

**CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
August 28, 2018 at 7:00 p.m.
Cameron Club Henderson Room**

AGENDA

I.	CALL TO ORDER/ESTABLISH QUORUM		7:00
II.	APPROVE AGENDA		7:05
III.	GUEST SPEAKER: Lieutenant Matthew Weinert		
IV.	RESIDENTS' OPEN FORUM		7:15
V.	APPROVAL OF MINUTES	TAB 1	7:20
	-- CSCA Board Meeting held on July 31, 2018		
VI.	FINANCIAL REPORT for July 2018	TAB 2	7:30
VII.	ProFIT July 2018 Report	TAB 3	7:35
VIII.	OFFICERS' & COMMITTEE MINUTES/REPORTS (CCFC to report first)	TAB 4	7:40
IX.	OLD BUSINESS		7:45
	- City of Alexandria Update		
X.	NEW BUSINESS		
XI.	BOARD DECISION		
	a. Lancaster Proposal #29233-Erosion Control	TAB 5	7:50
	b. Lancaster Proposal #28999-Tree Replacement	TAB 6	7:55
	c. Lancaster Proposal #29317-Tree removal & Replacement	TAB 7	8:00
	d. Lancaster Proposal #29299- Tree removal	TAB 8	8:05
	e. Lancaster Proposal #29030-Landscape Enhancements	TAB 9	8:10
	f. Lancaster Proposal #29300-Mulch installation	TAB 10	8:15
	g. Victor Stanley- New benches	TAB 11	8:20
	h. Appoint Stevenson Walsh to Common Area Committee	TAB 12	8:25
	i. Approval of Lancaster -repairs to irrigation and electrical box	TAB 13	8:30
XII.	BOARD DISCUSSION		
	a. Update on John Ticer Gazebo		8:35
	b. Entrance to Fitness Center	TAB 14	8:45
	c. Street Paving Scheduling	TAB 15	8:55
XIII.	MATTERS FOR BOARD REVIEW AND INFORMATION		
	d. Management Report-for your review	TAB 16	9:00
XIV.	EXECUTIVE SESSION		
	a. Delinquency and Collection Reports	TAB 17	9:10
XV.	ADJOURNMENT		9:15

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, July 31, 2018**

The regularly scheduled monthly meeting of the Board of Directors for July was held on Tuesday, July 31, 2018. The meeting was called to order at 7:00 p.m. by President Margaret Brock at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

Board Attendance

Margaret Brock	President
Jon Dellaria	Vice President
Michael Johnson	Secretary
Martin Menez	Treasurer
Mindy Lyle	Director

Members Absent

Elliott Waters	Director
Paul Rocchio	Director

Others Attending

Judy Johnson, General Manager, CMC
Jan Ward, Vice President, HOA Division Director, CMC
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
Cameron Station Residents

APPROVE AGENDA

Move To: "Approve the agenda with the addition of the Community Pool Service proposal under Board Decision as amended".

Moved by: Mindy Lyle

Seconded: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

GUEST SPEAKER

Lieutenant Matthew Weinert with the Alexandria Police Department has been assigned as the new police liaison for Cameron Station and he was present and introduced himself to the Board and residents. He provided the crime statistics since May which have been low, however recently there were two auto break-ins which lead to attempted home break-ins from the thieves retrieving the residents' keys from their vehicles. He cautioned residents to be alert and to always lock up their vehicles and to always report and crime or suspicious activity to the police.

RESIDENTS OPEN FORUM

A homeowner presented to the Board a few common area maintenance repairs that require attention (curb repair and street signs) and suggested that the community have a thorough inspection of these items as the Association is approaching budget season. Board member and Common Area Committee Liaison, Ms. Lyle suggested that these items be put on the August CAC meeting agenda.

APPROVAL OF MINUTES

Move To: “Approve the minutes from the June 26, 2018 Board of Directors meeting as presented.”

Moved by: Mindy Lyle

Seconded: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

APPROVAL OF MINUTES

Move To: “Approve the minutes from the March 13, 2018 Town Hall meeting as amended.”

Moved by: Michael Johnson

Seconded: Mindy Lyle

For: Mindy Lyle, Michael Johnson, and Martin Menez

Abstention: Jon Dellaria

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

APPROVAL OF MINUTES

Move To: “Approve the minutes from the July 9, 2018 Town Hall meeting as amended.”

Moved by: Mindy Lyle

Seconded: Michael Johnson

For: Mindy Lyle, Michael Johnson, and Martin Menez

Abstention: Jon Dellaria

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

FINANCIAL REPORT FOR JUNE 2018

This summary reflects the un-audited fiscal year 2018 financial entries. Please be reminded, this is a snapshot of the Association’s financial situation as of June 30, 2018. As always, Management will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget.

EXECUTIVE SUMMARY	Actual	Budget	Variance
Total Cash and Investments	\$2,665,618.74		
YTD Income	\$1,275,021.29	\$1,271,606.00	\$ 3,415.29
YTD Expenses	\$1,189,087.37	\$1,266,054.18	\$ (76,966.81)
YTD Net Income, surplus/(loss)	\$ 85,933.92	\$ 5,551.82	\$ 80,382.10

Mr. Menez- Board Treasurer presented the report as included in the BoD packet, noting that the YTD budget amount should say \$1,271,606.00 Also, to be noted that the delinquency rate listed is 0.32% which compares even more favorably to the industry standard of 3%-5%. He also reviewed updates to HOA investments.

PRO-FIT REPORT FOR JUNE 2018

Presented report as provided in BoD packet.

OFFICERS'/COMMITTEE REPORTS

Cameron Club Facilities Committee

Continues to advertise the Basketball Court floor replacement survey and that will close out this Sunday and there will be a pool survey to begin the first week of August. The CCFC will consolidate the results of both surveys and brief the Board at the next meeting in August.

Activities and Events Committee

The annual pool party is Saturday, August 11, 2018 and all the vendors have been secured and the committee is still looking for volunteers. The A&E presented to the Board and asked permission if the committee could facilitate a few social clubs. (Management informed the A&E Chair Mr. Yang that gambling is strictly prohibited).

Architectural Review Committee

None

Common Area Committee

The CAC is still conducting their monthly walk through inspections and the last two will be in August and September in the quadrants near Tucker Elementary. They have a committee applicant and look forward to having a full committee. There are several Lancaster proposals on the agenda and the CAC are in support of the proposal to rebuild the brick wall along Duke that was hit by an unknown driver. Also, the CAC has been working on a new landscape design for the areas around the John Ticer Gazebo that will need to be replaced after the project is completed.

Communications Committee

None

Financial Advisory Committee

The FAC has one vacancy and continues to work on readable informative improvements to the monthly variance reports. The FAC reviewed the 2017 draft audit and noted “material weakness” in accounts payable toward the end of 2017. This was due to errors by Accountant staffing at CMC. The 2019 budget season is about to be underway and Management has made the suggestion to move the street paving milling and overlay reserve line item from 2021 to 2019 and there will be some interwoven reconfiguration funding for the reserves.

OLD BUSINESS

- a. City of Alexandria Update- Board member Ms. Lyle noted that National Night Out is Tuesday, August 7, 2018 from 5pm-8pm, the Implantation Planning Group for Landmark Mall will be meeting September 17th, and there will be a fundraiser held to support the Police Department and First Responders August 23rd at Rocket Grill. Board President Ms. Brock mentioned that a few Board members met with the Pulte Group for Cambria Square regarding the pedestrian pathway. The path will be moving forward as the CSCA Board of Directors voted on the pedestrian pathway in 2013.

NEW BUSINESS

None

MATTERS FOR BOARD DECISION

Lancaster Proposal #29242- Brick Pavers

Move To: “Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29242 for brick repair and replacement in the amount of \$22,723.50 to be expensed to GL32890- Repair and Replacement Reserve Expenditure”.

Moved by: Mindy Lyle

Seconded by: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Lancaster Proposal #29191- Mulch/Plant Installation

Move to: “Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29191 for mulch and plant installation in the amount of \$862.50 to be expensed to GL6150- Flower Rotation & Enhancements”.

Moved by: Mindy Lyle

Seconded by: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Lancaster Proposal #29322 and #29323- Prune Wisteria at Donovan & Bessley Pocket Park

Move to: “Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29322 and #29323 for pruning the Wisteria in the Bessley and Donovan pocket parks in the amount of \$2,900.00 to be expensed to GL6100- Grounds & Landscaping Contract”.

Moved by: Mindy Lyle

Seconded by: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Reston Painting & Contracting- Duke Street Brick Wall Proposal

Move To: “Approve the Common Area Committee (CAC) recommendation for the Reston Painting & Contracting for the replacement of the brick wall on Duke Street in the amount of \$24,200.00 to be expensed to GL3280- Repair and Replacement Reserve Expenditure”.

Moved by: Mindy Lyle

Seconded by: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Dolan Contracting- Repairs to Gazebo at the CSB Circle

Move to: “Approve the Common Area Committee (CAC) recommendation for Dolan Contracting proposal #5253 for gazebo repairs in the amount of \$2,660.00 to be expensed to GL3280- Repair and Replacement Reserve Expenditure”.

Moved by: Mindy Lyle

Seconded by: Michael Johnson

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Policy Resolution- Recording of Open Meetings

Move to: “The Board of Directors approve the Policy Resolution- for Recording of Open Meetings of the Association, Board of Directors, and Committees with the redline edits”.

Moved by: Martin Menez

Seconded by: Jon Dellaria

Against: Jon Dellaria, Michael Johnson, Martin Menez, and Mindy Lyle

Abstention: Michael Johnson

Absent: Elliott Waters and Paul Rocchio

MOTION FAILED

Policy Resolution- Recording of Open Meetings

Move to: “The Board of Directors approve to table the Policy Resolution- for Recording of Open Meetings of the Association, Board of Directors, and Committees until Management acquires further information and conducts further research from other CMC managed properties”.

Moved by: Mindy Lyle

Seconded by: Jon Dellaria

Against: None

For: All

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

DirectConnex-New Computer and Software for Onsite Management Office

Move to: “Approve the CMC recommendation for DirectConnex proposal to purchase four (4) new computers and software for the onsite Management office in the amount not to exceed \$8,500.00 to be expensed to GL3280- Repair & Replacement Reserve Expenditure”.

Moved by: Mindy Lyle

Seconded by: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Communications Committee Member Appointment

Move To: “Approve to the appointment of Sali Hanna as a member of the Communications Committee (ComCom)”.

Moved By: Mindy Lyle

Seconded By: Michael Johnson

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Approval of the 2017 Draft Audit

Move to: “Approve the Goldklang Group 2017 Draft audit for Cameron Station Community Association for the years ended December 31, 2017”.

Moved by: Martin Menez

Seconded by: Mindy Lyle

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Association Taxes

Move to: “Approve to file the Association’s taxes using the Corporate method”.

Moved by: Martin Menez

Seconded by: Mindy Lyle

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Community Pool Service Proposal- Main Pool Starter and Wiring for Pump

Move to: “Approve the Community Pool Service proposal for the main pool starter and wiring for the pump motor in the amount of \$2,500.00 to be expensed to GL6700- Pool Repair & Maintenance”.

Moved by: Mindy Lyle

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

MATTERS FOR BOARD DISCUSSION

- a. Update on John Ticer Gazebo- The construction for the gazebo project began Thursday July 26, 2018 and the dome and columns have been removed. Next week the structural engineer will be onsite to collect soil samples.

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report- Included in Board packet for review.

EXECUTIVE SESSION

Move To: "Enter into executive session at 10:05 p.m. to discuss delinquencies/collection reports and contracts".

Moved by: Mindy Lyle

Seconded: Michael Johnson

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Move To: "Exit executive session at 10:22 p.m."

Moved by: Michael Johnson

Seconded: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Move To: "The Board of Directors approves owners request for account #00205-3851 to waive the legal fees in the amount of \$450 conditional on violation being cured and the owner paying remaining amounts in full within 15 days of notification".

