March 25th and is expected to take 8 business days to complete.
- c. CAMP is currently renewing the insurance for the Cameron Club. The cost of the insurance has increased 8%; this increase correlates with an 8% increase in the Cameron Club building value to \$7.8 million.
- d. The city of Alexandria will be paving Cameron Station Blvd. A tentative date of March 25th has been set for the paving to begin. CAMP will get finalized details from the city and inform residents accordingly.
- e. Cameron Station will be completing the final segment of the paving project this summer. The paving is tentatively scheduled for early July. CAMP will finalize details and inform residents.

B. Access System Update. CAMP continues to issue mobile credentials currently while more physical access cards are procured.

C. Financial Committed Funds. The CCFC budget is well positioned for the coming year and is being constantly monitored.

X. New Business

There was no new business. The next CCFC meeting will be held on April 11th at 7:00pm.

XI. Adjournment

Dan McPhillips made a motion to adjourn the meeting at 8:59 pm. The motion was seconded by Tim Regan and passed unanimously.



Cameron Club Monthly Report

February 2024

Attendance and Usage

February – 5,310

Average usage per day- 183

January – 4,860

- Average use per day- 156

Facility & Operations

Group Exercise Class Program

- The most attended class for this month was Total Body Weights. We had an increase in attendance, 8 out of 11 classes. The Pilates class has had a good attendance with 29 residents participating in the 2 weeks that is has been available.

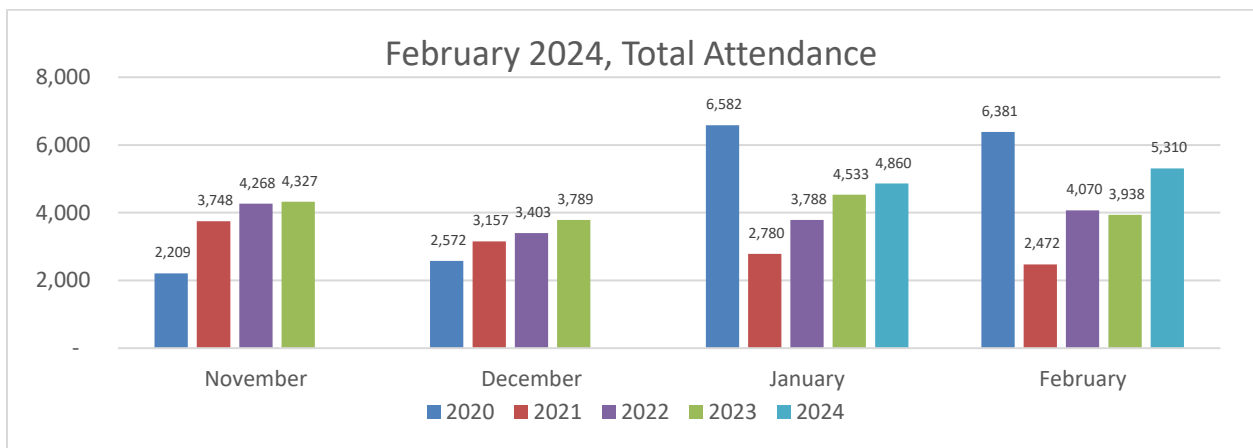
Exercise and Facilities Equipment

- Heartline has performed the quarterly preventive maintenance. The Concept II rower needs repairs. We are getting a quote for the back cushion for the VR1 pec/fly combo piece. We have one treadmill that needs a new power cord. Overall the gym in very good shape.

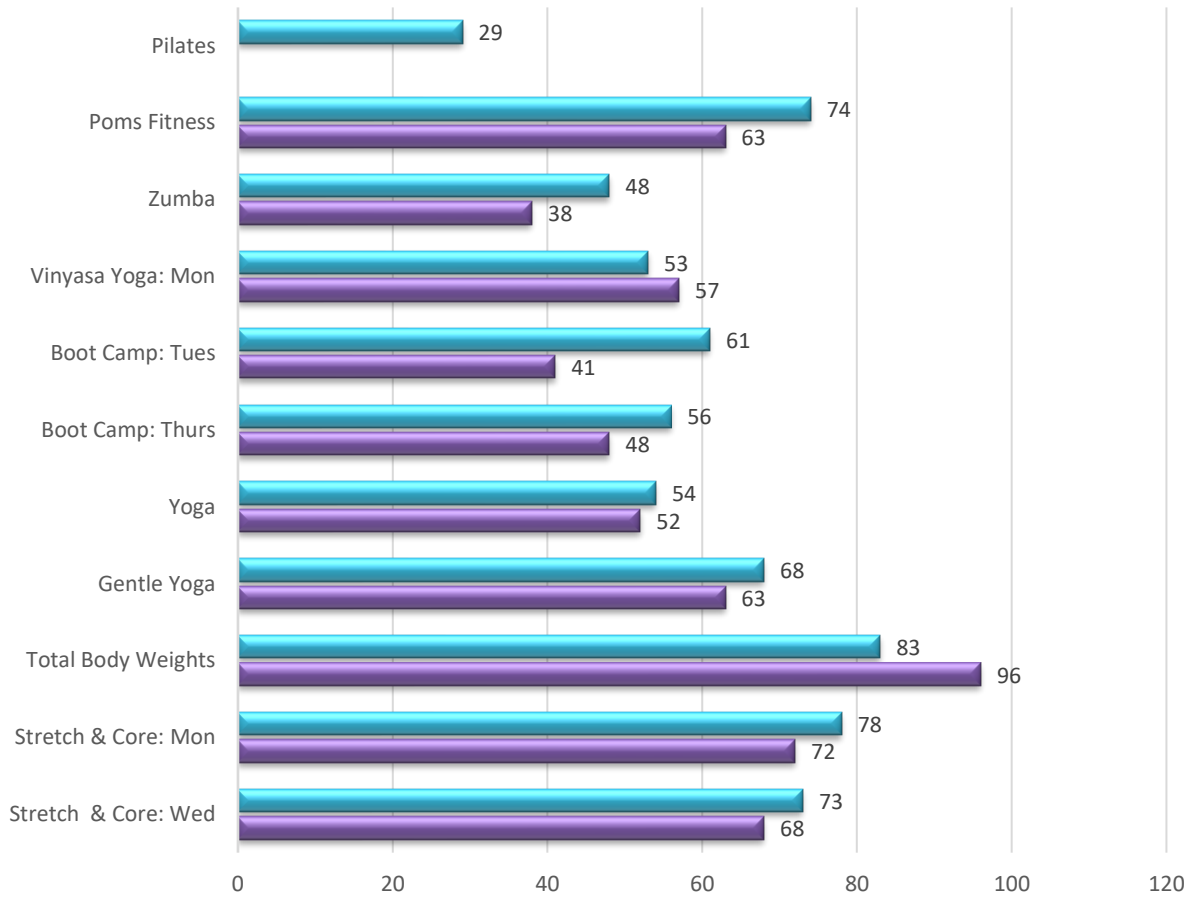
Programming

- The self-defense workshop on February 24th had an attendance of 11 people. There is another CPR workshop on March 9th, being set up by management. The workshop will be from 10am to 12pm.

Graphs



Class Attendance January 2024/February 2024



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Yoga	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Zumba	Poms Fitness	Pilates
February	73	78	83	68	54	56	61	53	48	74	29
January	68	72	96	63	52	48	41	57	38	63	

■ February ■ January

Meeting Minutes
Cameron Station Community Association
Common Area Committee (CAC)
Monday, March 11, 2024 – 7:00 PM

The meeting was called to order at 7:07 pm by Martha Romans, CAC Chair

Members Present: Martha Romans, Kathy McCollom, Jeff Gathers, Patrick Kairouz, and Sarah Markel

Members Not Present: Don Williams, Justin Newsome

Others in Attendance: Steve Philbin, CAMP; Adrienne Zaleski, Lancaster Landscapes; Joan Lampe, Cameron Station Board of Directors liaison to the CAC.

Motion to approve agenda

Moved by Markel, seconded by Gathers

For: All

Against: None

Motion Passed

Motion to approve minutes of Feb 12 meeting

Moved by Kairouz, seconded by McCollom

For: All

Against: None

Motion Passed

HOMEOWNERS FORUM

Katie Bilek of John Ticer Dr. and Matthias Stivaletti of Waple Lane were in attendance to hear CAC discussion of proposals 31568 and 31976 (drainage issues).

BOARD UPDATE

Joan Lampe of the Cameron Station Board of Directors provided the following updates:

1. FIOS fiber optics update: CAMP office will oversee the project, working closely with Verizon.
2. Resident clubhouse roof repairs were approved to be completed by Katchmark.
3. Pool repair will be conducted by Sierra Pools, the same company that has the pool management contract.
4. The new shuttle vendors have a black car service to the airport. The board discussed how to announce this service. Shuttle provider will manage the sign-up process.
5. There was discussion about whether to lock the clubhouse once the access system is up and running. No decision was made, as further discussion is needed.

LANCASTER REPRESENTATIVE REPORT

- Zaleski described upcoming spring clean-up activities, such as replacing mulch and cleaning up the plantings at the front sign that a car recently ran over.
 - She noted that grass mowing typically starts in April, but this year some grass is growing early; some lopsided grass will appear.
 - She discussed potential changes to the flower planting plan submitted by McCollom. Installation anticipated the weekend before Mother's Day.
- Romans asked about the timeline for cleaning up the Helmuth pocket park. Zaleski noted she will submit a proposal to the CAC to do the work this fall.
- Management asked Lancaster about maps for irrigation conduits under streets in the community. While the City is paving public streets this spring would good time to put in conduits for future irrigation work. However, placing or accessing conduits under city streets poses additional administrative challenges. Management and Lancaster will attempt to raise this issue with the city and see if the city will assist in coordination during the paving project (tentatively scheduled for the end of the month).

MATTERS FOR COMMITTEE DISCUSSION

- **Motion 2024-0301, PR No 24-01 Memorial Plaque on Common Area:** CAC discussed a proposal from management to implement a community-wide policy for future plaque memorial requests.
 - Moved by Kairouz, seconded by McCollom
 - For: All
 - Against: None
 - Motion Passed
- **Motion 2024-0302, Lancaster Landscape Proposals 31568 and 31976:** CAC reviewed two proposals to address drainage issues identified by homeowners on Waple Lane, Tull Place, and John Ticer. (*See Jan 8, 2024, CAC Minutes.*)

The property behind homes on these streets is privately held property in Cameron Station. Consultation with the Cameron Station attorney by management suggests the CAC has authority to correct drainage issues on these private lots.

McCollom asked if either of the two proposals could be funded from the erosion control budget with supplemental funds from turf management if needed. Management said they had no budgetary concerns with either proposal. McCollom suggested that the less expensive proposal, which involves regrading and spreading grass seed (**proposal 31976**

for \$2,800), would not permanently address the water drainage issues and has the potential to be a wasted effort.

In response to a question about the kinds of stones used to redirect water in the larger of the two proposals (**proposal 31568 for \$6,707.50**), Zaleski explained that Lancaster would use Virginia fieldstone to build a swale to redirect the water to the two existing storm drains. The stones around the drain behind and to the side of 5007 John Ticer would be river stone. Through discussion it determined that Proposal 31568 would be the most likely to be effective over the longer term.

Philbin said that connecting the downspouts behind the Tull place homes to a common pipe is within management's discretionary budget authority and that he would follow up with Lancaster.

- Moved to recommend to the board **proposal 31568 for \$6,707.50** by Kairouz, seconded by McCollom
 - For: All
 - Against: None
 - Motion Passed
- 247 Somerville St. Management alerted the CAC to a report from a homeowner that a large tree in the common area is affecting a private patio area and possibly a fence. Management is working to determine who is responsible for which aspects of this issue.
 - CAC reviewed the planting design for the Donovan Drive pocket park provided by Lancaster Landscapes. (*See Motion 2024-0101, Lancaster proposal 30610, which the CAC passed on Jan 8, 2024.*) Discussion focused on plant types, grass reseeding, and tree replacements. Of note: No changes to the fountain are planned at this time.

MANAGEMENT REPORT

Steve Philbin provided the following management updates:

- When the community was built, the developer placed conduits under roads. This will facilitate the FIOS installation. As a result, minimal digging will be needed for FIOS installation. There will be no break in Internet service.
- Clubhouse roof will be replaced in April.
- Clubhouse carpeting will be replaced in time for pool opening.
- Both pools will be refurbished (e.g., new filters, white coating, etc.)
- Shuttle vendor is working out minor issues with the access system.
 - New buses also serve to promote the community.
- RFP has gone out for the last section of community paving project. A pre-bid meeting will take place on March 21. In June curb and gutter work will take place. In July, paving will begin in the last section.

- Gazebo repairs will be taking place soon; focus will be on rotting wood and cleaning concrete.
- Gathers noted that some bricks are out of place on John Ticer. Management requested that people email management when they notice brick and/or lighting issues.

NEW BUSINESS

None

ADJOURN

The meeting adjourned at 8.15 PM

The next CAC meeting will be on Monday, April 8, 2024, at 7:00 PM

Respectfully submitted,

Sarah Markel



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
March 26, 2024**

**TOPIC: ComCom New Member Application
Motion 2024-0301**

Motion:

“I move to **APPROVE** the appointment of Elizabeth Dubow to the Communications Committee.”

Motion: _____

2nd: _____

Summary:

During the Communications Committee held on March 13, 2024, the members unanimously voted to accept and recommend Elizabeth Dubow as a new ComCom member. The ComCom Member opening was announced on the Weekly Email Blast – on February 9, 2024, as follows. Attached is Elizabeth Dubow’s application.

Communications Committee: Member Openings

The Communications Committee has one (1) opening for an individual with an interest in communications, marketing, or social media. Join us in keeping the community informed by contributing to writing, website and social media updates, and welcoming new neighbors. Please [click here](#) for the committee member registration form. Contact Tricia Hemel at communications@cameronstation.org for details. It's a great way to connect with your neighbors and have some fun!

