MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE
Monday, February 10, 2020

The February 10, 2020 meeting of the Common Area Committee (CAC) was called to order by Robert Burns at 7 p.m. in the Henderson Room.

Members Present:  Robert Burns, CAC Chairman  Kathy McColom, CAC Vice Chairman
                Kyle Gerron, CAC Member             Mindy Lyle, CAC Member
                Linda Greenberg, CAC Member          S. Hockley Wash, CAC Member
Members Absent:  Wendy Ulmer, CAC Secretary

Others in Attendance:  Todd Branson, Assistant Community Manager, CMC
               Matt Grimm, 191 Cameron Station Boulevard, resident.
               Adrienne Zaleski, Carlos Rios, Lancaster Landscapes
               Michael Krones, President, Hydro Designs, “landscape water management consulting
               firm,” Frederick, MD.

Linda Greenberg took the Minutes because Secretary Wendy Ulmer was sick.

Move to Approve Meeting Minutes for January 13, 2020
Moved by Greenberg
Seconded by Walsh
For: All
Against: None
Motion Passed

Updates since last meeting:

Annual Schedule:  Lancaster provided a monthly activities graph for 2020.
Water Cleanup:  Lancaster provided flyers for the Potomac Watershed Clean-up Day and the 30th
Annual Potomac River Watershed Cleanup.

New Business:
Resident Open Forum:
Homeowner Matt Grimm described his on-going problems with raised bricks and tree roots and limbs in
front of his townhouse and pooling water and mud on the brick walkway in the circle.  Last year he had
asked for sod, and grass seed was put down which was insufficient.  Lyle explained that even though the
area of grass from the home to the sidewalk is the homeowner’s property, Cameron Station has a contract
with Lancaster to cut that grass.  She suggested that CMC take care of the tree roots and that Todd contact
Chris Watson about the bricks.  Grimm asked whether hardscape could replace the uneven grass in the
narrow strip between the sidewalk and road? Burns suggested mulch. Grimes added that he had
submitted a packet describing these problems, but it was too late to be included for our consideration this
evening.
Board Update: Burns reported that our board liaison Joan Lampe is out of town but has been working on issues between meetings.

Common Area Applications: Sherri LeGoff, 5219 Brawner Place. LeGoff would like to install a Little Free Library against her back fence facing the Linear Path or behind her home. Because of the location, her application would need city approval. Lyle suggested that a better location in terms of access and visibility would be the small park at the intersections of Cameron Station Boulevard, Ferdinand Day and Tancreti. This application would only need community approval. There is also a bench there. Branson will speak with LeGoff about CAC’s proposal.

Special Report: Reserve Fund. Krones described the irrigation analysis and report his firm could provide, considering sensors, smart controllers, water use and labor, including a list of remedies with costs, all to maximize service of present equipment and reduce water use. This professional analysis would facilitate sound decisions and planning. The board recommended the proposal be approved. Cost is $7,200.

Budget Planning and Review and Reserve Planning: Gerron reported on a meeting February 3, 2020 with Marty Mendez, Burns and Gerron to review priorities for the reserve fund. The irrigation and paving projects were discussed. Lyle suggested that having an independent small paving firm bid on the work might be more satisfactory as it was a relatively small job. The firm would have to meet VDAS certification for paving and concrete. To sum up, RFPs for 2020 would cover paving, irrigation, landscape and trash removal. Lyle will seek names of small paving firms.

Proposal Consideration:

Operating Budget #6100
Move to Approve Leaf Removal along Linear Park. #30290. This proposal was tabled in January because leaf removal is the city’s responsibility. Lyle will contact Chris Watson, City Parks & Recreation, to request the city complete the leaf removal. If it isn’t completed in seven days, we will ask Lancaster to do it. 4 men for 4 hours at $55/each or $880 labor and $175. dump fee for a total of $1,055. Moved by Walsh
Seconded by Greenberg
For: All
Against: None
Motion Passed

