

**CAMERON STATION COMMUNITY ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**  
**September 25, 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 August 28, 2018		
VI.	FINANCIAL REPORT for August 2018	TAB 2	7:30
VII.	ProFIT August 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 #29382- Prune Tree	TAB 5	7:50
	b. Lancaster Proposal #29397- Tree Removal	TAB 6	7:55
	c. Lancaster Proposal #29469- Turf Enhancements	TAB 7	8:00
	d. Lancaster Proposal #29487-Tree Removal	TAB 8	8:05
	e. Lancaster Proposal #29488-Landscape Enhancements	TAB 9	8:10
	f. Lancaster Proposal #29489- Landscape Enhancements	TAB 10	8:15
	g. Lancaster Proposal #29490- Landscape Enhancements	TAB 11	8:20
	h. Lancaster Proposal #29491- Tree Removal	TAB 12	8:25
	i. Lancaster Proposal #29492- Landscape Enhancements	TAB 13	8:30
	j. Lancaster Proposal #292493- Landscape Enhancements	TAB 14	8:35
	k. Lancaster Proposal #29494- Landscape Enhancements	TAB 15	8:40
	l. Lancaster Proposal #29495- Tree Removal	TAB 16	8:45
	m. Appoint Jessica Ryback-Events Committee	TAB 17	9:10
XII.	BOARD DISCUSSION		
	a. Update on John Ticer		
	b. DMS (Design & Maintenance Standards)	TAB 18	9:20
	c. Pet Policy		9:30
XIII.	MATTERS FOR BOARD REVIEW AND INFORMATION		
	d. Management Report-for your review	TAB 19	9:35
XIV.	EXECUTIVE SESSION		
	a. Delinquency and Collection Reports	TAB 20	9:40
	b. Contract	TAB 21	9:45
XV.	ADJOURNMENT		9:50

**CAMERON STATION COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, August 28, 2018**

The regularly scheduled monthly meeting of the Board of Directors for August was held on Tuesday, August 28, 2018. The meeting was called to order at 7:06 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
Michael Johnson	Secretary
Martin Menez	Treasurer
Elliott Waters	Director

**Members Absent**

Jon Dellaria	Vice President
Mindy Lyle	Director
Paul Rocchio	Director

**Others Attending**

Judy Johnson, General Manager, CMC  
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC  
Cameron Station Residents

**APPROVE AGENDA**

**Move To: "Approve the agenda with the addition of the FAC appointment of Fred Blum under Board Decision and items of the flooring of the John Ticer Gazebo and the Pet Policy under Board Discussion as amended".**

Moved by: Elliott Waters

Seconded: Martin Menez

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

**RESIDENTS OPEN FORUM**

A homeowner presented to the Board pictures of the two gates along Duke Street that have been locked or blocked on several occasions and asked that this area be patrolled more often. Another resident inquired if a neighbor's tree stump could be removed and was informed that it was the neighbor's responsibility not the Association's and resident reported two lamp posts that need painting along Pocosin Lane. Lastly a resident inquired about recent crime activity in the area and if the Board would consider promoting ideas to help prevent crime activity.

**APPROVAL OF MINUTES**

**Move To: “Approve the minutes from the July 31, 2018 Board of Directors meeting as presented.”**

Moved by: Michael Johnson

Seconded: Martin Menez

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

**FINANCIAL REPORT FOR JULY 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 July 31, 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.

<b>EXECUTIVE SUMMARY</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Total Cash and Investments	\$2,853,091.22		
YTD Income	\$1,483,523.53	\$1,483,199.00	\$ 324.54
YTD Expenses	\$1,355,085.58	\$1,482,857.49	(\$127,771.91)
YTD Net Income, surplus/(loss)	\$ 128,437.96	\$ 341.51	\$ 128,096.45

Mr. Menez- Board Treasurer presented the report as included in the BoD packet. Also, to be noted that the delinquency rate listed of approximately 2.74% which is below the industry standard of 3%-5%. He also reviewed updates to HOA investments and briefed the Board on the new money market account at Congressional Bank.

**PRO-FIT REPORT FOR JULY 2018**

Presented report as provided in BoD packet.

**OFFICERS’/COMMITTEE REPORTS****Cameron Club Facilities Committee**

Per the Board’s direction the CCFC conducted a pool satisfaction survey to the Community which is currently being complied and will be discussed at their next committee meeting. CCFC will brief the results at the September Board meeting. After much rigorous study the CCFC along with ProFIT will work together to generate an RFP and solicit bids for the Basket Ball Court floor replacement. Also, a children’s running clinic was conducted in August and due to low attendance Mr. Celeste will offer doing the clinic again at a later date.

Activities and Events Committee

The annual pool party in August was a success with over 500 attendees but the Committee said that the event was not as well advertised in the past and the leftover food was donated.

Upcoming events include the annual Halloween event in October and the Holiday event in December. The new Speaker series to set to begin in September. The A&E is also assisting with the Casino vendor for the 20<sup>th</sup> Anniversary party.

Architectural Review Committee

None

Common Area Committee

There are a few updates that were discussed that included lightning damage to the City tree that was located in the median on Cameron Station Blvd and the lightning also blew out the irrigation controller and the electrical box located at the gazebo. Mr. Burns reported that he has contacted the City Arborist regarding the replacement of the tree and Management had secured the repairs to the irrigation and electrical box with RE Lee Electric and Lancaster Landscapes. The CAC has a prospective member on the agenda for appointment that will fill the committee and several proposals that are on tonight's agenda and are within budget. Mr. Burns also provided a brief summary regarding the pet policy and CAC had a few recommendations that included that a pilot pocket park be used with surveillance cameras after research on cost and legal was consulted and suggestion that no additional signage be posted throughout the property.

Communications Committee

Mr. Johnson- Board Secretary and ComCom Liaison mentioned the 20<sup>th</sup> Anniversary party that is scheduled for Saturday September 15, 2018.

Financial Advisory Committee

The FY19 budget process is in full swing and the FAC recently had their first meeting with the Committees. The FAC has a member appointment on the agenda and this will fill the Committee for the first time in almost two years. They continue to work with Management on the formatting of the monthly Variance reports and noted the monthly financials have been received later and request more accurate service from CMC.

**OLD BUSINESS**

- a. City of Alexandria Update- Mr. Johnson mentioned that new updates regarding the Landmark Mall should be released in a few weeks.

**NEW BUSINESS**

None



**MATTERS FOR BOARD DECISION**

Lancaster Proposal #29233- Erosion Control

**Move To: “Approve the Common Area Committee (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”.**

Moved by: Michael Johnson

Seconded by: Elliott Waters

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

Lancaster Proposal #28999- Tree Replacement

**Move to: “Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #28999 for mulch and plant installation in the amount of \$2,625.00 to be expensed to GL3280- Repair & Replacement Reserve”.**

Moved by: Michael Johnson

Seconded by: Elliott Waters

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

Lancaster Proposal #29317- Tree Removal & Replacement

**Move to: “Approve the Common Area Committee (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”.**

Moved by: Michael Johnson

Seconded by: Elliott Waters

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

Lancaster Proposal #29299- Tree Removal

**Move to: “Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29299 for Tree Removal in the amount of \$450.00 to be expensed to GL6160- Tree & Shrub Maintenance”.**

Moved by: Michael Johnson

Seconded by: Elliott Waters

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

Lancaster Proposal #29030- Landscape Enhancements

**Move to: “Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29030 for Landscape Enhancements in the amount of \$725.00 to be expensed to GL6155- Turf Treatment & Enhancement”.**

Moved by: Michael Johnson

Seconded by: Elliott Waters

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

Lancaster Proposal #29300- Mulch Installation

**Move to: “Approve the Common Area Committee (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”.**

Moved by: Michael Johnson

Seconded by: Elliott Waters

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

Victor Stanley- Community Benches

**Move to: “Approve the Common Area Committee (CAC) recommendation for Management to order 15 regular benches at the cost of \$23,460.00 and 5 backless benches at the cost of \$6,980.00 for a total amount of \$30,440.00 to be expensed to GL3280- Repair & Replacement Reserve”.**

Moved by: Martin Menez

Seconded by: Michael Johnson

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

Common Area Committee Member Appointment

**Move To: “Approve to the appointment of Steven Walsh as a member of the Common Area Committee (CAC)”.**

Moved By: Michael Johnson

Seconded By: Elliott Waters

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

Lancaster Proposal #29407- Repairs to Gazebo Irrigation & Electrical Box

**Move to: “Approve the Lancaster Landscape proposal #29407 for the emergency repairs at the Cameron Station Blvd Gazebo irrigation and electrical box in the amount of \$6,800.00 to be expensed to GL3280- Repair & Replacement Reserve”.**

Moved by: Michael Johnson

Seconded by: Martin Menez

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

Financial Advisory Committee Member Appointment

**Move To: “Approve to the appointment of Fred Blum as a member of the Financial Advisory Committee (FAC)”.**

Moved By: Michael Johnson

Seconded By: Elliott Waters

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

Flooring- John Ticer Gazebo

**Move To: “Approve the precast flooring of the John Ticer Gazebo after 3 Board members, 1 CAC member, and a John Ticer Resident meet with Associa OnCall to review the precast options at no additional cost to the Association”.**

Moved By: Michael Johnson

Seconded By: Elliott Waters

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

### **MATTERS FOR BOARD DISCUSSION**

- a. Update on John Ticer Gazebo- Currently it has been requested that several Board members, CAC, and a resident on John Ticer meet with Associa OnCall to choose a precast flooring for the Gazebo at no additional cost to the Association. Management will arrange a date for next week so the project can move forward.
- b. Entrance to Fitness Center- Cameron Club Operations Rules & Procedures (Policy Resolution #2012-02) - Management and ProFIT briefed the Board about a recent incident about an unaccompanied guest that occurred at the Cameron Club. Moving forward emergencies and guest procedures will be more stringently established with the Fitness Center front desk and more signage has been posted.
- c. Street Paving- Mr. Menez Board Treasurer reported that the Associations Investment Manager and the Community Reserve Study originally had the milling and overlay suggested for 2021, 2022, and 2023. Management has suggested that the schedule for this project be moved to 2019, 2020, and 2021. Either in a 3 year phase manner or all at once and suggest that bidding process begin soon. The start and end dates will drive matching changes to the Association’s investments.

### **MATTERS FOR BOARD REVIEW AND INFORMATION**

Management Report- Included in Board packet for review.

### **EXECUTIVE SESSION**

**Move To: “Enter into executive session at 9:53p.m. to discuss delinquencies and collection reports”.**

Moved by: Michael Johnson

Seconded: Elliott Waters

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

**Move To: “Exit executive session at 9:56 p.m.”**

Moved by: Elliott Waters

Seconded: Martin Menez

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

**Move To: “The Board of Directors approves owners request for account #00315-6605 to waive the penalty fee in the amount of \$40.00 as stated in executive session”.**

Moved by: Martin Menez

Seconded by: Elliott Waters

Abstention: Michael Johnson

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

**Move To: “Adjourn the meeting at 10:00 p.m.”**

Moved by: Michael Johnson

Seconded: Martin Menez

For: All

Against: None

Absent: Jon Dellaria, Paul Rocchio, and Mindy Lyle

**MOTION PASSED**

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



## MEMORANDUM

TO: Cameron Station Board of Directors  
Financial Advisory Committee

FROM: Judy Johnson

DATE: September 18, 2018

RE: August 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 August 31, 2018.

### EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 2,704,712.22		
Year to Date Income	\$ 1,700,739.45	\$ 1,694,554.00	\$ 6,185.45
Year to Date Expense	\$ 1,614,359.98	\$ 1,717,301.30	(\$102,941.32)
Net Income Year to Date, surplus/ (loss)	\$ 86,379.47	(\$ 22,747.30)	\$ 109,126.77

#### Investments:

On August 31, 2018 the Association had operating and investment funds totaling \$2,704,712.22. The Pacific Premier Bank (PPB) operating account had a balance of \$485,676.79. The Congressional Bank Money Market account reflects a balance of \$600,740.66, and the PPB-Merchant account has a balance of \$1.45. The Morgan Stanley Smith Barney Money Market account had a balance of \$55,522.03. There is also \$1,555,000.00 invested in laddered Certificates of Deposit managed by Morgan Stanley. Additionally, Morgan Stanley is holding \$7,771.29 in accrued interest.

#### Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of August 31, 2018 was \$44,982.15. 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 0.58%, which is well below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable (\$44,982.15 - \$30,657.72)/Total Annual Assessments: \$2,465,931.00=0.58%.

Accrued Repair & Replacement Reserves total \$1,915,560.17 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: \$2,704,712.22 minus Liabilities \$378,032.16 minus Repair & Replacement Reserves: \$1,915,560.17 = \$411,119.89 excess capital.)

The Capital Improvement Reserve account totals \$4,389.99 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 \$411,119.89 minus Capital Reserves \$4,389.99 = \$406,729.90 remaining capital after funding Capital Reserves.)

Owner's Equity\*, which has a balance of \$368,653.87, is fully supported by cash and investments. Remaining Excess Capital of \$406,729.90 minus Owner's Equity \$368,653.87 = \$38,076.03 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 \$1,700,739.45 which is \$6,185.45 more than the budgeted amount of \$1,694,554.00. However, there are several of the line items budgeted under Other Income that are significantly below the year-to-date budgeted amounts. I bring to your attention those GL line items that are below/above the budgeted allocations by \$1,500 or more.

Charitable Donations Income, line item #4295 which is \$5,008.25 below the budgeted number of \$6,000. As of August 31<sup>st</sup>, Management has received \$2,278. Some of the sponsors are and choosing to pay for the whole event.

Legal Reimbursements, line item #4720 is \$1,741.29 above the budgeted number of \$4,000.00. 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.

Interest Earned, line item #4910 is \$4,505.35 above the budgeted number of \$14,720.00. This result reflects rising interest rates and a higher percentage of funds invested this year.

Year-to-date expenses total \$1,614,359.98 which is \$102,941.32 below the budgeted amount of \$1,717,301.30. 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:**

Acct. SetUp/DD/Coupons, line item #5030 which is \$2,295.50 below the budgeted number of \$5,448.00. This line item should balance out once the FY2019 coupons are ordered.

Architectural Comprehensives, line item #5035 which is \$3,091.57 below the budgeted number of \$4,128.00. the reason for this is that inspections started in July.

Postage, line item #5215 which is \$2,938.39 below the budgeted number of \$6,400.00. This line item will most likely balance out with the mailing of the annual meeting and budget material.

Decals & Parking Passes, line item #6422 which is \$2,000.00 below the budgeted number of \$2,000.00. This line item will change when the 2019 decals are ordered.

Web Site Maintenance, line item #5115 which is \$1,707.55 below the budgeted number of \$2,333.00. There has not been an issue with service.

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

Administrative Salaries, line item #5302 which is \$16,971.66 below the budgeted number of \$200,952.00. Due to the staffing turnover with the Covenants Administrator earlier in 2018 and not having a Maintenance person. This line item should balance out due to the coverage by the AOC maintenance tech who comes to service the community two days a week.

Payroll Taxes/Benefits/Costs, line item #5340 which is \$14,890 below the budgeted number of \$64,305.00. Due to the staffing turnover with the Covenants Administrator earlier in 2018 and not having a maintenance person on staff.

Water Service, line item #6025 which is \$14,999.25 below the budgeted number of \$22,286.00. Due to rainy spring/summer seasons.

Turf Treatment & Enhancements, line item #6155 which is \$2,167.50 below the budgeted number of \$11,250.00. Due to lower activity this period also, weather.

Irrigation System, line item #6299 which is \$3,717.50 below the budgeted number of \$12,000.00. This will balance out when the fall shut down is done.

Pest Control, line item #6434 which is \$1,667.00 below the budget amount of \$1,667.00. Management to check on the account.

Snow Removal Services, line item #6442 which is \$36,559.00 below the budgeted amount of \$52,500.00. Due to a mild winter season.

Linear Park Maintenance, line item #6685 which is \$6,787.00 below the budgeted number of \$16,251.00. 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 \$4,747.97 below the budgeted number of \$14,000.00. This can be attributed to a very low delinquency rate.

Health Club Management/Staff, line item #5318 which is \$4,876.50 below the budgeted number of \$112,793.00. Due to the spread for the year.

Fire Prevention & Protection, line item #6414 which is \$6,487.00 below the budgeted number of \$6,667.00. Work yet to be scheduled and the fall inspection has not happened yet.

Special Cleanings, line item #6436 which is \$1,708.00 below the budgeted number of \$5,333.00. Due to less rentals.



Building Repair & Maintenance, line item #6515 which is \$6,608.30 below the budgeted number of \$9,333.00.

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

Computer Network/C3, line item #5040 is \$8,090.00 above the year-to-date budget of \$4,333.00. 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, and it was necessary to fix the problem with AutoFech for the fitness center.

Parking Enforcement, line item #5070 is \$2,023.00 above the year-to-date budget of \$10,667.00. Management will investigate this account.

Event & Awards, line #5200 is \$1,689.23 above the year-to-date budget of \$19,175.00.

Other Communications, line item #5316 is \$9,089.06 above the year-to-date budget of \$8,733.00. This is the line item for 20<sup>th</sup> Anniversary Party.

Trash and Recycling, line item #6035 is \$2,035.72 above the year-to-date budget of \$199,415.00. This due to the Main Street new contract.

Grounds & Landscape, line item #6100 is \$1,641.50 above the year-to-date budget of \$103,464.00. Management to check on this account

Tree & Shrub Maintenance, line item #6160 is \$ 1,705.00 above the year-to-date budget of \$22,400.00. Management to check on this account

General Repair & Maintenance, line item #6600 is \$4,882.62 above the year-to-date budget of \$3,333.50. This due to the temporary maintenance person from AOC who service the community 2 days week.

General Maintenance Supplies, line item #6605 is \$1,529.60 above the year-to-date budget of \$4,333.50. Due to supplies for touch-up paint for the Cameron Club and special foam soap for the locker rooms.

Lighting supplies/Repair & Maintenance, line item #6640 is \$1,549.48 above the year-to-date budget of \$20,000.00. This is due to repairs to lamp lights and service call for the pool lights.

Clubhouse Utilities, line item #6075 is \$4,333.55 above the year-to-date budget of \$22,667.00. Due to warmer weather

Pool Management, line item #6438 is \$2,418.75 above the year-to-date budget of \$51,343.00. Due to an error in the contract for 4 guards for weekends and extra guards for pool party.

Fire Supprubn System, line item #6500 is \$3,419.25 above the year-to-date budget of \$4,000.00.

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 variance between year-to-date income and expenses in the amount of \$86,379.47 through August 31, 2018, which well exceeds the budgeted amount for Net Income/(Loss) through August 2018 of (\$22,747.30). 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.

## Investment Listing Report

### Cameron Station Community

As of Fri Aug 31, 2018

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
<b>Cash &amp; Investments</b>							
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	485,676.79	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	9010515485 Signers: Philbin/Tsitos	Money Market	600,740.66	1.500%	07/31/2018	0	
1330 - Morgan Stanley Smith Barney MM Morgan Stanley Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Money Market	55,522.03	0.750%	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	1,555,000.00	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						
<b>Total Cash Investments:</b>			<b>2,704,712.22</b>				
<b>Total Cameron Station Community:</b>			<b>2,704,712.22</b>				

Cheryl Weaver

# Income Statement Summary

## Cameron Station Community

August 01, 2018 thru August 31, 2018

	Current Period			Year to Date (8 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	205,448.02	205,449.00	(0.98)	1,644,020.33	1,644,001.00	19.33	2,465,931.00
Total Collections Income	25.00	0.00	25.00	0.00	0.00	0.00	0.00
Total Other Income	11,742.89	5,906.00	5,836.89	56,719.12	50,553.00	6,166.12	76,080.00
Total Income	217,215.91	211,355.00	5,860.91	1,700,739.45	1,694,554.00	6,185.45	2,542,011.00
Total Administrative	(837.33)	9,277.00	(10,114.33)	65,530.39	69,581.00	(4,050.61)	113,661.00
Total Activities	12,922.54	12,825.00	97.54	20,864.23	19,175.00	1,689.23	37,500.00
Total Communications	15,228.27	1,382.00	13,846.27	24,449.80	22,316.00	2,133.80	31,600.00
Total Management Services	51,295.48	57,831.00	(6,535.52)	341,886.38	374,221.00	(32,334.62)	546,595.00
Total Trash Services	26,237.41	24,927.00	1,310.41	201,450.72	199,415.00	2,035.72	299,122.00
Total Common Area Maint & Services	76,734.97	55,858.50	20,876.47	402,697.84	464,652.00	(61,954.16)	678,914.00
Total Repair & Maintenance	596.00	0.00	596.00	1,998.13	0.00	1,998.13	0.00
Total Professional Services	4,473.72	4,668.00	(194.28)	38,282.33	44,034.00	(5,751.67)	62,700.00
Total Cameron Club Maint & Operations	41,370.73	36,565.00	4,805.73	264,239.79	273,855.50	(9,615.71)	390,928.00
Total Taxes & Insurance	2,519.61	2,376.31	143.30	23,070.93	20,184.80	2,886.13	31,191.00
Total Other Expenses	2,000.00	2,000.00	0.00	16,024.44	16,000.00	24.44	29,000.00
Total Reserve Contributions	26,733.00	26,734.00	(1.00)	213,865.00	213,867.00	(2.00)	320,800.00
Total Expense	259,274.40	234,443.81	24,830.59	1,614,359.98	1,717,301.30	(102,941.32)	2,542,011.00
Net Income / (Loss)	(42,058.49)	(23,088.81)	(18,969.68)	86,379.47	(22,747.30)	109,126.77	0.00

# Balance Sheet Report

## Cameron Station Community

As of August 31, 2018

	Balance Aug 31, 2018	Balance Jul 31, 2018	Change
<b><u>Assets</u></b>			
<b>Cash &amp; Investments</b>			
1012 - PPB Merchant ,	1.45	1.45	0.00
1013 - Operating 3336	485,676.79	1,169,739.47	(684,062.68)
1302 - Congressional Bank - MM 5485	600,740.66	66,593.11	534,147.55
1330 - Morgan Stanley Smith Barney MM	55,522.03	334,891.22	(279,369.19)
1353 - Morgan Stanley Smith Barney Investments	1,555,000.00	1,275,000.00	280,000.00
1730 - Accrued Interest Receivable	7,771.29	6,865.97	905.32
<b>Total Cash &amp; Investments</b>	<b>2,704,712.22</b>	<b>2,853,091.22</b>	<b>(148,379.00)</b>
<b><u>Current Assets</u></b>			
1500 - Residential Assessments Receivable	44,982.15	98,186.97	(53,204.82)
1530 - Allowance for Doubtful accounts	(30,657.72)	(30,657.72)	0.00
1600 - Prepaid Insurance	11,595.81	12,870.50	(1,274.69)
1635 - Prepaid Taxes	87.00	0.00	87.00
1640 - Other Prepaid Expenses	25,495.06	26,691.89	(1,196.83)
1725 - Insurance Receivable	(2,957.61)	(2,957.61)	0.00
1799 - Clearing Account	(241.25)	(1,222.25)	981.00
<b>Total Current Assets</b>	<b>48,303.44</b>	<b>102,911.78</b>	<b>(54,608.34)</b>
<b>Total Assets</b>	<b>2,753,015.66</b>	<b>2,956,003.00</b>	<b>(202,987.34)</b>
<b><u>Liabilities</u></b>			
<b><u>Current Liabilities</u></b>			
2000 - Accounts Payable	0.00	17,023.59	(17,023.59)
2015 - Unclaimed Funds	322.74	322.74	0.00
2025 - Transfer Fee Payable	2,065.98	1,360.43	705.55
2050 - Resident Refunds	166.49	1,068.28	(901.79)
2200 - Income Taxes Payable	(113.00)	886.00	(999.00)
2300 - Accrued Expenses	44,880.95	6,646.43	38,234.52