Moved by: Jon Dellaria

Seconded by: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Move To: “The Board of Directors approves waiving the violations charges and late fees for the account #00243-6083 in the amount of \$466.48 if the owner pays the legal fees accrued on account”.

Moved by: Mindy Lyle

Seconded by: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Move To: “The Board of Directors denies the owners request for account #00383-9333 to waive legal fees in the amount of \$250 and agrees to waive late fees in the amount of \$150.00 on the condition that the owner submits payment in full for the remaining amounts due, including legal fees”.

Moved by: Marty Menez

Seconded by: Mindy Lyle

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Move To: “Adjourn the meeting at 10:30 p.m.”

Moved by: Mindy Lyle

Seconded: Martin Menez

For: All

Against: None

Absent: Elliott Waters and Paul Rocchio

MOTION PASSED

Minutes prepared and respectfully submitted by Deirdre Baldino, Recording Secretary, CMC



MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Jan Ward, VP HOA

DATE: August 15, 2018

RE: July 31, 2018 Financial Statement Summary

This summary reflects the un-audited fiscal year 2018 financial entries. Please be reminded, this is a snapshot of the Association's financial situation as of July 31, 2018.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 2,853,091.22		
Year to Date Income	\$ 1,483,523.54	\$ 1,483,199.00	\$ 324.54
Year to Date Expense	\$ 1,355,085.58	\$ 1,482,857.49	(\$127,771.91)
Net Income Year to Date, surplus/ (loss)	\$ 128,437.96	\$ 341.51	\$ 128,096.45

Investments:

On July 31, 2018 the Association had operating and investment funds totaling \$2,853,091.22. The Pacific Premier Bank (PPB) operating account had a balance of \$1,169,739.47. The PPB-Money Market account reflects a balance of \$0.00, and the PPB-Merchant account has a balance of \$1.45. Assets previously held in the PPB-Money Market Account have been transferred to the Congressional Bank Money Market Fund, which had a balance of \$66,593.11. The Morgan Stanley Smith Barney Money Market account had a balance of \$334,891.22. There is also \$1,275,000.00 invested in ladder certificates of deposit managed by Morgan Stanley. Additionally, Morgan Stanley is holding \$6,865.97 in accrued interest.

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of July 31, 2018 was \$98,186.97. The Association also maintains for an Allowance for Doubtful Accounts (GL 1530) on the Balance Sheet in the amount of \$30,657.72. This reflects a net delinquency rate of approximately 2.74%, which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable (\$98,186.97 - \$30,657.72)/Total Annual Assessments: \$2,465,931.00=2.74%.

Accrued Repair & Replacement Reserves total \$1,880,009.31 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: \$2,853,091.22 minus Liabilities \$547,632.63 minus Repair & Replacement Reserves: \$1,880,009.31 = \$425,449.28 excess capital.)

The Capital Improvement Reserve account totals \$6,182.49 which is also fully supported by cash and investments. At the time of this report I am unaware if there are any approved Capital Improvements projects to be funded from this account. (Excess Capital \$425,449.28 minus Capital Reserves \$6,182.49 = \$419,266.79 remaining capital after funding Capital Reserves.)

Owner's Equity*, which has a balance of \$393,740.61, is fully supported by cash and investments. Remaining Excess Capital of \$419,266.79 minus Owner's Equity \$393,740.61 = \$25,526.18 excess capital.

**The Association's Unappropriated Prior Year Owner's Equity is the cumulative amount of net income or losses since the inception of the Association. Each year the net income (or loss) is added (or subtracted) to/from this amount. Auditors recommend that it is healthy for Associations to have between 10-20% of the Association's annual assessments in this line item.*

Income Statement Report:

The Income Statement Report reflects a year-to-date income of \$1,483,523.54 which is \$324.54 more than the budgeted amount of \$1,483,199.00. However, there are several of the line items budgeted under Other Income that are significantly below the year-to-date budgeted amounts. bring your attention that there are two GL line items below the budgeted allocations by \$1,500 or more.

Resale Processing fee, line item #4260 which is \$3,500.00 below the budgeted number of \$3,500.00. The income for this line item will be reflected in the August/September financials.

Charitable Donations Income, line item #4295 which is \$5,605.52 below the budgeted number of \$5,250.00. Management is looking into why there is no income in this line item.

Late Fees & Interest, line item #4710 which is \$2,077.74 above the budgeted number of \$4,083.00.

Legal Reimbursements, line item #4720 is \$2,241.29 above the budgeted number of \$3,500.00. These are Legal fees collected through the efforts of the Association's independent attorney.

Miscellaneous Income, line item #4835 is \$2,723.27 above the budgeted number of \$300.00. Management is investigating the coding on these deposits.

Interest Earned, line item #4910 is \$3,652.51 above the budgeted number of \$12,880.00. This result reflects rising interest rates and a higher percentage of funds invested this year.

Year-to-date expenses total \$1,355,085.58 which is \$127,771.91 below the budgeted amount of \$1,482,857.49. Below are a few line items that I would like to bring to your attention, as they have a variance of more than \$1,500.00 of the year-to-date budgeted amount.

Variances Below Year-to-Date Budget by \$1500 or more:

Architectural Comprehensives, line item #5035 which is \$3,440.00 below the budgeted number of \$3,792.00. However, we estimate that this line item will balance out as CMC will resume inspections in August.

Postage, line item #5215 which is \$2,541.37 below the budgeted number of \$5,600.00

Decals & Parking Passes, line item #6422 which is \$2,000.00 below the budgeted number of \$2,000.00.

Web Site Maintenance, line item #5115 which is \$1,629.05 below the budgeted number of \$2,042.00.

Newsletter Service, line item #5225 which is \$5,247.71 below the budgeted number of \$11,250.00.

Other Communications, line item #5316 which is \$4,835.71 below the budgeted number of \$7,642.00.

Administrative Salaries, line item #5302 which is \$14,990.80 below the budgeted number of \$167,458.00.
Due to the staffing turnover in the Covenants Administrator position earlier in 2018.

Payroll Taxes/Benefits/Costs, line item #5340 which is \$10,781.84 below the budgeted number of \$53,588.00.
Also due to the staffing turnover with the Covenants Administrator earlier in 2018.

Water Service, line item #6025 which is \$14,492.21 below the budgeted number of \$18,571.00. Wet weather

Flower Rotation & Landscape Enhancements, line item #6150 which is \$5,419.00 below the budgeted number of \$12,500.00. Due to lower activity this period also weather.

Turf Treatment & Enhancements, line item #6155 which is \$3,790.00 below the budgeted number of \$9,375.00. Due to lower activity this period also weather.

Tree & Shrub Maintenance, line item #6160 which is \$3,800.00 below the budgeted number of \$16,800.00.

TMP Expenses, line item #6305 which is \$18,910.36 below the budgeted number of \$125,417.00. However, we expect this will exceed the year-to-date budget in August as two invoices totaling \$35,000 are in processing and were held up due to incorrect billing information provided by the new vendor.

Snow Removal Services, line item #6442 which is \$33,143.00 below the budgeted amount of \$52,500.00.
Due to a mild winter season.

Linear Park Maintenance, line item #6685 which is \$2,329.00 below the budgeted number of \$13,542.50.
Work has been done but not invoiced at this time.

Street Repair & Maintenance, line item #6760 which is \$3,250.00 which is below the budget number of \$3,250.00. Street Sweeping is not completed and has not been invoiced.

Legal Services – Collections, line item #7025 which is \$2,261.39 below the budgeted number of \$12,250.00.
This can be attributed to a very low delinquency rate.

Legal Services – General Counsel, line item #7030 is \$3,443.00 below the budgeted number of \$17,500.00.
Lower than typical litigation rate.

Health Club Management/Staff, line item #5318 which is \$4,267.00 below the budgeted number of \$98,694.00. Due to the spread for Jan., Feb. and March.

Fire Prevention & Protection, line item #6414 which is \$5,653.00 below the budgeted number of \$5,833.00.
Work yet to be scheduled.

Special Cleanings, line item #6436 which is \$1,817.00 below the budgeted number of \$4,667.00.

Building Repair & Maintenance, line item #6515 which is \$5,442.30 below the budgeted number of \$8,167.00. Due to low maintenance work required to date this year.

Fitness Equipment Repair & Maintenance, line item #6570 which is \$4,667.00 below the budgeted number of \$4,667.00.

Pool Repair & Maintenance, line item #6700 which is \$2,666.50 below budgeted number of \$2,666.50. Due to no extracontractual work needed at this time.

Recreation Equipment, line item 9934 which is \$1,765.10 below the budgeted number of \$2,333.50. This should balance out as we are awaiting an invoice for recently ordered supplies.

Variances Above Year-to-Date Budget by \$1500

Acct Setup/DD/Coupons, line item 5030 is \$3,862.50 above the year-to-date budget of \$4,767.00. This is due to the spread in the budget \$5,538.50 was for 2018 coupons booklets. An audit adjustment will be done for any 2017 expenses.

Computer Network/C3, line item #5040 is \$11,157.25 above the year-to-date budget of \$3,792.00. Management was invoiced from the Associations IT support company for several outstanding invoices. An audit adjustment will be done for any 2017 expenses. Also, the server for the Cameron Club crashed earlier in 2018. Replacement hardware is on order and will be covered by the Replacement Reserve.

Event & Awards, line #5200 is \$1,591.69 above the year-to-date budget of \$6,350.00.

General Maintenance Supplies, line item #6605 is \$3,748.73 above the year-to-date budget of \$3,791.50. Due to supplies for touch-up paint for the Cameron Club and special foam soap for the locker rooms.

Irrigation System Contract, line item #6299 is \$2,282.50 above the year-to-date budget of \$6,000.00. This is due to the spring start up. And miscellaneous repairs.

Clubhouse Utilities, line item #6075 is \$2,007.51 above the year-to-date budget of \$19,833.00.

Janitorial Services, line item #6430 is \$6,473.10 above the year-to-date budget of \$24,741.00. Management received October & December invoices late and past the deadline for the year end. The auditor will make an adjustment to bring the expenses into 2017.

Pool Management, line item #6438 is \$1,759.35 above the year-to-date budget of \$42,786.00.

Income Tax, line item #9000 is \$3,300.00 above the year-to-date budget of \$1,500.00. This was spread for April and paid in May.

Overall there is a positive variance between year-to-date income and expenses in the amount of \$128,437.96 through July 31, 2018, which well exceeds the budgeted amount for Net Income/(Loss) for July 2018 of \$341.51. As always, Management will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget. Please let me know if you have any questions regarding this information.