CAMP Recommendation:

Management supports the committee decision appointment.

Budget:

N/A



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: _____

Home Address: _____

Email Address: _____

Telephone Number: _____ (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

- Carlton Place Condominium
- Condominiums at Cameron Station Blvd.
- Main Street Condominium
- Oakland Hall Condominium
- Residences at Cameron Station
- Woodland Hall Condominium

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):

- Architectural Review Committee
- Activities & Events Planning Committee
- Cameron Club Facilities Committee
- Common Area Committee
- Communications Committee**
- Financial Advisory Committee

2) Provide a brief statement describing your qualifications (you may attach any pertinent information):

3) State your reasons why you would like to join this committee:

Thank you for your time and interest.



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
March 26, 2024**

**TOPIC: CCFC New Member Application
Motion 2024-0302**

Motion:

“I move to **APPROVE** the appointment of David Palmer to the Cameron Club Facilities Committee.”

Motion: _____

2nd: _____

Summary:

During the Cameron Club Facilities Committee held on March 14, 2024, the members unanimously voted to accept and recommend David Palmer as a new CCFC member. The CCFC Member opening was announced on the Weekly Email Blast – on February 2, 2024, as follows. Attached is David Palmer’s application.

Cameron Club Facilities Committee: Member Openings

The Cameron Club Facilities Committee (CCFC) has one (1) opening for a volunteer. The CCFC advises the Board of Directors on issues, policy, and other matters regarding the use of the Cameron Club amenities (pool, fitness center, and use of the Cameron Club). Please [click here](#) for the committee member registration form. If you have any questions about the position, please email facilities@cameronstation.org.

CAMP Recommendation:

Management supports the committee decision appointment.

Budget:

N/A



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: DAVID J. PALMER
Home Address: 5245 TANCRETI LANE
Email Address: DJPALMER.VA@GMAIL.COM
Telephone Number: 301-346-9826 (Cell) 301-346-9826 (Home)

Condominium Owners please check the appropriate box:

- Carlton Place Condominium
- Condominiums at Cameron Station Blvd.
- Main Street Condominium
- Oakland Hall Condominium
- Residences at Cameron Station
- Woodland Hall Condominium

1) Check the name of the Committee you would like to join (please include a 2nd choice as well):

- Architectural Review Committee
- Activities & Events Planning Committee
- Cameron Club Facilities Committee
- Common Area Committee
- Communications Committee
- Financial Advisory Committee

2) Provide a brief statement describing your qualifications (you may attach any pertinent information):

I have experience with and am familiar with issues related to facility maintenance. I am experienced in the day to day management of large organizations, am responsible for a 27+ million dollar budget.

3) State your reasons why you would like to join this committee:

I think it is important for community members to take part in the management of our community. The Cameron Station facilities are vital to our community's quality of life.

Thank you for your time and interest.



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
March 26, 2024**

**TOPIC: Duke St fence maintenance proposal
Motion 2024-0303**

Motion:

“I move to **APPROVE** the Dream Work Construction proposal for **\$3,200.00** to paint the Duke St metal fence to be expensed from Reserve Funds.”

Motion: _____

2nd: _____

Summary:

Over time the pickets on the Duke St fence have faded and the paint has chipped away. It is time to repaint the pickets.

CAMP Recommendation:

Management recommends accepting the proposal to freshen up the faded and chipped paint pickets. The proposal amount comes in under budget for the Duke St fence reserve funds.

Budget Considerations:

To be expensed from Reserve Funds under Duke St fence.

PROPOSAL

DREAM WORK CONSTRUCTION LLC

44770 Jeeter Way California Md 20619

OFFICE: 301-539-4234 FAX: 301-539-1234

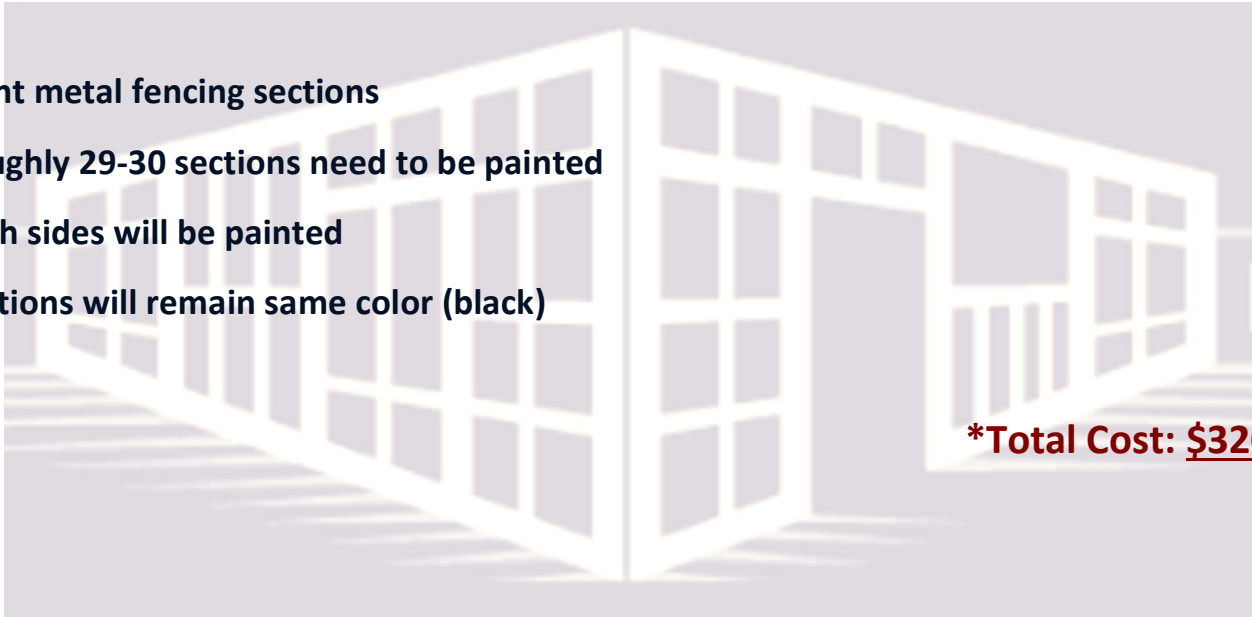
EMAIL: dreamworkconstruction22@gmail.com

Proposal submitted to: Cameron Station Community Association Date: 02/29/24

Job Location: Duke St Fence @ 200 Cameron Station Blvd, Alexandria, Va 22304

We hereby submit specification and estimates for the following:

1. Paint metal fencing sections
2. Roughly 29-30 sections need to be painted
3. Both sides will be painted
4. Sections will remain same color (black)



***Total Cost: \$3200.00**

Total Covers All Labor & Material Cost.. **

***All checks are to be paid to Dream Work Construction LLC**

Signature: _____

Date: _____

Signature: _____

Date: _____



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
March 26, 2024**

**TOPIC: Power Washing proposal
Motion 2024-0303**

Motion:

“I move to **APPROVE** the Eco Tek proposal for **\$9,067.24** to perform power washing services throughout the Cameron Station community to be expensed from Operating Funds.”

Motion: _____

2nd: _____

Summary:

We power wash various locations and the pool furniture throughout the community each year.

CAMP Recommendation:

We have used Eco Tek for the last three (3) years and recommend staying with Eco Tek.

Budget Considerations:

To be expensed from Operating Funds under Common Area Maintenance - General Repairs and Maintenance.



Proposal for: Cameron Station

Written by: Matthew Moore



What is Soft Washing?

Soft washing is a specialized and effective exterior cleaning method that employs a low-pressure application of cleaning solutions to remove dirt, algae, mildew, and other contaminants from various surfaces. This technique is particularly popular for cleaning residential and commercial properties, roofs, and other delicate surfaces. Here's a detailed description of soft washing, highlighting its differences from power washing and enumerating the benefits of regular soft washing:

Soft Washing Process: Soft washing involves the use of a low-pressure sprayer to apply a specialized cleaning solution to the targeted surface. The cleaning solution is typically a blend of biodegradable detergents, surfactants, and mildewcides. These chemicals break down and eliminate organic growth such as algae, mildew, and moss, while also preventing their future regrowth. Soft washing is effective on various surfaces, including siding, roofs, fences, decks, and more.

Differences Between Soft Washing and Power Washing:

1. **Pressure Level:** The primary distinction between soft washing and power washing lies in the pressure applied. Soft washing utilizes low-pressure sprayers (typically below 250 PSI) to apply the cleaning solution, while power washing employs high-pressure water (ranging from 1,500 to 4,000 PSI) to forcefully remove dirt and grime. Soft washing is gentler on surfaces and is suitable for more delicate materials.
2. **Suitability for Surfaces:** Soft washing is recommended for surfaces that may be damaged by the force of power washing, such as roofs, painted or stained wood, and delicate siding materials. Power washing, with its higher pressure, is more suitable for harder surfaces like concrete driveways, sidewalks, and stone.
3. **Cleaning Solution:** Soft washing relies on specialized cleaning solutions that break down contaminants at a molecular level, providing a more thorough and longer-lasting clean. Power washing relies solely on the force of water to dislodge and remove surface dirt.

Benefits of Soft Washing:

1. **Gentle on Surfaces:** Soft washing is non-abrasive and does not cause damage to delicate surfaces. It ensures the preservation of paint, finishes, and roofing materials.
2. **Longer Lasting Results:** Soft washing not only cleans the surface but also addresses the root of the problem by killing and preventing the regrowth of algae, mildew, and other contaminants. This leads to a longer-lasting clean compared to power washing.
3. **Environmental Friendliness:** Soft washing solutions are often biodegradable and environmentally friendly. They pose minimal risk to plants, animals, and the surrounding ecosystem.
4. **Prevents Damage:** Soft washing prevents potential damage to surfaces that could occur with high-pressure methods, making it a safer and more sustainable cleaning option.
5. **Cost-Effective:** In the long run, soft washing can be more cost-effective as it reduces the frequency of cleaning required compared to traditional power washing.

In conclusion, soft washing is a versatile and efficient method for maintaining the cleanliness and integrity of various surfaces, offering a gentler alternative to power washing with additional benefits for long-term results and surface preservation.

Job Hazard Analysis: Soft Washing/Roof Cleaning/Gutter Cleaning

Scope of Work	Hazard	Safe Procedure
<p>Low-pressure washing (Soft Washing) and cleansing of building exterior, roofing, and inside of gutters/downspouts.</p>	<ul style="list-style-type: none"> - Injuries from flying particles - Exposure to high noise levels - Exposure to extreme water pressure - Fire, flame, explosion from gasoline engine fuel - Reaction from skin contact from industrial cleansers - Sprains and strains to fingers, hands, wrist, elbow, shoulder - Cuts, abrasion, and contusions to face, fingers, hands, arms, legs. 	<ul style="list-style-type: none"> - Adequate operator training required before operation. Training must be specific for the type of tool to be used and include both lecture and practical demonstration. - Inspect all tools before use to ensure safe operating condition. - Never use a high-pressure washer for anything other than its intended use. - Plan work ahead of time to ensure the right tools are available. - Eye protection and face shield are mandatory. Gloves, hearing protection, and safety footwear are also required. A protective apron or other clothing may be necessary if cleansers are used. - Ensure a stable footing and hold the nozzle securely during operation. - Secure materials to prevent shifting during work. - Allow the engine to cool for 10 minutes before refueling. - Use the equipment only in well-ventilated areas. - Refer to the MSDS for all cleansers and chemicals used. - Keep the high-pressure nozzle away from unprotected skin. - Avoid using the high-pressure washer for horseplay. - Pay attention and take sufficient time for the task.
<p>Ladder training required prior to ladder use. OSHA guidelines followed regarding usage and access with ladders.</p>	<ul style="list-style-type: none"> - Falls from heights - Inadequate ladder use 	<ul style="list-style-type: none"> - Prior ladder training is mandatory before use. - Adhere to OSHA guidelines regarding ladder usage and access.



Plant and Property Protection Protocol

Pre-Service Assessment:

1. Comprehensive Site Inspection:

- Conduct a thorough pre-service evaluation of the work area, meticulously identifying and documenting customer belongings, open windows, and pertinent details to inform the power washing process.

2. Client Notification and Preparation:

- Professionally inform the client about the upcoming service, advising the removal of doormats and personal belongings from the designated work space for optimal results.

Protective Measures Implementation:

3. Electrical Outlet Safeguards:

- Employ precision in securing the work environment by taping off and covering exposed electrical outlets, mitigating potential water ingress and safeguarding against damage during the power washing operation.

4. Preservation of Outdoor Features:

- Implement protective measures for outdoor features, particularly fish ponds, through the meticulous covering of such elements with tarps to shield against any potential impact from cleaning

agents.

5. Downspout Management:

- Execute responsible downspout bagging to facilitate runoff collection, specifically during roof cleaning operations, mitigating any environmental impact.

6. Landscape Protection Protocol:

- Prioritize the preservation of surrounding landscapes by applying and post-treating them with a specialized "Plant Wash" product, demonstrating a commitment to the well-being of the environment.

Eco-Conscious Cleaning Practices:

7. Low-Pressure Cleaning Methodology:

- Adhere to a disciplined approach, utilizing low-pressure cleaning methodologies to avert potential damage to surfaces and vegetation.

8. Exclusive Use of Biodegradable Soaps:

- Emphasize environmental responsibility through the exclusive use of biodegradable soaps, thereby minimizing ecological impact on plants and soil.

9. Thorough Post-Treatment Rinsing:

- Execute a comprehensive post-treatment rinsing procedure to expeditiously remove cleaning agents and restore the serviced area to an immaculate state.

Additional Protective Measures:

10. Preservation of Door Fixtures:

- Uphold the integrity of door knobs and lock sets by employing protective measures such as the application of WD40 or a neutralizer to prevent corrosion, ensuring lasting functionality.