# Balance Sheet Report Cameron Station Community

As of August 31, 2018

	Balance Aug 31, 2018	Balance Jul 31, 2018	Change
<b><u>Liabilities</u></b>			
<b>Current Liabilities</b>			
2400 - Accrued Payroll Payable	5,529.00	1,644.26	3,884.74
2550 - Prepaid Assessments	119,731.98	107,784.86	11,947.12
2560 - Future Months Assessments	205,448.02	410,896.04	(205,448.02)
<b>Total Current Liabilities</b>	<b>378,032.16</b>	<b>547,632.63</b>	<b>(169,600.47)</b>
<b>Total Liabilities</b>	<b>378,032.16</b>	<b>547,632.63</b>	<b>(169,600.47)</b>
<b><u>Owners' Equity</u></b>			
<b>Unappropriated Owners' Equity</b>			
3000 - Owners Equity - Prior Years	368,653.87	393,740.61	(25,086.74)
<b>Total Unappropriated Owners' Equity</b>	<b>368,653.87</b>	<b>393,740.61</b>	<b>(25,086.74)</b>
<b>Capital Improvement Reserves</b>			
3015 - Capital Improvement Reserves Beg. Bal.	11,918.68	13,418.68	(1,500.00)
3362 - Capital Improvement Reserves Contr.	16,000.00	14,000.00	2,000.00
3364 - Capital Improvement Reserves Expend.	(23,528.69)	(21,236.19)	(2,292.50)
<b>Total Capital Improvement Reserves</b>	<b>4,389.99</b>	<b>6,182.49</b>	<b>(1,792.50)</b>
<b>Repair &amp; Replacement Reserves</b>			
3102 - Repair & Repl Reserve Beginning Balance	1,755,165.35	1,755,855.87	(690.52)
3276 - Repair & Repl Reserve Contributions	213,865.00	187,132.00	26,733.00

# Balance Sheet Report Cameron Station Community

As of August 31, 2018

	Balance Aug 31, 2018	Balance Jul 31, 2018	Change
<b><u>Owners' Equity</u></b>			
<b>Repair &amp; Replacement Reserves</b>			
3280 - Repair & Repl Reserve Expenditures	(53,470.18)	(62,978.56)	9,508.38
<b>Total Repair &amp; Replacement Reserves</b>	<u>1,915,560.17</u>	<u>1,880,009.31</u>	<u>35,550.86</u>
<b>Total Owners' Equity</b>	<u>2,288,604.03</u>	<u>2,279,932.41</u>	<u>8,671.62</u>
<b>Net Income / (Loss)</b>	<u>86,379.47</u>	<u>128,437.96</u>	<u>(42,058.49)</u>
<b>Total Liabilities and Equity</b>	<u><u>2,753,015.66</u></u>	<u><u>2,956,003.00</u></u>	<u><u>(202,987.34)</u></u>



# Income Statement Report

## Cameron Station Community

### Consolidated

August 01, 2018 thru August 31, 2018

Income	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Assessment Income</b>								
4001 - Assessemnts - SFD/TH	0.00	0.00	0.00	1,070,038.20	1,070,033.00	5.20	1,426,710.91	356,672.71
4002 - Assessments - CONDO	0.00	0.00	0.00	647,756.37	647,756.00	0.37	863,675.18	215,918.81
4016 - Future Assessments - SFD/TH	118,892.67	118,893.00	(0.33)	(118,892.66)	(118,893.00)	0.34	0.00	118,892.66
4017 - Future Assessments - CONDO	71,972.93	71,973.00	(0.07)	(71,972.93)	(71,972.00)	(0.93)	0.00	71,972.93
4018 - Future Assessments - COMMERCIAL	2,273.09	2,273.00	0.09	(2,273.09)	(2,273.00)	(0.09)	0.00	2,273.09
4019 - Future Assessments - TMP	12,309.33	12,310.00	(0.67)	(12,309.34)	(12,309.00)	(0.34)	0.00	12,309.34
4130 - Commercial Assessments	0.00	0.00	0.00	20,875.05	20,875.00	0.05	27,833.41	6,958.36
4135 - TMP Assessments	0.00	0.00	0.00	110,798.73	110,784.00	14.73	147,711.50	36,912.77
<b>Total Assessment Income</b>	<b>205,448.02</b>	<b>205,449.00</b>	<b>(0.98)</b>	<b>1,644,020.33</b>	<b>1,644,001.00</b>	<b>19.33</b>	<b>2,465,931.00</b>	<b>821,910.67</b>
<b>Collections Income</b>								
4701 - Credit Bureau Filing Fee	25.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00
<b>Total Collections Income</b>	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Income</b>								
4245 - Newsletter Advertising	905.00	0.00	905.00	4,455.00	3,600.00	855.00	6,000.00	1,545.00
4250 - Facilities Passes/Guest Fess	102.00	150.00	(48.00)	597.00	600.00	(3.00)	600.00	3.00
4260 - Resale Processing Fees	4,372.40	500.00	3,872.40	4,372.40	4,000.00	372.40	6,000.00	1,627.60
4265 - Website Income	200.00	125.00	75.00	200.00	1,000.00	(800.00)	1,500.00	1,300.00
4295 - Charitable Donations Income	1,347.27	750.00	597.27	991.75	6,000.00	(5,008.25)	9,000.00	8,008.25
4400 - Room Rental Fees	550.00	666.00	(116.00)	5,530.00	5,333.00	197.00	8,000.00	2,470.00
4405 - Club Cleaning Fees	500.00	500.00	0.00	4,600.00	4,000.00	600.00	6,000.00	1,400.00
4710 - Late Fees & Interest	(283.09)	584.00	(867.09)	5,877.65	4,667.00	1,210.65	7,000.00	1,122.35
4720 - Legal Reimbursements	0.00	500.00	(500.00)	5,741.29	4,000.00	1,741.29	6,000.00	258.71
4805 - Compliance Fees	1,356.47	291.00	1,065.47	2,105.41	2,333.00	(227.59)	3,500.00	1,394.59
4835 - Miscellaneous Income	0.00	0.00	0.00	3,023.27	300.00	2,723.27	400.00	(2,623.27)

# Income Statement Report

## Cameron Station Community

### Consolidated

August 01, 2018 thru August 31, 2018

	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Income</b>								
Other Income								
4910 - Interest Earned	2,692.84	1,840.00	852.84	19,225.35	14,720.00	4,505.35	22,080.00	2,854.65
Total Other Income	11,742.89	5,906.00	5,836.89	56,719.12	50,553.00	6,166.12	76,080.00	19,360.88
Total Income	217,215.91	211,355.00	5,860.91	1,700,739.45	1,694,554.00	6,185.45	2,542,011.00	841,271.55
<b>Expense</b>								
<b>Administrative</b>								
5015 - Bank Charges	0.00	31.00	(31.00)	68.09	250.00	(181.91)	375.00	306.91
5020 - Board Support	57.36	834.00	(776.64)	5,722.70	6,667.00	(944.30)	10,000.00	4,277.30
5025 - Collection Charges	(980.00)	416.00	(1,396.00)	1,925.00	3,333.00	(1,408.00)	5,000.00	3,075.00
5030 - Acct Setup/DD/Coupons	(5,477.00)	681.00	(6,158.00)	3,152.50	5,448.00	(2,295.50)	10,000.00	6,847.50
5035 - Architectural Comprehensives	1,036.43	688.00	348.43	1,036.43	4,128.00	(3,091.57)	6,880.00	5,843.57
5040 - Computer Network/C3	(2,526.25)	541.00	(3,067.25)	12,423.00	4,333.00	8,090.00	6,500.00	(5,923.00)
5070 - Parking Enforcement	2,400.00	1,334.00	1,066.00	12,690.00	10,667.00	2,023.00	16,000.00	3,310.00
5080 - Annual Meeting Expenses	0.00	750.00	(750.00)	0.00	750.00	(750.00)	2,500.00	2,500.00
5085 - Office Equipment Lease	686.40	400.00	286.40	4,128.55	3,200.00	928.55	4,800.00	671.45
5090 - Office Supplies	798.81	469.00	329.81	3,837.79	3,754.00	83.79	5,631.00	1,793.21
5210 - Printing & Copying	1,045.32	625.00	420.32	6,395.15	5,000.00	1,395.15	7,500.00	1,104.85
5215 - Postage	402.98	800.00	(397.02)	3,461.61	6,400.00	(2,938.39)	12,000.00	8,538.39
5220 - Courier Service	177.60	40.00	137.60	675.64	317.00	358.64	475.00	(200.64)
5320 - Temp Desk Coverage	13.58	500.00	(486.42)	2,472.38	4,000.00	(1,527.62)	6,000.00	3,527.62
6040 - Bundled Telecom Services	1,527.44	834.00	693.44	6,454.39	6,667.00	(212.61)	10,000.00	3,545.61
6300 - Permits & Licenses	0.00	334.00	(334.00)	1,087.16	2,667.00	(1,579.84)	4,000.00	2,912.84
6422 - Decals & Parking Passes	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)	6,000.00	6,000.00
Total Administrative	(837.33)	9,277.00	(10,114.33)	65,530.39	69,581.00	(4,050.61)	113,661.00	48,130.61
<b>Activities</b>								
5200 - Events & Awards	12,922.54	12,825.00	97.54	20,864.23	19,175.00	1,689.23	37,500.00	16,635.77
Total Activities	12,922.54	12,825.00	97.54	20,864.23	19,175.00	1,689.23	37,500.00	16,635.77



# Income Statement Report

## Cameron Station Community Consolidated

August 01, 2018 thru August 31, 2018

Expense	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Communications								
5115 - Web Site Maintenance	212.50	291.00	(78.50)	625.45	2,333.00	(1,707.55)	3,500.00	2,874.55
5225 - Newsletter Services	0.00	0.00	0.00	6,002.29	11,250.00	(5,247.71)	15,000.00	8,997.71
5316 - Other Communications	15,015.77	1,091.00	13,924.77	17,822.06	8,733.00	9,089.06	13,100.00	(4,722.06)
Total Communications	15,228.27	1,382.00	13,846.27	24,449.80	22,316.00	2,133.80	31,600.00	7,150.20
Management Services								
5302 - Administrative Salaries	31,513.14	33,494.00	(1,980.86)	183,980.34	200,952.00	(16,971.66)	290,264.00	106,283.66
5340 - Payroll Taxes/Benefits/Costs	6,608.84	10,717.00	(4,108.16)	49,415.00	64,305.00	(14,890.00)	92,885.00	43,470.00
7015 - Management Reimbursements	(197.00)	250.00	(447.00)	1,527.04	2,000.00	(472.96)	3,000.00	1,472.96
7040 - Management Fees	13,370.50	13,370.00	0.50	106,964.00	106,964.00	0.00	160,446.00	53,482.00
Total Management Services	51,295.48	57,831.00	(6,535.52)	341,886.38	374,221.00	(32,334.62)	546,595.00	204,708.62
Trash Services								
6035 - Trash and Recycling Service	26,237.41	24,927.00	1,310.41	201,450.72	199,415.00	2,035.72	299,122.00	97,671.28
Total Trash Services	26,237.41	24,927.00	1,310.41	201,450.72	199,415.00	2,035.72	299,122.00	97,671.28
Common Area Maint & Services								
6000 - Electric Service	3,235.56	3,584.00	(348.44)	28,596.04	28,667.00	(70.96)	43,000.00	14,403.96
6025 - Water Service	3,207.96	3,715.00	(507.04)	7,286.75	22,286.00	(14,999.25)	26,000.00	18,713.25
6100 - Grounds & Landscaping - Contract	14,379.00	12,933.00	1,446.00	105,105.50	103,464.00	1,641.50	155,196.00	50,090.50
6150 - Flower Rotation & Landscape Enhancer	4,158.50	0.00	4,158.50	11,239.50	12,500.00	(1,260.50)	25,000.00	13,760.50
6155 - Turf Treatment & Enhancements	3,497.50	1,875.00	1,622.50	9,082.50	11,250.00	(2,167.50)	15,000.00	5,917.50
6160 - Tree & Shrub Maintenance	11,105.00	5,600.00	5,505.00	24,105.00	22,400.00	1,705.00	28,000.00	3,895.00
6200 - Watering & Supplies	0.00	150.00	(150.00)	0.00	600.00	(600.00)	750.00	750.00
6299 - Irrigation System Contract	0.00	3,000.00	(3,000.00)	8,282.50	12,000.00	(3,717.50)	18,000.00	9,717.50
6305 - TMP Expenses	35,576.66	17,916.00	17,660.66	142,083.30	143,333.00	(1,249.70)	215,000.00	72,916.70
6315 - Uniforms	0.00	0.00	0.00	0.00	50.00	(50.00)	100.00	100.00
6434 - Pest Control	(184.00)	209.00	(393.00)	0.00	1,667.00	(1,667.00)	2,500.00	2,500.00
6442 - Snow Removal Services	(3,416.00)	0.00	(3,416.00)	15,941.00	52,500.00	(36,559.00)	70,000.00	54,059.00

# Income Statement Report

## Cameron Station Community

### Consolidated

August 01, 2018 thru August 31, 2018

Expense	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Common Area Maint & Services								
6585 - Fountain/Pond/Lake Repair & Maintenance	0.00	0.00	0.00	0.00	1,100.00	(1,100.00)	2,200.00	2,200.00
6600 - General Repair & Maintenance	3,740.38	417.00	3,323.38	8,216.12	3,333.50	4,882.62	5,000.00	(3,216.12)
6605 - General Maintenance Supplies	(1,677.13)	542.00	(2,219.13)	5,863.10	4,333.50	1,529.60	6,500.00	636.90
6640 - Lighting Supplies/Repair & Maintenance	3,757.04	2,500.00	1,257.04	21,549.48	20,000.00	1,549.48	30,000.00	8,450.52
6685 - Linear Park Landscape Maintenance	(1,749.50)	2,708.50	(4,458.00)	9,464.00	16,251.00	(6,787.00)	21,668.00	12,204.00
6690 - Pet Stations	1,104.00	709.00	395.00	5,883.05	5,667.00	216.05	8,500.00	2,616.95
6760 - Street Repair & Maintenance	0.00	0.00	0.00	0.00	3,250.00	(3,250.00)	6,500.00	6,500.00
Total Common Area Maint & Services	76,734.97	55,858.50	20,876.47	402,697.84	464,652.00	(61,954.16)	678,914.00	276,216.16
Repair & Maintenance								
6695 - Plumbing Supplies/Repair & Maintenance	596.00	0.00	596.00	1,998.13	0.00	1,998.13	0.00	(1,998.13)
Total Repair & Maintenance	596.00	0.00	596.00	1,998.13	0.00	1,998.13	0.00	(1,998.13)
Professional Services								
7000 - Audit & Tax Services	500.00	0.00	500.00	6,600.00	6,700.00	(100.00)	6,700.00	100.00
7010 - Engineering Services	0.00	84.00	(84.00)	0.00	667.00	(667.00)	1,000.00	1,000.00
7020 - Legal Services	(507.00)	334.00	(841.00)	3,156.00	2,667.00	489.00	4,000.00	844.00
7025 - Legal Services - Collections	(736.58)	1,750.00	(2,486.58)	9,252.03	14,000.00	(4,747.97)	21,000.00	11,747.97
7030 - Legal Services - General Counsel	5,217.30	2,500.00	2,717.30	19,274.30	20,000.00	(725.70)	30,000.00	10,725.70
Total Professional Services	4,473.72	4,668.00	(194.28)	38,282.33	44,034.00	(5,751.67)	62,700.00	24,417.67
Cameron Club Maint & Operations								
5195 - Miscellaneous Expenses	25.00	83.00	(58.00)	585.87	666.00	(80.13)	1,000.00	414.13
5318 - Health Club Management/Staff	13,489.50	14,099.00	(609.50)	107,916.50	112,793.00	(4,876.50)	169,189.00	61,272.50
6075 - Clubhouse Utilities	5,160.04	2,834.00	2,326.04	27,000.55	22,667.00	4,333.55	34,000.00	6,999.45
6408 - Elevator Services	332.50	0.00	332.50	2,690.32	2,945.00	(254.68)	3,926.00	1,235.68
6414 - Fire Prevention & Protection	0.00	834.00	(834.00)	180.00	6,667.00	(6,487.00)	10,000.00	9,820.00
6424 - HVAC Services	793.50	500.00	293.50	4,303.46	4,000.00	303.46	6,000.00	1,696.54
6430 - Janitorial Services	(2,152.62)	3,534.00	(5,686.62)	29,061.48	28,275.00	786.48	42,413.00	13,351.52

# Income Statement Report

## Cameron Station Community

### Consolidated

August 01, 2018 thru August 31, 2018

Expense	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Cameron Club Maint & Operations								
6436 - Special Cleanings	775.00	666.00	109.00	3,625.00	5,333.00	(1,708.00)	8,000.00	4,375.00
6438 - Pool Management	9,216.40	8,557.00	659.40	53,761.75	51,343.00	2,418.75	59,900.00	6,138.25
6440 - Safety & Security	180.00	209.00	(29.00)	2,317.35	1,667.00	650.35	2,500.00	182.65
6500 - Fire Suppression System	2,864.79	500.00	2,364.79	7,419.25	4,000.00	3,419.25	6,000.00	(1,419.25)
6515 - Building Repair & Maintenance	0.00	1,166.00	(1,166.00)	2,724.70	9,333.00	(6,608.30)	14,000.00	11,275.30
6525 - Community Center Improvement	0.00	166.00	(166.00)	469.80	1,333.00	(863.20)	2,000.00	1,530.20
6570 - Fitness Equipment Repair & Maintenance	6,673.40	666.00	6,007.40	6,673.40	5,333.00	1,340.40	8,000.00	1,326.60
6575 - Fitness Center Supplies	204.15	500.00	(295.85)	4,584.66	4,000.00	584.66	6,000.00	1,415.34
6590 - Access System Supplies	224.11	375.00	(150.89)	4,055.11	3,000.00	1,055.11	4,500.00	444.89
6595 - Access System Repairs	0.00	42.00	(42.00)	430.00	333.50	96.50	500.00	70.00
6700 - Pool Repair & Maintenance	2,500.00	667.00	1,833.00	2,500.00	3,333.50	(833.50)	4,000.00	1,500.00
6710 - Pool Supplies	470.30	834.00	(363.70)	2,757.53	4,167.00	(1,409.47)	5,000.00	2,242.47
9934 - Recreation Equipment	614.66	333.00	281.66	1,183.06	2,666.50	(1,483.44)	4,000.00	2,816.94
Total Cameron Club Maint & Operations	41,370.73	36,565.00	4,805.73	264,239.79	273,855.50	(9,615.71)	390,928.00	126,688.21
Taxes & Insurance								
5390 - Fidelity/Workman's Comp	157.33	176.00	(18.67)	955.23	1,393.00	(437.77)	2,100.00	1,144.77
5415 - D&O Insurance Premiums	413.50	421.86	(8.36)	3,060.12	3,314.55	(254.43)	5,002.00	1,941.88
5420 - Umbrella	807.70	807.45	0.25	6,307.76	6,347.25	(39.49)	9,577.00	3,269.24
5445 - General Liability Insurance Premiums	1,141.08	971.00	170.08	7,947.82	7,630.00	317.82	11,512.00	3,564.18
9000 - Income Tax	0.00	0.00	0.00	4,800.00	1,500.00	3,300.00	3,000.00	(1,800.00)
Total Taxes & Insurance	2,519.61	2,376.31	143.30	23,070.93	20,184.80	2,886.13	31,191.00	8,120.07
Other Expenses								
5010 - Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	16,000.00	16,000.00	0.00	24,000.00	8,000.00
9946 - Signs Expenses	0.00	0.00	0.00	24.44	0.00	24.44	0.00	(24.44)
Total Other Expenses	2,000.00	2,000.00	0.00	16,024.44	16,000.00	24.44	29,000.00	12,975.56

# **Income Statement Report** **Cameron Station Community** **Consolidated**

August 01, 2018 thru August 31, 2018

<u>Expense</u>	<u>Current Period</u>			<u>Year to Date (8 months)</u>			<u>Annual Budget</u>	<u>Budget Remaining</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>		
<b>Reserve Contributions</b>								
9800 - Repair & Replacement Expenses	26,733.00	26,734.00	(1.00)	213,865.00	213,867.00	(2.00)	320,800.00	106,935.00
<b>Total Reserve Contributions</b>	<b>26,733.00</b>	<b>26,734.00</b>	<b>(1.00)</b>	<b>213,865.00</b>	<b>213,867.00</b>	<b>(2.00)</b>	<b>320,800.00</b>	<b>106,935.00</b>
<b>Total Expense</b>	<b>259,274.40</b>	<b>234,443.81</b>	<b>24,830.59</b>	<b>1,614,359.98</b>	<b>1,717,301.30</b>	<b>(102,941.32)</b>	<b>2,542,011.00</b>	<b>927,651.02</b>
<b>Net Income / (Loss)</b>	<b>(42,058.49)</b>	<b>(23,088.81)</b>	<b>(18,969.68)</b>	<b>86,379.47</b>	<b>(22,747.30)</b>	<b>109,126.77</b>	<b>0.00</b>	<b>(86,379.47)</b>



## **Cameron Club Monthly Report**

August 2018

### **Attendance and Usage**

August – 9,872

- Average usage per day- 318

Previous month:

July – 11,028

- Average usage per day- 356

### **Facility & Operations**

#### **Group Exercise Class Program**

- Gentle Yoga and Total Body Weights were the most attended classes this month.
- We saw an increase in 3 out of 10 classes from last month.

#### **Exercise and Facilities Equipment**

- All equipment is operational
- The audio fetch system is in place. There are signs posted throughout the fitness center to promote the new system.

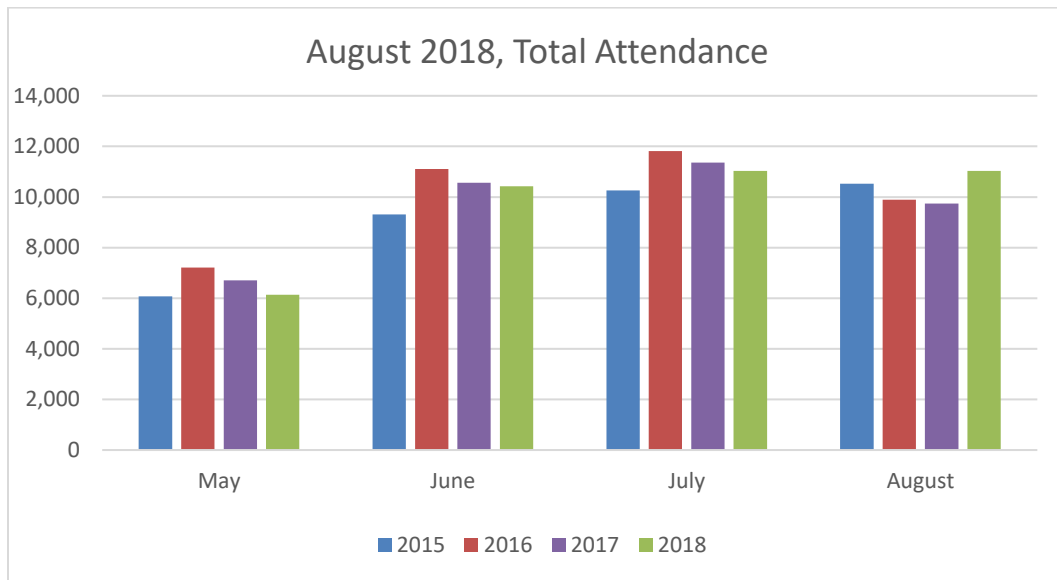
#### **Personal Training**

- We had 2 new clients this month.