Cameron Station Community Association

July 2018 Financial Report

Statement prepared by: Cheryl Weaver



Community Management Corporation

Investment Listing Report

Cameron Station Community

As of Tue Jul 31, 2018

GL Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Cash & Investments							
1012 - PPB Merchant Pacific Premier Bank	1171003237 Signers: N.Mazzarella / S.Philbin Signers: John Tsitos	Operating/Checking	1.45	0.000%	06/15/2016	0	
1013 - Operating 3336 Pacific Premier Bank	1171000142 Signers: N.Mazzarella / S.Philbin Signers: John Tsitos	Operating/Checking	1,169,739.47	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485	Account is not setup		66,593.11				
1330 - Morgan Stanley Smith Barney Fund Morgan Stanley Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Money Market	334,891.22	0.050%	09/19/2001	0	
1353 - Morgan Stanley Smith Barney Investments Morgan Stanley Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Certificate of Deposit	1,275,000.00	0.000%	09/19/2001	0	
Consists of multiple CDs with varying terms and interest rates. See broker statement for a detailed list of CDs.							
1730 - Accrued Interest Receivable	Account is not setup		6,865.97				
Total Cash Investments:			2,853,091.22				
Total Cameron Station Community:			2,853,091.22				

Cheryl Weaver

Balance Sheet Report

Cameron Station Community

As of July 31, 2018

	Balance Jul 31, 2018	Balance Jun 30, 2018	Change
Assets			
Cash & Investments			
1012 - PPB Merchant	1.45	1.45	0.00
1013 - Operating 3336	1,169,739.47	981,638.34	188,101.13
1100 - PPB MM	0.00	66,577.17	(66,577.17)
1302 - Congressional Bank - MM 5485	66,593.11	0.00	66,593.11
1330 - Morgan Stanley Smith Barney Fund	334,891.22	57,062.61	277,828.61
1353 - Morgan Stanley Smith Barney Investments	1,275,000.00	1,550,000.00	(275,000.00)
1730 - Accrued Interest Receivable	6,865.97	10,339.17	(3,473.20)
Total Cash & Investments	2,853,091.22	2,665,618.74	187,472.48
Current Assets			
1500 - Residential Assessments Receivable	98,186.97	39,034.83	59,152.14
1530 - Allowance for Doubtful accounts	(30,657.72)	(31,097.11)	439.39
1600 - Prepaid Insurance	12,870.50	12,913.62	(43.12)
1640 - Other Prepaid Expenses	26,691.89	23,528.48	3,163.41
1725 - Insurance Receivable	(2,957.61)	(2,957.61)	0.00
1799 - Clearing Account	(1,222.25)	375.00	(1,597.25)
Total Current Assets	102,911.78	41,797.21	61,114.57
Total Assets	2,956,003.00	2,707,415.95	248,587.05
Liabilities			
Current Liabilities			
2000 - Accounts Payable	17,023.59	0.00	17,023.59
2015 - Unclaimed Funds	322.74	322.74	0.00
2025 - Transfer Fee Payable	1,360.43	3,679.12	(2,318.69)
2050 - Resident Refunds	1,068.28	2,064.89	(996.61)
2200 - Income Taxes Payable	886.00	886.00	0.00
2300 - Accrued Expenses	6,646.43	13,925.22	(7,278.79)

Balance Sheet Report

Cameron Station Community

As of July 31, 2018

	Balance Jul 31, 2018	Balance Jun 30, 2018	Change
<u>Liabilities</u>			
<u>Current Liabilities</u>			
2400 - Accrued Payroll Payable	1,644.26	11,845.99	(10,201.73)
2550 - Prepaid Assessments	107,784.86	299,139.16	(191,354.30)
2560 - Future Months Assessments	410,896.04	0.00	410,896.04
Total Current Liabilities	547,632.63	331,863.12	215,769.51
Total Liabilities	547,632.63	331,863.12	215,769.51
<u>Owners' Equity</u>			
<u>Unappropriated Owners' Equity</u>			
3000 - Owners Equity - Prior Years	393,740.61	393,740.61	0.00
Total Unappropriated Owners' Equity	393,740.61	393,740.61	0.00
<u>Capital Improvement Reserves</u>			
3015 - Capital Improvement Reserves Beg.Bal.	13,418.68	13,418.68	0.00
3362 - Capital Improvement Reserves Contr.	14,000.00	12,000.00	2,000.00
3364 - Capital ImprovementReserves Expend.	(21,236.19)	(5,112.19)	(16,124.00)
Total Capital Improvement Reserves	6,182.49	20,306.49	(14,124.00)
<u>Repair & Replacement Reserves</u>			
3102 - Repair & Repl Reserve Beginning Balance	1,755,855.87	1,755,855.87	0.00
3276 - Repair & Repl Reserve Contributions	187,132.00	160,399.00	26,733.00

Balance Sheet Report

Cameron Station Community

As of July 31, 2018

<u>Owners' Equity</u>	<u>Balance Jul 31, 2018</u>	<u>Balance Jun 30, 2018</u>	<u>Change</u>
Repair & Replacement Reserves			
3280 - Repair & Repl Reserve Expenditures	(62,978.56)	(40,683.06)	(22,295.50)
Total Repair & Replacement Reserves	1,880,009.31	1,875,571.81	4,437.50
Total Owners' Equity	2,279,932.41	2,289,618.91	(9,686.50)
Net Income / (Loss)	128,437.96	85,933.92	42,504.04
Total Liabilities and Equity	2,956,003.00	2,707,415.95	248,587.05

Income Statement Summary

Cameron Station Community

July 01, 2018 thru July 31, 2018

	Current Period			Year to Date (7 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	205,593.41	205,586.00	7.41	1,438,572.31	1,438,552.00	20.31	2,465,931.00
Total Collections Income	(25.00)	0.00	(25.00)	(25.00)	0.00	(25.00)	0.00
Total Other Income	2,933.84	6,007.00	(3,073.16)	44,976.23	44,647.00	329.23	76,080.00
Total Income	208,502.25	211,593.00	(3,090.75)	1,483,523.54	1,483,199.00	324.54	2,542,011.00
Total Administrative	16,454.52	10,524.00	5,930.52	66,367.72	60,304.00	6,063.72	113,661.00
Total Activities	430.57	600.00	(169.43)	7,941.69	6,350.00	1,591.69	37,500.00
Total Communications	1,482.70	5,134.00	(3,651.30)	9,221.53	20,934.00	(11,712.47)	31,600.00
Total Management Services	31,385.89	43,091.00	(11,705.11)	290,590.90	316,390.00	(25,799.10)	546,595.00
Total Trash Services	23,395.23	24,927.00	(1,531.77)	175,213.31	174,488.00	725.31	299,122.00
Total Common Area Maint & Services	32,358.88	55,854.50	(23,495.62)	325,962.87	408,793.50	(82,830.63)	678,914.00
Total Repair & Maintenance	1,002.13	0.00	1,002.13	1,402.13	0.00	1,402.13	0.00
Total Professional Services	5,085.00	8,016.00	(2,931.00)	33,808.61	39,366.00	(5,557.39)	62,700.00
Total Cameron Club Maint & Operations	23,137.35	37,546.50	(14,409.15)	222,869.06	237,290.50	(14,421.44)	390,928.00
Total Taxes & Insurance	2,532.94	2,377.31	155.63	20,551.32	17,808.49	2,742.83	31,191.00
Total Other Expenses	2,000.00	2,000.00	0.00	14,024.44	14,000.00	24.44	29,000.00
Total Reserve Contributions	26,733.00	26,733.00	0.00	187,132.00	187,133.00	(1.00)	320,800.00
Total Expense	165,998.21	216,803.31	(50,805.10)	1,355,085.58	1,482,857.49	(127,771.91)	2,542,011.00
Net Income / (Loss)	42,504.04	(5,210.31)	47,714.35	128,437.96	341.51	128,096.45	0.00

Income Statement Report Cameron Station Community Consolidated

July 01, 2018 thru July 31, 2018

	Current Period			Year to Date (7 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Assessment Income								
4001 - Assesemnts - SFD/TH	356,679.40	356,678.00	1.40	1,070,038.20	1,070,033.00	5.20	1,426,710.91	356,672.71
4002 - Assessments - CONDO	215,918.79	215,918.00	0.79	647,756.37	647,756.00	0.37	863,675.18	215,918.81
4016 - Future Assessments - SFD/TH	(237,785.34)	(237,786.00)	0.66	(237,785.33)	(237,786.00)	0.67	0.00	237,785.33
4017 - Future Assessments - CONDO	(143,945.86)	(143,945.00)	(0.86)	(143,945.86)	(143,945.00)	(0.86)	0.00	143,945.86
4018 - Future Assessments - COMMERCIAL	(4,546.18)	(4,546.00)	(0.18)	(4,546.18)	(4,546.00)	(0.18)	0.00	4,546.18
4019 - Future Assessments - TMP	(24,618.66)	(24,619.00)	0.34	(24,618.67)	(24,619.00)	0.33	0.00	24,618.67
4130 - Commercial Assessments	6,958.35	6,958.00	0.35	20,875.05	20,875.00	0.05	27,833.41	6,958.36
4135 - TMP Assessments	36,932.91	36,928.00	4.91	110,798.73	110,784.00	14.73	147,711.50	36,912.77
Total Assessment Income	205,593.41	205,586.00	7.41	1,438,572.31	1,438,552.00	20.31	2,465,931.00	1,027,358.69
Collections Income								
4701 - Credit Bureau Filing Fee	(25.00)	0.00	(25.00)	(25.00)	0.00	(25.00)	0.00	25.00
Total Collections Income	(25.00)	0.00	(25.00)	(25.00)	0.00	(25.00)	0.00	25.00
Other Income								
4245 - Newsletter Advertising	150.00	0.00	150.00	3,550.00	3,600.00	(50.00)	6,000.00	2,450.00
4250 - Facilities Passes/Guest Fess	20.00	150.00	(130.00)	495.00	450.00	45.00	600.00	105.00
4260 - Resale Processing Fees	0.00	500.00	(500.00)	0.00	3,500.00	(3,500.00)	6,000.00	6,000.00
4265 - Website Income	0.00	125.00	(125.00)	0.00	875.00	(875.00)	1,500.00	1,500.00
4295 - Charitable Donations Income	(1,794.54)	750.00	(2,544.54)	(355.52)	5,250.00	(5,605.52)	9,000.00	9,355.52
4400 - Room Rental Fees	500.00	667.00	(167.00)	4,980.00	4,667.00	313.00	8,000.00	3,020.00
4405 - Club Cleaning Fees	250.00	500.00	(250.00)	4,100.00	3,500.00	600.00	6,000.00	1,900.00
4710 - Late Fees & Interest	2,058.09	583.00	1,475.09	6,160.74	4,083.00	2,077.74	7,000.00	839.26
4720 - Legal Reimbursements	435.00	500.00	(65.00)	5,741.29	3,500.00	2,241.29	6,000.00	258.71
4805 - Compliance Fees	748.94	292.00	456.94	748.94	2,042.00	(1,293.06)	3,500.00	2,751.06
4835 - Miscellaneous Income	1,195.00	100.00	1,095.00	3,023.27	300.00	2,723.27	400.00	(2,623.27)

Income Statement Report Cameron Station Community Consolidated

July 01, 2018 thru July 31, 2018

	Current Period		Year to Date (7 months)		Annual Budget		Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
Other Income							
4910 - Interest Earned	(628.65)	1,840.00	(2,468.65)	16,532.51	12,880.00	3,652.51	5,547.49
Total Other Income	2,933.84	6,007.00	(3,073.16)	44,976.23	44,647.00	329.23	31,103.77
Total Income	208,502.25	211,593.00	(3,090.75)	1,483,523.54	1,483,199.00	324.54	1,058,487.46
Expense							
Administrative							
5015 - Bank Charges	58.09	31.00	27.09	68.09	219.00	(150.91)	306.91
5020 - Board Support	1,333.86	833.00	500.86	5,665.34	5,833.00	(167.66)	4,334.66
5025 - Collection Charges	695.00	417.00	278.00	2,905.00	2,917.00	(12.00)	2,095.00
5030 - Acct Setup/DD/Coupons	567.00	681.00	(114.00)	8,629.50	4,767.00	3,862.50	1,370.50
5035 - Architectural Comprehensives	0.00	688.00	(688.00)	0.00	3,440.00	(3,440.00)	6,880.00
5040 - Computer Network/C3	4,941.50	542.00	4,399.50	14,949.25	3,792.00	11,157.25	(8,449.25)
5070 - Parking Enforcement	2,160.00	1,333.00	827.00	10,290.00	9,333.00	957.00	5,710.00
5080 - Annual Meeting Expenses	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
5085 - Office Equipment Lease	659.38	400.00	259.38	3,442.15	2,800.00	642.15	1,357.85
5090 - Office Supplies	758.31	469.00	289.31	3,038.98	3,285.00	(246.02)	2,592.02
5210 - Printing & Copying	3,841.31	625.00	3,216.31	5,349.83	4,375.00	974.83	2,150.17
5215 - Postage	562.12	800.00	(237.88)	3,058.63	5,600.00	(2,541.37)	8,941.37
5220 - Courier Service	44.40	39.00	5.40	498.04	277.00	221.04	(23.04)
5320 - Temp Desk Coverage	296.66	500.00	(203.34)	2,458.80	3,500.00	(1,041.20)	3,541.20
6040 - Bundled Telecom Services	511.89	833.00	(321.11)	4,926.95	5,833.00	(906.05)	5,073.05
6300 - Permits & Licenses	25.00	333.00	(308.00)	1,087.16	2,333.00	(1,245.84)	2,912.84
6422 - Decals & Parking Passes	0.00	2,000.00	(2,000.00)	0.00	2,000.00	(2,000.00)	6,000.00
Total Administrative	16,454.52	10,524.00	5,930.52	66,367.72	60,304.00	6,063.72	47,293.28
Activities							
5200 - Events & Awards	430.57	600.00	(169.43)	7,941.69	6,350.00	1,591.69	29,558.31
Total Activities	430.57	600.00	(169.43)	7,941.69	6,350.00	1,591.69	29,558.31