Post-Service Assurance

11. Guarantee and Remediation Commitment:

- Institute a commitment to promptly address any superficial browning of grass, plants, or bushes post-service. This includes a thorough retreatment with "Plant Wash" and the application of fertilizer for additional support.

Communication:

12. Proactive Client Communication:

- Maintain a proactive and professional line of communication with clients, addressing concerns, and providing transparent information about the protective measures implemented.

By meticulously adhering to this rigorous Plant and Property Protection Protocol, Ecotek seeks to set a benchmark in service excellence, environmental stewardship, and liability mitigation for our valued clients.





Soft Wash Methodology and 2-Year Guarantee Overview

Incorporating an innovative approach, Ecotek Soft Wash employs a proprietary process involving biodegradable chemicals and controlled light pressure, referred to as Soft Washing. This methodology is strategically designed to treat the visual organic growth issue as a pest rather than a conventional stain, presenting a holistic solution for your needs.

Our Three-in-One Process Encompasses:

1. **Stain Removal:** Effectively eradicates dark organic stains induced by mold, mildew, algae, dirt, and grime.
2. **Spore Eradication:** Ensures meticulous removal of spores, delivering a comprehensive treatment.
3. **Future Infestation Protection:** Establishes a residual barrier to deter airborne spores, significantly reducing the risk of subsequent infestation over an extended period.

This sophisticated Soft Wash technique not only guarantees enduring visual results but also circumvents reliance on high-pressure methods. By eliminating the use of traditional high-pressure washing, Ecotek actively mitigates the inherent risk of potential damage to building materials, prioritizing the structural integrity of treated surfaces.

Of significance is our longstanding track record; the Soft Wash process, perfected over two decades, consistently delivers superior results. Furthermore, we affirm the quality of our work by offering a comprehensive guarantee for up to 2 years.

(See Details Below)

2-Year (24-Month) Warranty Statement

Ecotek stands behind the quality of our soft washing services with a comprehensive 2-Year (24-Month) Warranty for all complete building washing projects. This warranty ensures the absence of green algae staining on various vertical surfaces, including but not limited to Vinyl siding, Brick, Stucco, and Hardy Plank.

Warranty Coverage:

1. **Guarantee Period:** The warranty provides coverage for 24 months from the date of the service.
2. **Covered Surfaces:** Ecotek commits to the prevention of green algae staining on specified vertical surfaces.
3. **Retreatment Guarantee:** In the event that staining appears within the warranty period, Ecotek will promptly retreat the affected areas and remove stains.

Exclusions:

1. **Runoff or Gutter Overflow:** Staining resulting from runoff or overflow of gutters is not covered under this warranty.
2. **Constant Shaded Areas:** Areas that are consistently shaded are not covered under the warranty.
3. **Interior Balcony Areas, Stairwells, or Breezeways:** Surfaces located inside balcony areas, stairwells, or breezeways are not covered under

the warranty.

4. **Bushes and Trees:** It is a prerequisite for warranty coverage that all bushes and trees in proximity to the treated surfaces are properly maintained and do not come in direct contact with the treated surface.

Ecotek values the satisfaction of our clients and ensures the longevity of our soft washing results. For any inquiries or to invoke this warranty, please contact us at [Your Contact Information].

Hey Mark, Your Quote is Just Below!

Cameron Station

Building Washing

\$2,323

We present the following proposal for the provision of labor, materials, and equipment to execute the specified service: Facilitating access for our operations, we will employ a soft wash technique (pressure below 250 PSI) on the exterior surfaces of the property located at (Name/Address). Our focus will be on cleansing building exteriors, targeting the removal of algae and green mildew stains without resorting to high-pressure washing. The scope covers siding, trim, gutter exteriors, soffit, and fascia.

To achieve this, we will utilize the environmentally friendly cleaner "Green Wash" in conjunction with outdoor bleach, adhering strictly to the manufacturer's specifications. As an additional measure, we will apply "Plant Wash" detergent to safeguard all plants and landscaping. This comprehensive service comes with a 2-year (24-month) NO STAIN WARRANTY specifically addressing black and green algae stains on vertical surfaces.

Our SoftWash cleaning method boasts a longer-lasting effect (typically 3-4 times more than traditional pressure washing) and ensures the preservation of surfaces without causing damage. The proposed cost covers all expenses related to labor and equipment, with the exclusion of balcony cleaning and the areas within balconies. The total cost is guaranteed not to exceed the amount outlined in this proposal.

SoftWashing

\$1,430

Gentle Low-Pressure Cleaning Solution for concrete pool deck: Please be aware that the cleaning process is specifically designed to address organic staining.

SoftWashing

\$750

Gentle Low-Pressure Cleaning Solution for 50 pieces of pool furniture: Please be aware that the cleaning process is specifically designed to address organic staining.

SoftWashing

\$350

Gentle Low-Pressure Cleaning Solution for painted wood Gazebo and concrete flooring

inside: Please be aware that the cleaning process is specifically designed to address organic staining.

SoftWashing

Gentle Low-Pressure Cleaning Solution for Interior and Exterior of the brick wall along Duke Street: Please be aware that the cleaning process is specifically designed to address organic staining.

\$1,936

SoftWashing

Gentle Low-Pressure Cleaning Solution for brick patio and furniture at Donovan and Kilburn: Please be aware that the cleaning process is specifically designed to address organic staining.

\$450

SoftWashing

Gentle Low-Pressure Cleaning Solution for brick walkways and pergola at Bessely place: Please be aware that the cleaning process is specifically designed to address organic staining.

\$1,315

One-off Total \$8,554

\$9,067.24 (inc. Sales Tax)

Terms And Conditions

Business Policies and Procedures

The client hereto agrees as follows:

1. Provision of Services: Ecotek Power Wash and its trained personnel commit to delivering services, as outlined in the estimate, in a reliable and trustworthy manner. The Client expressly waives any claims against Ecotek Power Wash or its personnel, except in cases of gross negligence on the part of Ecotek Power Wash.

2. Secure Work Area: The responsibility lies with the Client/management to provide a secure work area.

3. Site Preparation: The Client/management agrees to maintain a site free from objects that may impede the work. For example, for concrete sidewalk and deck cleaning, all furniture, planters, benches, etc., should be removed. Ecotek will not assume responsibility for damage to items left in these areas.

4. Safety and Notification: The Client/management is accountable for ensuring the safety of individuals and pets and must communicate to all residents about the use of a lightly chlorinated detergent.

5. Exclusions: Ecotek Power Wash is not liable for damage resulting from improper installation, care, maintenance, or structural defects.

6. Damage Reporting: All damage reports must be submitted within 5 days, and Ecotek Power Wash reserves the right to inspect and address damage claims.

7. Water Supply: The Client/management is responsible for providing a running water supply; additional charges apply if water is unavailable onsite. All water-related fees are the responsibility of the Client/management.

8. Closed Areas: The Client/management is responsible for ensuring that all windows and doors are properly closed. Ecotek Power Wash will not be held responsible for water penetration due to insufficient maintenance.

9. Cleanup Responsibility: The Client/management is responsible for the cleanup of any debris, dirt, or water caused by the wash unless explicitly stated otherwise in the contract.

10. Unforeseen Circumstances: Ecotek Power Wash bears no responsibility for work delays due to weather, interference, changes by the Client/management, or unforeseen defects. The Client/management is responsible for all labor charges incurred to date.

11. Continuation of Work: In the event of noted damage or defects, Ecotek Power Wash may continue work at the request of the Client/management with a signed waiver.

12. Business Hours: Business and visiting hours are between 8 a.m. and 5 p.m. Monday–Friday. Estimates and onsite demonstrations are typically conducted during this timeframe.

13. Right to Deny Service: Ecotek Power Wash reserves the right to deny or terminate service due to safety concerns, financial concerns, or inappropriate situations.

14. Payment Terms: Upon acceptance of the quotation, an initial payment of 30% of the total balance is required before the commencement of work. The remaining balance is to be settled upon the completion of the provided services. To ensure satisfactory completion, a walkthrough must be scheduled on the day the service is finished. In the absence of a scheduled walkthrough, the remaining payment is still expected on the day of completion. If payment is not received on the scheduled day, a non-payment fee of \$50 will be applied. Additionally, a finance fee of 7% will be incurred for payments made later than 30 days from the completion of the services.

15. Returned Checks: Returned checks are subject to a \$50 fee. In the event of a returned check, the Client must promptly settle the entire invoice and all applicable fees via cash or money order only.

16. Cancellation Policy: Cancellations must be communicated 24 hours prior to scheduled service, or full cleaning fees will be applied.

17. Guarantee Policy: Ecotek Power Wash guarantees satisfaction within 48 hours. If not satisfied, Ecotek will re-clean the specified items at no additional charge.

18. Access Limitation Trip Charge Clause: In instances where our team arrives at the scheduled site, and access to the designated work area is restricted or unavailable, the Client will be responsible for covering the costs associated with a full day's worth of labor as outlined in the agreed-upon terms of service.

Access Limitation Definition:

Access limitation refers to any conditions that prevent our team from

commencing or completing the soft washing service, including but not limited to locked gates, obstruction of work areas, or unavailability of a designated contact person to grant access.

Notification Requirement:

The Client agrees to notify Ecotek at least 24 hours in advance if there are anticipated access limitations or changes in access arrangements. Failure to provide timely notification may result in the activation of the access limitation trip charge.

Calculation of Labor Costs:

The cost of a full day's worth of labor will be calculated based on the prevailing rates for the specific services outlined in the terms of service agreement. This includes the combined cost of labor, equipment, and any other associated expenses incurred by Ecotek.

Ready to Book...?

Have A Questions?

Contact us at

443-903-1034



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
March 26, 2024**

**TOPIC: Insurance Renewal Proposals
Motion 2024-0305**

Motion:

“I move to **APPROVE** the insurance proposal premium offered through Cascade Insurance Group to be expensed from Operating Funds.”

Motion: _____

2nd: _____

Summary:

The Association’s insurance and cyber policy expire on April 15, 2024. Management bid out the insurance to four (4) insurance companies. Three of the companies declined to bid since they could not compete against Erie Insurance. See Cascade comments below:

- This year the building and property coverage value increased from \$7,048,000 to \$7,666,000, an 8% increase. Erie Insurance reviews the building and property coverage each year to ensure 100% replacement cost as required by the association’s bylaws.
- The total annual premium went from \$27,106.00 to \$29,372.00, an 8% increase.
- When you factor in the building and property value increase of 8%, the net annual premium remained flat.

Attached is the proposal, and a comparison of the insurance from last year.

PREMIUM SUMMARY	2023 – 2024 (Current/Expired)	2024 – 2025 (New/Renewal)
Package Policy	\$10,147	\$11,577
Umbrella	\$3,950	\$4,717
Directors & Officers	\$5,863	\$5,634
Crime Coverage	\$3,600	\$3,600
Cyber Coverage	\$2,926	\$3,224
Workers Comp	\$620	\$620
Total	\$27,106	\$29,372

CAMP Recommendation:

Management recommends approval of the insurance premium with Cascade Insurance Group based on cost savings favorable to the Association.

Budget Considerations: Insurance expenses to be expensed from Operating - Insurance.

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

Insurance Renewal Comparison Matrix

	Cascade Insurance Group		Risk Strategies	Sahouri	USI
PREMIUM SUMMARY	2023 – 2024 (Current/Expired)	2024 – 2025 (New/Renewal)			
Package Policy	\$10,147	\$11,577			
Umbrella	\$3,950	\$4,717	Refused to Bid due to Erie being in the	Refused to Bid due to Erie being	Refused to Bid due to Erie being in the
Directors & Officers	\$5,863	\$5,634			
Crime Coverage	\$3,600	\$3,600	mix	in the mix	mix
Cyber Coverage	\$2,926	\$3,224			
Workers Comp	\$620	\$620			
Total	\$27,106	\$29,372	N/A	N/A	N/A



**Cameron Station Community Association
Insurance Proposal 04-15-2024 to 04-15-2025**

The Board of Cameron Station Community Association

and

***Steve Philbin
Community Association Management Professionals***

Presented By:

**Michael Farrow
Director of Condominium and HOA Accounts
Cascade Insurance Group
703-551-2000
Michael@Cascadeiq.com**

PROPOSAL DISCUSSION

We are pleased to provide this proposal of insurance for your association. To follow is detailed information on the proposed insurance package.

Property and Umbrella Coverage – The package policy covering the property and liability as well as the umbrella policy remain with Erie Insurance. This year the building and property coverage value increased from \$7,048,000 to \$7,666,000, an 8% increase. Erie Insurance reviews the building and property coverage each year to ensure 100% replacement cost as required by the association's bylaws.

Crime and Directors & Officers Coverage - The Crime and D&O policies remain with Great American Insurance and Travelers Insurance respectively. Both carriers continue to provide excellent coverages for associations.

Cyber Coverage – This year the cyber coverage remains with Hiscox Insurance. The cyber coverage annual premium went from \$2,926 to \$3,224.

This year the total premium went from \$27,106.00 to \$29,372.00, an increase of 8%. When you factor in the building and property coverage increase of 8%, the net annual premium remained flat.

The following pages provide a detailed description of the coverage offered. We are always available to discuss our proposals in detail.

Thank you for the opportunity to provide this proposal.