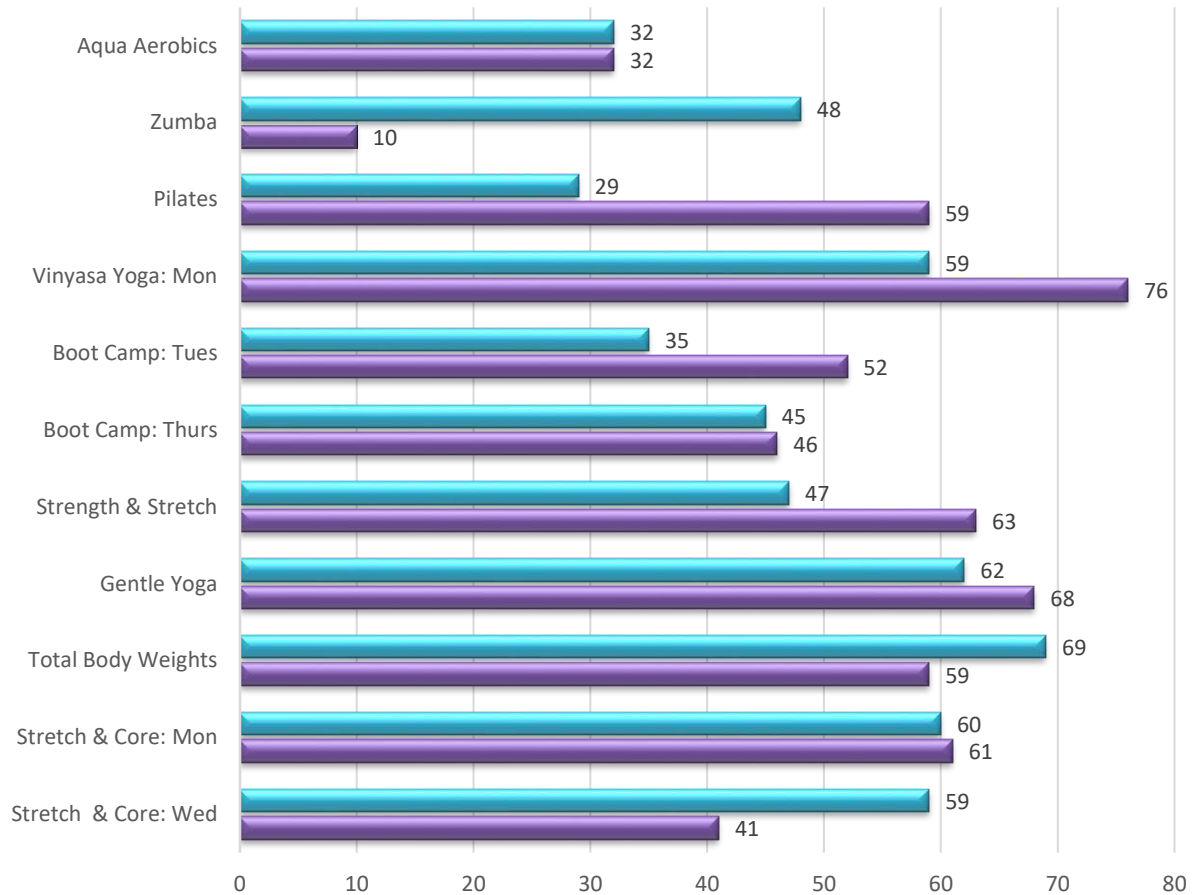
#### **Upcoming Goals & Events**

- Battle Rope Challenge Results: 16 people
- **WINNER: Steve Butler with 1:12!**
- Push up Challenge: Monday, September 10th

## Graphs



## Class Attendance July/August 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
August	59	60	69	62	47	45	35	59	29	48	32
July	41	61	59	68	63	46	52	76	59	10	32

August July



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, CCFC Member and 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.

# DRAFT

## **Cameron Station Communications Committee Meeting Minutes August 21, 2018**

**Members Present:** Barbara Bolin, Dan Cassil, Kimberly Dillon, Sali Hama, David Thorpe

**Absent:** Rebecca Pipkins

**Non-members Present:** Mike Johnson (Board Liaison), Pat Sugrue, Susan Klejst

### **Call to Order**

Meeting was called to order at 7:04pm by Committee Chair, Kimberly Dillon.

### **Previous Meeting Minutes**

July 2018 minutes approved.

### **20<sup>th</sup> Anniversary Celebration**

Everything is in place for September 15 celebration. RSVPs coming in for evening party and children's movie/game night. Sponsors already on board and more coming in each day. Dan, Barbara, and Sali will be contacting additional companies. Some organizations unable to become sponsors but willing to contribute lesser amounts – they will be recognized as "Friends of Cameron Station's 20<sup>th</sup> Anniversary." Press release is being prepared for local media.

### **New Member**

Susan Klejst has indicated interest in joining the committee. Susan will replace Donna Gathers, who has retired from the committee after many years of service, including serving as chairperson.

### **Next Meeting**

Given that the major work of the committee this month and over the last 6 months has been focused heavily on the anniversary, it was decided not to hold the September meeting scheduled for a few days after the celebration. The next meeting will be Tuesday, October 16 at 7pm.

### **Adjournment**

The meeting was adjourned at 8:10pm.

Respectfully submitted,  
Patricia Sugrue

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

**Monday, September 10, 2018**

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, September 10, 2018. The meeting was called to order at 7:00 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
	Mindy Lyle, CS Board Liaison	S. Hockley Walsh, CAC Member

Others in Attendance: Judy Johnson, CMC  
Joel Owen, Lancaster Landscapes  
Carlos Rios, Lancaster Landscapes  
Peter Miller, Lancaster Landscapes  
Kay Brown, 5106 Grimm Drive

**OLD BUSINESS:**

**Move to: Approve Meeting Minutes – August 2018**

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

**Updates:** None

**NEW BUSINESS:**

**Resident Open Forum:** Kay Brown attended the CAC meeting to provide any additional information regarding the remediation plan Lancaster Landscapes developed to address water issues she identified during the August 2018 CAC meeting. Lancaster Landscapes surveyed the area and submitted a proposal that includes installing a swale to facilitate effective water movement as well as grade adjustments to address water-pooling issues. The CAC will review the proposal during the October CAC meeting, as it was not received in time to be included in this month's meeting.

**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.

**Turf Restoration (29469):**

The total cost is: \$8,362.50 (Budget Line: 6155)

- Multiple locations throughout the community were identified that require turf remediation. The areas will be cleaned to remove thatch, aerated, amended and regarded. Grass seed with a protective mulch covering will be applied and a temporary fence will be installed to ensure the seed has sufficient opportunity to germinate and grow.

**Move to: Approve Turf Restoration**

Moved by: McCollom

Seconded By: Greenberg

For: All

Against: None

**Motion Passed**

**Tree Removal & Replacement in front of Community Building (29397):**

The total cost is: \$1,125.00 (Budget Line: 3280)

- Remove a declining Linden (including stump) and replace with a Kousa Dogwood.

**Move to: Tree Removal & Replacement**

Moved by: Ulmer

Seconded By: McCollom

For: All

Against: None

**Motion Passed**

**Tree Trimming 5080 English Terrace (29382)**

The total cost is: \$350.00 (Budget Line: 6160)

- Prune tree limbs encroaching on homeowner's private property.

**Move to: Approve Tree Trimming**

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

**Motion Passed**

**Tree Removal 236 Medlock (29487)**

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

- Remove dead Dogwood (including stump) and replace with sod.

**Move to: Approve Tree Removal**

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

**Motion Passed**

**Mulch/Plant Installation Medlock-Murtha Pocket Park (29488)**

The total cost is: \$1,970.00 (Budget Line: 6150)

- Create a planting bed with mulch and Liriope in area of shade where grass has consistently been unable to grow.

**Move to: Approve Mulch/Plant Installation**

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

**Replace Plants in Cameron Station Boulevard (CSB) Planting Bed (29489)**

The total cost is: \$500.00 (Budget Line: 6150)

- Declining hydrangeas in CSB kidney shaped planting bed with a hydrangea variety more suited to the irrigation conditions of the area. Lancaster Landscapes guarantees the success of this plant exchange. If new plantings are not a success next summer, Lancaster Landscapes will replace at no cost.

**Move to: Approve Plant Replacement**

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

**Mulch Installation Between Grimm and Brawner (29490)**

The total cost is: \$255.00 (Budget Line: 6150)

- Install mulch in bare areas where grass and other plant material will not grow.

**Move to: Approve Mulch Installation**

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

**Tree Removal 5237 Brawner (29491)**

The total cost is: \$325.00 (Budget Line: 6160)

- Remove dead Cherry tree.

**Move to: Approve Tree Removal**

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

**Mulch Installation 5109 Grimm (29492)**

The total cost is: \$255.00 (Budget Line: 6150) – proposal was amended to remove the installation of hydrangea as the CAC was not confident that these plants would do well given the area is not irrigated. Total cost reflects the cost of simply mulching the area.

- Install mulch in bare areas where grass and other plant material will not grow.

**Move to: Approve Mulch Installation**

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

**Mulch Installation 5111 Grimm (29493)**

The total cost is: \$255.00 (Budget Line: 6150) - proposal was amended to remove the installation of hydrangea and Liriope as the CAC was not confident that these plants would do well given the area is not irrigated. Total cost reflects the cost of simply mulching the area.

- Install mulch in bare areas where grass and other plant material will not grow.

**Move to: Approve Mulch Installation**

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

**Mulch and Tree Installation 325 Fucci Court (29494)**

The total cost is: \$750.00 (Budget Line: 6150, \$175.00 and 3280, \$575.00)

- Install mulch in bare areas where grass and other plant material will not grow. Install Hornbeam.

**Move to: Approve Mulch and Tree Installation**

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

**Tree Removal 377 Livermore Lane (29495)**

The total cost is: \$950.00 (Budget Line: 6160)

- Remove declining Oak with flush cut only as area does not support stump removal equipment. Flush cut will allow for a pleasing aesthetic given the space limitations.

**Move to: Approve Tree Removal**

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



**The following proposals are being held pending revision and budget year constraints. Once the revision is complete and resubmitted and the new budget year begins, the CAC will proceed with review/adjudication:**

**Tree Removal and Replacement, Donovan and CSB (29486):** Remove a declining Linden and replace with new tree. The CAC would like the proposal revised to identify the replacement tree as a Miami Crape Myrtle versus another Linden. Additionally, the location should be corrected to identify the area as Donovan and CSB versus Knapp and CSB.

**Turf Treatment Community Wide (29383):** TruGreen under the guidance of Lancaster Landscapes will apply a Spring/Summer lawn treatment to control crabgrass, nut sedge, and summer broad leaf weeds. As this is an expense for 2019, the CAC requested that this proposal be resubmitted in the new year for consideration when 2019 funds will be available.

#### **Discussion:**

**Pet Policy** – The community lawyer advised that if cameras are installed in certain areas of the community, signage must accompany the installation so people are aware the area is under surveillance.

**Community Walk-Thru** – The final walk-thru will be Thursday, September 13 at 8:00 AM.

**2019 Budget** – Wendy and Allen worked on the submissions for the 2019 Budget and attended the August 23 Financial Advisory Committee meeting. Based on that meeting, each committee was advised that they should prepare 10% cuts and/or up to five area that could be cut. Given those guidelines, the CAC recommends that the Flower Rotation and Landscape Enhancement budget line, 6150, be cut by up to \$3,000. Since the majority of the CAC budget lines are driven by contract that is the only line that could potentially be cut. Additionally, the Turf Treatment Enhancements budget line, 6155, was discussed. However, given that the community continues to have irrigation issues that require continual turf remediation, the CAC was hesitant to cut that line. The community will continue to pay larger and larger amounts to maintain turf areas throughout the area unless or until a comprehensive irrigation system can be implemented for the community. This same reasoning was applied to the Tree/Shrub Maintenance budget line, 6160, as many tree and shrub issues stem from irrigation limitations.

The next meeting will be on October 8, 2018 in the Cameron Club.

The meeting adjourned at 8:23 PM.

**MEETING MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**Tuesday, September 11, 2018**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for September was held on Tuesday, September 11, 2018. The meeting was called to order at 7:03 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  
Sharon Wilkinson – ARC Member  
Craig Schuck- ARC Member  
Gayle Hatheway- ARC Member

**MEMBERS ABSENT**

Karen Diener- ARC Vice Chair  
Chris Hines- 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: Sharon Wilkinson

Seconded: Gaye Hatheway

For: All

Against: None

Absent: Karen Diener and Chris Hines

**MOTION PASSED**

**RESIDENTS OPEN FORUM**

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

**APPROVAL OF ARC MEETING MINUTES**

The approval of the August 7, 2018 ARC meeting minutes will be presented at the October 2, 2018 ARC meeting due to the low attendance of ARC members at the September ARC meeting. The August minutes could not be approved.

APP #	ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
18-53	151 Somerville Street	Landscaping	<b>APPROVED: as submitted</b> Moved By: Gayle Hatheway Seconded: Craig Schuck For: All Against: None Absent: Karen Diener and Chris Hines <b>MOTION PASSED</b>
18-55	5013 Waple Lane	Landscaping	<b>APPROVED: as submitted</b> Moved By: Sharon Wilkinson Seconded: Gayle Hatheway For: All Against: None Absent: : Karen Diener and Chris Hines <b>MOTION PASSED</b>
18-57	138 Cameron Station	Screen Door	<b>APPROVED: as submitted</b> Moved By: Gayle Hatheway Seconded: Craig Schuck For: All Against: None Absent: : Karen Diener and Chris Hines <b>MOTION PASSED</b>
18-58	234 Murtha Street	Fence Replacement	<b>APPROVED: as submitted</b> Moved By: Sharon Wilkinson Seconded: Gayle Hatheway For: All Against: None Absent: : Karen Diener and Chris Hines <b>MOTION PASSED</b>
18-59	4918 Kilburn Street	Landscaping	<b>APPROVED: as submitted</b> Moved By: Craig Schuck Seconded: Sharon Wilkinson For: All Against: None Absent: : Karen Diener and Chris Hines <b>MOTION PASSED</b>
18-60	5034 Grimm Drive	Tree Removal	<b>APPROVED: as submitted</b> Moved By: Sharon Wilkinson Seconded: Craig Schuck For: All Against: None Absent: : Karen Diener and Chris Hines <b>MOTION PASSED</b>

<b>18-61</b>	5070 Kilburn Street	Tree Removal	<b>APPROVED: as submitted</b> Moved By: Gayle Hatheyway Seconded: Sharon Wilkinson For: All Against: None Absent: : Karen Diener and Chris Hines <b>MOTION PASSED</b>
<b>18-62</b>	5034 Grimm Drive	Landscaping	<b>APPROVED: as submitted</b> Moved By: Sharon Wilkinson Seconded: Gayle Hatheway For: All Against: None Absent: : Karen Diener and Chris Hines <b>MOTION PASSED</b>
<b>18-63</b>	111 Cameron Station Blvd	Roof Replacement	<b>APPROVED: as submitted</b> Moved By: Gayle Hatheway Seconded: Craig Schuck For: All Against: None Absent: : Karen Diener and Chris Hines <b>MOTION PASSED</b>
<b>18-64</b>	5235 Harold Secord Street	Landscaping	<b>APPLICATION DISAAPROVED: need more information, plat, pictures, and plant materials.</b> Moved By: Craig Schuck Seconded: Sharon Wilkinson For: All Against: None Absent: : Karen Diener and Chris Hines <b>MOTION PASSED</b>
<b>18-65</b>	5115 Gardner Drive	Landscaping	<b>APPROVED: as submitted with contingent with the submittal of the homeowners plat.</b> Moved By: Sharon Wilkinson Seconded: Craig Schuck For: All Against: None Absent: : Karen Diener and Chris Hines <b>MOTION PASSED</b>

**MATTERS FOR DISCUSSION, INFORMATION & ACTION TOPICS**

**Covenants Report – AUGUST 2018**

- The number of Resale Inspections performed for the month of August was 16.
- During the month of August ARC meeting had 7 Applications that were reviewed, 5 Applications were approved, and 2 Applications were returned back to the homeowners for more information to be included.
- For the month of August no vehicles were towed.
- For the month of August 127 violation letters were sent.
- The next meeting for the Architectural Review Committee is on October 2, 2018 and the last day to submit applications for this meeting date is September 21, 2018.

**EXECUTIVE SESSION**

**MOVE TO: “Enter into executive session at 7:45 p.m. to discuss fines and collections”.**

Moved by: Sharon Wilkinson

Seconded: Gayle Hatheway

For: All

Against: None

Absent: Karen Diener and Chris Hines

**MOTION PASSED**

**MOVE TO: “Exit executive session at 7:50 p.m.”**

Moved by: Sharon Wilkinson

Seconded: Craig Schuck

For: All

Against: None

Absent: Karen Diener and Chris Hines

**MOTION PASSED**

**MOVE TO: “Approve to assess fines as stated in executive session for account #00220-0086 for failure to comply with the Association’s Policies.”**

Moved by: Gayle Hatheway

Seconded: Sharon Wilkinson

For: All

Against: None

Absent: Karen Diener and Chris Hines

**MOTION PASSED**

**ADJOURNMENT**

**MOVE TO: "Adjourn the meeting at 7:51 p.m."**

Moved by: Sharon Wilkinson

Seconded: Craig Schuck

For: All

Against: None

Absent: Karen Diener and Chris Hines

**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.**

29382

August 13, 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 WORK****5080 ENGLISH TERRACE:**

- PRUNE TREE AWAY FRO THE DECK AND DRIVEWAY.
- DISPOSE OF ALL RELATED DEBRIS OFFI SITE.

**TOTAL PROPOSAL PRICE: \$ 350.00**

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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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, tomado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

**ACCEPTANCE OF PROPOSAL:**

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

DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

**Cameron Station Community Association, Inc.**

**Board Decision**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29382 for tree trimming in the amount of \$350.00 to be expensed to GL6160- Tree & Shrub Maintenance".

**Second:**

**Summary:**

Prune tree away from deck and driveway

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29382

**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.**

29397

August 15, 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 WORK****POOL ENTRANCE NEAR VISITOR PARKING AREA**

- REMOVE (1) LINDEN TREE INCLUDING STUMP \_\_\_\_\_ \$ 600.00

- REPLACE TREE WITH (1) KOUSA DOGWOOD 2" CAL. \_\_\_\_\_ \$ 525.00

**TOTAL PROPOSAL PRICE: \$ 1,125.00**

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.

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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**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29397 for removal & replacement of tree at pool in the amount of \$1,125.00 to be expensed to GL3280- Repair & Replacement Reserve".

**Second:**

**Summary:**

Remove and replace tree at the pool entrance

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29397

**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.**

29469

August 30, 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:

**TURF RESTORATION****RESTORE TURF AT THE FOLLOWING LOCATIONS:**

#1 CAMERON STATION CIRCLE

#2 BRENNAN PARK

#3 MINDA COURT

#4 165 CSB

#5 DONOVAN POCKET PARK

#6 KNAPP POCKET PARK

#7 KNAPP AND CSB PARKS

#8 GRIMM POCKET PARK

#9 BESSLEY PLACE POCKET PARK

-REMOVE THATCH

-AERATE COMPACTED AREAS

-AMEND SOIL (FERTILIZER AND SEED STARTER

-REGRADE AND INSTALL MIXED COMPRO/SOIL

-INSTALL GRASS SEED, COVER WITH PENNMULCH (SMALL AREAS) AND INSTALL TEMPORARY FENCE TO PROTECT NEWLY SEEDED AREAS.

LABOR (5 DAYS): \_\_\_\_\_ \$ 4,400.00

**MATERIAL**

-TOP SOIL/COMPRO MIXED (15) YDS - \$137.50 EACH \_\_\_\_\_ \$ 2,062.50

-SOIL AMENDMENTS \_\_\_\_\_ \$ 700.00

-GRASS SEED SUN/SHADE MIXED (6 BAGS) \_\_\_\_\_ \$ 750.00

-TEMPORARY FENCING \_\_\_\_\_ \$ 450.00

**TOTAL PROPOSAL PRICE: \$ 8,362.50**

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

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Authorized Signature: Carlos RiosThis 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**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29469 for Turf Restoration in the amount of \$8,362.50 to be expensed to GL6155- Turf Treatment & Enhancements".

**Second:**

**Summary:**

Turf Restoration at the following locations:

Cameron Station Blvd, Brenman Park, Minda Ct, 165 Cameron Station Blvd, Donovan Pocket Pk, Knapp Pocket Pk, Knapp & CSB parks, Grimm Pocket Pk, Bessley Pl Pocket Pk.

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29469

**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.**

29487

September 5, 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 WORK****236 MEDLOCK REAR COMMON AREA**

REMOVE (1) DEAD DOGWOOD INCLUDING STUMP AND DISPOSE OFF SITE \_\_\_\_\_ \$350

REPLACE WITH TALL FESCUE SOD \_\_\_\_\_ \$ 50

**TOTAL PROPOSAL PRICE: \$ 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 attorneys fees involved in such collection efforts.

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

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DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Cameron Station Community Association, Inc.**

**Board Decision**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29487 for tree removal & replacement in the amount of \$400.00 to be expensed to GL6160- Tree & Shrub Maintenance".

**Second:**

**Summary:**

Remove a tree a 236 Medlock rear common area and replace with sod

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29487

**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.**

29488

September 5, 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:

**LANDSCAPE ENHANCEMENT****MEDLOCK-MURTHA POCKET PARK****BARE AREA WHERE GRASS CANNOT BE ESTABLISH DUE TO DENSE SHADE**

-DEFINE NEW PLANTING BED AND INSTALL TOP SOIL

-INSTALL HARDWOOD MULCH AND LIRIOPE

**MATERIAL**

-TOP SOIL (2) YDS. \$137.50 EACH \_\_\_\_\_ \$275.00

-HARDWOOD MULCH (8) YDS \$85 EACH \_\_\_\_\_ \$680.00

-LIRIOPE 1 GALLON (35) \$14.50 EACH \_\_\_\_\_ \$507.50

**TOTAL PROPOSAL PRICE: \$ 1,970.00**

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.

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DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Cameron Station Community Association, Inc.**

**Board Decision**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29488 for Landscape Enhancements in the amount of \$1,970.00 to be expensed to GL6150- Landscape Enhancements".

**Second:**

**Summary:**

Landscape Enhancements at Medlock & Murtha Pocket Park

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29488

**Budget Consideration:**

GL6150- Landscape 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.**

29489

September 5, 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:

**LANDSCAPE ENHANCEMENT****CSB KIDNEY SHAPE PLANTING BED**

-REMOVE EXISTING PLANT MATERIAL

-REPLACE WITH (4) HYDRANGEA "ANNABELLE" 30-36" \$125 EACH

**TOTAL PROPOSAL PRICE: \$ 500.00**

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.

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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**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29489 for Landscape Enhancements in the amount of \$500.00 to be expensed to GL6150- Landscape Enhancements".

**Second:**

**Summary:**

Landscape Enhancements at Cameron Station Blvd kidney shape planting bed

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29489

**Budget Consideration:**

GL6150- Landscape 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.**

29490

September 5, 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:

**LANDSCAPE ENHANCEMENT****MULCH INSTALLATION****MAILBOXES LOCATED AT GRIMM DR. WALKWAY TO BRAWNER PL.**

-BARE AREA INSTALL HARDWOOD MULCH

-HARDWOOD MULCH (3) YDS \$85 EACH

**TOTAL PROPOSAL PRICE: \$ 255.00**

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.