Income Statement Report Cameron Station Community Consolidated

July 01, 2018 thru July 31, 2018

	Current Period			Year to Date (7 months)			Annual	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget Remaining
Expense								
Communications								
5115 - Web Site Maintenance	245.90	292.00	(46.10)	412.95	2,042.00	(1,629.05)	3,500.00	3,087.05
5225 - Newsletter Services	0.00	3,750.00	(3,750.00)	6,002.29	11,250.00	(5,247.71)	15,000.00	8,997.71
5316 - Other Communications	1,236.80	1,092.00	144.80	2,806.29	7,642.00	(4,835.71)	13,100.00	10,293.71
Total Communications	1,482.70	5,134.00	(3,651.30)	9,221.53	20,934.00	(11,712.47)	31,600.00	22,378.47
Management Services								
5302 - Administrative Salaries	13,333.37	22,325.00	(8,991.63)	152,467.20	167,458.00	(14,990.80)	290,264.00	137,796.80
5340 - Payroll Taxes/Benefits/Costs	4,370.02	7,145.00	(2,774.98)	42,806.16	53,588.00	(10,781.84)	92,885.00	50,078.84
7015 - Management Reimbursements	312.00	250.00	62.00	1,724.04	1,750.00	(25.96)	3,000.00	1,275.96
7040 - Management Fees	13,370.50	13,371.00	(0.50)	93,593.50	93,594.00	(0.50)	160,446.00	66,852.50
Total Management Services	31,385.89	43,091.00	(11,705.11)	290,590.90	316,390.00	(25,799.10)	546,595.00	256,004.10
Trash Services								
6035 - Trash and Recycling Service	23,395.23	24,927.00	(1,531.77)	175,213.31	174,488.00	725.31	299,122.00	123,908.69
Total Trash Services	23,395.23	24,927.00	(1,531.77)	175,213.31	174,488.00	725.31	299,122.00	123,908.69
Common Area Maint & Services								
6000 - Electric Service	2,394.60	3,583.00	(1,188.40)	25,360.48	25,083.00	277.48	43,000.00	17,639.52
6025 - Water Service	1,148.37	3,714.00	(2,565.63)	4,078.79	18,571.00	(14,492.21)	26,000.00	21,921.21
6100 - Grounds & Landscaping - Contract	12,740.00	12,933.00	(193.00)	90,726.50	90,531.00	195.50	155,196.00	64,469.50
6150 - Flower Rotation & Landscape Enhancem	0.00	0.00	0.00	7,081.00	12,500.00	(5,419.00)	25,000.00	17,919.00
6155 - Turf Treatment & Enhancements	2,260.00	1,875.00	385.00	5,585.00	9,375.00	(3,790.00)	15,000.00	9,415.00
6160 - Tree & Shrub Maintenance	2,800.00	5,600.00	(2,800.00)	13,000.00	16,800.00	(3,800.00)	28,000.00	15,000.00
6200 - Watering & Supplies	0.00	150.00	(150.00)	0.00	450.00	(450.00)	750.00	750.00
6299 - Irrigation System Contract	0.00	3,000.00	(3,000.00)	8,282.50	9,000.00	(717.50)	18,000.00	9,717.50
6305 - TMP Expenses	0.00	17,917.00	(17,917.00)	106,506.64	125,417.00	(18,910.36)	215,000.00	108,493.36
6315 - Uniforms	0.00	0.00	0.00	0.00	50.00	(50.00)	100.00	100.00
6434 - Pest Control	0.00	208.00	(208.00)	184.00	1,458.00	(1,274.00)	2,500.00	2,316.00
6442 - Snow Removal Services	0.00	0.00	0.00	19,357.00	52,500.00	(33,143.00)	70,000.00	50,643.00

Income Statement Report Cameron Station Community Consolidated

July 01, 2018 thru July 31, 2018

Expense	Current Period		Year to Date (7 months)		Annual	
	Actual	Budget	Variance	Actual	Budget	Remaining
Common Area Maint & Services						
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	0.00	0.00	0.00	1,100.00	2,200.00
6600 - General Repair & Maintenance	586.53	416.50	170.03	4,475.74	2,916.50	5,000.00
6605 - General Maintenance Supplies	2,796.22	541.50	2,254.72	7,540.23	3,791.50	6,500.00
6640 - Lighting Supplies/Repair & Maintenance	2,578.71	2,500.00	78.71	17,792.44	17,500.00	30,000.00
6685 - Linear Park Landscape Maintenance	4,824.50	2,708.50	2,116.00	11,213.50	13,542.50	21,668.00
6690 - Pet Stations	229.95	708.00	(478.05)	4,779.05	4,958.00	8,500.00
6760 - Street Repair & Maintenance	0.00	0.00	0.00	0.00	3,250.00	6,500.00
Total Common Area Maint & Services	32,358.88	55,854.50	(23,495.62)	325,962.87	408,793.50	678,914.00
Repair & Maintenance						
6695 - Plumbing Supplies/Repair & Maintenan	1,002.13	0.00	1,002.13	1,402.13	0.00	(1,402.13)
Total Repair & Maintenance	1,002.13	0.00	1,002.13	1,402.13	0.00	(1,402.13)
Professional Services						
7000 - Audit & Tax Services	0.00	3,350.00	(3,350.00)	6,100.00	6,700.00	600.00
7010 - Engineering Services	0.00	83.00	(83.00)	0.00	583.00	1,000.00
7020 - Legal Services	420.00	333.00	87.00	3,663.00	2,333.00	4,000.00
7025 - Legal Services - Collections	0.00	1,750.00	(1,750.00)	9,988.61	12,250.00	21,000.00
7030 - Legal Services - General Counsel	4,665.00	2,500.00	2,165.00	14,057.00	17,500.00	30,000.00
Total Professional Services	5,085.00	8,016.00	(2,931.00)	33,808.61	39,366.00	62,700.00
Cameron Club Maint & Operations						
5195 - Miscellaneous Expenses	155.11	83.00	72.11	560.87	583.00	1,000.00
5318 - Health Club Management/Staff	13,489.50	14,099.00	(609.50)	94,427.00	98,694.00	169,189.00
6075 - Clubhouse Utilities	3,838.01	2,833.00	1,005.01	21,840.51	19,833.00	34,000.00
6408 - Elevator Services	332.50	982.00	(649.50)	2,357.82	2,945.00	3,926.00
6414 - Fire Prevention & Protection	(95.25)	833.00	(928.25)	180.00	5,833.00	10,000.00
6424 - HVAC Services	0.00	500.00	(500.00)	3,509.96	3,500.00	6,000.00
6430 - Janitorial Services	3,414.54	3,534.00	(119.46)	31,214.10	24,741.00	42,413.00
						11,198.90
						28,891.39

Income Statement Report Cameron Station Community Consolidated

July 01, 2018 thru July 31, 2018

Expense	Current Period		Year to Date (7 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance	
Cameron Club Maint & Operations							
6436 - Special Cleanings	0.00	667.00	(667.00)	2,850.00	4,667.00	(1,817.00)	8,000.00
6438 - Pool Management	9,897.60	8,557.00	1,340.60	44,545.35	42,786.00	1,759.35	59,900.00
6440 - Safety & Security	180.00	208.00	(28.00)	2,137.35	1,458.00	679.35	2,500.00
6500 - Fire Suppression System	0.00	500.00	(500.00)	4,554.46	3,500.00	1,054.46	6,000.00
6515 - Building Repair & Maintenance	360.00	1,167.00	(807.00)	2,724.70	8,167.00	(5,442.30)	14,000.00
6525 - Community Center Improvement	0.00	167.00	(167.00)	469.80	1,167.00	(697.20)	2,000.00
6570 - Fitness Equipment Repair & Maintenance	(14,695.50)	667.00	(15,362.50)	0.00	4,667.00	(4,667.00)	8,000.00
6575 - Fitness Center Supplies	747.46	500.00	247.46	4,380.51	3,500.00	880.51	6,000.00
6590 - Access System Supplies	3,831.00	375.00	3,456.00	3,831.00	2,625.00	1,206.00	4,500.00
6595 - Access System Repairs	0.00	41.50	(41.50)	430.00	291.50	138.50	500.00
6700 - Pool Repair & Maintenance	0.00	666.50	(666.50)	0.00	2,666.50	(2,666.50)	4,000.00
6710 - Pool Supplies	1,113.98	833.00	280.98	2,287.23	3,333.00	(1,045.77)	5,000.00
9934 - Recreation Equipment	568.40	333.50	234.90	568.40	2,333.50	(1,765.10)	4,000.00
Total Cameron Club Maint & Operations	23,137.35	37,546.50	(14,409.15)	222,869.06	237,290.50	(14,421.44)	390,928.00
Taxes & Insurance							
5390 - Fidelity/Workman's Comp	170.66	177.00	(6.34)	797.90	1,217.00	(419.10)	2,100.00
5415 - D&O Insurance Premiums	413.50	421.86	(8.36)	2,646.62	2,892.69	(246.07)	5,002.00
5420 - Umbrella	807.70	807.45	0.25	5,500.06	5,539.80	(39.74)	9,577.00
5445 - General Liability Insurance Premiums	1,141.08	971.00	170.08	6,806.74	6,659.00	147.74	11,512.00
9000 - Income Tax	0.00	0.00	0.00	4,800.00	1,500.00	3,300.00	3,000.00
Total Taxes & Insurance	2,532.94	2,377.31	155.63	20,551.32	17,808.49	2,742.83	31,191.00
Other Expenses							
5010 - Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	14,000.00	14,000.00	0.00	24,000.00
9946 - Signs Expenses	0.00	0.00	0.00	24.44	0.00	24.44	0.00
Total Other Expenses	2,000.00	2,000.00	0.00	14,024.44	14,000.00	24.44	29,000.00
							14,975.56
							168,058.94
							1,302.10
							2,355.38
							4,076.94
							4,705.26
							(1,800.00)
							10,639.68
							5,000.00
							10,000.00
							(24.44)
							14,975.56

Income Statement Report Cameron Station Community Consolidated

July 01, 2018 thru July 31, 2018

	Current Period		Actual	Year to Date (7 months)		Annual Budget	Budget Remaining
	Actual	Budget		Variance	Variance		
<u>Expense</u>							
Reserve Contributions							
9800 - Repair & Replacement Expenses	26,733.00	26,733.00	187,132.00	0.00	(1.00)	320,800.00	133,668.00
Total Reserve Contributions	26,733.00	26,733.00	187,132.00	0.00	(1.00)	320,800.00	133,668.00
Total Expense	165,998.21	216,803.31	1,355,085.58	(50,805.10)	(127,771.91)	2,542,011.00	1,186,925.42
Net Income / (Loss)	42,504.04	(5,210.31)	128,437.96	47,714.35	128,096.45	0.00	(128,437.96)



Cameron Club Monthly Report

July 2018

Attendance and Usage

July – 11, 028

- Average usage per day- 356

Previous month:

June – 10, 429

- Average usage per day- 348

Facility & Operations

Group Exercise Class Program

- Gentle Yoga and Vinyasa Yoga were the most attended classes this month.
- We saw an increase in attendance in 7 out of 11 classes

Exercise and Facilities Equipment

- Freemotion treadmill that needed a pad replacement has been fixed.
- Cable crossover has been fixed as well, with a new cable pulley.
- The audio fetch system is a work in progress as we are working with the technician from DCX IT and BVE to get the new system operational.