Best regards,



Michael Farrow
Director of Condominium and HOA Accounts
Cascade Insurance Group
Office 703-551-2000
Email – Michael@Cascadeig.com
www.Cascadeig.com

SUMMARY DESCRIPTION OF COVERAGE

COVERAGE AMOUNT

Building Coverage & Contents	7,666,000	DED 5,000
*Building and Contents Coverage Blanketed		
Lights	Included	DED 5,000
Contents	Included	DED 5,000
Outdoor Property Value	Included	DED 5,000
Coverage	100% Replacement Cost	
Building Ordinance Coverage	Included	
Mechanical & Electrical Breakdown	Included	
Medical Payments	\$5,000	
General Liability – Each Occurrence	\$1,000,000	
Personal and Advertising Injury	\$1,000,000	
General Aggregate	\$2,000,000	
Directors and Officers Liability	\$1,000,000	DED 10,000
Hired and Non-Owned Auto	\$1,000,000	
Business Umbrella Coverage	\$10,000,000	DED -0-
Crime Coverage	\$3,000,000	DED 10,000
Cyber Coverage	\$1,000,000	DED 10,000
Terrorism	Included	
Workers Compensation	1,000,000/1,000,000/1,000,000	
Additional Insured	Community Association Management Professionals	

LIABILITY

Protects you when you are liable for bodily injury, property damage, or personal and advertising injury arising from your business operations.

This coverage includes:

- **Bodily Injury and Property Damage**
- **Personal and Advertising Injury including Libel, Slander, False Arrest, Wrongful Detention or Imprisonment, Defamation of Character, Malicious Prosecution, Wrongful Entry or Eviction, Invasion of Privacy, or Humiliation caused by any of the above**
- **Employees Covered as Additional Insured's**
- **Products and Completed Operations**
- **Medical Payments**
- **Fire Legal Liability**
- **Blanket Contractual**
- **Broad Form Property Damage**
- **Host Liquor Liability**
- **First Aid Expense**
- **Claims Expense**
- **Independent Contractors**

PREMIUM SUMMARY

Package Policy	11,577.00
Umbrella	4,717.00
Directors & Officers	5,634.00
Crime Coverage	3,600.00
Cyber Coverage	3,224.00
Workers Compensation	620.00
Total	29,372.00

INSURANCE CARRIER SUMMARY

Erie Insurance – Property & General Liability & Umbrella

Erie Insurance was started in 1925 in Erie, Pennsylvania.

- Over \$12.4 Billion In Assets
- Rated A+ Superior Rating from the AM Best
- Local Claims Adjusters on Call 24 Hours a Day for Large Losses
- Size XV - \$2 billion or more in capital and surplus and conditional reserves

Great American Insurance – Crime/Employee Dishonesty

- Rated A+ Superior by AM Best
- Specialize in D&O, Umbrella, and Crime Coverage for Associations
- Size Rating XIII

Travelers Insurance - Directors & Officers Coverage

- Rated A+ Superior by AM Best
- Specializes in Directors & Officers for Community Associations
- Size XV

Cascade Insurance Group

The principal of Cascade Insurance Group, David Dodero, has over 34 years' experience in the insurance industry. We insure properties in Virginia, Maryland, Washington DC, WVA and PA. David is a long-term member of Community Association Institute.

We're dedicated to serving the needs of our clients and always welcome the opportunity to discuss our proposals in detail.

Best regards,

David C Dodero

David C Dodero

Office

1100 N Glebe RD, Suite 1010
Arlington, VA 22201
703-551-2000

For more information, visit www.Cascadeig.com



Insurance Proposal Comparison

Cameron Station Community Association
Current Insurance Program 04-15-23 to 04-15-24

Renewal Insurance Program 04-15-24 to 04-15-25

Agency Name:	Cascade Insurance Group	Cascade Insurance Group
Package Carrier:	Erie Insurance	Erie Insurance
A.M. Best Rating:	A+(Superior)	A+(Superior)
Building/Property Limits	6,486,000	7,666,000
Business Income	Actual Loss Sustained	Actual Loss Sustained
Contents	562,000	596,000
Ordinance or Law: Undamaged Portion	Included	Included
Demolition	Included	Included
Increased Cost of Construction	Included	Included
Sewer / Drain Backup	Included	Included
Equipment Breakdown	Included	Included
Property Deductible	5,000	5,000
General Liability Per Occurrence Limit	1M	1M
Aggregate Limit	2M	2M
Hired & Non-Owned Auto	Included	Included
Package Premium	\$10,147.00	\$11,577.00
Directors & Officers:	Travelers	Travelers
A.M. Best Rating:	A+ (Superior)	A+ (Superior)
Limit of Liability	\$1M	\$1M
Includes Non-Monetary Claims & Employment Practices Liability	Yes	Yes
Includes Discrimination Including Fair Housing Violations	Yes	Yes
Prior Acts / Retro	Full Prior Acts	Full Prior Acts
Defense Costs	Outside the Limit	Outside the Limit
Managing Agent Covered	Yes	Yes
Retention	10,000	10,000
Directors & Officers Premium	\$5,863.00	\$5,634.00
Fidelity/Crime Carrier:	Great American Insurance	Great American Insurance
A.M. Best Rating:	A+(Superior)	A+(Superior)
Employee Dishonesty	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Forgery or Alteration	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Inside the Premises	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Outside the Premises	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Computer Fraud	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Money Orders & Counterfeit Money	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Funds Transfer Fraud	\$3M / DED: \$10,000	\$3M / DED: \$10,000
Managing Agent Covered	Yes	Yes
Crime Premium	\$3,600.00	\$3,600.00
Cyber Coverage Carrier:	Hiscox	Hiscox
A.M. Best Rating:	A+(Superior)	A+(Superior)
Cyber Coverage Part	\$1M / DED: \$10,000	\$1M / DED: \$10,000
Digital Media Liability Coverage Part	\$1M / DED: \$10,000	\$1M / DED: \$10,000
Dependent Business Interruption	\$1M / DED: \$10,000	\$1M / DED: \$10,000
Dependent System Failure	\$1M / DED: \$10,000	\$1M / DED: \$10,000
Reputational Harm	\$1M / DED: \$10,000	\$1M / DED: \$10,000
System Failure	\$1M / DED: \$10,000	\$1M / DED: \$10,000
Ransomware Event	\$1M / DED: \$10,000	\$1M / DED: \$10,000
Cyber Premium	\$2,926.00	\$3,224.00
Umbrella Carrier:	Erie Insurance	Erie Insurance
A.M. Best Rating:	A+ (Superior)	A+ (Superior)
Limit	\$10M DED -0-	\$10M DED -0-
Umbrella Premium	\$3,950.00	\$4,717.00
Workers Comp Carrier:	Erie Insurance	Erie Insurance
Limits	A+(Superior)	A+(Superior)
Workers Comp Premium	500,000/500,000/500,000 \$620.00	500,000/500,000/500,000 \$620.00
TOTAL EXPIRING PREMIUM:	TOTAL RENEWAL PREMIUM:	TOTAL RENEWAL PREMIUM:
	\$27,106.00	\$29,372.00



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
March 26, 2024**

**TOPIC: P.R. No. 24-01 – Memorial Plaque on Common Area
Motion 2024-0306**

Motion:

“I move to **ADOPT** the Policy Resolution No. 24-01 – Rules and Regulations regarding Installation of a Memorial Plaque on Common Area.”

Motion: _____

2nd: _____

Summary:

The Common Area Committee is recommending the Board to adopt P.R. No. 24-01 Rules and Regulations regarding Installation of a Memorial Plaque on Common Area. Attached is a copy of the draft policy resolution.

WHEREAS, Article III, Section 3.4 of the Amended Bylaws (“Bylaws”) of Cameron Station Community Association, Inc. (“Association”) states that the Board of Directors (“Board”) shall have all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require to be exercised and done by the Association's membership;” and

WHEREAS, Article III, Section 3.4(b) of the Amended Bylaws provides the Board with the power to enact and amend rules and regulations for the use of the Common Area and which are not inconsistent with the Project Documents; and

WHEREAS, in order to provide the residents of Cameron Station Community Association with an opportunity to recognize exceptional individuals who have made significant contributions to the Association, the Board believes it to be desirable and necessary to adopt a regulation regarding the process of requesting a memorial plaque to be placed on the Association’s Common Area park benches.

CAMP Recommendation:

Management supports the Committee recommending Policy Resolution No. 24-01 for the Board to adopt.

Budget Considerations: N/A

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
POLICY RESOLUTION 24-01**

(Rules and Regulations regarding Installation of a Memorial Plaque on Common Area)

WHEREAS, Article III, Section 3.4 of the Amended Bylaws (“Bylaws”) of Cameron Station Community Association, Inc. (“Association”) states that the Board of Directors (“Board”) shall have all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require to be exercised and done by the Association's membership;” and

WHEREAS, Article III, Section 3.4(b) of the Amended Bylaws provides the Board with the power to enact and amend rules and regulations for the use of the Common Area and which are not inconsistent with the Project Documents; and

WHEREAS, in order to provide the residents of Cameron Station Community Association with an opportunity to recognize exceptional individuals who have made significant contributions to the Association, the Board believes it to be desirable and necessary to adopt a regulation regarding the process of requesting a memorial plaque to be placed on the Association’s Common Area park benches.

I. In General

The purpose of this policy is to provide the residents of the Association with an opportunity to recognize exceptional individuals who have made a significant public service contribution to the Cameron Station community and its residents. This policy does not recognize financial contributions.

This policy applies to the installation of memorial plaques on the Association’s park benches, which must be reviewed by the Common Area Committee (CAC) and approved by the Board. Such plaques shall be placed in a manner that does not encumber the public use of the bench or park area.

Memorial plaques installed prior to the adoption of this policy shall be subject to applicable sections relating to maintenance and plaque relocation.

II. Memorial or Recognition Plaque Criteria

1. An individual must have been deceased for at least six months before a memorial plaque can be installed in his or her honor (“Nominee”). An individual interested in nominating a Nominee for a memorial plaque to be installed on a bench or park area may begin the application process during this initial six-month period.

2. The applicant must demonstrate the significance of the Nominee's public service contribution to the community that exemplifies the Nominee's commitment to the Association that warrants remembrance. The contribution must have provided long term benefits and created an impact on the Cameron Station community. An example of this is a Board Member, Committee Member, and or individual who has volunteered and/or contributed to the community consistently.

III. Memorial or Recognition Plaque Design

Memorial Plaque specifications are listed below:

1. **Material:** Bronze
2. **Shape and Size:** No larger than 6 inches wide by 2 inches in height.
3. **Thickness:** 0.25 inches
4. **Text Font:** Times-Standard, Semi Bold
5. **Text Size:** Depending on the amount of text and size of the plaque.
6. **Background:** Leatherette with Brushed Surface; 2025 Black Painted
7. **Mount:** Depending on location.

IV. Application Process

1. The applicant may access this policy on the Cameron Station website. An applicant who wishes to nominate an individual for a memorial plaque must complete the Association's Memorial Plaque Application Form, attached as Exhibit A to this Policy Resolution.
2. The application must include biographical information about the Nominee and sufficient detail regarding the reason for recognition. Additionally, an appropriate level of community support must be demonstrated in support of such an application. Applicants are required to submit one of the following:
 - a. Approval/endorsement by the local civic/neighborhood association; or
 - b. Signatures of Cameron Station residents; or
 - c. Endorsement by other Cameron Station community organization.
3. Following receipt of a completed Memorial Plaque Application Form and supporting documentation, management staff, including the CAC and Board, will review the application. An application must be completed in order to be considered. The CAC may request a meeting at the proposed plaque location or at the management office to discuss the plaque design, inscription, location, and materials necessary for mounting.
4. The CAC will present the application and plaque design to the Board for final approval. The applicant, or a designee, must attend the Board of Directors meeting to help answer questions from the Board.

5. If the application is approved by the Board, then management will notify the applicant, in writing, (which may be by electronic means) within thirty (30) days of such approval. The Board shall have the right to establish conditions for any approval of an application.
6. The Board may deny an application for any reason, including if the Nominee has not met the criteria as stated in Section II above. The Board reserves the right, in its sole discretion, to withdraw its approval of an application.

V. INSTALLATION OF THE MEMORIAL PLAQUE

1. The Association is responsible for all costs to create and install the plaque. The Association will manage the creation and installation in coordination with the applicant.
2. The Association will design the plaque in consultation with the CAC. The plaque can be no larger than 6'w x 2'h inches, and the inscription cannot include logos or web addresses. The Board will have final approval of all elements of the plaque.
3. The CAC and the Board must approve the plaque location, and the plaque must be mounted to a stable surface that is accessible for periodic maintenance. Plaques cannot be mounted to trees, shrubs, or other planted landscaping.
4. If the application is approved by the Board, then the applicant should expect installation approximately six months from the date of approval. If installation takes longer than six months due to, for example, location constraints or elaborate mounting, then the applicant will be notified and given an updated estimate for completion.
5. The CAC and the Board reserves the right to relocate the plaque to a location of its choosing at any time and will make every effort to contact the applicant to discuss alternative locations. The applicant is responsible for maintaining updated contact information with the CAC and management office.

The effective date of this Resolution shall be _____, 2024.

**CAMERON STATION COMMUNITY
ASSOCIATION, INC.**

By: _____
President

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
POLICY RESOLUTION 24-01**

(Rules and Regulations regarding Installation of a Memorial Plaque on Common Area)

Duly adopted at a meeting of the Board of Directors held _____.

Motion by: _____ Seconded by: _____

VOTE: YES NO ABSTAIN ABSENT

President	_____	_____	_____	_____
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Vice President	_____	_____	_____	_____
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Secretary	_____	_____	_____	_____
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Treasurer	_____	_____	_____	_____
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Director	_____	_____	_____	_____
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Director	_____	_____	_____	_____
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Director	_____	_____	_____	_____
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ATTEST:

Secretary	Date
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FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Policy Resolution was mailed or hand-delivered to members of Cameron Station Community Association, Inc. on this _____ day of _____, 20____.

Managing Agent

EXHIBIT A – MEMORIAL PLAQUE APPLICATION FORM

Date Received (Office Use Only): _____

CAMERON STATION COMMUNITY ASSOCIATION, INC.

Note: Must be completed in full, including all attachments.
Incomplete forms will be returned and not approved.