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Authorized Signature: Carlos RiosThis 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**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29490 for Landscape Enhancements in the amount of \$255.00 to be expensed to GL6150- Landscape Enhancements".

**Second:**

**Summary:**

Landscape Enhancements at mailboxes located at Grimm Dr and walkway to Brawner Pl

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29490

**Budget Consideration:**

GL6150- Landscape 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.**

29491

September 5, 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**

**5237 BRAWNER PL.COMMON AREA**

- REMOVE (1) DEAD-DECLINING CHERRY TREE AND DISPOSE OFF SITE

**TOTAL PROPOSAL PRICE: \$ 325.00**

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.

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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**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29491 for tree removal in the amount of \$325.00 to be expensed to GL6160- Tree & Shrub Maintenance".

**Second:**

**Summary:**

Tree removal at 5237 Brawner Pl common area

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29491

**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.**

29492

September 5, 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:

**LANDSCAPE ENHANCEMENT****5109 GRIMM DR. FRONT COMMON AREA**

- INSTALL HARDWOOD MULCH (3) YDS. \$85 EACH \_\_\_\_\_ \$255  
- INSTALL (1) HYDRANGEA "ANNABELLE" "30-36" \_\_\_\_\_ \$125

**TOTAL PROPOSAL PRICE: \$ 380.00**

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.

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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**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29492 for Landscape Enhancements in the amount of \$255.00 to be expensed to GL6150- Landscape Enhancements".

**Second:**

**Summary:**

Landscape Enhancement at 5109 Grimm Dr front common area

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29492

**Budget Consideration:**

GL6150- Landscape 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.**

29493

September 5, 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:

**LANDSCAPE ENHANCEMENT****5111 GRIMM DR. FRONT COMMON AREA**

- INSTALL HARDWOOD MULCH (3) YDS. \$85 EACH \_\_\_\_\_ \$255.00
- INSTALL (1) HYDRANGEA "ANNABELLE"30-36" \_\_\_\_\_ \$125.00
- INSTALL (7) BIG BLUE LIRIOPE 1 GALLON \$14.50 EACH \_\_\_\_\_ \$101.50

**TOTAL PROPOSAL PRICE: \$ 481.50**

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

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

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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**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29492 for Landscape Enhancements in the amount of \$255.00 to be expensed to GL6150- Landscape Enhancements".

**Second:**

**Summary:**

Landscape Enhancement at 5109 Grimm Dr front common area

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29492

**Budget Consideration:**

GL6150- Landscape 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.**

29494

September 5, 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:

**LANDSCAPE ENHANCEMENT****325 FUCCI CT. FRONT COMMON AREA**

- REMOVE DAMGED TURF AND INSTALL HARDWOOD MULCH \_\_\_\_\_ \$175
- INSTALL (1) EUROPEAN HORNBEAM TREE 2" CALIPER \_\_\_\_\_ \$575

**TOTAL PROPOSAL PRICE: \$ 750.00**

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**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29494 for Landscape Enhancements in the amount of \$750.00 to be expensed to GL6150-(\$175.00) Landscape Enhancements".

**Second:**

GL 3280-(\$575.00) Repair & Replacement Reserve

**Summary:**

Landscape Enhancement at 325 Fucci Ct remove damage turf and install mulch and install one hornbeam tree

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29494

**Budget Consideration:**

GL6150- Landscape Enhancements-(\$175.00)

GL3280-Repair & Replacement Reserve-(\$575.00)

**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.**

**29495**

September 5, 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 WORK**

**377 LIVERMORE LANE - REAR COMMON AREA**

- REMOVE (1) DECLINING OAK TREE FLUSH CUT ONLY
- REMOVE AND DISPOSE OF ALL RESULTING DEBRIS OFFSITE.

**TOTAL PROPOSAL PRICE: \$ 950.00**

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.

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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**

**September 25, 2018**

**Motion:**

"I move to approve the CAC recommendation for the Lancaster Proposal #29495 for Tree work in the amount of \$950.00 to be expensed to GL6160-Tree & Shrub Maintenance".

**Second:**

**Summary:**

Remove tree Livermore rear common area

**CMC Recommendation:**

The Board to approve the CAC recommendation for Lancaster proposal #29495

**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				



**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: Jessica Ryback

Home Address: 176 Martin Ln. Alexandria, VA 22304

Email Address: jessica.m.ryback@gmail.com

Telephone Number: 615-796-7666 (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 2<sup>nd</sup> choice as well):

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

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

I've always enjoyed planning events and gatherings of my own, and would like to be a part of the planning of the neighborhood events. Highly detail oriented and excellent multi-tasker.

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

It would be nice to join a group within the community to not only provide my abilities and skills, but to also develop a sense of belonging here. We moved here a year ago, and I would like to become a more active member of the neighborhood.

Thank you for your time and interest.



A NEW COMMUNITY IN AN OLD TOWN.  
ALEXANDRIA.

# Design & Maintenance Standards (DMS)

Effective: XXX XX, 2018



**ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS (DMS)**  
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**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS (DMS)**  
Supersedes all prior Architectural Design & Maintenance Standards Revised  
April 25, 2018 - Effective XXX XX XXXX

**INTRODUCTION**

As members of a planned community, Cameron Station homeowners and their tenants and guests enjoy a variety of benefits and shared facilities. In return, they are asked to cooperate with their neighbors to create and maintain an enjoyable living environment that promotes the health, safety, and welfare of all; maintains the community's open space, common facilities, and property; and protects and enhances the value of the properties within the Cameron Station Community.

Maintaining such a mutually beneficial living environment is best achieved by developing and following rules and regulations that clearly inform all members of the limitations and expectations with respect to use of open space and common facilities and improvements to individual homes. Cameron Station is managed by its homeowners association, the Cameron Station Community Association, Inc., commonly referred to as the Association or CSCA. The Association functions under the rules and regulations embedded in three legally binding documents (the Governing Documents) and under rules adopted or amended by its Board of Directors (Board). The Governing Documents are: a) Cameron Station's Articles of Incorporation; b) Cameron Station's Bylaws; and c) Declaration of Covenants, Conditions, and Restrictions for Cameron Station Community Association, Inc. Copies of these documents may be found on the association's website at [www.cameronstation.org](http://www.cameronstation.org). Of these, the basic authority for maintaining the quality of architectural design throughout Cameron Station is found in the Declaration of Covenants, Conditions, and Restrictions (hereafter referred to as the Covenants). The Covenants are part of the record of ownership of property in Cameron Station. As such, a copy shall have been provided to every property owner at the time of settlement.

The provisions of the Covenants and the other governing documents are binding on all homeowners, residents and guests. All owners are responsible for the actions of their tenants, guests and invitees; accordingly, any obligation by an owner is equally binding upon a tenant, guest or invitee, and CSCA will hold the owner responsible for any violation of these Design and Maintenance Standards committed by their tenant, guest or invitee. When these Design and Maintenance Standards create an obligation or convey a right to an owner, such obligation or right shall extend to the owner's tenant, guest or invitee; provided, however, that only owners may submit an Exterior Modification Application, and the ARC will not consider an Exterior Modification application that is submitted by a tenant, guest, or invitee. This Design and Maintenance Standards incorporates by reference all terms, conditions and definitions set forth in the Cameron Station Governing Documents.

Commented [CWH1]: Correction

**OBJECTIVES AND GENERAL INFORMATION**

**I. Objectives of Cameron Station, Inc. Architectural Design & Maintenance Standards**

The objective of this document, the Cameron Station *Architectural Design & Maintenance Standards (DMS)*, is to guide and assist homeowners, residents, members of the Architectural Review Committee (ARC) and Cameron Station Management staff in maintaining and enhancing Cameron Station's carefully designed environment. That guidance, in the form of *Standards*, addresses additions, changes, and improvements for which homeowners must submit applications to the ARC and addresses maintenance issues related to the home. The contents of this document are neither all-inclusive nor exclusive; rather, they are intended to address and present examples of what is permissible and required. The specific objectives are as follows:

Commented [CWH2]: Correction

- A. Increase homeowners' and residents' awareness and understanding of the Governing Documents from which authority is granted for creating rules and regulations.

- B. Focus on the exterior alterations (additions, changes, improvements) desired by homeowners.
- C. Describe the organizations and procedures involved with the DMS.
- D. Illustrate design principles to aid homeowners in developing exterior additions, changes, and improvements that are in harmony with the immediate neighborhood and the community as a whole.
- E. Assist homeowners and residents in preparing applications that comply with community requirements and are acceptable to the ARC.
- F. Provide uniform standards for the ARC to use in reviewing applications submitted by homeowners and residents.
- G. Assist homeowners in understanding the maintenance requirements of the community.
- H. Provide the maintenance standards for the ARC, management and owners to use when evaluating quality of use.

Despite the aforementioned, homeowners and residents are cautioned that nothing in the community's Covenants or other Governing Documents relieves them of the responsibility for complying with state, City, and local laws, ordinances, and other legal requirements such as obtaining from the City of Alexandria (City) necessary approvals and building permits for architectural changes or projects they desire to undertake. In addition to ARC approval, City and other government permits are required for a wide range of home improvement projects, and all homeowners and residents are responsible for complying with any government-imposed specifications. In short, City government approvals and ARC approvals are separate and unrelated.

In accordance with the Covenants, Article VII, Section 7.1(b), exterior building improvements by Owners, including above ground decks not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning & Zoning or City Council (i.e., a building permit).

Specific information pertaining to City requirements and specifications may be obtained from the City of Alexandria, Department of Planning & Zoning at (703) 838-4666, and the Code Enforcement/Permits Department at (703) 746-4200. Information is also available on-line at [www.alexandriava.gov](http://www.alexandriava.gov).

## **II. Protective Covenants**

The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This in turn protects property values and enhances the community's overall environment. These Covenants run with the land, for thirty years, and are binding on all owners, whether or not they have been read. They should be periodically reviewed by homeowners and residents and fully understood.

## **III. The Role of the CSCA and the ARC**

Every homeowner is a member of the Cameron Station Community Association, Inc. (CSCA). As enumerated in the Bylaws, its role is to own and maintain the community's open space, common areas, and community property and to conserve and enhance the resources of the entire community.

The CSCA discharges its duties in a variety of ways through its Board of Directors (Board), Article VI of the Covenants provides for creation of the Design and Maintenance Standards and an Architectural Review Committee (ARC) under the control of the Board, which is responsible for enforcing the DMS, which is binding on all owners and residents of CSCA. The ARC is charged with balancing the diverse design qualities of the community and ensuring its architectural harmony. Surveys of other planned communities have demonstrated that the efforts dedicated to ensuring these goals contribute significantly to preserving and enhancing real estate values and are considered of prime importance by homeowners and residents.

The ARC ensures continuation of the aesthetic quality of homes and common areas of CSCA through a diligent architectural review process. The ARC is responsible for ensuring that proposed exterior alterations comply with

the objectives set forth in the Covenants and these *Standards* by: (1) requiring owners to submit applications for exterior alterations; (2) reviewing the applications for compliance; (3) requiring the submission of additional information when required; and (4) either approving or disapproving such applications.

#### **IV. Encroachment and Joint Projects**

The ARC acts only on the individual homeowner's owned property. This is defined as "within the limits of the property lines as defined by the property Plat/Site Survey". Due to the layout and design of Cameron Station, property lines can be confusing; therefore, a plat/site survey is required for each Exterior Modification Application that has the potential to encroach into either a neighbor's property and/or common area. Any request for modifications that encroach onto a neighbor's property or joint projects being completed on more than one private Lot require that each Owner of the affected Lots sign the Exterior Modification Applications to reflect such owner's consent to the encroachment upon their Lot.

#### **V. What Changes Must Have ARC Approval?**

The CSCA Governing Documents explicitly state that all exterior alterations require the prior written approval of the ARC, unless otherwise stated in the DMS or the Covenants. Furthermore, Article VII, Section 7.1(b) of the Covenants requires exterior changes not shown on the approved plan to have the approval of the City of Alexandria.

Section 6.9: "It shall be a violation of these covenants for any owner to construct, erect, install or maintain an improvement on any Lot without the prior written approval of the Architectural Review Committee. This regulation shall apply to any alteration, enlargement, demolition, removal or any change whatsoever which alters the exterior appearance (including paint color) of the improvement or of the Lot on which it is situated, unless the Design & Maintenance Standards for the Architectural Review Committee expressly authorize the same without requiring specific approval."

Section 7.1(b): "Exterior building improvements by Owners, including above ground decks, not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning & Zoning or City Council."

Owners may not remove an existing item without first receiving the ARC's written approval of an application to remove such existing item. Once a plan is approved, it must be followed, or a modification must be approved in accordance with Article VI of the Covenants.

Each application is reviewed on an individual basis. There are no "automatic" approvals, except as provided for specifically in these Standards. A homeowner who wishes to construct a deck identical to one already approved by the ARC is still required to submit an application.

Under Article VI, Section 6.5 of the Covenants, any completed application not acted upon within forty-five (45) days shall be deemed approved. The application must be complete as defined in this document before the review process will commence.

#### **VI. Meetings**

The ARC Charter: Section F. MEETINGS, states: "Committee meetings shall be held in the community center or other recognized meeting place of the association. All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed in the newsletter, on the web site, posted in the community center and publicized through any other means of posting that the Board deems appropriate. If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting.

The committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of committee members is seven (7). A majority of the members shall be four (4). A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in open session."

#### **VII. ARC Review Criteria**

The ARC evaluates all submissions on the merits of the application and compliance with the DMS. The ARC's evaluation is based on the overall design proposal and on consideration of the property's characteristics (for example, housing type and features; lot location and shape; features of neighboring properties), recognizing that suitability of an exterior addition or modification in one instance may not be suitable in another. Under no circumstance will an ARC decision be based on an individual's personal taste or opinion. Rather, design suitability and acceptability will be based on the following criteria, which reflect the general standards of the Covenants.

- A. Validity of Concept  
The basic idea must be sound, appropriate to its surroundings and in compliance with the DMS and the Governing Documents.
- B. Design Compatibility  
The proposed modification must be compatible with the architectural characteristics of the applicant's house, adjoining houses, the neighborhood setting and landscape, and the master plan of Cameron Station. Compatibility is defined as similarity in architectural style, materials, color, construction details, and quality of workmanship.
- C. Location and Impact on Neighbors  
The ARC shall consider how the proposed modification will impact access, view, sunlight, ventilation, tree obstruction, or drainage of adjacent properties.
- D. Scale  
The size (in three dimensions) of the proposed modification must be compatible with adjacent structures and surroundings.
- E. Color  
Any part of an addition or alteration that is similar to the existing house, such as roofs, doors, shutters, and trim, must be matching in color.
- F. Materials  
Materials shall match or be compatible with those used on the original home. The ARC will evaluate materials' compatibility on a case-by-case basis. The ARC will also consider a homeowners request to utilize new building or construction materials not previously available when the original home was constructed. All new building or construction materials must not create any inconsistency with the original appearance of a home.
- G. Workmanship  
The quality of work must equal or exceed that of the original construction. The CSCA and the ARC assume no responsibility for safety or structural integrity of construction by virtue of approving an application. It is the responsibility of each applicant to obtain a building permit when required and comply with all Federal, State and City of Alexandria codes and regulations.
- H. Timing  
Approval for a modification may be revoked if:

- If construction has not commenced within thirty (30) days of approval of the application and be completed within 30 days of commencement of work.
- Within the dates specified by the City building permit (if applicable).

#### **VIII. Amendments to the Architectural Design & Maintenance Standards**

In accordance with Article VI, Section 6.3 of the Declaration, "the Design & Maintenance Standards may be revised, supplemented or deleted from time to time by the Board of Directors."

To assist the Board with this function, the ARC will periodically review and evaluate the DMS to determine whether any changes are necessary. In addition, homeowners may submit written requests for changes to the Cameron Station management office for ARC review, and, if deemed appropriate, recommendation for adoption by the Board; provided, however, that the ARC is not required to act on any such request. All changes must be approved by the Board of Directors prior to incorporation into the DMS.

#### **IX. Applications**

Before beginning any exterior modification, an Exterior Modification Application (Exhibit A) must be completed, signed, dated and submitted and approved by the ARC. The application must describe the modification or alteration in sufficient detail to allow the ARC to fully consider the proposed action. A Plat/Site Survey must be included with an application for an exterior modification when the proposed project has the potential to encroach into either a neighbor's property and/or common area. Any incomplete application for an exterior modification or applications that have been deferred for more information will be returned; these applications shall only be reviewed by the ARC when re-submitted with all necessary documents and enclosures at a regularly scheduled ARC meeting. Action on applications submitted without the required information will not commence until all information is received. *Further, the forty-five (45) day review period for the application will not begin until the application is accepted as complete by the Cameron Station management staff and Architectural Review Committee does not reject the application as incomplete.*

Specific details of application requirements are found in Section III – Exterior Change Design Criteria. X.

#### **Application and Review Process**

The application and review procedures that will be used by the ARC are detailed here.

All Applications for modifications to the exterior of the home or Lot must be submitted in writing, using the Exterior Modification Application Form in Exhibit A. Any modification will be invalid if it is not approved by the ARC. (See Article VI, Section 6.9 and Article VII, Section 7.1 of the Covenants) All applications must be complete before the ARC will commence the review process. Management shall return incomplete applications to the applicant with a statement of deficiencies that must be remedied, in order to be considered for review.

All applications must be submitted to the CSCA, Inc. -Architectural Review Committee, 200 Cameron Station Blvd. Alexandria, VA 22304 or via email at [Covenants@cameronstation.org](mailto:Covenants@cameronstation.org).

The application must include a complete and accurate description of the proposed modification(s). To enable an informed decision to be made, all supporting material pertaining to the application must be included with the application. Examples of supporting materials include elevation drawings, railing detail, and location on a site plan, to include: material used in construction, dimensions, landscape plans, brochures and color samples. A Plat/Site Survey with the item noted on it is integral to the application.

The Cameron Station management office must receive a complete application at least ten (10) days prior to the next regularly scheduled ARC meeting in order for the ARC to review the application at that meeting. At the ARC's discretion, applications that are received within ten (10) days of a scheduled meeting may be considered provided all required materials have been submitted by applicant homeowners. The ARC may consider



applications outside the normal application and review process only if immediate repairs are deemed necessary by ARC in order to mitigate damage to the property.

The ARC will allow the homeowner to address their application review as indicated on the agenda for the meeting. Each homeowner will be limited to a ten (10) minute application statement session. If the ARC deems additional time may be necessary to any homeowner statement, the ARC will decide the amount of time devoted to additional clarification.

The ARC is required to notify homeowners of the action taken on their application within forty-five (45) days of receipt of a complete application by the CSCA. Notification of the ARC's decision may be made by telephone, fax, or email, with follow-up in writing by USPS. Approvals will be sent by 1<sup>st</sup> class mail, with denials and conditional decisions sent certified, return receipt requested. As per Article VI, Section 6.5 of the Covenants, any application deemed complete but not acted upon within forty-five (45) days shall be approved by default.

#### **XI. Appeals Procedures**

An applicant is not required to but may attend the ARC meeting at which the ARC will review the application (normally the next regular meeting after its submission). All meetings are open to all owners and advertised in advance. Notice of ARC meetings will be made via the community's regular modes and methods of communication to the membership. The ARC will not provide individualized notice of any meeting to any owner, unless otherwise required by law.

An applicant who wishes to appeal a decision of the ARC has ten (10) calendar days from receipt of the notification of the ARC decision to file a request to the Board in writing seeking an appeal of the ARC decision by the Board. The appeal request should set forth the rationale for the appeal, which must be one of the following reasons:

- The proper procedures were not followed by the ARC during the administration or review process
- The applicant was not afforded the opportunity to be heard or present pertinent information to the issue being considered
- The ARC decision was irrational and inconsistent with the criteria set forth in this document

The Board has sixty (60) calendar days from receipt of the appeal by the management office to review the appeal and issue its decision. The applicant will be notified in writing of the time, date and place of the appeal by Management at least ten (10) calendar days before the meeting.

The Applicant or his/her representative may appear but is not required to appear in person before the Board to present the appeal. The Board may discuss the matter in closed/executive session but the decision of the Board will be made during an open Board meeting. The applicant will be notified of the decision, in writing, within seven (7) calendar days of the hearing. The decision of the Board is final.

#### **XII. Consultation with Architects & Other Professionals**

In accordance with Article VI, Section 6.7 of the Covenants, the ARC may, with the consent of the Board, engage or consult with architects, engineers, planners, surveyors, attorneys and other professionals, when required in the fulfillment of its duties. The ARC shall require the person seeking approval to pay for all fees incurred by CSCA in connection with the review of the application. Payment of such fees shall be established as a condition to the approval or disapproval, and the commencement of review of any plans shall be conditioned upon the payment of the estimate of such fees. The ARC or Management Agent will provide to the applicant, in a timely manner, an estimate of fees prior to the ARC engaging outside professionals.

#### **XIII. Enforcement Procedures**

Enforcement of any violation of this DMS will be governed by the Association's Due Process Policy Resolution.



#### **XIV. Resale Disclosure Packet**

Any exterior alteration, which has been made since the builder completed the approved plan, must have an approved Exterior Modification Application in the lot file. Lack of an approved application constitutes a violation and will be noted in the Disclosure Packet.

#### **MAINTENANCE and USE REQUIREMENTS**

The purpose of this section is to list and illustrate the maintenance requirements for the community that is required of the CSCA and the property owner. This list is by no means all inclusive, but provides examples of standard maintenance requirements of the homeowner. Many of the requirements are taken directly from the Covenants.

Violations of maintenance standards are violations of the Covenants and are pursued under and in accordance with Article VIII of the Covenants.

##### **I. Association Maintenance Responsibilities**

The Association shall be responsible for the maintenance, management, operation and control of the Common Areas and all improvements thereon. The Association shall keep the Common Area in good, clean, attractive condition as determined by the Board of Directors. The Association shall be responsible for the mowing of all grass within the Common Area in order to promote an attractive and uniform appearance. Common areas of the Condominium Sections and intended common areas of Multifamily Rental Sections, at the option of the Association, shall be considered a part of the Common Area.

The Association may, at its option, mow any unenclosed front, side or rear yards of the Single Family and Cluster Lots, and reserves the power to specially assess the cost associated with mowing any unenclosed front, side or rear yards of the Single Family and Cluster Lots against the owners of such Lots that are mowed by CSCA.

##### **A. Easements for Upkeep**

As defined in Article III of the Covenants, the Association has an easement for access in order to maintain, correct or inspect common areas throughout the community.

##### **B. Association to Control Common Areas**

No homeowner shall improve, repair or alter the Common Areas without the express written consent of the Board of Directors and/or the Common Area Committee.

If any Common Area or improvement thereon is damaged or destroyed by a homeowner, or such homeowner's tenants, guests, licensees, agents or family members, the Association shall repair such damage at the homeowner's expense.

No homeowner shall dump or otherwise dispose of or place trash, garbage, debris or any unsightly or offensive materials on any Lot or the Common Areas.

##### **II. Homeowner Maintenance Responsibilities**

Homeowners shall, at all times, maintain their property and all improvements thereon in a good, clean, attractive condition, order and repair consistent with the DMS. This includes, but is not limited to, items such as mowing grass, landscape maintenance, removal of trash, structural maintenance, parking of vehicles and use of the Lot and home. Maintenance affects the visual character and economic values of the property and neighborhood and, in some cases, safety. For the purposes of this document and the Covenants, "upkeep" shall be defined as care, inspection, maintenance, operation, repair, repainting, remodeling, restoration, improvement, renovation, alteration, replacement and reconstruction.