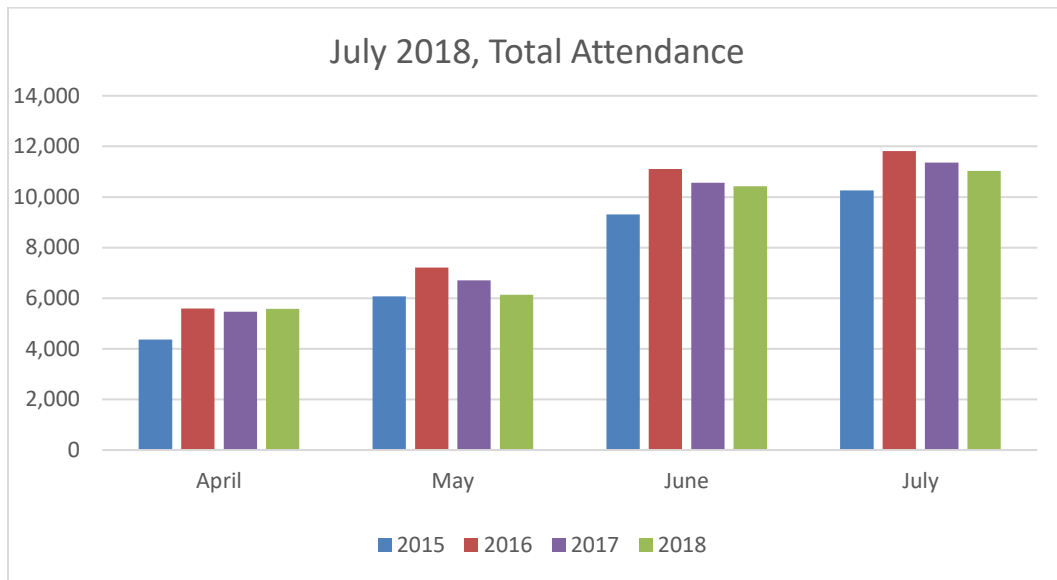
Personal Training

- We have received inquiries and are looking to increase in PT next month.

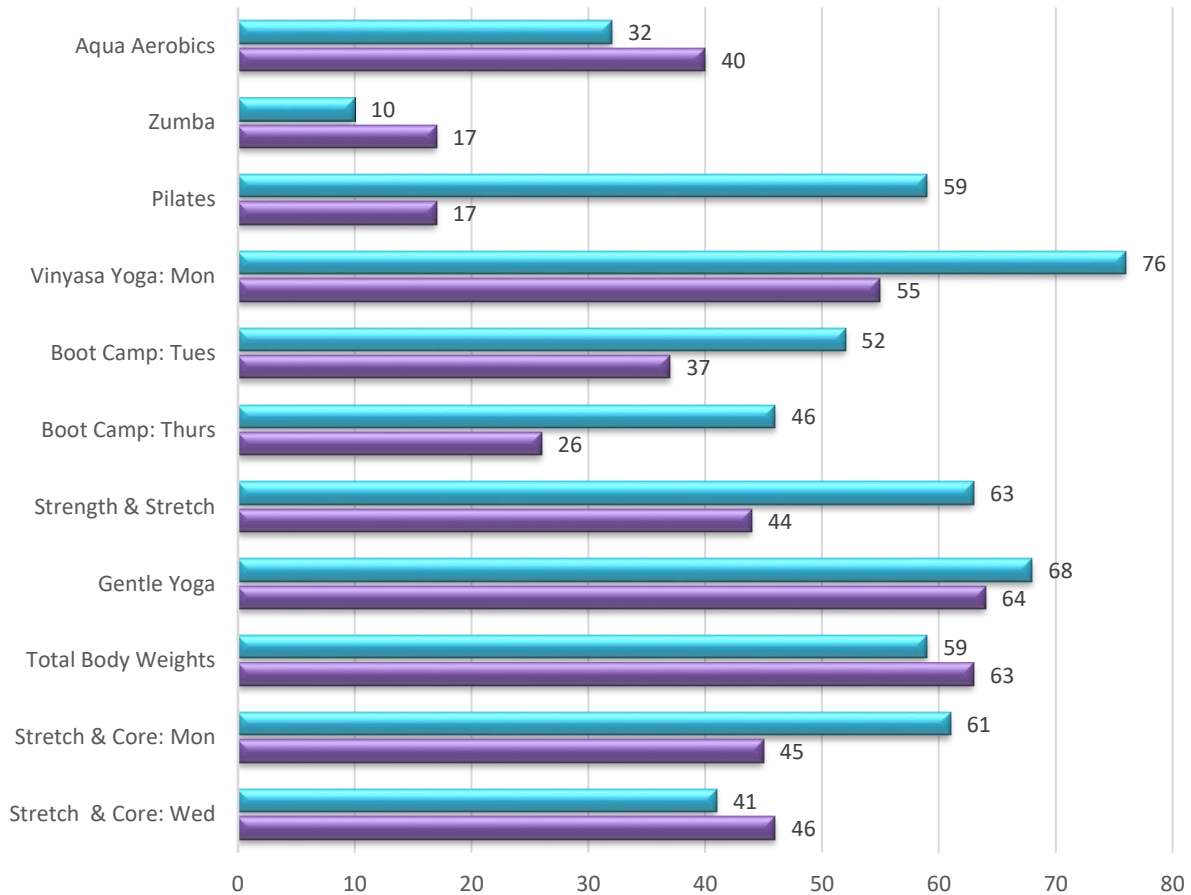
Upcoming Goals & Events

- Battle Rope Challenge extended: August 24
- Survey- data is being collected at the front desk on our basketball flooring survey. We tally the information at the end of the first week in August.

Graphs



Class Attendance June/July 2018



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Strength & Stretch	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Pilates	Zumba	Aqua Aerobics
July	41	61	59	68	63	46	52	76	59	10	32
June	46	45	63	64	44	26	37	55	17	17	40

July June

DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, AUGUST 9, 2018

The following individuals attended the meeting:

Ray Celeste, Chair

Dick Shea, Vice Chair

Brendan Hanlon, Member

Dan Ogg, Recording Secretary

Rich Mandley, ProFIT President

Tammy Murphy, ProFIT Manager

PsyniiGianni Scott, ProFIT Fitness Center Manager/Activities Director

Orlando Lebert, Cameron Station Pool Manager

Absent: Susana Carrillo, Board Member, Deirdre Baldino, CMC Assistant Manager,
Jon Dellaria, Board Representative

1. The Facilities Committee meeting was called to order by Ray Celeste at 7:03 p.m.
2. The agenda was approved by a motion by Brendan Hanlon and seconded by Dick Shea. The motion passed unanimously.
3. No one attended the residents' open forum.
4. The July minutes of meeting were approved by a motion by Brendan Hanlon and seconded by Dick Shea. The motion passed unanimously.
5. Pool Update:
 - a) Ray Celeste provided an update on replacing the motor for the water filter for the main pool.
 - b) The annual pool party is coming up, and a request has been made to obtain an additional guard during the pool party bringing the total number of lifeguards to five from 10:00 am to 3:00 pm.
 - c) The survey for the pool is ready and was sent out on the email distribution last Friday, August 3 and paper copies were placed on the desk in the fitness foyer.
 - d) Ray Celeste asked for minor maintenance to address rust spots inside the pool and corroded chain links on the lap lane divider.
 - e) Orlando reported that some residents have brought alcohol into the pool area. In addition, some residents are sending their underage kids to the pool with guests, which is not allowed by the Cameron Station Operating Rules and Procedures. Ray

Celeste directed Orlando Lebert to report such events to Judy Johnson and/or Deirdre Baldino in the management office.

6. BOD's Update:

- a) The Board confirmed that three bids will be required for the basketball floor replacement **and these bids must be coordinated with the management office.**

7. CMC Management report: Ray Celeste proved the update.

- a) The updated FY 2018 Budget was provided.
- b) The stability ball holder has been installed in the gym.
- c) Painting touch up in the gym was partially completed, and additional holes noted by Susana Carrillo were spackled. Final painting to be verified.
- d) A cost estimate from Dolan Contracting for painting of the building cornices was reviewed. The committee requested that management obtain two additional estimates.

8. ProFIT Report:

- a) Tammy Murphy provided the ProFIT monthly report. Attendance in July was 11,028 (356 per day), compared to June's attendance of 10,429 (348 per day).
- b) Psy Scott suggested that the Board consider adding two weight scales, one in each of the locker rooms. Ray Celeste asked Psy Scott to provide a more-detailed proposal at next month's CCFC meeting on 13 September 2018.
- c) The survey for the basketball floor replacement had 69 respondents. The results were 35 votes for wood flooring and 34 votes for synthetic flooring.
- d) Rich Mandley provided an overall Executive Summary of the state of the gym and equipment, addressing potential replacement of equipment, possible replacement of the flooring, and rearrangement of the equipment to improve the overall flow and functionality of the gym.
- e) Profit obtained a detailed report from Heartline on the state of the maintenance of all equipment less the free weights. The report was provided to the CCFC. Psy Scott summarized the report and said that, generally, the exercise equipment is in good condition.
- f) Per the BOD's direction, Ray Celeste, conducted a "running clinic" with limited attendance. Nevertheless, he is available to conduct another one in the near future should there be interest.

9. Old business: None.

10. New Business: None.

11. Adjournment: Dick Shea made a motion to adjourn the meeting. Dan Ogg seconded the motion, the motion passed, and the meeting was adjourned at 8:52 pm.

was adjourned at 8:52 p.m.

**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE**

Monday, August 13, 2018

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, August 13, 2018. The meeting was called to order at 7:02 PM by Robert Burns, CAC Chairman, in the Henderson Room of the Cameron Club, Cameron Station.

Members Present:	Robert Burns, CAC Chairman	Kathy McCollom, CAC Vice Chairman
	Jeanne Brasseur, CAC Secretary	Linda Greenberg, CAC Member
	Wendy Ulmer, CAC Member	Allen Brooks, CAC Member

Members Absent: Mindy Lyle, CS Board Liaison

Others in Attendance: Carlos Rios, Lancaster Landscapes
Peter Miller, Lancaster Landscapes
Curt Cummins, Lancaster Landscapes
Nancy Fronckewicz, 5111 Grimm Drive
Donna McDermott, 5111 O'Neill Lane
Lily Fata, 5113 O'Neill Lane
Kay Brown, 5106 Grimm Drive
Steven Hockley Walsh, 5199 Brawner Place

OLD BUSINESS:

Move to: Approve Meeting Minutes – July 2018

Moved by: McCollom

Seconded By: Greenberg

For: All

Against: None

Motion Passed

Updates: None

NEW BUSINESS:

CAC Vacancy: Hockley Walsh attended the CAC meeting as a candidate to fill the vacancy.

Resident Open Forum: Kay Brown attended the CAC meeting to identify water-flooding issues in the rear of her property in the common area. She expressed concern that during heavy rains the amount of water flow causes mud and other detritus to be washed into her backyard and patio. The CAC asked that Lancaster Landscapes inspect the area and provide a proposal at next month's CAC meeting that will address the issue

Nancy Fronckewicz attended the CAC meeting to highlight the issue with weeds along the sidewalks on both sides of the street near her residence. Lancaster Landscapes said they would have someone address that area the next day (14 August).

Donna McDermott attended the CAC meeting to understand how follow-up was done regarding issues identified to the CMC. Additionally, she asked about who was responsible for what issues and where certain issues should be addressed. The CAC provided her with a quick summary of what committees address which issues and who in the CMC is responsible for certain items.

Lily Fata attended the CAC meeting to identify turf issues throughout the common areas adjacent to her residence. Lancaster Landscapes reviewed those areas and proposals were approved (see Proposal Considerations) at this meeting to be forward to the CS Board for final approval.