Remit To: Cameron Station Community Association, Inc.
c/o Community Association Management Professionals (CAMP)
200 Cameron Station Blvd
Alexandria, VA 22304
E-mail: managers@cameronstation.org

Name: _____ Phone (W): _____

E-mail: _____ Phone (H): _____

Property Address: _____

Mailing Address (if different than Property Address): _____

Name of Nominee: _____

Date of Birth of Nominee: _____ Date of Death of Nominee: _____

Please describe in detail the Nominee’s public service contribution to the community which includes, but is not limited the longevity of service to the community, administrative and supervisory support, and the long-term benefits realized by the Association and/or impact on the Cameron Station community. Please also submit the following in support of your application.

- a. Approval/endorsement by the local civic/neighborhood association; or
- b. Signatures of Cameron Station residents; or
- c. Endorsement by other Cameron Station community organization.

Failure to include the requisite information will result in a denial of your application. The Board or Managing Agent reserves the right to request additional information to aid in the review process. Attach additional sheets as necessary.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____



**Cameron Station Community Association, Inc.
Board of Directors Decision Request
March 26, 2024**

**TOPIC: Lancaster Landscape Proposal # 31568-1
Motion 2024-0307**

Motion:

“I move to **APPROVE** the Lancaster Landscape proposal for \$6,707.50 to be expensed from Operating Funds.”

Motion: _____

2nd: _____

Summary:

At the March 11, 2024, meeting, the Common Area Committee members unanimously approved recommending the Lancaster Landscape proposal #31568-1 to the Board for final approval. The proposed work will address the drainage issue on the rear and side area of the units 5010 Waple Ln, 5007 John Ticer Dr, and Tull Pl.

CAMP Recommendation:

There is \$6,000 in Erosion Control for the year. Management has no issues with the presented proposal and supports the committee's recommendation to the Board.

Budget Considerations:

To be expensed from Operating Funds under Erosion Control.



March 6, 2024

CUSTOMER # 229

Steve Philbin/Angel Robles
 Cameron Station Community Association
 200 Cameron Station Blvd.
 Alexandria, VA 22304

Dear Steve and Angel,

Thank you for giving Lancaster Landscapes an opportunity to bid on your current job at the **Cameron Station**. Lancaster Landscapes, Inc. offers to perform the following services:

DRAINAGE CONTROL

5010 WAPLE - 5007 JOHN TIGER SIDE AND REAR:

- AT 5010 WAPLE SIDE, REGRADE GROUND TO CREATE A SWALE DIRECT WATER TO EXISTING STORM DRAIN, ON REGRADED AREA, INSTALL WEST VIRGINIA FIELDSTONE

- LABOR.....\$1,560.00
- WEST VIRGIA FIELDSTONE.....\$ 2,250.00
- STONE DUST.....\$137.50

5007 JOHN TIGER SIDE AND REAR:

- REGRADE GROUND TO DIRECT WATER TO EXISTING STORM DRAIN. ON REGRADED AREA INSTALL RIVER STONE 5-9" DIAMETER TO PREVENT EROSION.

- LABOR.....\$1,560.00
- RIVER RIVER STONE 5-9" DIAMETER.....\$1,200.00

PROPOSAL TOTAL \$ 6,707.50

Payment terms: All payments are due within 30 days of invoice date unless otherwise specified. A 1.5% per month late charge will be applied to payments not made within 30 days of their due date. In the event that this contract is placed in the hands of an attorney, whether or not suit is instituted, the client agrees to pay all reasonable attorneys fees involved in such collection efforts.

Lancaster Landscapes, Inc. offers a one year warranty on all newly installed plant materials and trees, excluding annuals and sod. The warranty period commences upon date of installation through and until one year from that date. Warranty is not valid if plants have (1) not been properly maintained (watered) (2) are damaged due to incidents not precipitated by contractor or its forces such as weather conditions, pedestrian traffic, animal damage, etc. (3) if invoice for services rendered has not been paid in full within the 30 day time allowance. Properties requiring re-installations will be inspected. Plant materials meeting warranty requirements will be listed and replaced, in mass, at the end of the warranty period, unless agreed to otherwise by contractor and client. This will ensure that all plants requiring replacements are installed under the best possible conditions and in compliance with current industry standards. Subsurface obstructions are not covered by proposal.

Disclaimer. Trees inherently pose a certain degree of hazard and risk from breakage, failure or other causes and conditions. Recommendations that are made by Lancaster Landscapes are intended to minimize or reduce hazardous conditions that may be associated with trees. However, there is and there can be no guarantee or certainty that efforts to correct unsafe conditions will prevent breakage or failure of the tree. Our recommendations should reduce the risk of tree failure but they cannot eliminate such risk, especially in the event of a storm or any act of God. Some hazardous conditions in landscapes are apparent while others require detailed inspection and evaluation. There can be no guarantee or certainty that all hazardous conditions will be detected.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

ACCEPTANCE OF PROPOSAL:

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE: _____

Authorized Signature: Carlos Rios
 This proposal may be withdrawn by us if not accepted within 30 Days.

SIGNATURE: _____



**Cameron Station Community Association, Inc.
Board of Directors Committee Decision Request
March 26, 2024**

**TOPIC: Amended P.R. No. 24-02 – Cameron Club Operating Rules and Procedures
Motion 2024-0308**

Motion:

“I move to **APPROVE** the recommended changes in the Amended Policy Resolution No. 24-02 – Cameron Club Operating Rules and Procedures for the Board review and final approval.”

Motion: _____

2nd: _____

Summary:

WHEREAS Article III, Section 3.8(a) of the Declaration of Covenants, Conditions, and Restrictions (“the Declaration”) of the Cameron Station Community Association, Inc. (“the Association”) as recorded in the Land Records of the Circuit Court for the City of Alexandria at Deed Book 1630 at Page 0401, *et sq.*, as amended, provides that every member of the Association shall have a right and easement of enjoyments in and to the Common Area for their reasonably intended purposes, subject to any rules and regulations or policies which may be established by the Board of Directors (“the Board”); and

WHEREAS Article III, Section 3.4 of the Amended Bylaws (“the Bylaws”) provides that the Board shall have the power to adopt and publish rules and regulations governing the use of the Common Areas and facilities of the members and their guests thereon;

NOW, THEREFORE, BE IT RESOLVED that the Board duly adopts the following Cameron Club Operating Rules and Procedures.

CAMP Recommendation:

Management through the attorney is recommending the presented changes.

Budget Considerations: N/A

CAMERON STATION COMMUNITY ASSOCIATION, INC.
POLICY RESOLUTION NO. ~~2023-01~~ 24-02
AMENDED CAMERON CLUB OPERATING RULES & PROCEDURES

Supersedes all prior Cameron Club Rules & Procedures and
Personal Trainer Policy Resolutions
Effective

Amended February 25, 2014, May 27, 2014, October 25, 2016, ~~and~~ May 31, 2022, and
February 28, 2023

WHEREAS Article III, Section 3.8(a) of the Declaration of Covenants, Conditions, and Restrictions (“the Declaration”) of the Cameron Station Community Association, Inc. (“the Association”) as recorded in the Land Records of the Circuit Court for the City of Alexandria at Deed Book 1630 at Page 0401, *et sq.*, as amended, provides that every member of the Association shall have a right and easement of enjoyments in and to the Common Area for their reasonably intended purposes, subject to any rules and regulations or policies which may be established by the Board of Directors (“the Board”); and

WHEREAS Article III, Section 3.4 of the Amended Bylaws (“the Bylaws”) provides that the Board shall have the power to adopt and publish rules and regulations governing the use of the Common Areas and facilities of the members and their guests thereon;

NOW, THEREFORE, BE IT RESOLVED that the Board duly adopts the following Cameron Club Operating Rules and Procedures.

The Cameron Club is the social hub of our community and as such, is challenged to meet or exceed the highest standards of excellence. All aspects of the facility’s operations are designed to foster community involvement and to the maximum extent possible meet the needs of Cameron Station Community Association, Inc. (CSCA) members.

As the centerpiece facility within Cameron Station, its capabilities and operations are intended to serve as a compelling selling point and major property value multiplier for current and future property owners.

The Cameron Club provides its members the following facilities:

- A community center offering a reception area, a great room with catering kitchen for events, a lounge, one meeting room, one conference room, and CSCA staff offices and storage rooms.
- A Fitness Center offering a fitness room, a multi-purpose gym, locker rooms, staff office, and reception/sitting area.
- An outdoor swimming pool with children’s wading pool, deck and loungers, tables, and chairs.

The Association also provides shuttle bus service to and from the Metro station, Monday through Friday (excluding Federal holidays) during prime rush hour times.

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I. ELIGIBILITY FOR USE

All residents (resident owners, members of households living in Cameron Station, designated tenants, non-resident owners who have retained their right to use of the Cameron Station facilities, and persons who reside in Cameron Station continuously for 30 or more days), in good standing are entitled to use the facilities of the Cameron Club. Non-resident owners who have delegated the right to use the Cameron Club and its facilities to their tenant must provide the CSCA with a written authorization and listing of tenants. Tenants must provide a current lease, utility or telephone bill, or driver's license as proof of residence.

The Board of Directors of the Cameron Station Community Association, Inc. reserves the right to suspend use of the Cameron Club and its facilities as detailed below:

For **tenants** (defined as any non-owner resident assigned the right to use the Cameron Club and its facilities by their landlord owner):

- If non-resident owners are delinquent in the payment of any assessments by more than 60 days and/or have outstanding violations of CSCA governing documents.
- If tenants have outstanding violations of CSCA governing documents.

For **owners**:

- If owners are delinquent in the payment of any assessments by more than 60 days and/or have outstanding violations of CSCA governing documents.

For a **resident** of an owner-occupied home:

- If owners are delinquent in the payment of any assessments by more than 60 days.
- If the resident or owner has an outstanding violation of CSCA governing documents.

In such cases, as provided in Article IV, Section 4.5(iii) and (iv) of the Declaration, the Board reserves the right to suspend the owners' and tenants' right to use the Cameron Club and its facilities if the owner is delinquent 60 days or more in his/her assessment payments and/or for any period during which the owner and/or tenant is in violation of CSCA rules and regulations; however, the Board must afford the owner the rights of due process set forth in Article VIII, Section 8.1 (i) of the Declaration and Section 55.1-1819(c) of the Virginia Property Owners Act before it may suspend an owners' or tenants' right to use the Cameron Club and its facilities.

The CSCA Management staff will issue encrypted access cards or mobile credentials using a QR code to provide access to the Cameron Club Facilities. All residents must return their nonencrypted passes to the management office in order to be registered for the new CSCA Access System. Residents using the shuttle bus must only use the mobile credential option for entry to the shuttle buses.

An encrypted access card or mobile credentials shall be given to CSCA Members, individuals residing in their home (including all children), and to tenants designated by non-resident owners when they register with the Association. Residents must present a current photo ID to CSCA Management staff in order to pick up the encrypted access card or mobile credentials. Tenants must also present a copy of their current lease.

The CSCA Access System, including the encrypted access card and/or mobile credentials is the property of the Association and are non-transferable. Access to the Association facilities may be revoked or suspended if used by a person other than the one to whom it is issued. CSCA will issue one (1) encrypted access card or mobile credentials to each owner/household member at no charge.

Owners who rent out their homes transfer their right to use the Cameron Club Facilities and shuttle bus to their tenants, unless they provide written notice to the Association of their intent to retain the right to use the Cameron Club Facilities and shuttle bus. If an Owner provides such notice to the Association, then their tenants will not be permitted to use the Cameron Club Facilities and shuttle bus during the term of such tenant's lease. Owners who are renting their home are responsible for retrieving the encrypted access cards or mobile credentials from a tenant, nanny, caregiver, and/or guest, after that person is no longer residing within the Association. Any owner that fails to retrieve the encrypted access cards or mobile credentials shall be responsible for purchasing a replacement encrypted access card or mobile credentials. Upon sale of a home or the end of the lease term, encrypted access card or mobile credentials will automatically be deactivated and all access to the CSCA Facilities associated with the home will ~~be deactivated~~ cease immediately. Upon receiving a new lease, the encrypted access card or mobile credentials will be updated in the access system with the new tenants contact information. Any encrypted access card or mobile credentials which are not returned at the end of the lease term will be considered lost or stolen. Lost or stolen encrypted access card or mobile credential must be reported immediately so that CSCA Management staff can deactivate the access card or mobile credentials to prevent unauthorized use. Owners of a Lot will be charged \$25.00 for a replacement card. The mobile credentials of the lost encrypted access card will be deactivated prior to the issuance of the replacement encrypted access cards or mobile credentials. In the event that an encrypted access card or mobile credentials are not recognized by the CSCA Access System, owners are directed to visit the CSCA Management. If the CSCA Management is closed, owners will be permitted to enter the CSCA facilities with a valid photo ID. Cameron Club staff will provide a daily report to CSCA Management staff noting owners who do not have a recognized encrypted access card or mobile credentials and may be denied access to the CSCA facilities in a subsequent visit. Accordingly, owners are required to contact CSCA Management staff within 24 hours (the next business day) to resolve the matter. It is within CSCA Management's discretion to deactivate any encrypted access card or mobile credentials if they believe there is evidence of suspicious or non-authorized use. Any encrypted access card or mobile credentials which are inactive for 12 months will be deactivated by CSCA Management staff.

~~CSCA will issue the encrypted access card or mobile credentials to each owner at no charge. This does not include an additional encrypted access card or mobile credentials to a nanny, tenant, or guest of the owner. The owner of the Lot will be charged \$25 for the issuance of the initial encrypted access card or mobile credentials for a nanny or other caregiver. Such nanny or caregiver will be required to present photo identification prior to the issuance of the encrypted access card or mobile credentials.~~

Additional Encrypted Access Cards and/or Mobile Credentials

Additional or replacement encrypted access cards or mobile credentials may be obtained for a charge of \$25.00 for use of nannies, and caregivers, provided such nanny or caregiver will be required to present photo identification [prior to the issuance of the encrypted access card or mobile credentials](#). However, if a Facilities Access Pass is returned in exchange for the encrypted access card or mobile credentials, a credit will be issued on the owner's Association account. Non-functioning Passes will be replaced at no charge.