##### **A. Dwellings and Structures**

Residents are responsible for maintaining the exterior of their dwellings and all improvements thereon, such as decks and fences. The following are examples of violations of the DMS:

1. Peeling paint on exterior.
2. Structures (i.e., fences, decks, balconies etc.) in need of staining, repairing, sealant or upgrading.
3. Inoperable exterior light fixtures and bulbs.
4. Broken windows, broken, missing, or fallen shutters and missing or torn screens.
5. Gutters laden with debris or soot affecting neighbor's drainage.
6. Roof tiles missing or not matching the entire roof surface.

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This list is meant to be illustrative of certain categories of violations, but is not inclusive of all possible types of violations of the DMS. Routine maintenance of your property will preserve and protect your home and limit personal liability. The CSCA expects that homeowners will perform all maintenance necessary to prevent any of the cited conditions from occurring in Cameron Station.

B. Mowing and Trimming

Turf areas shall be mowed at regular intervals, maintaining a neat and trim appearance. Driveways must be kept free of weeds and debris. Planting beds must be kept neat and trim. Plants must not extend into sidewalks and trees must be trimmed so no branch extending over the sidewalk is less than 7 feet above the sidewalk.

C. Weed Control

Weeds shall be promptly removed from all areas of a Lot.

D. Erosion Control and Drainage Management

Residents are responsible for erosion control, for maintaining proper drainage within their property, and for not blocking or hindering natural drainage to or from adjoining properties.

E. Trash Removal

Trash removal and recycling shall be governed by the Association's Trash Removal Policy Resolution.

F. Parking and Use of Garages

Parking and garage use is governed by the Association's Parking Policy Resolution, Article VII, Sections 7.1(a) and 7.12 of the Covenants, various other provisions in the Association's Governing Documents and various provisions in the Association's Transportation Management Plan and the Special Use Permits for Cameron Station.

G. Vehicle Repairs

No vehicle repair shall take place on any of the streets within Cameron Station, except for emergency vehicle repairs. At no time shall any vehicle be placed on blocks or jacks.

H. Clotheslines

The use of clotheslines is strictly prohibited under Article VII, Section 7.16 of the Covenants.

I. Underground Utility Lines

Owners must bury or shield all utility lines, wires or pipes to the extent feasible. Owners should be acutely aware of storm sewer and utility easements that are located on the Lot. Owners

must always verify location of all utility lines prior to undertaking any exterior improvements or maintenance. The Miss Utility Hotline must be called 48 hours in advance of any anticipated digging near utility lines (1-800-257-7777) or the Lot owner is liable for any damages that may occur if utility lines are cut when digging.

J. Snow Removal

Property owners are responsible for clearing snow and ice from the driveway serving their home, the lead walkway to the home and for clearing any sidewalks fronting or bordering the home. Snow Removal shall be governed by the Association's Snow Removal and Inclement Weather Rules and Regulations Policy Resolution.

### **EXTERIOR CHANGE DESIGN CRITERIA**

This section lists the most common requests for exterior alterations and their design criteria. However, this is not an all-inclusive list. All proposed exterior changes, whether listed in the DMS or not, must be submitted to the ARC for approval. As stated in the governing documents, homeowners cannot make any exterior alterations until the proposed exterior alteration is approved by the ARC.

#### **I. APPLICATION CONTENTS**

All exterior alteration requests must be submitted to the ARC on the approved CSCA Exterior Modification Application form ("Application"). The Application requires information that will assist the ARC in reviewing plans for your proposed project. In most cases, only a single application is required.

In accordance with Article VI, Section 6.6 of the Covenants, each Owner shall submit to the ARC a proposed construction schedule and one set of plans and specifications of the proposed construction that must include (unless waived by the ARC) the following:

- A. A Plat/Site Survey showing the size, location, and configuration of your home, all proposed and existing improvements, including driveways and landscaped areas, and all setback lines, buffer areas and other features required under applicable law. Contour lines must be shown on the plan when drainage is a consideration.

A site plan is a scaled drawing of your lot that shows the exact dimensions of your property. In most cases, the site plan shall be developed from the plat plan (plat of the survey) provided to you as a part of the closing documents when you purchased your home.

The ARC reserves the right to require larger scale drawings, and an enlarged plat plan or City approved development or site plans in order for the proposed application to be considered.

- B. Description of the Project and Description of Materials: The application requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used, overall dimensions, and, as in the cases of decks or porches, height off the ground. Recognizing advances in building materials and technology, the ARC may consider a homeowners request for the use of alternate building or construction materials instead of using the original materials, provided the use of such alternate building or construction materials does not substantially alter the exterior appearance of the home.

It is the responsibility of each applicant to obtain any required permits and comply with all Federal, State and City of Alexandria codes and regulations.

- C. Drawings/Photographs: Complete drawings showing all dimensions, elevations and details of the proposed project are required. Drawings must be clear and legible and show the relation of the project to the existing home. If possible, also include a photograph of the proposed area in which the exterior modification is intended for construction.

- D. Commencement/Completion Date: Applications must contain the proposed commencement and completion date. Construction must commence within thirty (30) days of approval and be completed within thirty (30) days of commencement of work, unless stated expressly otherwise by the ARC or Management Agent. Homeowners may be requested to provide written notification of completion of the exterior modification within 10 (ten) days of completion.

*The application must include all information as requested in these Design & Maintenance Standards. Applications that are unsigned or do not contain all requested information will be deemed incomplete and will be returned to the homeowner without consideration.*

## II. EASEMENTS

There may be easements running through the Lot. Prior to submitting an application, homeowners shall verify location of all easements and secure permission from the easement holder to build over, on, or through an easement. CSCA is not responsible for verifying whether there are any easements that may be affected by an exterior modification, and approval by the ARC for a project does not constitute approval to build over an easement.

There are emergency access easements located throughout the community. These are designated to allow access to the front and rear sides of homes. The City of Alexandria requires these to be kept clear at all times to allow emergency personnel (police, fire, medical) access. Therefore, nothing may be built over, on, or through an emergency access easement. Moreover, homeowners are strictly prohibited from interfering with any easement through the placement of materials related to the construction of their exterior modification.

### III. PROJECT STANDARDS

#### Air Conditioners (HVAC):

Air-conditioning units extending from windows are prohibited. Exterior HVAC units that are part of a central HVAC system may be added or relocated only when they do not interfere visually with neighbors. Homeowners are prohibited from relocating or installing an exterior HVAC unit as described above unless the homeowner first submits an application to the ARC seeking approval for the exterior HVAC unit and the ARC approves the application. Replacement of HVAC units shall not result in the placement of HVAC units or any associated installations in a manner that encroaches beyond the applicant's property line or substantially changes the location, for example, relocating a unit from inside an enclosed yard to outside an enclosed yard.

#### Antennas:

No antenna shall be installed on any common area of the CSCA community.

Homeowners and tenants may install on their lot a dish antenna that is one (1) meter (39.39 inches) or less in diameter. Satellite dishes that are larger than one (1) meter in diameter are prohibited. Homeowners and tenants may install a multipoint distribution service antenna (MMDS) antenna that is one meter or less in diameter or diagonal measurement. MMDS antennas that are larger than one meter in diameter or diagonal measurement are prohibited. In accordance with the FCC Rule, homeowners and tenants may install a regular TV antenna designed to receive local broadcast television stations. Homeowners are prohibited from installing any type of antenna that transmits a signal of any sort or disrupts the reception of the radios and television sets of neighbors. Such antennas are prohibited. Any type of antenna not specifically protected by FCC Rules is prohibited. (Masts, cables, supports, conduits, wires, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna.)

To comply with the Federal Telecommunications Act of 1996, prior approval of the ARC is not required for the installation of a satellite antenna or dish, which is allowable under these Design and Maintenance Standards. Also, this law covers the antennas necessary to receive service. Therefore, a local rule may not allow only one (1) antenna if more than one (1) antenna is necessary to receive the desired service.

When any antenna is no longer in use as such, the Association reserves the right to require the homeowner to remove the antenna, along with all exterior wiring. All exterior wiring and cables will conform to the contours of the facade and be affixed to the home in an unobtrusive manner.

***The Association may condition the placement of the dish as long as signal reception is not impaired.***

The preferred placement of the antenna is:

- 1<sup>st</sup>: **Rear Roof Mount:** Must be located on the rear of the roof, below the roof peak.
- 2<sup>nd</sup>: If a front roof mount is necessary, all equipment must be installed to one side of the roof, and not in the center.
- 3<sup>rd</sup>: **Structure Mount:** Shall be located such that the equipment is adjacent to a chimney, or other structure on the home. If on a deck, the equipment shall be installed to one side of the deck or adjacent to the house, if possible. The ARC reserves the right to require the owner to install reasonable screening to minimize the visual impact of the antenna on neighboring lots.
- 4<sup>th</sup>: **Ground Mount, Rear of Lot:** Must be located on a rear lot location. The ARC reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.
- 5<sup>th</sup>: **Ground Mount, Front or Side of Lot:** Where front or side yard locations are necessary, all equipment must be installed near other utility equipment, or as close to the house/structure as possible, without affecting ingress/egress to the home. The ARC reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.

**Attic Ventilators:**

Attic ventilators and turbines are permitted. They shall be painted to match the surface to which they are attached. Roof location shall be on the rear of the house and below the roof ridge.

**Awnings:**

Awnings will only be approved if demonstrated to be clearly compatible with the architectural design and qualities of the home. Also, awnings will only be approved in the rear of the residence. Awning colors must be consistent with similarly approved front door colors. Solid and striped patterns will be considered on a case by case basis. See Appendix B of the DMS for a listing of approved colors.

**Birdfeeders / Bird houses:**

Bird feeders/houses are prohibited unless located in rear fenced yards and may not exceed the height of the fence line.

**Compost Bins:**

Compost bins will be reviewed on a case by case basis.

**Decks, Balconies and Patios:**

**Addition of a Deck/Balcony**

No new deck/balcony may be installed unless an application for an addition of a deck or balcony has been approved by City of Alexandria and the ARC prior to construction. The deck dimensions and the design must be consistent with the Builder's original design. Decks and balconies will not be allowed on any home that does not have an existing exterior doorway that is designed for access to a deck or balcony. When decks are added, repaired or replaced it must be with the same design as offered by the original builder. Privacy screens between adjacent decks or balconies are prohibited, unless installed by the builder as part of its original design.

Homeowners are prohibited from removing their deck unless they first obtain the approval of the ARC.

No decks or balconies shall encroach into open space above an emergency vehicle easement.

When replacing or building a new deck, homeowners may use alternate building or construction materials, such as composite decking, rather than natural wood. The color of the alternate building or construction materials; however, must be similar in color to natural wood, approved stained deck colors, or the builder installed decking currently in use. Decks will be stained or sealed, but not painted.

Approved stain colors include: clear or natural, cedar, curly and redwood. Color samples are available for view at the Association's Management office. All deck/balcony applications shall include the following:

- A. A Plat/Site Survey showing the size of the deck, relationship of the deck to the house, lot and adjacent properties.
- B. A description of the materials to be used, color or stain to be used including drawings or photographs, as necessary to complement the description.
- C. Use of composite material for decks will be considered on a case-by-case basis.
- D. Dimensions of railings, posts, steps, benches and other details as required to clearly describe the proposal.
- E. Only spiral stair cases are approved to provide access from the deck to the ground level.
- F. A copy of the approved City of Alexandria Building Permit.
- G. Estimated start and completion date.

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- H. Residents whose property backs the commercial property adjacent to the community may apply to construct a privacy screen. Privacy screens are only allowed on the rear of decks and are to be no taller than four (4) feet from the railing, and must extend to each outside corner of the deck. The style and design must match that of any previously ARC approved and constructed screen. A list of approved privacy screen designs is attached as Appendix C.

#### **Patios**

Patios are ground level brick, slate, flagstone or paving stone surfaces. All patio additions or re-design require ARC review and approval. Patios shall abut the home, and be located in rear yards, and shall not extend beyond the side plane of the house. Side yard locations will not be approved. Patios will not be allowed on any home that does not have an existing exterior doorway that is designed for access to a patio. Colors, finishes and materials shall be reviewed on an individual basis. All patio applications shall include the following:

**Commented [CWH5]:** Added address the location and composition of patios.

- A. A site plan (Plat/Site Survey required) showing the size of the patio, relationship of the patio to the house, lot and adjacent properties.
- B. A description of the materials to be used, including drawings or photographs, as necessary to complement the description.
- C. A statement from the homeowner concerning how surface drainage may or may not be affected and what mitigating efforts may be required. In no instance shall drain lines extend into the common area or neighboring property.
- D. An estimated start date and completion date.

When a patio scheme includes other exterior changes, such as fencing, lighting, plantings, etc., other appropriate sections of these Design & Maintenance Standards shall be considered during the completion of the application.

#### **Dog Houses, Runs, and Animal-Entry Doors:** Dog

houses, runs and pens are not allowed.

Pet-entry doors are permitted only into the fenced area where the animal is restricted. Anodized or mill finish aluminum is not acceptable.

#### **Doors-Exterior:**

##### **Front Door:**

The ARC will consider resident applications for repair or replacement of a front door that does not match the original, builder-installed door. The ARC will permit residents to replace or repair a front door with a similar Colonial or Georgian style and color with the general style of the Cameron Station. A list of the Cameron Station Development approved front door paint or stain colors is attached as Appendix B.

**Commented [CWH6]:** inserted for clarity

Door knockers and digital bolt locks do not require ARC approval prior to installation.

##### **Garage Doors:**

Garage doors shall only be repaired or replaced with a door of like kind, style, and color to the original door.

##### **Other Exterior Doors:**

The ARC will review the modifications of other exterior doors on a case by case basis as long as it is consistent with the architectural style of the community.



#### Driveways:

The ARC may consider resident applications to replace or repair an existing driveway with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are consistent in appearance to the existing driveway materials.

#### Electronic Devices:

To include, but not limited to: Electronic insect traps, electronic bird, rodent or pest repellers, outdoor speakers, etc. Devices will be regulated based on the same criteria as exterior lights. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise. These devices shall be operated only during those times when the immediate area is occupied by the owners or their guests.

Commented [CWH7]: Amended to include all types of electronic devices, for completeness

**Exterior Decorative Objects:** Owners are required to submit an application and receive prior ARC approval for any exterior decorative object placed in front or side yards. Exceptions include small decorative objects which are discussed subsequently and made with natural or man-made material and were not part of the original construction design, as a standard or optional feature.

Decorative objects, including plaques, cannot be installed in the front, side and open yards without first receiving ARC approval. All plaques and decorative objects will be evaluated in terms of their general appropriateness, size, location, and compatibility with architectural and environmental design, visual impact on neighbors, and the surrounding area. Proposed wording on a plaque must be specified in the Application.

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Sculptures, garden statues, birdbaths, birdhouses, plaques and similar items located in fenced rear yard locations, may be installed by the homeowner or resident without first obtaining the approval of the ARC provided the objects are not visible from the front yard or street. However, if the rear yard is not enclosed by an approved fence or the proposed installation occurs on the second or higher floor, the homeowner or resident may not install such an object without first submitting an application to the ARC and receiving approval of the application from the ARC.

Homeowners can place objects that meet all of the following criteria in their lot without obtaining the approval of the ARC.

- Objects that are less than 18" tall x 18" wide x 18" deep in size.
- Objects that are unpainted stone, wood, soapstone, marble, or other natural materials in earth tones.
- The number of objects is appropriate to the size and scale of the front and side yards, so as not to present a cluttered appearance.
- Painted planting pots may be used without ARC approval.

Commented [JP8]: I think we should have something a little more concrete here to avoid subjectivity.

Any item that does not satisfy these four (4) criteria items may not be placed on a lot without prior approval by the ARC.

Applications are not required for temporary holiday lights or decorative objects for the period of four (4) weeks prior and three (3) weeks after the holiday in question.

#### Facades:

No homeowner shall change the facade material of their home nor change the material on the side(s) of the home. Applications to repair or replace facade material must show the location of the repair or replacement and confirmation of use of same material as exists on home. Composite or other materials may be approved on a case by case basis by the ARC as long as the color, style, and appearance of the alternative material is consistent with the architectural style of the community.



### Fences and Walls:

Walls: Brick walls must be approved by the city and the written approval from the city must be submitted to the Covenant's Administrator for project approval. Applications that involve new wall construction or design modifications will be forwarded to the ARC for further approval. See Landscaping and Gardens Section for low retaining walls.

**Commented [CWH9]:** Fence and Wall section rewritten. "fence" and "wall" changed to "structure" in below paragraphs for clarity. Redundant sections were combined.

Fences: Fences are only permitted in the rear of a home. Whether replacing or constructing a new fence, members must submit an application to the Covenant's Administrator for project approval. Applications that involve new fence construction or design modifications will be forwarded to the ARC for approval.

Applications should include the following:

- Plat/site survey showing the size of the structure, relationship of the structure to the residence, lot, and adjacent properties.
- A copy of the City of Alexandria's approved permit for brick wall or new deck applications.
- A description of utilized materials, proposed color/stain and any design/photographs to complement the description.
- Dimensions of railings, posts, gates, steps, benches, and any other details.

When replacing or building a new structure that is not brick, homeowners may use natural wood or alternate building/construction materials such as composite. Wood structures will be stained, sealed or "painted" with a solid "deck cover" material (NOTE: regular paint is prohibited). As of October 27, 2017, the preapproved fence stains/colors (wood or composite) for Cameron Station fences must follow a natural palette of wood colors and be in accordance with approved sample colors on a "color wheel" located in the management office. Residents currently utilizing previously approved DMS fence colors (i.e. curry, natural, etc) are not required to change their fence/deck color until its next coating. Residents desiring to maintain previously approved colors must seek ARC approval prior to recoating their fence and deck. Colors/stains in the green/blue/black/purple family of colors are prohibited. If a property contains both a fence and a deck, the colors of said structures are required to match.

The following is a list of additional considerations when looking to construct or revise a deck or balcony.

- Only spiral staircase are approved to provide access from the deck to the ground level.
- Residents whose property backs the commercial property adjacent to the community may seek ARC approval to construct a privacy screen. Privacy screens are only allowed on the rear decks, are not to be taller than four (4) feet from the railing and must extend to each outside corner of the deck. The style and design must match that of any previously ARC approved and constructed screen. A list of approved privacy screen designs as attached as Appendix C.
- Privacy screens between adjacent decks or balconies are prohibited, unless installed by the builder as part of its original design.
- Decks and balconies will not be allowed on any home that does not have an existing exterior doorway that is designed for access to a deck or balcony.
- Homeowners are prohibited from removing their decks unless they first obtain the approval of the ARC.
- No decks or balconies shall encroach into the open space above an emergency vehicle easement.

### Flags and Flagpoles:

All flags must be flown from a flag pole. Flags are not allowed to be draped from windows, balconies, decks or exterior banister railings. Proper American flag etiquette (as defined in Appendix A) shall be observed.

No mast flagpoles are allowed. However, flags are permitted to be flown from holders attached to the exterior wall of a home. Acceptable locations for holders are above or adjacent to front doors and garage doors, not to exceed two (2) flags and poles on the front and back of the unit. No application is required if the homeowner is in compliance and does not place their flags in multiple flag holders. Flags may only be displayed in a manner that is consistent with the provisions of 4 U.S.C. §§ 1-91. Notwithstanding the above, Homeowners may not install multiple flag holders without first submitting an application that is approved by the ARC.

**Flues and Vents:**

All vent stacks, exhaust vents and other mechanical equipment shall be located unobtrusively. Homeowners and residents are prohibited from installing vent stacks, exhaust vents and other mechanical equipment holders without first submitting an application that is approved by the ARC.

**Gazebos:**

Gazebos are not permitted on individual lots.

**Grills and Barbecues:**

Construction or placement of a permanent grill or barbecue pit is prohibited unless the homeowner first obtains approval of the permanent grill or barbecue pit from the ARC. The application shall show the proposed placement, fuel type, and materials. Construction or placement of a permanent grill or barbecue pit may require a City building permit. Approval by the ARC of an application to construct a permanent grill or barbecue pit does not represent Association approval of any Federal, State or City requirements with respect to the construction of a permanent grill or barbecue pit. Portable grills cannot be left unattended in the front yard, side yard, unenclosed back yard of the home, or any other location visible from the street.

**Gutters Downspouts:**

Gutters and downspouts must match in color and design to those existing and must not adversely affect drainage on adjacent properties. Plastic gutters are not allowed. Gutter covers are allowed without ARC approval as long as the gutter cover matches the existing gutter color and style.

**Hot Tubs:**

Hot tubs may not be installed unless the homeowner first submits a completed application and receives ARC approval. Hot tubs shall be located only on the ground level in the rear of the home, within the fence, and as close to the house as possible. The ARC may require the addition of landscaping or screening to reduce the visual impact and noise to neighboring homes. Hot tubs on decks are not permitted.

**House Numbers:**

House numbers shall be replaced with ones of exact style and color as the original numbers on the house, unless approved by the ARC. House numbers for both front and rear of the house are required. Rear numbers are typically located on deck band boards or, if there is no deck, on a rear fence post.

If the builder did not provide rear house numbers, installation of black metal numbers will be required. No more than one set of house numbers is permitted on the front and/or back. Removal constitutes a violation.

**Landscaping and Gardens:**

No changes or additions to the exterior landscaping/planting beds may be made without first obtaining the written approval of the ARC. The following standards govern exterior landscaping and gardens within Cameron Station.

Any landscape or garden must not alter the drainage pattern to cause water to flow into the neighbor's yard or cause water ponding in the common area. In no instance shall drain lines extend into the common area.

- A. All plants shall be trimmed to preclude encroachment upon sidewalks, driveways and common areas.
- B. Front yard plantings will be those normally associated with the character and style of the community.
- C. Landscaping and gardens must not obstruct house numbers or sight lines required for vehicular traffic.
- D. All gardens must be neatly maintained, trimmed, and free of weeds; this includes removal of all unused stakes, trellises, weeds and dead growth.
- E. An application is required for hedges or other features that, in effect, become structures, fences or screens.
- F. An application is required for garden timbers, stone, paver, block, rock or any other material which is used to form a wall. All applications must include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grading changes. Landscaping timbers must not be used to delineate property boundaries. Railroad ties are not permitted.
- G. An application is required for edging and ground filler for exterior planter beds. Edging must not extend beyond property lines or into common areas and curbs.
- H. An application must be submitted for rock gardens, collections of rocks, and single rocks in any dimension with the exception of a single line of decorative rock edging. All rocks shall be left their natural color. Marble chips/volcanic stone is not permitted.
- I. Homeowners may not plant any tree that may grow over a height of 6 feet and/or any additional trees on a Lot unless they first receive the approval of the ARC. Specific guidelines on the replacement of trees on the private lots can be found in the PRIVATE TREE REPLACEMENT GUIDELINES on page 17. The application submitted should show the location of the tree, the type of tree, the reason compelling the removal of the tree and the proposed species of replacement tree.
- J. Growing vegetables or fruits in the front of the properties is prohibited. Vegetable gardens inside enclosed yards, which are in compliance with the DMS, do not require approval. Vegetable gardens shall not take more than thirty-two (32) square feet of rear enclosed yard space and shall be neatly maintained. No offending odors should be created as a result of any garden. Fruits and vegetables should not be left to decay upon the ground. During winter, soil should be turned over. Planting of vegetables in appropriate containers by owners of back to back townhouses with no side or rear yard requires the submission of an Exterior Architectural Application.
- K. Any vine-like plant, such as ivy, is permitted as long as it is trimmed, maintained, and in neat attractive condition. Also, "vine-like plants" are prohibited from encroaching on any property not owned by the owner, including the common area and other neighboring lots.
- L. In keeping with the overall appearance of the neighborhood, softscape (plants and grass) is preferred to hardscape (rocks and gravel) in planting beds and yards.