Capital Expense
Motion to Approve Adding Steppingstones at the side of 4916 Donovan Drive. #30300. Completion of a previous project. Install 20 2 x 2 feet steppingstones @ $48 each or $960. Labor: one man for two hours at $55/hour or $110. Total: $1,070.
Moved by Greenberg
Seconded by Lyle.
For: 5
Against: 1
Motion Passed
Reserve Expense

Motion to Improve Drainage, #30310. (1) install a French drain 3 feet wide x 5 feet long by 2 feet deep to prevent water from ponding outside rear Common Area behind 264 Medlock and to (2) regrade an area to direct water from the downspout to a lower grade in a grassy area behind 260 – 262 Medlock. 32 hours of labor @$55 each, gravel at $125 for 3 yards, perforated PVC pipe, filter sock, topsoil and sod for a total of $2,485.
Moved by Lyle
Seconded by Greenberg
For: All
Against: None
Motion Passed

Operating Budget, Erosion Control #6135.

Motion to Prevent Erosion: Install plastic landscape edge, about 2 – 4 inches above grade, to keep mulch in mulch bed and install hardwood mulch on planting bed. Labor to install hardwood mulch, $220. Thirty feet of landscape edge 6 inches high at $3.50/each for a total of $65. 1 yard of mulch $65. Total $390.
Moved by McCollom
Seconded by Lyle
For: All
Against: None
Motion Passed.

Operating Budget, #6150

Motion to Stabilize Curb. #30394. Reset West Virginia fieldstone in concrete to the right of 4913 Waple Lane. Area is about two by three feet. $300 for labor and materials.
Moved by Lyle
Seconded by McCollom,
For: All
Against: None
Motion Passed.

Operating Budget, #6100.

Approve a Motion to maintain the Linear Park. #30397. (1) Mulch beds and tree ring the trees for weed control. No chemicals. Service performed four times per season. $1,639/each time or a total of $6,556. (2) Mow, edge and trim grass from April through October from the resident’s back yard fence to asphalt path and from asphalt path to river. $1,546.50/month for 7 months, April through October, for a total of $10,825.50. Grand total is $17,381.50. Discussion: Robert noted there was no increase in cost from 2019. McCollom asked that this work be included in the work of the next contract.
Moved by Greenberg
Seconded by Lyle
For: All
Against: None
Motion passed.
Operating Budget, #6100

Approve a Motion to Maintain the Irrigation System, #? Proposal lists locations of irrigation zones and costs for startup of each and work to be done throughout the community on a periodic basis from April 1, 2020 to December 1, 2020. Schematics of Cameron Station with water lines included. $5,193.

Moved by Greenberg
Seconded by McCollom
For: All
Against: None
Motion passed.

Discussion:

Knapp Park Pre-Bid Meeting: Three of the seven landscapers contacted by Soles attended the pre-bid meeting. Lancaster Landscapes had already submitted a proposal. Ruppert Landscaping and Professional Grounds sent representatives and had not previously seen the park. Greenberg and Branson showed them the park. Greenberg described our concept of a revitalized park and suggested they see John Ticer and Donovan Drive parks for examples of what CAC is looking for. Both firms will send bids by February 19, 2020.

Spring Flowers: McCollom will prepare a concept drawing for spring flowers.

LED Lighting Pilot: Postponed for March meeting. Branson will meet with LED contractor before March meeting.

Potomac River Watershed Clean up: Zaleski described the clean-up activities planned for Saturday, April 18, 2020 and sponsored by Lancaster. Focus is on Backlick and Holmes Run waterways. This is a volunteer community activity. Lyles suggested Zaleski ask Alexandria City Parks & Rec Department to support the effort.

Compass article will be written by Greenberg describing Pride of Ownership contest.

CMC: Branson has not received financial reports for December or January. Branson asked Lancaster for the status of brick repairs. Rios said that all priority #1 work had been completed. Branson also reported that Alexandria’s Parks & Recreation Dept reviewed the dead and/or dying trees and shrubs along the Linear Path and will replace as necessary in early March.

New Proposals: Burns asked Rios to submit proposals to replace dead or dying shrubs. Rios said that some proposals that had been held over from 2019 will be resubmitted.

The next meeting is March 9, 2020.

The meeting adjourned at 8:40.