Guests must be accompanied by the individual who holds the encrypted access card or mobile credentials ("Facilities Pass Holder"), subject to age requirements for Fitness Center, pool, and gymnasium.

Each residence in the CSCA will receive a single guest pass that allows for sixteen (16) free Guest access uses each calendar year. These Passes will be ~~single-use~~ [single-use](#) pPasses. Guest Passes will be marked with the year for use and may not be carried forward if unused. [Additional guest passes may be purchased at the management office. The two options include a 30-punch facilities pass for \\$75 and a 7-punch facilities pass for \\$25.](#)

All guests are required to abide by the Cameron Club Operating Rules and Procedures.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, number of guests, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Nanny Passes

Residents wishing to obtain an additional encrypted access card or mobile credentials for a nanny ("Nanny Pass Holder") will be required to provide written authorization each calendar year with the names of any nanny or childcare provider that will escort Cameron Station Facilities Pass Holders under the age of 16. Nanny Pass Holders may not use the facilities without accompanying a Facilities Pass Holder. Nanny Pass Holders are not permitted to bring guests to the facility. All nannies/childcare providers are required to abide by the Cameron Club Operating Rules and Procedures.

Caregivers

Caregivers are eligible for a temporary encrypted access card or mobile credentials ("Caregiver Pass") for the duration of time that they reside with a Cameron Station resident in the Cameron Station Complex. A caregiver is a person who helps in identifying, preventing, or treating an illness or disability, and who is responsible for attending to the needs of a child or dependent adult, who

lives with a Cameron Station resident, in the Cameron Station complex. Residents wishing to obtain a Caregiver Pass will be required to provide written authorization with the name of their live-in Caregiver. All Caregivers are required to abide by the Cameron Club Operating Rules and Procedures.

II. ACCESS

Each Cameron Station member/designated tenant will be issued one form of the CSCA Access System.

All residents must be registered and have an updated photo taken for identification purposes. The CSCA Access System will be linked to personal data (name/address/telephone numbers- home, office, mobile), emergency contact names and telephone numbers, birth date (if under 16 years of age), and status of CSCA assessments and open violations maintained by the CSCA manager. Data collected will be used only for official/emergency purposes by CSCA or Fitness Center staff.

Each year, all Facilities Pass Holders must complete the combined Pool and Fitness Center Use Agreement (Exhibit A) to avoid their encrypted access card or mobile credentials from being suspended. A parent or legal guardian is required to complete and sign the Pool and Fitness Center Use Agreement for any Pass holder under the age of 18. Additionally, every person using a Guest, Nanny Pass Holder, or Caregiver Pass must complete and sign the Pool and Fitness Center Use Agreement. All complete Pool and Fitness Center Use Agreements will be kept on file with the Association.

Only upon presentation of a valid Cameron Station Facilities Pass with the required annual decal for the then current year shall persons be entitled to enter and use the facilities. For emergency purposes, individuals must maintain the Facilities Pass with them while using the Fitness Center.

Cameron Station Facilities Pass holders who permit or assist the entry of unauthorized persons into the Cameron Club may be suspended from use of the entire Cameron Club and its facilities (including the shuttle bus service) after the Board provides the person with notice of the violation and an opportunity to request a hearing.

III. HOURS OF OPERATION

Cameron Club Community Center and Association Management Office:

- Monday-Friday 9:00 a.m. to 5:00 p.m.
- Closed on Saturdays, Sundays, and Federal Holidays

Pools:

The pool hours of operation will be determined by the Board of Directors and hours will be announced each year prior to the pool season. Pool hours will be publicized in the Community newsletters and posted on the Cameron Station website.

Fitness Center and Multi-Purpose Court/Gymnasium:

- Monday-Friday 4:45 a.m. to 11:00 p.m.
- Saturday-Sunday 7:00 a.m. to 8:00 p.m. (8:30 p.m. during open pool season)

- Holiday hours will be posted at least one week in advance on Cameron Club bulletin boards and Cameron Station website.

IV. OCCUPANCY LIMITATIONS

- Entire Community Center Facility - 500 persons
- The Victoria Hebert Great Room - 71 persons
- Paul Henderson Meeting Room (second floor) - 41 persons
- Fitness Center - 91 persons
- Conference Room - 15 persons
- Multi-Purpose Gym - 30 persons
- Pools - 125 persons

V. GENERAL CLUB RULES

The CSCA staff and lifeguards are authorized to enforce the terms of these rules. Any concerns regarding the rules and regulations shall be addressed to the CSCA manager, who will, by email, bring the issue to the attention of the Board of Directors.

Safety is of primary concern to the CSCA. All persons using the Club facility do so at their own risk and agree to abide by the rules for use of the facility. The CSCA, its Board of Directors, agents, and employees assume no liability for or stemming from any accidents or injuries incurred in connection with the use of any of the Club's facilities or for loss or damage to personal property. All Cameron Station residents are responsible for their actions and the actions of their guests.

No person may use the Fitness Center or pools unless the facility is officially open. Unauthorized persons entering these facilities when closed may be suspended from use of the entire Cameron Club and its facilities (including the shuttle bus); provided, however, that if such unauthorized person is a resident, the Board will first provide such person with notice of the violation and an opportunity to request a hearing. In addition, all unauthorized persons entering these facilities when closed may be prosecuted for trespassing.

No person under the influence of alcohol or drugs will be permitted in the Cameron Club at any time.

MP3 players, radios, CD players or similar devices may be used inside the Cameron Club and pool area as long as headphones are used and played at a volume that does not disturb others.

All refuse must be placed in containers provided for this purpose. Keeping the Club clean is everyone's responsibility.

Children age six (6) and younger may use the locker room designated for gender of either parent or primary caregiver. If the child in question is disabled, then that child may be permitted to use their parent's or primary caregiver's locker room to the extent necessary to accommodate the child's disability.

Situations and issues not specifically covered by these rules and regulations will be referred to the CSCA Board of Directors.

Prohibited Activities

- Alcohol sales are not permitted within the Cameron Club.
- Consumption of alcohol is limited to authorized events approved by the Board of Directors. Persons under 21 years of age may not consume alcohol in the Cameron Club or on its grounds.
- Excessive noise is not permitted.
- The use of profanity or fighting is not permitted.
- Smoking is not permitted in the Cameron Club or on the pool deck.

VI. ENFORCEMENT OF RULES & CONDUCT VIOLATIONS

Please be aware that the CSCA must protect the rights and privileges of all residents, and that inappropriate behavior will not be tolerated. All users are responsible for compliance with the rules and regulations established for the safe operations of all the Club's facilities. Owners and individual charged with a violation of the rules and/or regulations will be afforded due process pursuant to the Association's due process policy.

VII. POOLS

Swimming Pool:

The pool manager and pool management contractor are responsible for the safe and orderly operation of the pool. The pool manager and lifeguards have been provided with copies of the Cameron Station Pool Rules and have also been instructed in the rules of the pool, by the CSCA Management Staff. Any questions/concerns about the rules or enforcement must be addressed to the CSCA manager. If concerns are not resolved, issues should be addressed to the Board of Directors.

For safety purposes, children under the age of 12 are not permitted in the swimming pool area unless accompanied by a Facilities Pass holder 18 years of age or older.

Residents ages 12 - 15 may use the pool unaccompanied after they have passed a swim test administered by a Cameron Station lifeguard.

Residents age 16 and older may use the pool unaccompanied.

Cameron Station Facilities Pass holders may bring only four (4) guests per household to use the pool area at any one time. Guests must be accompanied by at least one (1) Facilities Pass holder 18 years of age or older.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass Holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the

management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, number of guests, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Swimming lessons are only to be provided by a pool management company who holds the proper credentials and insurance. If the current pool management company is not able to provide swimming instruction, residents in need of these services as well as private swimming instructors must work with and be approved by management and/or the Board of Directors to ensure proper documents, credentials, and insurance requirements are in place. Swimming lessons can only be provided during the hours established by the Association.

The pool will be cleared by the pool manager/lifeguard for a lap swim for the last 10 minutes of each hour. Children under 18 months of age shall be permitted into the pool with their parent or guardian during lap swimming.

Persons who have obvious infections (colds, lesions, open sores, inflamed eyes, nasal or ear discharge, communicable diseases, etc.) will not be allowed in the pool area. Sanitary habits are a responsibility of everyone, and anyone displaying improper behavior will be asked to leave the pool area by the pool manager. **The decision to refuse access of a person to the pool shall be in the sole and reasonable discretion of the pool manager, lifeguard, and/or CSCA manager.** The pool will be immediately closed upon the occurrence of any person vomiting, urinating, or defecating in or around the pool. The pool will remain closed until the incident is properly cleaned. Persons shall not be permitted to use the pool until the pool/lifeguard supervisor is satisfied, in their sole and reasonable discretion, that the problem has been remedied. All swimmers must first shower before initially entering the pool.

The pool may be closed at any time due to breakdown or operational problems, and/or at the discretion of the pool manager, CSCA manager, and/or the Club manager on duty. The pool and pool area will be closed during electrical storms and/or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder and/or sighting of lightning and will remain closed for thirty (30) minutes after the last sighting. General Pool Area Rules

No person shall use the swimming and wading pools unless the pools are officially open. Unauthorized persons entering the swimming and wading pools when they are closed will risk prosecution for trespassing in addition to the suspension of privileges up to the legal maximum provided under Virginia law.

Parties are not permitted in the pool area.

Abusive, offensive, or profane language is prohibited. Loud noise disturbance is prohibited.

Smoking is not permitted in the pool, pool deck, or in locker rooms.

Breakable objects are not permitted in the pool or on the pool deck area.

Food and drink must be consumed at least 6 feet away from the pool water.

No gum is permitted in the pool or on the pool deck.

Users must wear proper swimming attire in the pools. Persons whose swim attire causes a safety hazard will be asked to change attire or leave the pool area. No cut-offs, dungarees or similar attire will be permitted in the pool.

Baby strollers must have operational brakes when parked on the pool deck. No diving is allowed, except for sanctioned swim team practices or events.

Running, pushing, wrestling, excessive splashing, standing or sitting on shoulders, or causing undue disturbance in/or around the pool area is prohibited.

Spitting of water or similar unhygienic actions is not allowed. No hanging or sitting on the lane markers is permitted.

Items that may be potentially hazardous or annoying to another swimmer are not permitted (i.e., hard balls, water guns, etc.). This excludes floating devices used by parents to contain and keep infants safe in the water.

Large rafts, oversized toys, or other floating objects used by children or adults over the age of 4 may not be permitted for use in the pool to be determined at the sole and reasonable discretion of the pool manager.

All children three (3) years and younger or those not yet potty trained must wear swimmer's diapers with waterproof diaper covers. Children will not be admitted without a swimmer's diaper, and the diaper must be worn at all times within the pool or pool area. Disposable diapers, cloth diapers, or plastic/rubber pants are not substitutes and will not be permitted. If a child has a hygienic accident in the pool, the pool manager should be notified immediately. The CSCA staff will generate a report of this incident if the incident results in the pool closure.

All children using inflatable armbands, water wings, or any approved Coast Guard flotation device must be supervised one-on-one by an adult who is in the water and is within arm's length of the child. At the pool manager's discretion, certain flotation devices may not be permitted.

Except for official helper dogs (seeing-eye, etc.), no pets are allowed in or around the pool.

Tables on the deck area may not be reserved by placing towels and/or personal belongings on them. The use of privately owned chairs and tables is prohibited.

Persons under the influence of alcohol will not be allowed in the pools.

Loud noise causing disturbance of the reasonable peace and enjoyment of other persons using the pool will be determined in the reasonable and sole discretion of the pool manager.

Wading Pool:

The pool staff does not supervise the wading pool; accordingly, the pool is to be used at the individual's own risk. CSCA is not responsible for any improper use or incidents that occur in or around the wading pool.

The wading pool is for **children who are six (6) years of age and under** and must always be supervised by a Facilities Pass Holder 18 years of age or older, who remains alert on the pool deck in the vicinity of the wading pool.

The gate to the wading pool shall remain closed at all times. All children must shower before entering the wading pool.

All safety rules that govern the swimming pool also apply to the wading pool.

VIII. FITNESS CENTER

The Fitness Center manager and Fitness Center Management contractor have complete authority and responsibility for the safe and orderly operation of the Fitness Center. Safety is of primary concern to the CSCA. All persons using the Fitness Center do so at their own risk and agree to abide by the posted rules for use of the facility. The CSCA, its Board of Directors, agents, and employees assume no liability for or stemming from an individual's use of the facility, or any accident or injury incurred in connection with the use of the Fitness Center or for any loss or damage to personal property. Residents are responsible for the actions of their children and guests.

Fitness Center staff will offer to collect basic health information that any member/designated tenant may take to his/her own personal physician to discuss to help them in their own evaluation of how they should or should not use the Fitness Center, the fitness equipment, and/or the pool. All members/designated tenants, prior to receiving their Facilities Pass, must sign the Pool and Fitness Center Use Agreement acknowledging that use of the fitness facility is solely at their own discretion and responsibility.

For safety reasons, residents under the age of 12 are not permitted in the Fitness Center.

Residents between the ages of 12 and 15 are permitted in the Fitness Center, if accompanied by a Facilities Pass Holder 18 years of age or older.

Residents age 16 and older may use the Fitness Center unaccompanied.

Guests must be accompanied by at least one Facilities Pass Holder 18 years of age or older.