Commented [CWH10]: Added for clarity and completeness

Commented [CWH11]: Added for clarity.

#### Lead Walks:

All lead walks (walks leading to the home's main entrance) must be repaired or replaced with the original material. The ARC may consider resident applications to replace or repair an existing lead walk with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are similar in appearance to the existing lead walk materials.

#### Light Posts and Exterior Lights:

Light posts are not permitted on individual lots.

Surface-mounted exterior lights attached to a home must be replaced with a fixture of exactly the same style and color, unless an alternate fixture is approved by the ARC. The ARC will consider requests to replace the fixture with an alternate fixture. However, the fixture must be harmonious with the style and character of the home and neighborhood. Inoperable light bulbs shall be replaced only with white or clear bulbs. The use of colored light bulbs is prohibited.

Commented [JP12]: This is not possible for some houses as the original fixtures aren't made any more.

Ground level lights (a light anchored to a four (4) to six (6) inch stake which is driven into the ground and with the illumination pointing down to the ground) bordering driveways/walkways must be unobtrusive in nature. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner which could disturb neighbors. In particular, care must be taken in arranging the angle of a floodlight. Applications shall show the estimated light level and shine pattern.

Decorative lights, on or around decks or trees are not permitted, except to the extent allowed under the Association's Holiday Decoration Policy.

#### Railings (metal):

The ARC will consider replacement or repair of railings with a similar Colonial or Georgian style and color in keeping with the general style of the Cameron Station. Every effort will be made to match the railing color and style with the style of the neighboring houses.

#### Roofs:

All roof repairs/replacements must be approved by the ARC. Roof repair or replacement should be done to match the existing roof material and color. The ARC will consider changes in color or material on a case by case basis.

Satellite Dishes/Receivers - see "Antennas".

#### Screened Porches:

Screened porches are not permitted.

#### Security Devices:

##### General Considerations

Security devices including cameras and alarms shall be selected, located and installed so as to be an integral part of the house and not distract from its architecture and appearance.

##### Specific Guidelines

- A. Cameras and housings, sirens, speaker boxes, conduit and related exterior elements shall be unobtrusive and inconspicuous. Such devices shall be located where not readily visible and shall be a color that blends with or matches the surface to which attached.
- B. Cameras shall only view the homeowner's property and shall not record common area or any area outside the homeowner's property.
- C. A maximum of 4 fixed view cameras are allowed per property.
- D. No pan-tilt- zoom video cameras are allowed.

Commented [CWH13]: Added to give guidance on security device style and placement.

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##### Submission Requirements

- A. A copy of the existing site plan showing the house and the location of all the proposed security devices.
- B. Drawings or photographs showing the house and the proposed locations of all security devices.
- C. Catalog photographs or manufacturer's "cut sheets" of proposed window bars and doors bars, including dimensions, design, material and color.
- D. Drawings and description showing design details that show verifiable angle of camera recording area.

#### **Maintenance Requirements**

- A. Homeowners are responsible for maintaining Security Devices in keeping with Property Design and Maintenance Standards.
- B. Cameras shall only view the homeowner's property and shall not record common area outside the homeowner's property.

#### **Shutters:**

Repair or replacement of a shutters that match the original, builder-installed shutters and color does not require ARC approval. A change in shutter color requires ARC approval. All shutters must be the same color.

#### **Signs:**

In accordance with the Covenants, Article VII, Section 7.17, "Owners may not erect or maintain on any portion of the Property any signs except for: i) signs required by law (such as building permits), ii) one (1) unlighted sign not greater than two (2) feet by three feet advertising for sale any Single Family Lot, Cluster Family Lot or Condominium Unit. Signage advertising security services for individual homes shall be allowed."

Up to two (2) standard-sized security signs may be installed on a lot. The security signs may be located in the front and/or the back of the lot within six (6) feet of the house.

Residential rental signs are not permitted. Realtor "For Sale" signs must be removed no later than 2 days after being posted as sold. Realtor "Coming Soon" signs can be displayed no earlier than 5 days prior to being listed in the MLS, or other listing service.

Commented [JP14]: Address For Sale and Coming Soon signs

Signs for political candidates are allowed as follows:

- A. <sup>1</sup>Limit of one (1) political sign per candidate per house.
- B. Political signs may be installed three (3) weeks prior to the election and must be removed the day after the election.
- C. Political signs are not permitted in common areas.

#### **Skylights and Solar Tubes:**

Skylights and solar tubes should be located behind the roof ridge, if possible.

Commented [CWH15]: Solar tubes added for completeness

The application shall include a scale drawing of the skylight/tube and its location on the roof. A City building permit is required before a homeowner may install a skylight or tube.

#### **Sport, Recreation Equipment and Personal Property:**

- A. Homeowner's may install play equipment, such as sandboxes, playhouses, swing-sets, etc., only within the enclosed yards behind the dwelling so as not to be visible from the street. Non-

Commented [CWH16]: Correction

permanent personal property such as, but not limited to, swings, bicycles, pools, water tables, children's picnic table/chair sets, umbrellas, chairs, ladders, cannot be left out when not in use or left unattended.

- B. Permanent sport and recreation equipment are prohibited. Both portable and permanent basketball hoops are also prohibited.

**Solar Panels:**

The ARC will evaluate and approve installation of all solar panels or wind energy units on a case-by-case basis.

**Storage Sheds:**

Storage sheds must be compatible with the applicant's house in color and material, or match an approved wood fence. They may only be located in the rear yard and be visually unobtrusive. Sheds over 6 feet tall or visible above a fence are not permitted.

**Storm Doors and Windows:**

Storm windows are not permitted.

No application is necessary if the door meets the design criteria outlined below. Front storm door design criteria:

- A. Only "full-view" (see below) storm and screen doors are permitted.
- B. No tinted or reflective glass is permitted.
- C. Decorative glass edgings such as etched glass, brass or pewter inlays in rectangular patterns are permitted.
- D. The storm/screen door must match the color of the door it is protecting or the adjacent trim.
- E. No mill or bare metal finishes are permitted.
- F. No imitation gate hinges or ornamental grillwork is permitted. As different manufacturers of storm/screen doors have different definitions of "full-view" the following definition of "full-view" applies to all front storm/screen doors that may be installed in the Cameron Station community.
  - Glass area of the storm door will show the "full view" of the door it protects without obstructions that visually divide the glass panel.
  - Crossbars, either decorative or structural, are not permitted.
  - ¾-doors cross buck doors or other bottom panels or kick plates are not permitted.
  - Doors with self-storing windows are not permitted, as the frames of the glass panels visually divide the glass area.

Occupants may remove window screens provided that ALL the window screens on the same side of the house are removed. Any window screen lost or damaged must be replaced with a screen of the same style, material and color as the original.

**Sun Control Devices:**

Sun control devices are instruments installed on the exterior of the home to prevent direct sunlight penetrating or entering the home to reduce the solar heat gain. Exterior louvers or movable translucent shades would be considered as sun control devices. Sun control devices will only be approved by the ARC if demonstrated to be clearly compatible with the architectural design and qualities of the home.

**Swimming Pools:**

No swimming pool of permanent construction is permitted on any lot. Portable swimming pools designed for infants and toddlers are allowed, though must be stored out of sight when not in use.

#### **Trellises, Arbors and Pergolas:**

The ARC will consider applications for trellises, arbors and pergolas. In considering an application, applicants must demonstrate that the addition of trellises, arbors or pergolas will not cause deterioration to an existing fence or home. Trellises, arbors and pergolas are not allowed on decks or above the fence line.

Commented [CWH17]: Inserted for completeness

#### **Trim:**

As part of the homeowner maintenance requirements peeling paint on the exterior trim; including garage door, garage and window frames, shutters, soffits etc.; must be scraped, sanded (if required), and repainted with paint that is of the similar color and texture as the original. A change to the trim color is not allowed.

Commented [CWH18]: Garage door added as trim

#### **Water Features:**

The installation of any water feature will only be permitted in an enclosed backyard. The application shall include the following:

- A. A Site plan showing the size of the water feature, relationship to the house, lot and adjacent properties;
- B. A description of the materials to be used, including drawings or photographs, as necessary to complement the description;
- C. A description of the proposed depth of the excavation, to accommodate the water feature and the location of all underground utilities; and
- D. A description of how the water feature will be drained for any maintenance, including specifically where will the water exit the property and whether it will affect any of the adjacent homes.

Water features larger than thirty-five (35) square feet and deeper than two (2) feet are strictly prohibited. In order to ensure that the water feature does not become a breeding ground for mosquitoes, and other insects, the owner shall ensure that the water does not remain still (or stagnant); accordingly, a waterfall, small fountain or recirculation pump that causes the water surface to be in constant movement is required.

#### **Windows**

The ARC will review the modification of windows on a case by case basis as long as it is consistent with the architectural style of the community. All window modifications must receive ARC approval.

Commented [CWH19]: Added for clarity.

#### **Window Treatments:**

Interior window treatments can affect exterior appearance. Some guidelines are necessary to maintain uniformity.

Improper or unsuitable window treatments may not be installed at any time. Improper window treatments include, but are not limited to: aluminum foil, bed sheets, laundry, plastic, blankets, cardboard, flags, newspaper, etc.

### **PRIVATE TREE REPLACEMENT GUIDELINES**

On September 9, 2009, the City of Alexandria gave authorization to Cameron Station Community Association, Inc. (the "Association") to permit homeowners to replace nuisance trees and enforce landscaping and tree coverage requirements on the individual lots. This section lists the adopted rules and regulations concerning the removal and replacement of trees on private lots.

#### **III. Definitions**

- A. **Nuisance Trees:** Are defined as trees which cause actual harm or pose imminent danger of actual harm to a structure, walkway or other property.



- B. Private Lot: An individual home lot for a single family or townhome as defined on the recorded plat. For the purpose of this amendment, "private lot" refers to the front and side yards of homes.

**IV. Requirements and Restrictions**

- A. No owner shall remove any tree measuring six (6) inches or more in diameter, measured at a point two (2) feet above ground level, from any portion of his/her property without the prior written approval of Cameron Station Community Association Management ("CSCA Management") or the ARC. In addition, no owner may remove or replace any tree on any portion of his/her property other than in conformance with the site plans approved by the City of Alexandria. No owner shall alter by removal, excavation, fill or any other means any ground surface without the prior written approval of the ARC.
- B. Any tree that is removed from the private lot is to be replaced with the same species or acceptable substitute as provided in the Private Tree Replacement List (Appendix D) of this DMS amendment. Private trees may not be replaced with any tree mentioned in Section II of Appendix D.
- C. Before removing and/or replacing any tree on a private lot, a Private Tree Replacement Application (Exhibit B) must be completed, signed, dated, submitted to CSCA Management and approved by CSCA Management or the ARC. The Private Tree Replacement Application submitted must show the location of the tree being replaced, the type of tree being replaced, the reason compelling the removal of the tree and the proposed species of replacement tree.
- D. Should the proposed replacement tree not be one of the pre-approved choices on the Private Tree Replacement List for the subject street, the request will be referred to and considered by the ARC which will evaluate such characteristics as planting site, environmental factors, probable root conflicts, probable canopy conflicts, canopy contribution and aesthetic value. In turn, the owner should provide full details of his/her choice in sufficient detail that the ARC can efficiently make a fair and reasonable determination as to the appropriateness of the proposed tree. The request will be considered on a case-by-case basis.
- E. Dead trees should be removed within six months of last signs of life. The replacement tree should of the same species, or an acceptable substitute from the Private Tree Replacement List. (Appendix D)

**V. Application and Review Process**

The Private Tree Replacement Application and review process that will be used by CSCA Management and/or the ARC is detailed here.

No review/action will commence until all required information is received and accepted as complete by CSCA Management, at which time the (maximum) forty-five (45) day review period will commence.

CSCA Management and/or the ARC is required to notify owners of the action taken on their Private Tree Replacement Application within forty-five (45) days of receipt of a complete application by CSCA Management. Notification of the decision may be made by telephone, fax, or email, with follow-up in writing sent via U.S. Mail. Approvals will be sent by first class mail. Denials and conditional decisions will be sent by certified mail, return receipt requested. As per Article VI, Section 6.6 of the Declaration, any application deemed complete but not acted upon within forty-five (45) days shall be approved by default. CSCA Management reserves the right to refer any Private Tree Replacement Application to the ARC.

**VI. Acceptable Replacement Trees**

Section I of the Private Tree Replacement List (Appendix D) sets forth the trees that are acceptable replacement trees. This tree list was developed by a Certified Arborist contracted by the Association for the purpose of this amendment. This list utilizes standards and criteria prepared by the City of Alexandria Arborist as part of the

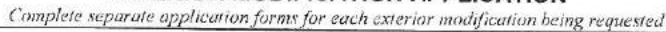


September 2009 tree management agreement with the Association. Any chosen species of tree must meet or exceed the canopy requirements at maturity (10 years), as defined in the Private Tree Replacement List.

Section II of the Private Tree Replacement List (Appendix D) provides tree species that shall not be planted or replaced in kind due to the potential for root issues.

**Commented [CWH20]:** Added to emphasize the need to comply with city requirements.

## Application # \_\_\_\_\_



1. Homeowner(s) Name(s): \_\_\_\_\_  
2. Lot: \_\_\_\_\_  
3. Address: \_\_\_\_\_  
4. Phone: (h) \_\_\_\_\_ (cell) \_\_\_\_\_ (w) \_\_\_\_\_ (other) \_\_\_\_\_  
5. Email Address: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (p) \_\_\_\_\_ (other) \_\_\_\_\_

☐ Building (only)    ☐ Grounds (only)    ☐ Building & Grounds - Use as many additional sheets as needed

a. Proposed Modification Subject:

b. Reference Page Number of Association Design Maintenance Standard:

c. Detailed Written Description of proposed modification: (include sketches, drawings, a Plat/Site Survey

[illegible]

- 24 -

application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred by the Association in enforcing this should I object.

I understand that members of the Architectural Review Committee or their designated representative are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project - and that such entry does not constitute trespass.

I understand that any approval is contingent upon construction or modifications being completed in a workmanlike manner and in full compliance with applicable City of Alexandria standards and specifications. Any deviation from the modification approved by the ARC must be submitted for ARC review.

The ARC will render a decision within forty-five (45) days of receiving a completed application.

It is understood that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the review process as established by the Board of Directors.

The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within thirty (30) days of the approval date of this application, or construction is not completed within thirty (30) days from commencement of the work, unless so expressly stated otherwise by the ARC or Management Agent.

#### SECTION IV: ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge with my signature below that I have read and understand the Application Conditions before submitting this application

Homeowner(s) Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Neighbor if applicable \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Neighbor if applicable \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION V: DOCUMENTATION CHECKLIST

Please use the checklist below as a help to ensure all required materials and enclosures have been included in and/or with your application

- ☐ Plat/Site Survey
- ☐ Written description of proposed modification including materials and dimensions
- ☐ Drawings, sketches, brochures, and/or photographs

#### SECTION VI: ARCHITECTURAL REVIEW COMMITTEE (ARC) ACTION

The ARC reviewed the application reviewed the application and took the following action"

- ☐ Approved
- ☐ Disapproved
- ☐ Request for Additional Information

Comments or Stipulations:

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#### Representative Acting on ARC's Behalf

- Name (print): \_\_\_\_\_
- Title: \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION VII: APPEAL PROCESS

If you disagree with the decision cited above, please be advised that there is an appeals procedure provided by the Cameron Station Community Association, Inc, Board of Directors. A written request must be made within ten (10) days of receipt of the ARC's decision.

DESIGN & MAINTENANCE STANDARDS (DMS)  
EXHIBIT B – PRIVATE TREE REPLACEMENT APPLICATION

Application # \_\_\_\_\_



Cameron Station Community Association, Inc.  
**PRIVATE TREE REPLACEMENT APPLICATION**

**APPLICATION SECTION**

Homeowner(s) Name: \_\_\_\_\_

Lot: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed Date of Removal: \_\_\_\_\_

Please provide a complete, detailed description of the species, location, and reason for requested replacement, including a written description substantiating that the tree has caused harm or poses an imminent danger of actual harm to the owner's lot or adjoining property.

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**APPLICATION CONDITIONS**

I understand that any tree that is removed from the private lot will need to be replaced with the same species or an acceptable substitution as provided in the Design & Maintenance Standards (DMS) amendment within thirty (30) days of the existing tree removal.

Nothing contained herein shall be construed to represent any modification to land or buildings in accordance with these plans, shall not violate any of the provisions of the Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restriction.

I understand and agree that no work shall commence on this requested tree removal until written approval from the Board of Directors or designated representative has been received by me or the forty-five (45) day review period has expired without my having received any decision (or request for additional information) from CSCA Management or the ARC.

I understand that any construction or modification on this requested tree removal undertaken by me or on my behalf before approval of this application is not allowed and that if modifications are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred by the Association in enforcing this requirement.

I understand that members of the Board of Directors or their designated representative are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed tree, the removal in progress, and the completed replacement. I understand that such entry does not constitute trespass.

I understand that any approval is contingent upon construction or modifications being completed in a workmanlike manner and in full compliance with applicable City of Alexandria standards and specifications. Any deviation from the modification(s) as approved by CSCA Management or ARC must be submitted for additional review by the applicable entity.

The Board of Directors or their designated representative will render a decision on the Application within forty-five (45) business days of receiving the completed Application.

I acknowledge that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the Application review process as established by the Board of Directors.

The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within thirty (30) days of the approval date of this application, and completed within thirty (30) days from commencement of the work, unless expressly agreed otherwise by the Board of Directors.

I acknowledge I have read the Application Conditions in submitting this application.

Homeowner(s) Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### BOARD ACTION

The Board of Directors or designated representative reviewed this application and took the following action:

☐ Approved ☐ Disapproved ☐ Request for more information

Comments or Stipulations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOD Signature: \_\_\_\_\_ Approval/Disapproval Date: \_\_\_\_\_

*If you disagree with the above decision, an appeals procedure is provided by the Cameron Station Community Association, Inc.'s Board of Directors. An applicant who wishes to appeal a decision of the ARC or CSCA Management has ten (10) calendar days from receipt of the notification of the decision to file a written request to the Board of Directors seeking an appeal on the decision. The entire appeal process is outlined in the DMS under Objectives & General Information, Section I.*

## DESIGN & MAINTENANCE STANDARDS (DMS)

### APPENDIX A - APPROVED FLAG ETIQUETTE

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Displaying the US Flag.



1. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.



2. When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, it should be displayed in the same way that is with the union or blue field to the left of the observer in the street. When festoons, rosettes or draping are desired, bunting of blue, white and red should be used, but never the flag.

3. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
4. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
5. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
6. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
7. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

**DESIGN & MAINTENANCE STANDARDS (DMS)**

**APPENDIX B – FRONT DOOR COLORS (DURON/MCCORMICK BRAND)**

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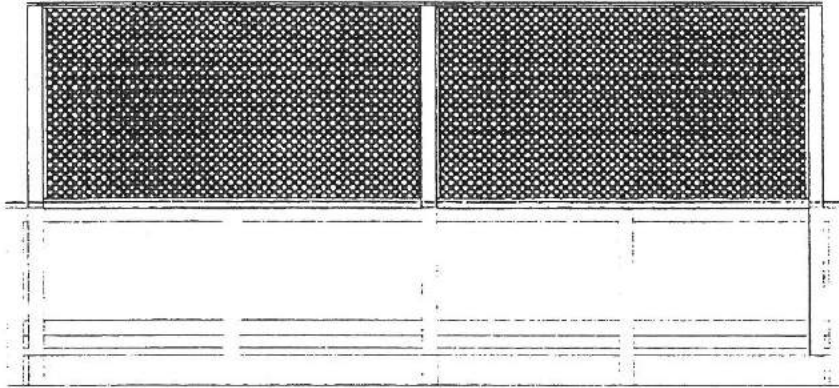
- Black
- Carolina Slate
- Cobblestone Grey
- Deep Forest Brown
- Fawn
- Forest Green
- Foxhall Green
- Georgetown Green
- Hearthstone
- Old Carriage Brown
- Old Colonial Red



**DESIGN & MAINTENANCE STANDARDS (DMS)**

**APPENDIX C – PRIVACY LATTICE INSTALLATION**

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DESIGN MAINTENANCE STANDARDS (DMS)  
APPENDIX D - PRIVATE TREE REPLACEMENT LIST - BY STREET

SECTION 1 - Acceptable Replacement Trees

Street Name	Location	OPTION #1		OPTION #2		OPTION #3	
		Common Name	Typical Canopy Size (height x width) in 10 yrs	Common Name	Typical Canopy Size (height x width) in 10 yrs	Common Name	Typical Canopy Size (height x width) in 10 yrs
Barbour Drive		English Oak	30 x 10	Hornbeam	25 x 8	Japanese Stewartia	20 x 5
Barrett Place	N of Knapp	Japanese Snowbell	20 x 10	Trident Maple	20 x 10	Kousa Dogwood	20 x 10
Bessley Place		Trident Maple	20 x 10	Purple Leaf Plum	20 x 12	Kousa Dogwood	20 x 10
Brewer Place		Sweet Bay Magnolia	20 x 10	Star Magnolia	20 x 6	Hornbeam	25 x 8
California Lane		Little Leaf Linden	20 x 12	Trident Maple	20 x 10	Purple Leaf Plum	20 x 12
Cameron Station Blvd		Juniper 'Moonglow'	20 x 15	Holly 'Fosters'	15 x 12	Sweet Bay Magnolia	20 x 10
Col Johnson Lane		Norway Maple 'Keithsform'	25 x 10	Crape Myrtle	25 x 15	Kousa Dogwood	20 x 10
Comay Terrace		Hornbeam	25 x 8	English Oak	30 x 10	Japanese Stewartia	20 x 5
Donovan Drive	East side	Sweet Bay Magnolia	20 x 10	Trident Maple	20 x 10	Japanese Stewartia	20 x 5
Donovan Drive	West side	Hornbeam	25 x 8	Japanese Stewartia	20 x 5	English Oak	30 x 10
English Terrace		Kousa Dogwood	20 x 10	Trident Maple	20 x 10	Sweet Bay Magnolia	20 x 10
Ferdinand Day Drive		Hornbeam	25 x 8	Trident Maple	20 x 10	Norway Maple 'Keithsform'	25 x 10
Fucci Court		Sweet Bay Magnolia	20 x 10	Norway Maple 'Keithsform'	25 x 10	Japanese Stewartia	20 x 5
Gardner Drive		Kousa Dogwood	20 x 10	Crape Myrtle	25 x 15	Trident Maple	20 x 10
Gardner Drive	along Duke St	River Birch	35 x 25	Crape Myrtle	25 x 15	Purple Leaf Plum	20 x 12
Grimm Drive		Crape Myrtle	25 x 15	Purple Leaf Plum	20 x 12	Trident Maple	20 x 10
Harold Second Street		Crape Myrtle	25 x 15	Kousa Dogwood	20 x 10	Hornbeam	25 x 8
Helmuth Lane		Purple Leaf Plum	20 x 12	Kousa Dogwood	20 x 10	Crape Myrtle	25 x 15
John Tiger Circle		Crape Myrtle	25 x 15	Trident Maple	20 x 10	Purple Leaf Plum	20 x 12
Kilburn Street		Trident Maple	20 x 10	Japanese Snowbell	20 x 10	Purple Leaf Plum	20 x 12
Knapp Place	fenceline	Japanese Cedar	40 x 20	Spruce	30 x 15	Holly	10 x 8
Knapp Place		Hornbeam	25 x 8	English Oak	30 x 10	Japanese Snowbell	20 x 10
Lannon Court		Japanese Stewartia	20 x 5	Hornbeam	25 x 8	English Oak	30 x 10
Livemore Lane		Hornbeam	25 x 8	English Oak	30 x 10	Japanese Stewartia	20 x 5
Martin Lane		Trident Maple	20 x 10	Kousa Dogwood	20 x 10	Japanese Stewartia	20 x 5
Medlock Lane		Norway Maple 'Keithsform'	25 x 10	Trident Maple	20 x 10	Crape Myrtle	25 x 15
Medlock Lane	South of Donovan	Japanese Snowbell	20 x 10	Trident Maple	20 x 10	Japanese Stewartia	20 x 5
Medlock Lane	South of Kilburn	Japanese Snowbell	20 x 10	Crape Myrtle	25 x 15	Trident Maple	20 x 10
Minda Court		Hornbeam	25 x 8	English Oak	30 x 10	Japanese Stewartia	20 x 5
Murtha Street		Purple Leaf Plum	20 x 12	Trident Maple	20 x 10	Japanese Snowbell	20 x 10
O'Neill Lane		Sweet Bay Magnolia	20 x 10	Trident Maple	20 x 10	Japanese Snowbell	20 x 10

Pecanin Lane		English Oak	30 x 10	Hornbeam	25 x 8	Japanese Stewartia	20 x 5
Somerville Street		Norway Maple 'Keithsform'	25 x 10	Trident Maple	20 x 10	Crape Myrtle	25 x 15
Tancetel Lane		Star Magnolia	20 x 6	Sweet Bay Magnolia	20 x 10	Crape Myrtle	25 x 15
Tull Place		Hornbeam	25 x 8	English Oak	30 x 10	Japanese Stewartia	20 x 5
Vos Lane		Hornbeam	25 x 8	Sweet Bay Magnolia	20 x 10	Japanese Stewartia	20 x 5
Waple Lane		Norway Maple 'Keithsform'	25 x 10	Crape Myrtle	25 x 15	Trident Maple	20 x 10

\* NOTE: Crown size is average for our area in heavy clay. Plants chosen for size and capacity for root related damage. All trees, regardless of species, will require some form of maintenance when planting sites are restrictive. These plants are the best possible combination of aesthetic quality, canopy contribution, and least likely to pose root related damage.