Finally, all residents in attendance identified their area in the community (common areas surrounding Grimm/O'Neill/Voss) as not getting enough attention. They felt that upkeep had fallen off over the years, and when issues were identified, no response/action was taken. They also expressed their desire for better feedback. The CAC provided them additional avenues to address concerns as well as assuring them that their concerns would also be addressed to the CMC directly from the CAC.

Board Update: None

Common Area Applications: None

Proposal Considerations: The CAC reviewed CS budget for each proposal to ensure adequate funding to cover the costs prior to a final vote or determining to hold the proposal.

Replace 2 Electric Irrigation Timers (29380):

The total cost is: \$2,700.00 (Budget Line: 3280)

- Replace 2 faulty electric irrigation timers in the John Ticer/Cameron Station Boulevard common area.

Move to: Approve Timer Replacement

Moved by: Brasseur

Seconded By: McCollom

For: All

Against: None

Motion Passed

Erosion Control along Col Johnson Lane (29233 – revised):

The total cost is: \$2,553.75 (Budget Line: 6155)

- This will address erosion issues as well as improve the overall aesthetic of the area.

Move to: Approve Erosion Control

Moved by: Greenberg

Seconded By: Ulmer

For: All

Against: None

Motion Passed

Tree Replacement throughout the Community (28999)

The total cost is: \$2,625.00 (Budget Line: 3280)

- Replace trees throughout the community that were lost during the spring windstorm.

Move to: Approve Tree Replacement

Moved by: McCollom

Seconded By: Ulmer

For: All

Against: None

Motion Passed

Tree Removal and Replacement at Gardner Drive Pocket Park (29317)

The total cost is: \$2,400.00 (Budget Line: 3280)

- Remove two declining ash trees and removes stumps that will be replaced with crape myrtles.

Move to: Approve Tree Removal/Replacement

Moved by: Greenberg

Seconded By: Burns

For: All

Against: None

Motion Passed

Tree Removal at end of Cameron Station Boulevard – West Side (29299)

The total cost is: \$450.00 (Budget Line: 6160)

- Remove 2 declining cherry trees and stumps. No replacements needed.

Move to: Approve Tree Removal

Moved by: Ulmer

Seconded By: McCollom

For: All

Against: None

Motion Passed

Mulch and Tree Installation at 310 Lannon Court (29030)

The total cost is: \$725.00 (Budget Line: 6155)

- Mulch will replace damaged turf and tree will enhance the common area.

Move to: Approve Mulch and Tree Installation

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

Motion Passed

Mulch Installation throughout the Community (29300)

The total cost is: \$1,360.00 (Budget Line: 6155) – the proposal was adjusted to remove one area on Minda Court near the pet station. Lancaster Landscapes will determine if mulch or stone is the best option for that area and provide a separate proposal.

- Mulch will replace damaged turf.

Move to: Approve Mulch Installation

Moved by: Greenberg

Seconded By: Ulmer

For: All

Against: None

Motion Passed

New Benches

The total cost is: \$30,440.00 (Budget Line: 3280)

- These will be new benches for throughout the community. The cost was budgeted for \$44,737.00, a savings of \$14,297.00.

Move to: Approve New Benches

Moved by: Brooks

Seconded By: Greenberg

For: All

Against: None

Motion Passed

The following proposal is being held pending more information. Once the necessary information is available, the CAC can proceed with review/adjudication:

Tree Removal and Replacement, 383 Cameron Station Boulevard (29320): Remove leaning Arborvitae to include the stump and replace with Emerald Green Arborvitae. The current tree has outgrown its current location and should be replaced with a smaller variety. The tree is located on private property. As such, the CAC would like to know why the community is taking on this project.

Discussion:

Pet Policy – The CAC requested that CMC have the lawyer review the legal ramifications of the proposed cameras approved by the CAC during the June 2018 CAC meeting. Additionally, the CAC discussed issues regarding identifying possible pet waste violators as well as the additional workload the review and monitoring of the footage would put on CMC. The CAC is waiting on comments from the lawyer.

Community Walk-Thru – The next walk-thru will be Thursday, August 16 at 8:00 AM.

2019 Budget – Wendy and Allen worked on the submissions for the 2019 Budget. The CAC reviewed the previous years' budgets and identified trends. One item of note was how money was being used with regard to operations versus reserve funds. It appears that more reserve funds were used in the previous year causing a large delta in budgeted/used funds from the operations lines. Additionally, a member of the CAC will need to attend the Financial Advisory Committee meeting on August 23, 2018.

Reserve Study – A reserve study update is scheduled for this year. The CAC would like to know if it has been done. Does it address asphalt, curb or irrigation issues that appear to be more pressing than the timeline identified in the current reserve study?

Community Curbs & Signage – The CAC discussed the need for a comprehensive assessment of the curbs and signage throughout the community. There appears to be piecemeal reporting of issues throughout the community. However, the most efficient and economical approach would be to address any issues collectively.

Irrigation System Upgrade – The current irrigation system is a collection of smaller systems that were installed as the community was developed. It is not a comprehensive, planned system. This has led to numerous issues in the last few years with overflow and faulty timers. Lancaster Landscapes will put a proposal together to address the overall needs of the community with a system that will incorporate newer technology that is purposely planned as a community system. The CAC asked that this proposal include a phased approach to installation as the overall cost will be significant but over time will be more cost effective than the current maintenance and wasted water costs.

Move to: Enter Executive Session at 8:48 PM

Moved by: Brasseur

Seconded By: McCollom

For: All
Against: None
Motion Passed

Move to: Exit Executive Session at 8:49 PM

Moved by: McCollom
Seconded By: Ulmer
For: All
Against: None
Motion Passed

Move to: Select Stevenson Hockley Walsh as new CAC member

Moved by: McCollom
Seconded By: Greenberg
For: All
Against: None
Motion Passed

The next meeting will be on September 10, 2018 in the Cameron Club.

The meeting adjourned at 8:55 PM.



A&E Committee Meeting Minutes

Call to order

A meeting of [Cameron Station Activities & Events Committee](#) was held at Clubhouse on August 1st, 2018.

Attendees

Attendees included [Andrew Yang](#), [Sarah Tressler](#), [Rebecca Stalnaker](#), and [Megan Porter](#).

Members not in attendance

Ritah Karera, Fanny Lomingo

Approval of minutes

Last month's Minutes were approved.

Upcoming Events

Pool Party - Saturday, August 11, 11:30-3 PM:

- Food permit not needed, Megan will send Andy email confirming this
- Decided on Mission BBQ for \$7589 to serve 800 people, plus \$645 for eight servers, Rebecca purchased utensils and plates for the event
- Andy will pickup soft drinks (20 cases) and juices (about 20 boxes), Megan will purchase 10 cases of water from Costco and store in the first floor closet
- Decided on same Ice Cream Vendor Scoops2U for same price as last year (\$960), CS management paid via credit card
- Decided on Hop On Pops for tables and chairs, like last year, along with slide/bounce house combo for \$1639, Sarah will follow up with David Thorpe about sponsoring the slide combo for \$325
- Car Show on Ben Brennan Dr not possible due to public street
- Start recruiting volunteers for 2-hour segments from 9-5, Megan setup a surveymonkey link and Sarah and Andy will provide link and advertise online
- Need volunteers for handing out tickets, food table setup, drink setup, ice setup, bounce house supervision, setting up trash bins, cleanup

Speaker Series (all booked except Nov 21, 8-9 pm):

- Management approved the use of Google forms for RSVP, Andy will start generating RSVP forms for each presenter as the date nears

August Happy Hour (Friday, August 16, 6:30pm-8:30pm):

- Will setup in Donovan Dr and Kilburn St pocket park like 4th of July

Fun Run 5K (Saturday, August 17, 8am - 9am):

- Megan will setup meet your match and create flyer for Adult Happy Hour and Fun Run

Cameron Station Social Clubs:

- Management approved the list of clubs during board meeting, awaiting final approval to post the list in front of the stairwell

CPR Training:

- Andy will contact different provider suggested by Martin Menez

Past Events

Family Movie Night

- 56 people, right amount of pizza

Bunco Night:

- 12 people, lower turnout due to weather

New Ideas

Field Day with new Vendor Big Country Amusements

- Terrain Davis attended the meeting and introduced himself as the owner of Big Country Amusements, which provide suitable games and activities

**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday, August 7, 2018**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for August was held on Tuesday, August 7, 2018. The meeting was called to order at 7:00 p.m. by ARC Chair, Mark Sanchez, located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

ARC MEMBERS IN ATTENDANCE

Mark Sanchez- ARC Chair
Karen Diener- ARC Vice Chair
Chris Hines- ARC Member
John Philibin- ARC Member

MEMBERS ABSENT

Sharon Wilkinson – ARC Member
Craig Schuck- ARC Member
Gayle Hatheway- ARC Member

OTHERS IN ATTENDANCE

Bethlehem Kebede, Covenants Administrator, CMC
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
Elliott Waters, ARC Board Liaison
Cameron Station Residents

APPROVE AGENDA

MOVE TO: "Approve the agenda as presented."

Moved by: Chris Hines

For: All

Against: None

Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway

MOTION PASSED

RESIDENTS OPEN FORUM

The resident that was present discussed their Exterior Modification Application that they submitted from the July meeting and re-submitted their application and answered any questions that the ARC may have regarding their application, not for an open form.

APPROVAL OF ARC MEETING MINUTES**MOVE TO: "Approve the July 10, 2018 ARC meeting minutes as presented."**

Moved by: John Philibin

For: All

Against: None

Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway

MOTION PASSED

APP #	ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
18-49	4916 Kilburn Street	Roof Replacement- Ratify Only	APPROVED: as submitted Moved By: John Philibin Seconded: Chris Hines For: All Against: None Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway MOTION PASSED
18-52	391 Cameron Station Blvd	Roof Replacement- Ratify Only	APPROVED: as submitted Moved By: John Philibin Seconded: Chris Hines For: All Against: None Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway MOTION PASSED
18-53	151 Somerville Street	Landscaping	APPLICATION DISAAPPROVED: Stipulation for more information, plat, and project plan. Moved By: John Philibin Seconded: Chris Hines For: John Philibin, Chris Hines, and Mark Sanchez Abstention: Karen Diener Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway MOTION PASSED
18-54	130 Cameron Station Blvd	Roof Replacement- Ratify Only	APPROVED: as submitted Moved By: Karen Diener Seconded: Chris Hines For: All Against: None Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway MOTION PASSED

18-55	5013 Waple Lane	Landscaping	APPLICATION DISSAPROVED: Stipulation for more information, plat and project plan. Moved By: Karen Diener Seconded: John Philibin For: All Against: None Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway MOTION PASSED
18-56	266 Murtha Street	Repaint Front Railing	APPROVED: as submitted with stipulation the paint match the existing color. Moved By: Karen Diener Seconded: Chris Hines For: All Against: None Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway MOTION PASSED
18-45	472 Ferdinand Day	Brick Pathway	APPROVED: as submitted Moved By: Chris Hines Seconded: John Philibin For: All Against: None Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway MOTION PASSED

MATTERS FOR DISCUSSION, INFORMATION & ACTION TOPICS

Covenants Report – JULY 2018

- The number of Resale Inspections performed for the month of July were 11.
- During the July ARC meeting 18 Applications were reviewed, 11 Applications were approved, 2 Applications were denied, 4 Applications were returned back to the homeowners for more information to be included and 1 Application was referred to Oakland Hall Condominiums.
- For the month of July no vehicles were towed.
- For the month of July 100 violation letters were sent.
- The next meeting of the Architectural Review Committee is on September 11, 2018, last day to submit applications for this meeting date is August 31, 2018.

Town Hall Meeting Minutes- DMS Edits

The committee reviewed and discussed the Board approved Town Hall meeting minutes regarding the DMS edits and revisions. With no further edits/revisions the committee was ready to make a motion to send the DMS revisions to the Board of Directors.

MOVE TO: “The Architectural Review Committee agrees to submit the Design and Maintenance Standards revisions and edits to the Board of Directors for review and discussion”.