Cameron Station Facilities Pass holders may bring only two (2) guests to use the Fitness Center at any one time.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, number of guests, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Residents are entitled to bring a Personal Trainer to the Fitness Center for their own personal training services, provided the resident first complies with either of the two following requirements:

1. A resident's Personal Trainer must enter into an employment agreement with the company that is contracted by the Association to operate the Fitness Center; or
2. The resident must complete and submit to the HOA Management Office a Request for Authorization for Personal Trainer Form (Exhibit B) and a Personal Trainer Agreement (Exhibit C) completed and signed by his/her Personal Trainer. The resident must submit the signed Request to Use a Personal Trainer Form, all required insurance certifications, and the completed and signed Personal Trainer Agreement to the Association's Management Office (HOA Office) at 200 Cameron Station Boulevard, Alexandria, Virginia 22304. The Resident must agree to indemnify and hold harmless the Association against any liabilities, damages or causes of action arising out of their use of the Cameron Club while receiving personal training from their personal trainer.

Personal Trainers are prohibited from providing any services in the Cameron Club until all documentation is received and approved by Management, or in the alternative, a valid employment agreement with the company that is contracted by Association to operate the Fitness Center is received and approved by Management.

Personal Trainers are prohibited from advertising their services within the Cameron Club. A Personal Trainer, unless employed by the company that is contracted by the Association to operate the Fitness Center, is prohibited from providing personal training services to more than two (2) individuals per half-hour session prohibited from providing personal training services to members of more than two (2) individual families in the Cameron Club in any single month, or to any persons who do not reside in Cameron Station. All Personal Trainers shall provide a Certificate of Insurance to the Association naming the Association as an additional named insured on the Personal Trainer's Liability Insurance Policy prior to providing personal training services in the Fitness Center and shall provide continued evidence of such insurance coverage on the first of each subsequent month.

A Facilities Pass Holder may not bring a guest acting in the capacity of a Personal Trainer into the

Fitness Center.

No person shall use the Fitness Center unless it is officially open. The Fitness Center will not open without on-duty staff present. Unauthorized persons entering the Fitness Center when closed may be suspended from use of the entire Cameron Club and its facilities for up to one year, after the Cameron Station Board of Directors provides the person with notice of the violation and an opportunity to request a hearing and may be prosecuted for trespassing.

Persons under the influence of alcohol will not be allowed in the Fitness Center at any time.

Appropriate attire for the Fitness Center (shorts or warm-up suits, shirts or sports bra, tights or leotards) and appropriate athletic footwear must be worn. Bathing suits and bare feet are prohibited.

No food items will be brought into or consumed in the Fitness Center. Only beverages in non-breakable containers are permitted.

All refuse must be placed in containers provided for this purpose. Keeping the Fitness Center clean is everyone's responsibility.

MP3 players, radios, CD players or similar devices are permitted in the Fitness Center if used with headphones and played at a volume that does not disturb others.

Talking on cellular phones is not permitted in the Fitness Center. Loud grunts/screams are not allowed.

Weights will not be thrown or dropped and must be restacked after usage. Each user shall wipe off the equipment after each use with their towel.

All cardio equipment will have a 30-minute use time. Sign-up sheets will be maintained for each piece of equipment. Users must abide by the sign-up sheets and time limits when people are waiting. Cardio machines cannot be reserved by placing towels, keys, water bottles, etc. on the machine.

IX. GYMNASIUM

Children under the age of 12 must be supervised by an adult 18 years of age or older.

Guests must be accompanied by at least one Facilities Pass Holder 18 years of age or older.

Cameron Station Facilities Pass holders may bring only four (4) guests to use the gymnasium/multi-purpose court at any one time.

Residents may request an exception to the Guest Pass Policy requiring Facilities Pass holders to accompany their guest(s) as follows: (1) The request must be in writing and be submitted to the management office no later than 48 business hours prior to the date for which the exception is requested; and (2) the request must include the name and address of the resident; the name(s) of the guest(s), and the date(s) of visit. If granted, the exception will be for weekdays only (no

weekends or holidays). Additionally, the same rules pertaining to guest pass use, age restrictions, numbers of guest, and the number of days the pass is valid will apply. If capacity levels are reached in the Fitness Center, Pool or Gymnasium, residents will have priority over unaccompanied guests in using the facilities. Management has the option of revoking the exception should the guest(s) violate Cameron Club rules while using the facilities.

Only shoes that have non-scuffing soles are permitted. Shirts and shoes must be worn at all times. No gum, food or drink (except water in non-breakable container) is allowed.

Balls may be checked out at the reception desk by leaving a current Cameron Station Facilities Pass. The cost of a ball (not to exceed \$40.00) will be assessed to the resident who does not return a ball belonging to the fitness facility.

Any structured program scheduled for the gym has priority over "open" gym activity. The structured programs schedule is available at the fitness center information desk.

The Cameron Club staff reserves the right to close the gym for any additional hours necessary to accommodate all programs and activities, or any reasonable cause to be determined by the Management or the Board of Directors.

X. EVENTS/MEETING ROOMS

The Victoria Hebert Great Room (without its catering facilities), the Paul Henderson Meeting Room, and the Conference Room on the second floor may be reserved without fee by residents or staff to support CSCA sponsored or recognized events and activities, including classes held in conjunction with the Fitness Center. Residents reserving any room are responsible for ensuring that the room is returned to its original condition after use.

Reservations

All reservations for the Cameron Club's event and meeting rooms (Victoria Hebert Great Room, Paul Henderson Meeting Room and the Conference Room) shall be made through the CSCA Management Office. Once a reservation is confirmed, CSCA staff will promptly post it on a 12-month calendar in the CSCA office.

Only residents/designated tenants 18 year of age or older and in good standing with the Association are eligible to reserve these rooms.

First priority for use will be given to the Board of Directors and CSCA Committees for regularly scheduled meetings and/or functions; otherwise, scheduling shall be on a first-come, first-served basis. Residents reserving a room must be in attendance for the duration of the reserved time.

At times which do not conflict or interfere with activities sponsored by the CSCA, the Cameron Club's event and meeting rooms may be reserved for private use by any CSCA resident for the use of that resident and his/her guests and invitees so long as the reserving resident is in good standing, and so long as the resident is in attendance for the full duration of the scheduled event. The resident

is precluded from reserving the Center's event and meeting rooms on behalf of third party, non-residents.

Two weeks prior to the first of the year, Cameron Station members, tenants, and business tenants may contact the management office to make reservations for meeting rooms for the upcoming year. Any dates not reserved prior to the beginning of the calendar year shall be available on a first-come/first-served basis, provided the facility is open at such times and provided such reservation does not interfere with an Association sponsored use of the facility.

Rental Information

The Club offers the Victoria Hebert Great Room, Paul Henderson Meeting Room, and a Conference Room for rent to residents for private events. The Victoria Hebert Great Room has:

- A catering kitchen (sink, refrigerator, oven, stove, microwave, icemaker and dishwasher)
- Rectangular tables and upholstered chairs

Any other items needed must be provided by the renter from outside suppliers. The Paul Henderson Meeting Room has rectangular tables and upholstered chairs. The Conference Room has a conference table and swivel chairs.

The renter shall be legally responsible for the behavior of all guests, agents, employees, invitees and licensees on the premises of the Cameron Club during the period of the rental of any room and shall be responsible for the cost of repairs or damage, as well as for any violations that occur on the premises of the Cameron Club. The renter shall remain on the premises of the Cameron Club during the period of the rental of any room.

The renter is precluded from the transfer of any rental contract rights or responsibilities to any other individual or entity. Failure to abide by this provision shall provide the CSCA with the power to terminate the renter's contract and retain the sums paid in advance.

Renting of the meeting and event rooms requires completion and signature of the Cameron Club Room Rental Contract, as well as payment of associated fees as follows:

Victoria Hebert Great Room

- \$300 security deposit, refundable if there is no damage done to the facility or its equipment.
- \$125 cleaning fee, non-refundable for cleaning of the facility after each use, unless waived by the CSCA manager upon inspection of the facility after use.
- \$150 rental charge per four-hour period or part thereof.
- \$170 rental charge for audio-visual equipment for a 4-hour period or portion thereof.

Paul Henderson Meeting Room

- \$300 security deposit, refundable if there is no damage done to the facility or its equipment.
- ~~\$125-150~~ cleaning fee, non-refundable for cleaning of the facility after each use, unless waived by the CSCA manager upon inspection of the facility after use.
- ~~\$50~~ rental charge per four-hour period or part thereof.
- \$70 rental charge for audio-visual equipment for a 4-hour period or portion thereof.

Conference Room

- \$300 security deposit, refundable if there is no damage to the facility or its equipment.
- ~~\$25~~ rental charge per four-hour period or part thereof.
- \$45 rental charge for audio-visual equipment for a 4-hour period or portion thereof.

The Association reserves the right to retain a security service to provide security at any event to be held in the Cameron Club. If the Association chooses to retain a security service to perform security services at a rental event, the renter shall be responsible for paying all costs associated with retaining the security service, which costs must be paid prior to the event.

The Victoria Hebert Great Room, Paul Henderson Meeting Room and the Conference Room shall be formally reserved when the renter delivers to the CSCA Management staff a signed contract, along with full payment of the security deposit and all other fees described above and has received a written confirmation and signed copy of the contract from the CSCA. All payments must be in the form of a personal check, certified check, or money order made payable to the CSCA. If and when the CSCA obtains the capability of receiving payments by credit card, renters may make payment by credit card.

The renter shall pay the CSCA twice the regular hourly rate for every hour, or portion thereof, for use beyond the time period specified in the signed contract, plus any other consequential damages, legal fees and other costs incurred by the CSCA, if the CSCA must enforce the renter's contract as a result of the renter's actions. The CSCA may deduct such sums from the security deposit or take any other appropriate course of action to enforce the contract and collect for any damages in excess of the security deposit.

If a renter wishes to cancel the contract, he/she must send a written notice to CSCA Management staff at least one (1) business day prior to the scheduled event. The refund shall be processed within ten (10) business days following the date of receipt of the notice of cancellation.

XI. DISCLAIMER OF LIABILITY

All residents and guests using the Cameron Club facilities agree to abide by the Rules and Procedures for use of the facilities. Use of the facilities is at the user's risk and all persons using the facilities shall indemnify and hold harmless the Association and its officers, directors, agents, volunteers, contractors, and members from any claims or causes of action arising out of the use of the Cameron Club facilities. The Association assumes no liability for injury or damage to person or property arising from the use of the facilities.

XII. FORMS (Available at HOA Management Office or CSCA web-site)

- Committee Member Registration
- Common Area Improvements Application
- Common Area Pocket Park Use Application
- Exterior Modification Application
- New Resident Welcome Packets
- Owner/Resident Information Sheet
- Pool and Fitness Center Use Agreement
- Personal Trainer Agreement
- Rental Contract for Events/Meeting Rooms
- Request for Authorization for Personal Trainer
- Resident Vehicle Registration Form
- Unaccompanied Guest Pass Request Form
- Violation Complaint Form

This Resolution was amended and adopted and approved by the Board of Directors of Cameron Station Community Association, Inc. on this ~~28~~ ____ day of ~~February 2023~~ _____.

CAMERON STATION COMMUNITY ASSOCIATION, INC.

By: _____
~~Megan Christensen, Joane Lampe~~, Vice President

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CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. ~~2023-01~~
AMENDED CAMERON CLUB OPERATING RULES & PROCEDURES

Duly adopted at a meeting of the Board of Directors held February 28, 2023.

Motion by: Brendan Hanlon

Seconded by: Chris Mulder

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
_____ Andrew Hill, President	_____	_____	_____	___*___
_____ Megan Christensen <u>Joane Lampe</u> , Vice President	___*___	_____	_____	_____
_____ Joan Lampe, Treasurer	___*___	_____	_____	_____
_____ Melinda Lyle, Secretary	___*___	_____	_____	_____
_____ Chris Alex, Director	_____	_____	_____	___*___
_____ Brendan Hanlon, Director	___*___	_____	_____	_____
_____ Chris Mulder, Director	___*___	_____	_____	_____

ATTEST:

Melinda Lyle, Secretary

03/03/2023

Date

Resolution Effective: April 1, 2023



2024 Action Item List

Date	Committee or Mgmt	Item	Status	Comments
2024	mgmt	follow up with City DTOP when Cameron Station Blvd is scheduled to be paved and the other 3 city streets.	Informational	2/17/23 - Update from the City - Staff inspected Cameron Station Boulevard and performed a pothole operation today. Next, Crews will shift over to Ben Brenman Park Drive next week to perform additional patching. We are proposing to mill and resurface Cameron Station Boulevard in the city's fiscal year 2024 plan (July 1, 2023 – June 30, 2024), which will be published in July. We appreciate your patience and support concerning this matter. As we plan, we will continue to keep our constituents updated through the city's webpage below. 3/3 - I located Mayor Wilson's newsletter indicating all of the City of Alexandria streets that are scheduled to be paved through FY2026. Cameron Station Blvd is on the list for FY2024. The remaining three City streets are not on the lists through FY2026. I am working with the Dept of Transportation (Mary Winston) to try to add Somerville Street and Brenman Park Dr because these streets are utilized by Brenman Park fields and the farmers' market traffic is in rough condition.
2024	mgmt	Trash along fence line	continuous - monitoring event every Friday	City of Alexandria inspected the West End Village as did management on Friday, February 10 th . Management sent multiple pictures of trash along the common area fence behind Woodland Hall and the side of Home Depot. The City spoke to Home Depot and Home Depot indicated they would assess the trash along the property line daily. The City also indicated that they would initiate fines for future trash issues. We will closely monitor this to keep the property line clear of the trash. 2/28 Inspected the CSCA property fence line for trash today. Home Depot area is clean but areas behind business address 378-386 continue to have trash along the fence line.
2024	mgmt	Trash Fuel Surcharge	as of 3/17 waiting on Bates response	While we did receive some suggested "floor to ceiling" language for the trash cost increase, we are now setting up communications with Bates Trucking. Our preference, as we have with Fleet Transportation, is a flat amount until the price of gas goes below \$4.00/gallon. In assessing the current amount on the Bates invoices, management believes that the recommended amount of increased costs should be at least half of what they are currently charging. We are not attempting to commit the Association to anything but to determine a reasonable amount to protect the Association from future increases. 3/24 Bates Trucking. Heather spoke to Bruce Bates regarding fuel surcharges and increase trash costs above the 3% permitted in year #3 of the contract. Bruce informed her that he would respond in writing with his thoughts. We are waiting on a response. Currently, when I receive each invoice, I back out the fuel surcharge and anything over the approved 3% increase permitted for year #3 of the trash contract. The fuel surcharge balance (April 2022 – March 2023 = \$24,787.76) and the trash hauling increase amount January – March above the approved 3% = \$388.35 (Total = \$25,176.11)
2024	CAC	Brick Repair RFP	completed	Mgmt emailed Lancaster an RFP for brick repair; waiting on proposal. 12/2023 - proposals signed; pending for work schedule.
2024	CAC	Loose railing	completed	loose railing on the steps on the side of 122 CSB
2024	CCFC	Clubhouse maintenance	completed	Exterior inspection of the Cameron Club painting and caulking façade. 11.20.23 the Cameron Club was inspected by Katchmark and prepared an inspection report of the building. Report and proposal are forthcoming to the CCFC members and the Board.
2024	CCFC	Cameron Club entrance mats	in progress	replace all Cameron Club entrance mats with new CSCA logo 9.26.23 - Juana to upload new CSCA logo into GAMs Dropbox folder. Steve working with GAM and SBT
2024	mgmt	Mgmt door logo	in progress	Replace mgmt door logo with new CSCA logo
2024	CAC	CSB gazebo	in progress - waiting on proposals	inspect and replace rotten wood at CSB gazebo and concrete. 12/2023 - waiting on proposals.
2024	mgmt	LED proposals	placed on hold	replace remainder of clubhouse lights to LED. Proposals to be presented to CCFC members first, then to the Board. 10.10.23 two proposals in the desk, waiting on rebates. Goal is to complete work this year.

2024	mgmt	QR code at front door, adding Great room camera, adding and relocating a camera in the pool area	pending	schedule a call with Travis from Force Security to go over the scanner. 1.9.24 emailed Travis regarding adding a camera to Great Room, QR for the front entrance door, relocating, and adding pool camera. 1.22.24 followed up with Travis, pending on response. 2.15.24 emailed Force requesting a status of the times.
2024	mgmt	FLAGS	completed	flags for NO MOW and NO TREATMENT 10.3.23 - Steve to follow up with Andrew regarding yellow flags VS. reflectors. 10.30.23 - email all NO MOW and NO FERTILIZE list including picture of the flag.
2024	CAC	Linear Park trees replacement	311 ticket submitted	12.5.23 - 311 Service Request 23-00044892
2024	CCFC	Elevator inspection	scheduled	inspection scheduled for February 29th
2024	CCFC	Clock fixing	completed	Mark working on getting numbers to fixing the outside Cameron Club clock
1.9.24	ARC	106 Cameron Station Blvd	denied	staircase railing modification disapproved as submitted
1.9.24	ARC	223 Medlock Ln	retroactive approved application	railing installation return for more information (regarding exact proposed placement of the railing)
1.9.24	ARC	236 Medlock Ln	retroactive approved application	landscaping retroactively approved as submitted
1.9.24	ARC	4912 John Ticer Dr	approved w/ stipulation	solar installation approved with the stipulation that the conduit trunk will be painted to match the color of the home's siding.
1.9.24	ARC	4924 Kilburn St	approved	landscaping approved with the clarification that approved project will replace the white granite chips with mulch and dichondra.
1.9.24	ARC	5061 Donovan Dr	retroactive approved application	landscaping return for more information. (selection of replacement tree appropriate for the west site of Donovan)
1.9.24	ARC	5098 English Ter #103	approved	window replacement approved as submitted
1.9.24	ARC	Electronic approvals	approved	262 Medlock Ln - Roof Replacement and 150 Cameron Station Blvd - Roof Replacement (approved with stipulations)
1.12.14	ARC	Resale inspection	completed	Resale inspection complete for 5052 Minda Ct
1.12.14	ARC	Resale inspection	completed	Resale inspection complete for 111 Somerville St
1.26.24	ARC	165 Cameron Station Blvd	retroactive approved application	roof replacement application received, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response. Application missing information, pending on residents response. 2.16.24 residents returned completed information and ARC members reviewed and approved via email. 2.22.24 mgmt emailed and mailed letter response. 2.27.24 ARC email decision to be ratified at March meeting.
1.26.24	ARC	5000 John Ticer Dr	approved	roof replacement application received, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5002 John Ticer Dr	approved w/stipulation	dormer repair application received, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5002 John Ticer Dr	approved	roof replacement application received, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5007 Waple Ln	denied	shutters removal, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5014 Grimm Dr	approved	patio improvement, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5015 Waple Ln	approved w/ stipulation	fence replacement, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5017 Waple Ln	approved w/ stipulation	fence replacement, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5019 Waple Ln	approved w/ stipulation	fence replacement, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5021 Waple Ln	approved w/ stipulation	fence replacement, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	5237 Brawner Pl	approved w/ stipulation	fence and deck repaint, to be reviewed at the ARC February meeting. 2.7.24 mgmt emailed and mailed letter response.
1.26.24	ARC	Electronic approvals	ratified	5061 Donovan Dr - Landscaping (retroactive application) and 112 Martin Ln - Roof Repair (emergency application)
2.1.24	CCFC	Lap lane replacement	completed	lap lane replacement proposal approved waiting on delivery. 2.15.24 per supplier the lap lane will be delivered first week of March at the latest.
February	ARC	ARC newsletter piece	informational	Seasonal Comprehensive Architectural summary (ARC provides info for newsletter issue). 2.14.24 Trena is the new ARC liaison to provide ARC articles to ComCom for publishing in the community newsletter/blog.
2.2.24	CCFC	Quarterly cleaning service	scheduled	In depth cleaning of Fitness Center and bathrooms scheduled for Saturday, February 10th after clubhouse hours.
2.2.24	ARC	Resale inspection	completed	5001 Donovan Dr resale inspection complete
2.20.24	ARC	Board appeal letter response	completed	213 Somerville St case was viewed at the January 2024 BoD meeting in which the Board made a final decision. 2.20.24 mgmt emailed and mailed the appeal letter response to 213 Somerville resident.

2.23.24	ARC	Resale inspection	completed	5016 Waple Ln - dormers in good condition. No major violations visible during inspection.
2.23.24	ARC	5257 Bessley Pl	emergency application approved	2.6.24 roof replacement emergency application received, to be reviewed via email by ARC members. 2.13.24 mgmt emailed and mailed letter response. 2.27.24 ARC email decision to be ratified at March meeting.
2.23.24	ARC	111 Somerville St	pending	Window repair and replacement application to be reviewed at the ARC March meeting. 3/12/24: Resubmitted Application; Pending ARC Decision
2.23.24	ARC	121 Cameron Station Blvd	pending	Window repair and replacement application to be reviewed at the ARC March meeting.3/12/24: check with mgmt for instruction on sending this application.3/13/24: Shelved until April ARC Meeting
2.23.24	ARC	196 Martin Ln	approved	Roof replacement application to be reviewed at the ARC March meeting. 3/6/24: Approved with stipulation: To Install "CertainTeed" shingle color "Charcoal Black" per DMS standards; mgmt emailed/mailed letter response
2.23.24	ARC	237 Medlock Ln	approved	Landscaping modifications application to be reviewed at the ARC March meeting. 3/6/24: Approved as submitted; mgmt emailed/mailed letter response
2.23.24	ARC	239 Somerville St	approved	Landscaping replacement application to be reviewed at the ARC March meeting. 3/6/24: Approved as submitted; mgmt emailed/mailed letter response
2.23.24	ARC	248 Medlock Ln	pending	Deck repair and replacement application to be reviewed at the ARC March meeting. 3/12/24: Returned Application; No response from homeowner; a follow-up was done 3/8; mgmt emailed/mailed letter response.
2.23.24	ARC	260 Murtha St	approved	Slope roof/floor replacement application to be reviewed at the ARC March meeting. 3/6/24: Approved as submitted; mgmt emailed/mailed letter response
2.23.24	ARC	321 Cameron Station Blvd	approved	Roof replacement application to be reviewed at the ARC March meeting. 3/6/24: Approved as submitted; mgmt emailed/mailed letter response
2.23.24	ARC	4903 Waple Ln	approved	Roof replacement application to be reviewed at the ARC March meeting. 3/12/24: Approved as Resubmitted. 3/13/24: Mgmt emailed/mailed letter response.
2.23.24	ARC	4920 Donovan Dr	approved - Retroactive	Roof replacement application to be reviewed at the ARC March meeting. 3/6/24: Approved Retroactively; mgmt emailed/mailed letter response.
2.23.24	ARC	5010 Waple Ln	approved	Window repair and replacement application to be reviewed at the ARC March meeting. 3/12/24: ARC committee electronically approved application with stipulation: Grid pattern/Trim color must match existing. 3/13/24: Mgmt emailed/mailed letter response.
2.23.24	ARC	5054 Donovan Dr	removed from March agenda, pending on Sub-Association deeded parking confirmation	Installation of Wall connector charger application to be reviewed at the ARC March meeting. 2.26.24 item removed from the ARC agenda, pending Sub-Association approval of EV charging.
2.23.24	ARC	5120 Donovan Dr #407	pending	Window repair and replacement application to be reviewed at the ARC March meeting. 3/12/24: Waiting for homeowner to return updated sketch of mullion door and scope of work from contractor doing project
2.23.24	ARC	5135 Gardner Dr	approved - Emergency	Roof replacement application received to be reviewed at the March ARC meeting. 3/12/24: Resubmitted; was escalated to Emergency application per Stephen Pearson. Pending ARC committee review; 3/18/24: Emergency Application approved with stip- Shingles replaced must be "Charcoal Black"; Mgmt emailed/mailed letter response.
2.23.24	ARC	5182 Brawner Pl	approved	Installation of new vent application to be reviewed at the ARC March meeting. 3/6/24: Approved as submitted; mgmt emailed/mailed letter response
2.23.24	ARC	5193 Brawner Pl	approved	Trim repair and replacement application to be reviewed at the ARC March meeting. 3/12/24: ARC committee electronically approved application with stipulation- Color/Design like for like. 3/13/24:Mgmt emailed/mailed letter response.
2.23.24	ARC	5233 Brawner Pl	approved	Roof and gutter replacement application to be reviewed at the ARC March meeting. 3/6/24: Approved as submitted
2.23.24	CCFC	Clubhouse heating inspection	scheduled	Cameron Club heating inspection is scheduled for March 13th with JHood
2.26.24	CCFC	Rower machine OOO	back online	2/26 - issue #1 rower machine chain broke. ProFIT was made aware and is working with Heartline to come by. Issue #2 Error message in rower machine.
2.26.24	CCFC	functional trainer	missing parts	resistance bands that used to be attached to the functional trainer are gone
2.26.24	CCFC	electrical switches	completed	electrical switches next to the water fountain in the basketball court needs to be covered
2.26.24	CCFC	wall needs repair	completed	water fountain located next to the elevator
2.27.24	CCFC	Carpet samples	for april CCFC and BoD	verify carpet samples
2.27.24	CCFC	New CCFC applicant	for march CCFC and BoD	CCFC new applicant David Palmer
2.27.24	mgmt	Insurance Bids	march BoD	Insurance bids (2): Risk Strategies and Erie
2.27.24	mgmt	Elevator PM contract	signed	Elevator PM contract
2.27.24	CCFC	Cameron Club Resolution redline	for march CCFC and BoD	Cameron Club Policy Resolution redline version
2.27.24	CAC	Dedication Plaque new policy	for march CAC and BoD	Dedication plaque new policy resolution
2.29.24	ARC	Resale Inspection	completed	4931 Kilburn St resale notes: fence door was different color and did not match the rest of the fence and deck.
3.1.24	ARC	Resale Inspection	completed	5235 Bessley Pl

3.7.24	CCFC	Add "Do Not Drop Weights" sign	completed	place order for additional "Do Not Drop Weights" signs
March	ARC	Comprehensive inspections	scheduled	March 18-22 week (Cameron Station Blvd & Tull)
March	ARC	Comprehensive inspections	scheduled	March 25-29 week (Minda & Comay)
3.12.24	ARC	218 Cameron Station Blvd	pending	Roof replacement application received to be reviewed at the April ARC meeting.
3.12.24	ARC	328 Helmuth Ln	pending	Deck repair and replacement application to be reviewed at the ARC April meeting.
3.12.24	ARC	472 Ferdinand Day Dr	pending	Window replacement application to be reviewed at the ARC April meeting.
3.12.24	ARC	4913 John Ticer Dr	pending	Tree replacement/removal application to be reviewed at the ARC April meeting.
3.12.24	ARC	5005 Waple Ln	pending	Tree replacement/removal application to be reviewed at the ARC April meeting.
3.15.24	ARC	5067 Minda Ct	pending	Ground repair (Driveway/Sidewalk) application to be reviewed at the ARC April meeting.
3.15.24	ARC	120 Martin Ln	pending	Window replacement application to be reviewed at the ARC April meeting.
3.15.24	ARC	5170 Brawner Pl	pending	HVAC Replacement application to be reviewed at the ARC April meeting.
3.15.24	ARC	5010 Waple Ln	pending	Fence and deck stain application to be reviewed at the ARC April meeting.
3.18.24	ARC	5136 Grimm Dr	pending	Fence Modification application to be reviewed at the ARC April meeting.
3.18.24	ARC	5109 Gardner Dr	pending	Solar panel installation application to be reviewed at the ARC April meeting.