#### SECTION II - Prohibited Replacement Trees

Tree species that SHALL NOT be planted or replaced in kind: 1.

1. Sweet Gum
2. Red Maple
3. Sycamore / London Plane
4. Japanese Zelkova
5. Chinese Elm



A NEW COMMUNITY IN AN OLD TOWN.  
ALEXANDRIA.

# Design & Maintenance Standards (DMS)

Effective: ~~May 12~~XXX XX,

**ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS (DMS)**  
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**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS (DMS)**  
Supersedes all prior Architectural Design & Maintenance Standards Revised  
April 25, 2018 - Effective XXX XX XXXX

**INTRODUCTION**

As members of a planned community, Cameron Station homeowners and their tenants and guests enjoy a variety of benefits and shared facilities. In return, they are asked to cooperate with their neighbors to create and maintain an enjoyable living environment that promotes the health, safety, and welfare of all; maintains the community's open space, common facilities, and property; and protects and enhances the value of the properties within the Cameron Station Community.

Maintaining such a mutually beneficial living environment is best achieved by developing and following rules and regulations that clearly inform all members of the limitations and expectations with respect to use of open space and common facilities and improvements to individual homes. Cameron Station is managed by its homeowners association, the Cameron Station Community Association, Inc., commonly referred to as the Association or CSCA. The Association functions under the rules and regulations embedded in three legally binding documents (the Governing Documents) and under rules adopted or amended by its Board of Directors (Board). The Governing Documents are: a) Cameron Station's Articles of Incorporation; b) Cameron Station's Bylaws; and c) Declaration of Covenants, Conditions, and Restrictions for Cameron Station Community Association, Inc. Copies of these documents may be found on the association's website at [www.cameronstation.org](http://www.cameronstation.org). Of these, the basic authority for maintaining the quality of architectural design throughout Cameron Station is found in the Declaration of Covenants, Conditions, and Restrictions (hereafter referred to as the Covenants). The Covenants are part of the record of ownership of property in Cameron Station. As such, a copy shall have been provided to every property owner at the time of settlement.

The provisions of the Covenants and the other governing documents are binding on all homeowners, residents and guests. All owners are responsible for the actions of their tenants, guests and invitees; accordingly, any obligation by an owner is equally binding upon a tenant, guest or invitee, and CSCA will hold the owner responsible for any violation of these Design and Maintenance Standards committed by their tenant, guest or invitee. When these Design and Maintenance Standards create an obligation or convey a right to an owner, such obligation or right shall extend to the owner's tenant, guest or invitee; provided, however, that only owners may submit an Exterior Modification Application, and the ARC will not consider an Exterior Modification application that is submitted by a tenant, guest, or invitee. This Design and Maintenance Standards incorporates by reference all terms, conditions and definitions set forth in the Cameron Station Governing Documents.

Commented [CWH1]: Correction

**OBJECTIVES AND GENERAL INFORMATION**

**I. Objectives of Cameron Station, Inc. Architectural Design & Maintenance Standards**

The objective of this document, the Cameron Station *Architectural Design & Maintenance Standards (DMS)*, is to guide and assist homeowners, residents, members of the Architectural Review Committee (ARC) and Cameron Station Management staff in maintaining and enhancing Cameron Station's carefully designed environment. That guidance, in the form of *Standards*, addresses additions, changes, and improvements for which homeowners must submit applications to the ARC and addresses maintenance issues related to the home. The contents of this document are neither ~~all-inclusive~~ nor exclusive; rather, they are intended to address and present examples of what is permissible and required. The specific objectives are as follows:

Commented [CWH2]: Correction

- A. Increase homeowners' and residents' awareness and understanding of the Governing Documents from which authority is granted for creating rules and regulations.

- B. Focus on the exterior alterations (additions, changes, improvements) desired by homeowners.
- C. Describe the organizations and procedures involved with the DMS.
- D. Illustrate design principles to aid homeowners in developing exterior additions, changes, and improvements that are in harmony with the immediate neighborhood and the community as a whole.
- E. Assist homeowners and residents in preparing applications that comply with community requirements and are acceptable to the ARC.
- F. Provide uniform standards for the ARC to use in reviewing applications submitted by homeowners and residents.
- G. Assist homeowners in understanding the maintenance requirements of the community.
- H. Provide the maintenance standards for the ARC, management and owners to use when evaluating quality of use.

Despite the aforementioned, homeowners and residents are cautioned that nothing in the community's Covenants or other Governing Documents relieves them of the responsibility for complying with state, City, and local laws, ordinances, and other legal requirements such as obtaining from the City of Alexandria (City) necessary approvals and building permits for architectural changes or projects they desire to undertake. In addition to ARC approval, City and other government permits are required for a wide range of home improvement projects, and all homeowners and residents are responsible for complying with any government-imposed specifications. In short, City government approvals and ARC approvals are separate and unrelated.

In accordance with the Covenants, Article VII, Section 7.1(b), exterior building improvements by Owners, including above ground decks not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning & Zoning or City Council (i.e., a building permit).

Specific information pertaining to City requirements and specifications may be obtained from the City of Alexandria, Department of Planning & Zoning at (703) 838-4666, and the Code Enforcement/Permits Department at (703) 746-4200. Information is also available on-line at [www.alexandriava.gov](http://www.alexandriava.gov).

## **II. Protective Covenants**

The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This in turn protects property values and enhances the community's overall environment. These Covenants run with the land, for thirty years, and are binding on all owners, whether or not they have been read. They should be periodically reviewed by homeowners and residents and fully understood.

## **III. The Role of the CSCA and the ARC**

Every homeowner is a member of the Cameron Station Community Association, Inc. (CSCA). As enumerated in the Bylaws, its role is to own and maintain the community's open space, common areas, and community property and to conserve and enhance the resources of the entire community.

The CSCA discharges its duties in a variety of ways through its Board of Directors (Board). Article VI of the Covenants provides for creation of the Design and Maintenance Standards and an Architectural Review Committee (ARC) under the control of the Board, which is responsible for enforcing the DMS, which is binding on all owners and residents of CSCA. The ARC is charged with balancing the diverse design qualities of the community and ensuring its architectural harmony. Surveys of other planned communities have demonstrated that the efforts dedicated to ensuring these goals contribute significantly to preserving and enhancing real estate values and are considered of prime importance by homeowners and residents.

The ARC ensures continuation of the aesthetic quality of homes and common areas of CSCA through a diligent architectural review process. The ARC is responsible for ensuring that proposed exterior alterations comply with



the objectives set forth in the Covenants and these *Standards* by: (1) requiring owners to submit applications for exterior alterations; (2) reviewing the applications for compliance; (3) requiring the submission of additional information when required; and (4) either approving or disapproving such applications.

#### **IV. Encroachment and Joint Projects**

The ARC acts only on the individual homeowner's owned property. This is defined as "within the limits of the property lines as defined by the property Plat/Site Survey". Due to the layout and design of Cameron Station, property lines can be confusing; therefore, a plat/site survey is required for each Exterior Modification Application that has the potential to encroach into either a neighbor's property and/or common area. Any request for modifications that encroach onto a neighbor's property or joint projects being completed on more than one private Lot require that each Owner of the affected Lots sign the Exterior Modification Applications to reflect such owner's consent to the encroachment upon their Lot.

#### **V. What Changes Must Have ARC Approval?**

The CSCA Governing Documents explicitly state that all exterior alterations require the prior written approval of the ARC, unless otherwise stated in the DMS or the Covenants. Furthermore, Article VII, Section 7.1(b) of the Covenants requires exterior changes not shown on the approved plan to have the approval of the City of Alexandria.

Section 6.9: "It shall be a violation of these covenants for any owner to construct, erect, install or maintain an improvement on any Lot without the prior written approval of the Architectural Review Committee. This regulation shall apply to any alteration, enlargement, demolition, removal or any change whatsoever which alters the exterior appearance (including paint color) of the improvement or of the Lot on which it is situated, unless the Design & Maintenance Standards for the Architectural Review Committee expressly authorize the same without requiring specific approval."

Section 7.1(b): "Exterior building improvements by Owners, including above ground decks, not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning & Zoning or City Council."

Owners may not remove an existing item without first receiving the ARC's written approval of an application to remove such existing item. Once a plan is approved, it must be followed, or a modification must be approved in accordance with Article VI of the Covenants.

Each application is reviewed on an individual basis. There are no "automatic" approvals, except as provided for specifically in these Standards. A homeowner who wishes to construct a deck identical to one already approved by the ARC is still required to submit an application.

Under Article VI, Section 6.5 of the Covenants, any completed application not acted upon within forty-five (45) days shall be deemed approved. The application must be complete as defined in this document before the review process will commence.

#### **VI. Meetings**

The ARC Charter: Section F. MEETINGS, states: "Committee meetings shall be held in the community center or other recognized meeting place of the association. All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed in the newsletter, on the web site, posted in the community center and publicized through any other means of posting that the Board deems appropriate. If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting.

The committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of committee members is seven (7). A majority of the members shall be four (4). A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in open session."

#### **VII. ARC Review Criteria**

The ARC evaluates all submissions on the merits of the application and compliance with the *DMS*. The ARC's evaluation is based on the overall design proposal and on consideration of the property's characteristics (for example, housing type and features; lot location and shape; features of neighboring properties), recognizing that suitability of an exterior addition or modification in one instance may not be suitable in another. Under no circumstance will an ARC decision be based on an individual's personal taste or opinion. Rather, design suitability and acceptability will be based on the following criteria, which reflect the general standards of the Covenants.

- A. Validity of Concept  
The basic idea must be sound, appropriate to its surroundings and in compliance with the *DMS* and the Governing Documents.
- B. Design Compatibility  
The proposed modification must be compatible with the architectural characteristics of the applicant's house, adjoining houses, the neighborhood setting and landscape, and the master plan of Cameron Station. Compatibility is defined as similarity in architectural style, materials, color, construction details, and quality of workmanship.
- C. Location and Impact on Neighbors  
The ARC shall consider how the proposed modification will impact access, view, sunlight, ventilation, tree obstruction, or drainage of adjacent properties.
- D. Scale  
The size (in three dimensions) of the proposed modification must be compatible with adjacent structures and surroundings.
- E. Color  
Any part of an addition or alteration that is similar to the existing house, such as roofs, doors, shutters, and trim, must be matching in color.
- F. Materials  
Materials shall match or be compatible with those used on the original home. The ARC will evaluate materials' compatibility on a case-by-case basis. The ARC will also consider a homeowners request to utilize new building or construction materials not previously available when the original home was constructed. All new building or construction materials must not create any inconsistency with the original appearance of a home.
- G. Workmanship  
The quality of work must equal or exceed that of the original construction. The CSCA and the ARC assume no responsibility for safety or structural integrity of construction by virtue of approving an application. It is the responsibility of each applicant to obtain a building permit when required and comply with all Federal, State and City of Alexandria codes and regulations.
- H. Timing  
Approval for a modification may be revoked if:

- If construction has not commenced within thirty (30) days of approval of the application and be completed within 30 days of commencement of work.
- Within the dates specified by the City building permit (if applicable).

#### **VIII. Amendments to the Architectural Design & Maintenance Standards**

In accordance with Article VI, Section 6.3 of the Declaration, "the Design & Maintenance Standards may be revised, supplemented or deleted from time to time by the Board of Directors."

To assist the Board with this function, the ARC will periodically review and evaluate the DMS to determine whether any changes are necessary. In addition, homeowners may submit written requests for changes to the Cameron Station management office for ARC review, and, if deemed appropriate, recommendation for adoption by the Board; provided, however, that the ARC is not required to act on any such request. All changes must be approved by the Board of Directors prior to incorporation into the DMS.

#### **IX. Applications**

Before beginning any exterior modification, an Exterior Modification Application (Exhibit A) must be completed, signed, dated and submitted and approved by the ARC. The application must describe the modification or alteration in sufficient detail to allow the ARC to fully consider the proposed action. A Plat/Site Survey must be included with an application for an exterior modification when the proposed project has the potential to encroach into either a neighbor's property and/or common area. Any incomplete application for an exterior modification or applications that have been deferred for more information will be returned; these applications shall only be reviewed by the ARC when re-submitted with all necessary documents and enclosures at a regularly scheduled ARC meeting. Action on applications submitted without the required information will not commence until all information is received. *Further, the forty-five (45) day review period for the application will not begin until the application is accepted as complete by the Cameron Station management staff and Architectural Review Committee does not reject the application as incomplete.*

Specific details of application requirements are found in Section III – Exterior Change Design Criteria. X.

#### **Application and Review Process**

The application and review procedures that will be used by the ARC are detailed here.

All Applications for modifications to the exterior of the home or Lot must be submitted in writing, using the Exterior Modification Application Form in Exhibit A. Any modification will be invalid if it is not approved by the ARC. (See Article VI, Section 6.9 and Article VII, Section 7.1 of the Covenants) All applications must be complete before the ARC will commence the review process. Management shall return incomplete applications to the applicant with a statement of deficiencies that must be remedied, in order to be considered for review.

All applications must be submitted to the CSCA, Inc. -Architectural Review Committee, 200 Cameron Station Blvd. Alexandria, VA 22304 or via email at [Covenants@cameronstation.org](mailto:Covenants@cameronstation.org).

The application must include a complete and accurate description of the proposed modification(s). To enable an informed decision to be made, all supporting material pertaining to the application must be included with the application. Examples of supporting materials include elevation drawings, railing detail, and location on a site plan, to include: material used in construction, dimensions, landscape plans, brochures and color samples. A Plat/Site Survey with the item noted on it is integral to the application.

The Cameron Station management office must receive a complete application at least ten (10) days prior to the next regularly scheduled ARC meeting in order for the ARC to review the application at that meeting. At the ARC's discretion, applications that are received within ten (10) days of a scheduled meeting may be considered provided all required materials have been submitted by applicant homeowners. The ARC may consider

applications outside the normal application and review process only if immediate repairs are deemed necessary by ARC in order to mitigate damage to the property.

The ARC will allow the homeowner to address their application review as indicated on the agenda for the meeting. Each homeowner will be limited to a ten (10) minute application statement session. If the ARC deems additional time may be necessary to any homeowner statement, the ARC will decide the amount of time devoted to additional clarification.

The ARC is required to notify homeowners of the action taken on their application within forty-five (45) days of receipt of a complete application by the CSCA. Notification of the ARC's decision may be made by telephone, fax, or email, with follow-up in writing by USPS. Approvals will be sent by 1<sup>st</sup> class mail, with denials and conditional decisions sent certified, return receipt requested. As per Article VI, Section 6.5 of the Covenants, any application deemed complete but not acted upon within forty-five (45) days shall be approved by default.

#### **XI. Appeals Procedures**

An applicant is not required to but may attend the ARC meeting at which the ARC will review the application (normally the next regular meeting after its submission). All meetings are open to all owners and advertised in advance. Notice of ARC meetings will be made via the community's regular modes and methods of communication to the membership. The ARC will not provide individualized notice of any meeting to any owner, unless otherwise required by law.

An applicant who wishes to appeal a decision of the ARC has ten (10) calendar days from receipt of the notification of the ARC decision to file a request to the Board in writing seeking an appeal of the ARC decision by the Board. The appeal request should set forth the rationale for the appeal, which must be one of the following reasons:

- The proper procedures were not followed by the ARC during the administration or review process
- The applicant was not afforded the opportunity to be heard or present pertinent information to the issue being considered
- The ARC decision was irrational and inconsistent with the criteria set forth in this document

The Board has sixty (60) calendar days from receipt of the appeal by the management office to review the appeal and issue its decision. The applicant will be notified in writing of the time, date and place of the appeal by Management at least ten (10) calendar days before the meeting.

The Applicant or his/her representative may appear but is not required to appear in person before the Board to present the appeal. The Board may discuss the matter in closed/executive session but the decision of the Board will be made during an open Board meeting. The applicant will be notified of the decision, in writing, within seven (7) calendar days of the hearing. The decision of the Board is final.

#### **XII. Consultation with Architects & Other Professionals**

In accordance with Article VI, Section 6.7 of the Covenants, the ARC may, with the consent of the Board, engage or consult with architects, engineers, planners, surveyors, attorneys and other professionals, when required in the fulfillment of its duties. The ARC shall require the person seeking approval to pay for all fees incurred by CSCA in connection with the review of the application. Payment of such fees shall be established as a condition to the approval or disapproval, and the commencement of review of any plans shall be conditioned upon the payment of the estimate of such fees. The ARC or Management Agent will provide to the applicant, in a timely manner, an estimate of fees prior to the ARC engaging outside professionals.

#### **XIII. Enforcement Procedures**

Enforcement of any violation of this DMS will be governed by the Association's Due Process Policy Resolution.

#### **XIV. Resale Disclosure Packet**

Any exterior alteration, which has been made since the builder completed the approved plan, must have an approved Exterior Modification Application in the lot file. Lack of an approved application constitutes a violation and will be noted in the Disclosure Packet.

#### **MAINTENANCE and USE REQUIREMENTS**

The purpose of this section is to list and illustrate the maintenance requirements for the community that is required of the CSCA and the property owner. This list is by no means all inclusive, but provides examples of standard maintenance requirements of the homeowner. Many of the requirements are taken directly from the Covenants.

Violations of maintenance standards are violations of the Covenants and are pursued under and in accordance with Article VIII of the Covenants.

##### **I. Association Maintenance Responsibilities**

The Association shall be responsible for the maintenance, management, operation and control of the Common Areas and all improvements thereon. The Association shall keep the Common Area in good, clean, attractive condition as determined by the Board of Directors. The Association shall be responsible for the mowing of all grass within the Common Area in order to promote an attractive and uniform appearance. Common areas of the Condominium Sections and intended common areas of Multifamily Rental Sections, at the option of the Association, shall be considered a part of the Common Area.

The Association may, at its option, mow any unenclosed front, side or rear yards of the Single Family and Cluster Lots, and reserves the power to specially assess the cost associated with mowing any unenclosed front, side or rear yards of the Single Family and Cluster Lots against the owners of such Lots that are mowed by CSCA.

##### **A. Easements for Upkeep**

As defined in Article III of the Covenants, the Association has an easement for access in order to maintain, correct or inspect common areas throughout the community.

##### **B. Association to Control Common Areas**

No homeowner shall improve, repair or alter the Common Areas without the express written consent of the Board of Directors and/or the Common Area Committee.

If any Common Area or improvement thereon is damaged or destroyed by a homeowner, or such homeowner's tenants, guests, licensees, agents or family members, the Association shall repair such damage at the homeowner's expense.

No homeowner shall dump or otherwise dispose of or place trash, garbage, debris or any unsightly or offensive materials on any Lot or the Common Areas.

##### **II. Homeowner Maintenance Responsibilities**

Homeowners shall, at all times, maintain their property and all improvements thereon in a good, clean, attractive condition, order and repair consistent with the DMS. This includes, but is not limited to, items such as mowing grass, landscape maintenance, removal of trash, structural maintenance, parking of vehicles and use of the Lot and home. Maintenance affects the visual character and economic values of the property and neighborhood and, in some cases, safety. For the purposes of this document and the Covenants, "upkeep" shall be defined as care, inspection, maintenance, operation, repair, repainting, remodeling, restoration, improvement, renovation, alteration, replacement and reconstruction.

##### **A. Dwellings and Structures**

Residents are responsible for maintaining the exterior of their dwellings and all improvements thereon, such as decks and fences. The following are examples of violations of the DMS:

1. Peeling paint on exterior.
2. Structures (i.e., fences, decks, balconies etc.) in need of ~~painting~~staining, repairing, sealant or upgrading.
3. Inoperable exterior light fixtures and bulbs.
4. Broken windows, broken, missing, or fallen shutters and missing or torn screens.
5. Gutters laden with debris or soot affecting neighbor's drainage.
6. Roof tiles missing or not matching the entire roof surface.

Commented [CWH3]: Correction

This list is meant to be illustrative of certain categories of violations, but is not inclusive of all possible types of violations of the DMS. Routine maintenance of your property will preserve and protect your home and limit personal liability. The CSCA expects that homeowners will perform all maintenance necessary to prevent any of the cited conditions from occurring in Cameron Station.

B. Mowing and Trimming

Turf areas shall be mowed at regular intervals, maintaining a neat and trim appearance. Driveways must be kept free of weeds and debris. Planting beds must be kept neat and trim. Plants must not extend into sidewalks and trees must be trimmed so no branch extending over the sidewalk is less than 7 feet above the sidewalk.

C. Weed Control

Weeds shall be promptly removed from all areas of a Lot.

D. Erosion Control and Drainage Management

Residents are responsible for erosion control, for maintaining proper drainage within their property, and for not blocking or hindering natural drainage to or from adjoining properties.

E. Trash Removal

Trash removal and recycling shall be governed by the Association's Trash Removal Policy Resolution.

F. Parking and Use of Garages

Parking and garage use is governed by the Association's Parking Policy Resolution, Article VII, Sections 7.1(a) and 7.12 of the Covenants, various other provisions in the Association's Governing Documents and various provisions in the Association's Transportation Management Plan and the Special Use Permits for Cameron Station.

G. Vehicle Repairs

No vehicle repair shall take place on any of the streets within Cameron Station, except for emergency vehicle repairs. At no time shall any vehicle be placed on blocks or jacks.

H. Clotheslines

The use of clotheslines is strictly prohibited under Article VII, Section 7.16 of the Covenants.