Moved by: Chris Hines

For: All

Against: None

Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway

MOTION PASSED

EXECUTIVE SESSION

MOVE TO: “Enter into executive session at 8:07 p.m. to discuss fines and collections”.

Moved by: Karen Diener

For: All

Against: None

Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway

MOTION PASSED

MOVE TO: “Exit executive session at 8:12 p.m.”

Moved by: John Philibin

For: All

Against: None

Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway

MOTION PASSED

MOVE TO: “Approve to asses fines as stated in executive session for accounts #00418-2306, #00207-4801, #00399-1459, #00401-5295, and #00288-2530 for failure to comply with the Association’s Policies.”

Moved by: Chris Hines

For: Chris Hines and Karen Diener

Abstention: John Philibin

Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway

MOTION PASSED

ADJOURNMENT

MOVE TO: “Adjourn the meeting at 8:20 p.m.”

Moved by: Chris Hines

For: All

Against: None

Absent: Sharon Wilkinson, Craig Schuck, and Gayle Hatheway

MOTION PASSED

Minutes prepared, and respectfully submitted by: Deirdre Baldino, Recording Secretary, CMC

LANCASTER LANDSCAPES, INC.
5019-B Backlick Rd ♦ Annandale, VA 22003
Phone: 703-846-0944 ♦ Fax: 703-846-0952



PROPOSAL NO.
29233 REVISED

July 10, 2018

CUSTOMER # 229

Judy Johnson
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304
DBaldino@cmc-management.com
cc: robertbruceburns@yahoo.com

Dear Judy,

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:

EROSION CONTROL

5275 COLONEL JOHNSON LANE

- AROUND STORM DRAIN AND FENCE ERODED AREA, INSTALL (3) TONS OF RIVER STONE TO SLOW WATER FLOW AND PREVENT EROSION _____ \$ 956.25
- ALL REMAINING BARE AREA INSTALL (12) YDS OF HARDWOOD MULCH _____ \$ 900.00
- INSTALL (45) BIG BLUE LIRIOPE 1 GALLON @ \$15.50 EACH _____ \$ 697.50
- ALONG WALL INSTALL (2) CRAPE MYRTLE "MIAMI" @ \$425 EACH _____ \$ 850.00

TOTAL PROPOSAL PRICE: \$ 2,553.75

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.

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

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: _____

SIGNATURE: _____

Cameron Station Community Association, Inc.

Board Decision

August 28, 2018

Motion:

"I move to approve the CAC recommendation for the Lancaster Proposal #29233 for Erosion Control in the amount of \$2,553.75 to be expensed to GL6155- Turf Treatment & Enhancements".

Second:

Summary:

Area at 5275 Colonel Johnson Lane around the storm drain and fence.

CMC Recommendation:

The Board to approve the CAC recommendation for Lancaster proposal #29233

Budget Consideration:

GL6155-Turf Treatment & Enhancements

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

LANCASTER LANDSCAPES, INC.

5019-B Backlick Rd ♦ Annandale, VA 22003

Phone: 703-846-0944 ♦ Fax: 703-846-0952

**PROPOSAL NO.****28999**

March 12, 2018

CUSTOMER # 229

Judy Johnson

Cameron Station Community Association

5060 Minda Court

Alexandria, VA 22304

DBaldino@cmc-management.com

CC: robertbruceburns@yahoo.com

Dear Judy,

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:

TREE REPLACEMENT:

REPLACE DAMAGED TREES THAT FELL IN THE WIND STORM AT THE FOLLOWING LOCATIONS:

262 MURTHA:

- REPLACE LEYLAND CYPRESS WITH (1) CRYPTOMERIA YOSHINO 6-7' \$525.00

243 SOMERVELLE:

- REPLACE PINE TREE REPLACE WITH (1) CRYPTOMERIA YOSHINO 6-7' \$525.00

4915 GARDNER:

- REPLACE LARGE SPRUCE TREE WITH (1) CRYPTOMERIA YOSHINO 6-7' \$525.00

AREA BETWEEN GARDNER AND BESSLEY:

- REPLACE LEYLAND CYPRESS WITH (1) CRYPTOMERIA YOSHINO 6-7' \$525.00

5251 BESSLEY (REAR COMMON AREA):

- REPLACE LEYLAND CYPRESS WITH (1) CRYPTOMERIA YOSHINO 6-7' \$525.00

CRYPTOMERIA YOSHINO (JAPANESE CEDAR):**- **EVERGREEN**- **MATURE SIZE 20-30'**- **GROWTH RATE SLOW TO MEDIUM*TOTAL PROPOSAL PRICE: \$ 2,625.00**

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.

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

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: _____

SIGNATURE: _____

Cameron Station Community Association, Inc.

Board Decision

August 28, 2018

Motion:

"I move to approve the CAC recommendation for the Lancaster Proposal #28999 for Tree Replacement in the amount of \$2,625.00 to be expensed to GL3280- Repair & Replacement Reserve".

Second:

Summary:

Replace trees that fell during the wind storm at following locations:

262 Murtha- 1 Cryptomeria Yoshino

243 Somerville- 1 Cryptomeria Yoshino

4915 Gardner – 1 Cryptomeria Yoshino

Area between Gardner and Bessley – 1 Cryptomeria Yoshino

5251 Bessley (rear common area) – 1 Cryptomeria Yoshino

CMC Recommendation:

The Board to approve the CAC recommendation for Lancaster proposal #28999

Budget Consideration:

GL3280- - Repair & Replacement Reserve

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				



July 10, 2018

CUSTOMER # 229
Judy Johnson, Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Judy,

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:

TREE REMOVAL AND REPLACEMENT

GARDNER DRIVE POCKET PARK:

- REMOVE (2) DECLINING ASH TREES, INCLUDING THE STUMPS..... \$1,500.00
- REPLACE WITH (2) 6-8' LAVENDER CRAPE MYRTLES @ \$450/EA. \$900.00

TOTAL PROPOSAL PRICE: \$ 2,400.00

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 attorney's 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.

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

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: _____

SIGNATURE: _____

Cameron Station Community Association, Inc.

Board Decision

August 28, 2018

Motion:

"I move to approve the CAC recommendation for the Lancaster Proposal #29317 for Tree Removal & Replacement in the amount of \$2,400.00 to be expensed to GL3280- Repair & Replacement Reserve".

Second:

Summary:

Remove 2 declining Ash trees including stumps and replace with 2 Lavender Crape Myrtles

CMC Recommendation:

The Board to approve the CAC recommendation for Lancaster proposal #29317

Budget Consideration:

GL3280- - Repair & Replacement Reserve

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

LANCASTER LANDSCAPES, INC.
5019-B Backlick Rd ♦ Annandale, VA 22003
Phone: 703-846-0944 ♦ Fax: 703-846-0952



PROPOSAL NO.
29299

July 3, 2018

CUSTOMER # 229

Judy Johnson
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304
DBaldino@cmc-management.com
cc: robertbruceburns@yahoo.com

Dear Judy,

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:

TREE REMOVAL

COMMON AREA AT END OF CSB (WEST SIDE):

- REMOVE (2) DEAD/DECLINING CHERRY TREES WITH STUMP (NO REPLACEMENT NEEDED).

TOTAL PROPOSAL PRICE: \$ 450.00

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.

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

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: _____

SIGNATURE: _____

Cameron Station Community Association, Inc.

Board Decision

August 28, 2018

Motion:

"I move to approve the CAC recommendation for the Lancaster Proposal #29299 for Tree Removal in the amount of \$450.00 to be expensed to GL6160- Tree & Shrub Maintenance".

Second:

Summary:

Remove 2 declining/dead chreey trees including stumps

CMC Recommendation:

The Board to approve the CAC recommendation for Lancaster proposal #29299

Budget Consideration:

GL6160- Tree & Shrub Maintenance

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

LANCASTER LANDSCAPES, INC.
5019-B Backlick Rd ♦ Annandale, VA 22003
Phone: 703-846-0944 ♦ Fax: 703-846-0952



PROPOSAL NO.
29030

March 23, 2018

CUSTOMER # 229

Judy Johnson
Cameron Station Community Association
5060 Minda Court
Alexandria, VA 22304
DBaldino@cmc-management.com
cc: robertbruceburns@yahoo.com

Dear Judy,

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:

LANDSCAPE ENHANCEMENTS

310 LANNON COURT – FRONT COMMON AREA

- REMOVE DAMAGED TURF AND INSTALLED HARDWOOD MULCH _____ \$ 150.00
- INSTALL (1) EUROPEAN HORNBEAM TREE (1.5-2" CALIPER) _____ \$ 575.00

TOTAL PROPOSAL PRICE: \$ 725.00

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.

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

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: _____

SIGNATURE: _____

Cameron Station Community Association, Inc.

Board Decision

August 28, 2018

Motion:

"I move to approve the CAC recommendation for the Lancaster Proposal #29030 for Landscape Enhancement in the amount of \$725.00 to be expensed to GL6155- Turf Treatment & Enhancement".

Second:

Summary:

Remove damaged turf and install hardwood mulch and 1-European Hornbeam tree

CMC Recommendation:

The Board to approve the CAC recommendation for Lancaster proposal #29030

Budget Consideration:

GL6155- Turf Treatment & Enhancement

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

LANCASTER LANDSCAPES, INC.
5019-B Backlick Rd ♦ Annandale, VA 22003
Phone: 703-846-0944 ♦ Fax: 703-846-0952



PROPOSAL NO.
29300

July 3, 2018

CUSTOMER # 229

Judy Johnson
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304
DBaldino@cmc-management.com
cc: robertbruceburns@yahoo.com

Dear Judy,

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:

MULCH INSTALLATION

IN THIN TURF/BARE AREAS, REMOVE THIN TURF AND INSTALL HARDWOOD MULCH AT THE FOLLOWING LOCATIONS:

- CORNER ACROSS FROM 5042 GRIMM: (2) YDS.
- 131 TULL: (1) YD.
- 242 MEDLOCK: (5) YDS.
- CORNER OF DONOVAN & MINDA CT.: (3) YDS.
- MARTIN LANE (2) LOCATIONS: (5) YDS.
- MINDA CT. ISLAND NEAR DOG STATION: (4) YDS.

- TOTAL OF (20) YDS. @ \$85/PER YD. \$1,700.00

TOTAL PROPOSAL PRICE: \$ 1,700.00

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.

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

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: _____

SIGNATURE: _____

Cameron Station Community Association, Inc.

Board Decision

August 28, 2018

Motion:

"I move to approve the CAC recommendation for the Lancaster Proposal #29300 for Mulch installation in the amount of \$1,700.00 to be expensed to GL6155- Turf Treatment & Enhancement".

Second:

Summary:

Remove damaged/thin turf and install hardwood mulch at followings locations:

131 Tull

242 Medlock

Corner of Donovan & Minda

Martin Lane 2 locations

Minda Ct island

CMC Recommendation:

The Board to approve the CAC recommendation for Lancaster proposal #29300

Budget Consideration:

GL6155- Turf Treatment & Enhancement

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

Cameron Station Community Association, Inc.

Board Decision

August 28, 2018

Motion:

"I move to approve the CAC recommendation for Management to order 15 regular benches at the cost of \$23,460 and 5 backless benches at the cost of \$6,980 for a total of **\$30,440.00** to be expensed to GL3280- Repair & Replacement Reserve".

Second:

Summary:

Management to order 15 regular benches at the cost of \$23,460 and 5 backless benches at the cost of \$6,980 for a total of **\$30,440.00**

CMC Recommendation:

The Board to approve the CAC recommendation for Management to order benches from Victor Stanley

Budget Consideration:

GL3280- Repair & Replacement Reserve

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				



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: Stevenson 'Hockley' Walsh
Home Address: 5199 Brawner Place Alexandria VA
Email Address: stevenson_walsh@hotmail.com
Telephone Number: 202-365-0824 (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):

see attached

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

see attached

Thank you for your time and interest.

Cameron Station Community Association, Inc. 200 Cameron Station Boulevard, Alexandria, Virginia 22304
Phone (703) 567-4881 Fax (703) 567-4883 communitymanager@cameronstation.org.

Updated: September 3, 2010

28 June 2018

Dear Members of the Common Area Committee,

I write to express my interest in joining the Common Area Committee of Cameron Station. I have been a resident of this community for over 3 years and joined the Board of Directors at Woodland Hall shortly after moving into neighborhood in 2015. During my tenure on Woodland Hall's board I participated in the negotiation of vendor contracts, maintenance and repair issues to common areas and addressed resident's concerns. I was active in the planning, vendor selection and phase one of a mandatory balcony replacement project that directly cost each condominium owner several thousand dollars. My board also worked with the residents to find effective and reasonable solutions to address growing pedestrian safety concerns on Woodland Alley. I am very level-headed and always open to hearing all sides of an issue. Earlier this year my family and I purchased our second, larger home in Cameron Station with the intention of raising our children here for the many years to come. This change in residence necessitated my departure from the board and I'm looking to re-engage with my fellow neighbors who volunteer their time to make our neighborhood and community at large such a great place to live. It is for these reasons that I would like to join the Common Area Committee.

I very much appreciate your time and consideration of my application.

Very respectfully,
S. Hockley Walsh
5199 Brawner Place

Cameron Station Community Association, Inc.

Board Decision Request

August 28, 2018

Motion:

"I move to approve the appointment of Stevenson Walsh as member of the Common Area Committee."

2nd:

Summary:

To approve appointing Stevenson Walsh as a member of the Common Area Committee

CMC Recommendation:

Board to approve the Committee's recommendation.

Budget Consideration:

None.

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Martin Menez				
Elliott Waters				
Mindy Lyle				
Paul Rocchio				



August 20, 2018

CUSTOMER # 229

Judy Johnson, Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Judy,

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:

Scope of Work

Lightning Damage Proposal

We propose to repair the following after lightning damage:

- Replace (1) Hunter ICORE irrigation controller with 4 modules
- (7) Rainbird electric solenoids
- Replace 1,300 watt Vista VPRO Dual lighting transformer
- Replace (7) runs of 16 gauge wire with 18 gauge multi strand. This will be hand trenched from timer out to the furthest valve box (Approx. 600 Ft.) Excavation will include (4), 3-4 ft. deep holes to find conduit that crosses under asphalt. We will also make (2) sidewalk crosses.

Materials

	<u>Material, Brand (only where it applies)</u>	<u>Quantity</u>
1	Hunter ICORE with 4 modules	1
2	Vista VPRO 300 Watt lighting transformer	1
3	18/13 multi strand wire	600 ft.
4	Rainbird electric solenoids	5
5	Misc. small fittings	As needed

LABOR & MATERIAL COSTS:

- MATERIALS\$3,650.00
- LABOR\$3,150.00

TOTAL PROPOSAL PRICE: \$ 6,800.00

Lancaster Landscapes will provide labor only as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra material or labor cost will be executed only upon written orders, and will become an extra charge over and above estimate agreement. **Lancaster will notify Miss Utility to mark line utilities. Lancaster or any of their affiliated contractors are not responsible for any damage done to lines not marked by utilities or property staff or homeowners.** Extra charges will be added if additional unforeseen landscape issues such as excess rock or other major excavation must take place. This proposal is subject to acceptance within 30 days and is void thereafter at the option of the undersigned. Signing of contract shall be regarded as guarantee of payment.

Acceptance

If this proposal is satisfactory and acceptable and sets forth the terms of our understanding, please signify your acceptance by signing in the spaces provided on the contract and returning the signed proposal to our office, or faxing a signed proposal to our Irrigation office at 703-846-0952. Upon being authorized and being provided with all reliable documents and information, proposal will be considered approved and active as of signed/ agreed date.

Warranty

Workmanship will be covered with one year warranty.

Work Authorization/ Proposal Acceptance

In consideration of the terms and conditions of the contract/ agreement fully set forth herein, this is to accept this proposal with Lancaster Landscapes for the performance of work described herein.

Client Signature: _____

Acceptance Date: _____

Client Information: _____

Client's Printed Name

Client's Title (If Applicable)

Company Name and Address (If Applicable)

Cameron Station Community Association, Inc.

Board Decision

August 28, 2018

Motion:

"I move to approve the emergency repairs for Lancaster Proposal #29407 for repair and replacement of the irrigation system in the amount of \$6,800.00 to be expensed to GL3280- Repair & Replacement Reserve".

Second:

Summary:

Replace Hunter ICORE irrigation controller with 4 modules, replace 7 rainbird electric solenoids, replace 1,300 watt Vista VPRO dual lighting transformer and wiring

CMC Recommendation:

The Board to approve the emergency repairs for Lancaster proposal #29407

Budget Consideration:

GL3280- - Repair & Replacement Reserve

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Paul Rocchio				
Elliott Waters				

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 2012-02 (AMENDED)

CAMERON CLUB OPERATING RULES & PROCEDURES

Supersedes all prior Cameron Club Rules & Procedure and Personal Trainer Policy Resolutions Effective September 1, 2012 - Amended February 25, 2014, May 27, 2014, & October 25, 2016

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 seq.*, 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):

- o 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.
- o If tenants have outstanding violations of CSCA governing documents.

For **owners**:

- o 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:

- o If owners are delinquent in the payment of any assessments by more than 60 days.
- o 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 55-513 (b) 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 a Cameron Station facilities/photo ID card ("Facilities Pass" or "Pass") 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. The Cameron Station Facilities Passes are the property of the Association and are non-transferable; Passes may be revoked or suspended if used by a person other than the one to whom it is issued.

A Cameron Station Facilities Pass will be re-issued whenever ownership or residence changes occur (sale or new designated tenants) or in the case of children under five (5) years of age, each year.

CSCA will provide the first issuance of the Cameron Station Facilities Pass at no charge. Lost Passes will be replaced for a fee of \$5.00 per Pass. Non-functioning Passes will be replaced at no charge.

Guest Passes

A 1 day Guest Pass is available from the CSCA Management office at a charge of \$5. A 7 visits Guest Pass is available for \$25 and a 30 visits Guest Pass is available for \$75. All Passes are non-refundable.

Guests must be accompanied by a Facilities Pass holder, subject to age requirements for Fitness Center, pool, and gymnasium.

Each residence in the CSCA will receive sixteen (16) free Guest Passes each calendar year. These Passes will be single use Passes. Guest Passes will be marked with the year for use and may not be carried forward if unused.

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, 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.

Nanny Passes

Each residence in the CSCA may obtain one (1) Nanny Pass each calendar year. Nanny Passes will be marked with the year of use and are specific to individual residences. Residents wishing to obtain a Nanny Pass 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 from the address listed on the Pass. 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 Cameron Club Facilities 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 dependant 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 a Cameron Station Facilities Pass. This Pass 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 are required to obtain an annual decal which must be displayed on the front of the Facilities Pass. All Pass holders must complete the combined Pool and Fitness Center Use Agreement (Exhibit A) in order to receive the annual decal. 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, 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. Facilities Passes must be presented to the lifeguard on duty for admission to the pool and must be presented on request by any officer or agent of the Association at the Cameron Club. Additionally, Pass holders must present their Pass with annual decal to the shuttle bus drivers on each occasion that they use the shuttle bus service.

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.
- Saturday 12:00 p.m. to 4:00 p.m.
- Closed Sunday 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.
- 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 and have access to the already established hearing procedures and processes provided for in CSCA documents. The Association holds owners legally responsible for ensuring that the residents of their household, and their tenants, guests or invitees comply with the Association's Governing Documents and Rules and Regulations.

The CSCA Board of Directors has approved these rules. Their purpose is to ensure that everyone has a safe and enjoyable experience at the Cameron Club. Violations of the rules and regulations will be enforced as follows:

First Violation – The supervising staff member will bring the violation to the attention of the individual involved. If the person fails to modify his/her behavior, the individual will be asked to leave the Club immediately and will not be allowed to return until the next day. A written record of the violation will be made and forwarded to the CSCA manager as soon as possible. If the offending party is a guest, the guest will be asked to leave immediately. The offending individual will receive a written notice from the CSCA manager detailing the infraction and noting that additional violations will be subject to more substantial sanctions.

Second Violation – Upon a subsequent violation, the individual will again be asked to leave the Club immediately and will not be allowed to return until the next day. A second violation will result in more substantial sanctions after the CSCA provides the person with notice of the violation and an opportunity to request a hearing. The sanction for a second violation is a recommended three (3) day suspension from use of the Cameron Club. More substantial sanctions may be imposed by the CSCA Board of Directors.

Third Violation – Upon a third violation, the individual will again be asked to leave the Club immediately and will not be allowed to return until the next day. The Board will provide the person with notice of the violation and an opportunity to request a hearing. The sanction for a third violation is recommended to be at least a seven (7) day suspension from use of the Cameron Club.

The procedures outlined in this Resolution do not preclude the Association from exercising other enforcement procedures and remedies authorized by the Association's Governing

Documents including the Enforcement and Due Process Resolution. More substantial sanctions may be imposed by the CSCA Board of Directors.

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.

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, 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.

Swim lessons are not permitted in the Cameron Club pools.

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, life guard, 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. The pool manager, lifeguard, and/or CSCA manager may require this pool user to leave the pool area and may deny access to the individual for a period of time 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.

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, 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.

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 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.

Paul Henderson Meeting 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.
- \$50 per four-hour period or part thereof.

Conference Room

- \$300 security deposit, refundable if there is no damage to the facility or its equipment.
- \$25 per four-hour period or part 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 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 28th day of August, 2012.

CAMERON STATION COMMUNITY ASSOCIATION, INC.

By: _____



Nicholas Giannotti, CSCA President

RESOLUTION ACTION RECORD
POLICY RESOLUTION NO. 2012 – 02

Duly adopted at a meeting of the Board of Directors held Tuesday, August 28, 2012.

Motion by: Mindy Lyle

Seconded by: Alvin Boone

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Nicholas Giannotti, President	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Melinda Lyle, Vice President	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Tom McClimon, Secretary	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Robert Duncan, Treasurer	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Alvin Boone, Director	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Michael Johnson, Director	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Philip Ludvigson, Director	<u> </u>	<u> </u>	<u> X </u>	<u> </u>

ATTEST:

Tom McClimon
Secretary

September 1, 2012
Date

Resolution effective: September 1, 2012

RESOLUTION ACTION RECORD
POLICY RESOLUTION NO. 2012 – 02

Duly adopted at a meeting of the Board of Directors held Tuesday, February 25, 2014.

"I move to approve the CCFC's recommendation to increase the rental charges for the Victoria Hebert Great Room, Henderson Room, and to impose a rental charge for the Conference Room."

Motion by: Nick Gianotti

Seconded by: Igor Dubinsky

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Michael Johnson, President	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Alvin Boone, Vice President	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Jon Dellaria, Secretary	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Nick Giannotti, Treasurer	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Igor Dubinsky, Director	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Paul Rocchio, Director	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Donna Kenley, Director	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

ATTEST:

Michael Johnson
President

February 25, 2014
Date

Resolution effective: February 25, 2014

RESOLUTION ACTION RECORD
POLICY RESOLUTION NO. 2012 – 02

Duly adopted at a meeting of the Board of Directors held Tuesday, May 27, 2014.

Motion: "I move to approve the CCFC's recommendation to revise the Cameron Club Operating Rules & Procedures Policy Resolution No. 2012-02 to allow unaccompanied guest to utilize the Fitness Center and Pool as outlined in the CCFC's May 8, 2014 Minutes, pending edits by Todd Sinkins."

Motion by: Alvin Boone

Seconded by: Jon Dellaria

VOTE:

	YES	NO	ABSTAIN	ABSENT
Michael Johnson, President	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Alvin Boone, Vice President	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Jon Dellaria, Secretary	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Megan Brock, Treasurer	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Igor Dubinsky, Director	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Paul Rocchio, Director	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Donna Kenley, Director	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

ATTEST:

Jon Dellaria
Secretary

May 27, 2014
Date

Resolution effective: May 27, 2014