I. Underground Utility Lines

Owners must bury or shield all utility lines, wires or pipes to the extent feasible. Owners should be acutely aware of storm sewer and utility easements that are located on the Lot. Owners



must always verify location of all utility lines prior to undertaking any exterior improvements or maintenance. The Miss Utility Hotline must be called 48 hours in advance of any anticipated digging near utility lines (1-800-257-7777) or the Lot owner is liable for any damages that may occur if utility lines are cut when digging.

J. Snow Removal

Property owners are responsible for clearing snow and ice from the driveway serving their home, the lead walkway to the home and for clearing any sidewalks fronting or bordering the home. Snow Removal shall be governed by the Association's Snow Removal and Inclement Weather Rules and Regulations Policy Resolution.

**EXTERIOR CHANGE DESIGN CRITERIA**

This section lists the most common requests for exterior alterations and their design criteria. However, this is not an ~~all-inclusive~~all-inclusive list. All proposed exterior changes, whether listed in the DMS or not, must be submitted to the ARC for approval. As stated in the governing documents, homeowners cannot make any exterior alterations until the proposed exterior alteration is approved by the ARC.

I. **APPLICATION CONTENTS**

All exterior alteration requests must be submitted to the ARC on the approved CSCA Exterior Modification Application form ("Application"). The Application requires information that will assist the ARC in reviewing plans for your proposed project. In most cases, only a single application is required.

In accordance with Article VI, Section 6.6 of the Covenants, each Owner shall submit to the ARC a proposed construction schedule and one set of plans and specifications of the proposed construction that must include (unless waived by the ARC) the following:

- A. A Plat/Site Survey showing the size, location, and configuration of your home, all proposed and existing improvements, including driveways and landscaped areas, and all setback lines, buffer areas and other features required under applicable law. Contour lines must be shown on the plan when drainage is a consideration.
- A site plan is a scaled drawing of your lot that shows the exact dimensions of your property. In most cases, the site plan shall be developed from the plat plan (plat of the survey) provided to you as a part of the closing documents when you purchased your home.
- The ARC reserves the right to require larger scale drawings, and an enlarged plat plan or City approved development or site plans in order for the proposed application to be considered.
- B. Description of the Project and Description of Materials: The application requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used, overall dimensions, and, as in the cases of decks or porches, height off the ground. Recognizing advances in building materials and technology, the ARC may consider a homeowners request for the use of alternate building or construction materials instead of using the original materials, provided the use of such alternate building or construction materials does not substantially alter the exterior appearance of the home.
- It is the responsibility of each applicant to obtain any required permits and comply with all Federal, State and City of Alexandria codes and regulations.
- C. Drawings/Photographs: Complete drawings showing all dimensions, elevations and details of the proposed project are required. Drawings must be clear and legible and show the relation of the project to the existing home. If possible, also include a photograph of the proposed area in which the exterior modification is intended for construction.

- D. Commencement/Completion Date: Applications must contain the proposed commencement and completion date. Construction must commence within thirty (30) days of approval and be completed within thirty (30) days of commencement of work, unless stated expressly otherwise by the ARC or Management Agent. Homeowners may be requested to provide written notification of completion of the exterior modification within 10 (ten) days of completion.

***The application must include all information as requested in these Design & Maintenance Standards. Applications that are unsigned or do not contain all requested information will be deemed incomplete and will be returned to the homeowner without consideration.***

## II. EASEMENTS

There may be easements running through the Lot. Prior to submitting an application, homeowners shall verify location of all easements and secure permission from the easement holder to build over, on, or through an easement. CSCA is not responsible for verifying whether there are any easements that may be affected by an exterior modification, and approval by the ARC for a project does not constitute approval to build over an easement.

There are emergency access easements located throughout the community. These are designated to allow access to the front and rear sides of homes. The City of Alexandria requires these to be kept clear at all times to allow emergency personnel (police, fire, medical) access. Therefore, nothing may be built over, on, or through an emergency access easement. Moreover, homeowners are strictly prohibited from interfering with any easement through the placement of materials related to the construction of their exterior modification.

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### III. PROJECT STANDARDS

#### Air Conditioners (HVAC):

Air-conditioning units extending from windows are prohibited. Exterior HVAC units that are part of a central HVAC system may be added or relocated only when they do not interfere visually with neighbors. Homeowners are prohibited from relocating or installing an exterior HVAC unit as described above unless the homeowner first submits an application to the ARC seeking approval for the exterior HVAC unit and the ARC approves the application. Replacement of HVAC units shall not result in the placement of HVAC units or any associated installations in a manner that encroaches beyond the applicant's property line or substantially changes the location, for example, relocating a unit from inside an enclosed yard to outside an enclosed yard.

#### Antennas:

No antenna shall be installed on any common area of the CSCA community.

Homeowners and tenants may install on their lot a dish antenna that is one (1) meter (39.39 inches) or less in diameter. Satellite dishes that are larger than one (1) meter in diameter are prohibited. Homeowners and tenants may install a multipoint distribution service antenna (MMDS) antenna that is one meter or less in diameter or diagonal measurement. MMDS antennas that are larger than one meter in diameter or diagonal measurement are prohibited. In accordance with the FCC Rule, homeowners and tenants may install a regular TV antenna designed to receive local broadcast television stations. Homeowners are prohibited from installing any type of antenna that transmits a signal of any sort or disrupts the reception of the radios and television sets of neighbors. Such antennas are prohibited. Any type of antenna not specifically protected by FCC Rules is prohibited. (Masts, cables, supports, conduits, wires, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna.)

To comply with the Federal Telecommunications Act of 1996, prior approval of the ARC is not required for the installation of a satellite antenna or dish, which is allowable under these Design and Maintenance Standards. Also, this law covers the antennas necessary to receive service. Therefore, a local rule may not allow only one (1) antenna if more than one (1) antenna is necessary to receive the desired service.

When any antenna is no longer in use as such, the Association reserves the right to require the homeowner to remove the antenna, along with all exterior wiring. All exterior wiring and cables will conform to the contours of the facade and be affixed to the home in an unobtrusive manner.

***The Association may condition the placement of the dish as long as signal reception is not impaired.***

The preferred placement of the antenna is:

- 1<sup>st</sup>: **Rear Roof Mount:** Must be located on the rear of the roof, below the roof peak.
- 2<sup>nd</sup>: If a front roof mount is necessary, all equipment must be installed to one side of the roof, and not in the center.
- 3<sup>rd</sup>: **Structure Mount:** Shall be located such that the equipment is adjacent to a chimney, or other structure on the home. If on a deck, the equipment shall be installed to one side of the deck or adjacent to the house, if possible. The ARC reserves the right to require the owner to install reasonable screening to minimize the visual impact of the antenna on neighboring lots.
- 4<sup>th</sup>: **Ground Mount, Rear of Lot:** Must be located on a rear lot location. The ARC reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.
- 5<sup>th</sup>: **Ground Mount, Front or Side of Lot:** Where front or side yard locations are necessary, all equipment must be installed near other utility equipment, or as close to the house/structure as possible, without affecting ingress/egress to the home. The ARC reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.

**Attic Ventilators:**

Attic ventilators and turbines are permitted. They shall be painted to match the surface to which they are attached. Roof location shall be on the rear of the house and below the roof ridge.

**Awnings:**

Awnings will only be approved if demonstrated to be clearly compatible with the architectural design and qualities of the home. Also, awnings will only be approved in the rear of the residence. Awning colors must be consistent with similarly approved front door colors. Solid and striped patterns will be considered on a case by case basis. See Appendix B of the DMS for a listing of approved colors.

**Birdfeeders / Bird houses:**

Bird feeders/houses are prohibited unless located in rear fenced yards and may not exceed the height of the fence line.

**Compost Bins:**

Compost bins will be reviewed on a case by case basis.

**Decks, Balconies and Patios:**

**Addition of a Deck/Balcony**

No new deck/balcony may be installed unless an application for an addition of a deck or balcony has been approved by City of Alexandria and the ARC prior to construction. The deck dimensions and the design must be consistent with the Builder's original design. Decks and balconies will not be allowed on any home that does not have an existing exterior doorway that is designed for access to a deck or balcony. When decks are added, repaired or replaced it must be with the same design as offered by the original builder. Privacy screens between adjacent decks or balconies are prohibited, unless installed by the builder as part of its original design.

Homeowners are prohibited from removing their deck unless they first obtain the approval of the ARC.

No decks or balconies shall encroach into open space above an emergency vehicle easement.

When replacing or building a new deck, homeowners may use alternate building or construction materials, such as composite decking, rather than natural wood. The color of the alternate building or construction materials; however, must be similar in color to natural wood, approved stained deck colors, or the builder installed decking currently in use. Decks will be stained or sealed, but not painted.

Approved stain colors include: clear or natural, cedar, curly and redwood. Color samples are available for view at the Association's Management office. ~~Therefore, a~~All deck/balcony applications shall include the following:

- A. A Plat/Site Survey showing the size of the deck, relationship of the deck to the house, Lot, and adjacent properties.
- B. A description of the materials to be used, color or stain to be used including drawings or photographs, as necessary to complement the description.
- C. Use of composite material for decks will be considered on a case-by-case basis.
- D. Dimensions of railings, posts, steps, benches and other details as required to clearly describe the proposal.
- E. Only spiral stair cases are approved to provide access from the deck to the ground level.
- F. A copy of the approved City of Alexandria Building Permit.
- G. Estimated start and completion date.

Commented [CWH4]: Moved down for clarity and continuity.

- H. Residents whose property backs the commercial property adjacent to the community may apply to construct a privacy screen. Privacy screens are only allowed on the rear of decks and are to be no taller than four (4) feet from the railing, and must extend to each outside corner of the deck. The style and design must match that of any previously ARC approved and constructed screen. A list of approved privacy screen designs is attached as Appendix C.

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#### **Patios**

Patios are ground level brick, slate, flagstone or paving stone surfaces. All patio additions or re-design require ARC review and approval. Patios shall abut the home, and be located in rear yards, and shall not extend beyond the side plane of the house. Side yard locations will not be approved. Patios will not be allowed on any home that does not have an existing exterior doorway that is designed for access to a patio. Colors, finishes and materials shall be reviewed on an individual basis. All patio applications shall include the following:

Commented [CWH5]: Added address the location and composition of patios.

- A. A site plan (Plat/Site Survey required) showing the size of the patio, relationship of the patio to the house, lot and adjacent properties.
- B. A description of the materials to be used, including drawings or photographs, as necessary to complement the description.
- C. A statement from the homeowner concerning how surface drainage may or may not be affected and what mitigating efforts may be required. In no instance shall drain lines extend into the common area or neighboring property.
- D. An estimated start date and completion date.

When a patio scheme includes other exterior changes, such as fencing, lighting, plantings, etc., other appropriate sections of these Design & Maintenance Standards shall be considered during the completion of the application.

**Dog Houses, Runs, and Animal-Entry Doors:** Dog houses, runs and pens are not allowed.

Pet-entry doors are permitted only into the fenced area where the animal is restricted. Anodized or mill finish aluminum is not acceptable.

#### **Doors-Exterior:**

##### **Front Door:**

The ARC will consider resident applications for repair or replacement of a front door that does not match the original, builder-installed door. The ARC will permit residents to replace or repair a front door with a similar Colonial or Georgian style and color with the general style of the Cameron Station. A list of the Cameron Station Development approved front door paint or stain colors is attached as Appendix B.

Commented [CWH6]: Inserted for clarity

Door knockers and digital bolt locks do not require ARC approval prior to installation.

##### **Garage Doors:**

Garage doors shall only be repaired or replaced with a door of like kind, style, and color to the original door.

##### **Other Exterior Doors:**

The ARC will review the modifications of other exterior doors on a case by case basis as long as it is consistent with the architectural style of the community.



#### **Driveways:**

The ARC may consider resident applications to replace or repair an existing driveway with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are consistent in appearance to the existing driveway materials.

#### **Electronic Devices:**

To include, but not limited to: Electronic insect traps, electronic bird, rodent or pest repellers, outdoor speakers, etc. Devices will be regulated based on the same criteria as exterior lights. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise. These devices shall be operated only during those times when the immediate area protected by the trap is occupied by the owners or their guests.

**Commented [CWH7]:** Amended to include all types of electronic devices, for completeness.

**Exterior Decorative Objects:** Owners are required to submit an application and receive prior ARC approval for any exterior decorative object placed in front or side yards. Exceptions include small decorative objects which are discussed subsequently and made with natural or man-made material and were not part of the original construction design, as a standard or optional feature.

Decorative objects, including plaques, cannot be installed in the front, side and open yards without first receiving ARC approval. All plaques and decorative objects will be evaluated in terms of their general appropriateness, size, location, and compatibility with architectural and environmental design, visual impact on neighbors, and the surrounding area. Proposed wording on a plaque must be specified in the Application.

Sculptures, garden statues, birdbaths, birdhouses, plaques and similar items located in fenced rear yard locations, may be installed by the homeowner or resident without first obtaining the approval of the ARC provided the objects are not visible from the front yard or street. However, if the rear yard is not enclosed by an approved fence or the proposed installation occurs on the second or higher floor, the homeowner or resident may not install such an object without first submitting an application to the ARC and receiving approval of the application from the ARC.

Homeowners ~~can~~ are permitted to place objects that meet all of the following criteria in their lot without obtaining the approval of the ARC.

- \* Objects that are less than 18" tall x 18" wide x 18" deep in size.
- \* Objects that are unpainted stone, wood, soapstone, marble, or other natural materials in earth tones.
- \* The number of objects is appropriate to the size and scale of the front and side yards, so as not to present a cluttered appearance.
- \* Painted planting pots may be used without ARC approval.

**Commented [TAS8]:** This does not work if there is installation without an application since the standard is subjective. I believe there needs to be a numerical limit.

Any item that does not satisfy these four (4) criteria items may not be placed on a lot without prior approval by the ARC.

**Commented [JP9]:** I think we should have something a little more concrete here to avoid subjectivity.

Applications are not required for temporary holiday lights or decorative objects for the period of four (4) weeks prior and three (3) weeks after the holiday in question.

#### **Facades:**

No homeowner shall change the facade material of their home nor change the material on the side(s) of the home. Applications to repair or replace facade material must show the location of the repair or replacement and confirmation of use of same material as exists on home. Composite or other materials may be approved on a case by case basis by the ARC as long as the color, style, and appearance of the alternative material is consistent with the architectural style of the community.

#### Fences and Walls:

Walls: Brick walls must be approved by the city and the written approval from the city must be submitted to the Covenant's Administrator for project approval prior to the initiation of work. Applications that involve new wall construction or design modifications will be forwarded to the ARC for further approval. See Landscaping and Gardens Section for low retaining walls.

Fences: Fences are only permitted in the rear of a home. Whether replacing or constructing a new fence, members must submit an application to the Covenant's Administrator for project approval. Applications that involve new fence construction or design modifications will be forwarded to the ARC for approval.

Applications ~~should~~ must include the following:

- Plat/site survey showing the size of the structure, relationship of the structure to the residence, lot, and adjacent properties.
- A copy of the City of Alexandria's approved permit for brick wall or new deck applications.
- A description of utilized materials, proposed color/stain and any design/photographs to complement the description.
- Dimensions of railings, posts, gates, steps, benches, and any other details.

When replacing or building a new structure that is not brick, homeowners may use natural wood or alternate building/construction materials such as composite. Wood structures will be stained, sealed or "painted" with a solid "deck cover" material (NOTE: regular paint is prohibited). As of October 27, 2017, the preapproved fence stains/colors (wood or composite) for Cameron Station fences must follow a natural palette of wood colors and be in accordance with approved sample colors on a "color wheel" located in the management office. Residents currently utilizing previously approved DMS fence colors (i.e. curry, natural, etc.) are not required to change their fence/deck color until its next coating. Residents desiring to maintain previously approved colors must seek ARC approval prior to recoating their fence and deck. Colors/stains in the green/blue/black/purple family of colors are prohibited. If a property contains both a fence and a deck, the colors of said structures are required to match.

The following is a list of additional considerations ~~when looking to~~ that apply to the construction or revision/modification of a deck or balcony.

- Only spiral staircases are ~~approved~~ permitted to provide access from the deck to the ground level.
- Residents whose property backs to the commercial property adjacent to the ~~community~~ Association may seek ARC approval to construct a privacy screen. Privacy screens are only allowed on the rear decks, are not to be taller than four (4) feet from the railing and must extend to each outside corner of the deck. The style and design of the privacy screen must match that of any previously ARC approved and constructed screen. A list of approved privacy screen designs as attached as Appendix C.
- Privacy screens between adjacent decks or balconies are prohibited, unless installed by the builder as part of its original design.
- Decks and balconies will not be allowed on any home that does not have an existing exterior doorway that is designed for access to a deck or balcony.
- Homeowners are prohibited from removing their decks unless they first obtain the approval of the ARC.
- No decks or balconies shall encroach into the open space above an emergency vehicle easement.

Commented [CWH10]: Fence and Wall section rewritten. "fence" and "wall" changed to "structure" in below paragraphs for clarity. Redundant sections were combined.

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**Flags and Flagpoles:**

All flags must be flown from a flag pole. Flags are not allowed to be draped from windows, balconies, decks or exterior banister railings. Proper American flag etiquette (as defined in Appendix A) shall be observed.

No mast flagpoles are allowed. However, flags are permitted to be flown from holders attached to the exterior wall of a home. Acceptable locations for holders are above or adjacent to front doors and garage doors, not to exceed two (2) flags and poles on the front and back of the unit. No application is required if the homeowner is in compliance and does not place their flags in multiple flag holders. Flags may only be displayed in a manner that is consistent with the provisions of 4 U.S.C. §§ 1-9l. Notwithstanding the above, Homeowners may not install multiple flag holders without first submitting an application that is approved by the ARC.

**Flues and Vents:**

All vent stacks, exhaust vents and other mechanical equipment shall be located unobtrusively. Homeowners and residents are prohibited from installing vent stacks, exhaust vents and other mechanical equipment holders without first submitting an application that is approved by the ARC.

**Gazebos:**

Gazebos are not permitted on individual lots.

**Grills and Barbecues:**

Construction or placement of a permanent grill or barbecue pit is prohibited unless the homeowner first obtains approval of the permanent grill or barbecue pit from the ARC. The application shall show the proposed placement, fuel type, and materials. Construction or placement of a permanent grill or barbecue pit may require a City building permit. Approval by the ARC of an application to construct a permanent grill or barbecue pit does not represent Association approval of any Federal, State or City requirements with respect to the construction of a permanent grill or barbecue pit. Portable grills cannot be left unattended in the front yard, side yard, unenclosed back yard of the home, or any other location visible from the street.

**Gutters Downspouts:**

Gutters and downspouts must match in color and design to those existing and must not adversely affect drainage on adjacent properties. Plastic gutters are not allowed. Gutter covers are allowed without ARC approval as long as the gutter cover matches the existing gutter color and style.

**Hot Tubs:**

Hot tubs may not be installed unless the homeowner first submits a completed application and receives ARC approval. Hot tubs shall be located only on the ground level in the rear of the home, within the fence, and as close to the house as possible. The ARC may require the addition of landscaping or screening to reduce the visual impact and noise to neighboring homes. Hot tubs on decks are not permitted.

**House Numbers:**

House numbers shall be replaced with ones of exact style and color as the original numbers on the house, unless approved by the ARC. House numbers for both front and rear of the house are required. Rear numbers are typically located on deck band boards or, if there is no deck, on a rear fence post.

If the builder did not provide rear house numbers, installation of black metal numbers will be required. No more than one set of house numbers is permitted on the front and/or back. Removal constitutes a violation.

**Landscaping and Gardens:**

No changes or additions to the exterior landscaping/planting beds may be made without first obtaining the written approval of the ARC. The following standards govern exterior landscaping and gardens within Cameron Station.

Any landscape or garden must not alter the drainage pattern to cause water to flow into the neighbor's yard or cause water ponding in the common area. In no instance shall drain lines extend into the common area.

- A. All plants shall be trimmed to preclude encroachment upon sidewalks, driveways and common areas.
- B. Front yard plantings will be those normally associated with the character and style of the community.
- C. Landscaping and gardens must not obstruct house numbers or sight lines required for vehicular traffic.
- D. All gardens must be neatly maintained, trimmed, and free of weeds; this includes removal of all unused stakes, trellises, weeds and dead growth.
- E. An application is required for hedges or other features that, in effect, become structures, fences or screens.
- F. An application is required for garden timbers, stone, paver, block, rock or any other material which is used to form a wall. All applications must include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grading changes. Landscaping timbers must not be used to delineate property boundaries. Railroad ties are not permitted.
- G. An application is required for edging and ground filler for exterior planter beds. Edging must not extend beyond property lines or into common areas and curbs.
- H. An application must be submitted for rock gardens, collections of rocks, and single rocks in any dimension with the exception of a single line of decorative rock edging. All rocks shall be left their natural color. Marble chips/volcanic stone is not permitted.
- I. Homeowners may not plant any tree that may grow over a height of 6 feet and/or any additional trees on a Lot unless they first receive the approval of the ARC. Specific guidelines on the replacement of trees on the private lots can be found in the PRIVATE TREE REPLACEMENT GUIDELINES on page 17. The application submitted ~~should~~ must show the location of the tree, the type of tree, the reason compelling the removal of the tree and the proposed species of replacement tree.

Commented [CWH11]: Added for clarity and completeness

K.J. Growing vegetables or fruits in the front of the properties is prohibited. Vegetable gardens inside enclosed yards, which are in compliance with the DMS, do not require approval. Vegetable gardens shall not take more than thirty-two (32) square feet of rear enclosed yard space and shall be neatly maintained. No offending odors should be created as a result of any garden. Fruits and vegetables should not be left to decay upon the ground. During winter, soil should be turned over. Planting of vegetables in appropriate containers by owners of back to back townhouses with no side or rear yard requires the submission of an Exterior Architectural Application.

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K Any vine-like plant, such as ivy, is permitted as long as it is trimmed, maintained, and in neat attractive condition. Also, "vine-like plants" are prohibited from encroaching on any property not owned by the owner, including the common area and other neighboring lots.



- L. In keeping with the overall appearance of the neighborhood, softscape (plants and grass) is preferred to hardscape (rocks and gravel) in planting beds and yards.

Commented [CWH12]: Added for clarity.

#### **Lead Walks:**

All lead walks (walks leading to the home's main entrance) must be repaired or replaced with the original material. The ARC may consider resident applications to replace or repair an existing lead walk with new building materials not previously available to homeowners when the home was originally constructed, provided such new building materials are similar in appearance to the existing lead walk materials.

#### **Light Posts and Exterior Lights:**

Light posts are not permitted on individual lots.

Surface-mounted exterior lights attached to a home must be replaced with a fixture of exactly the same style and color, unless an alternate fixture is approved by the ARC. The ARC will consider requests to replace the fixture with an alternate fixture, particularly if the original fixture is no longer available for purchase. However, the fixture must be harmonious with the style and character of the home and neighborhood. Inoperable light bulbs shall be replaced only with white or clear bulbs. The use of colored light bulbs is prohibited.

Commented [JP13]: This is not possible for some houses as the original fixtures aren't made anymore.

Ground level lights (a light anchored to a four (4) to six (6) inch stake which is driven into the ground and with the illumination pointing down to the ground) bordering driveways/walkways must be unobtrusive in nature. Lighting in the front or rear yard must be placed so that light does not shine outside the property in a manner which could disturb neighbors. In particular, care must be taken in arranging the angle of a floodlight. Applications shall show the estimated light level and shine pattern.

Decorative lights, on or around decks or trees are not permitted, unless it is a holiday. See "Exterior Decorative Objects" section for guidance.  
~~Decorative lights, on or around decks or trees are not permitted, unless it is a holiday. See "Exterior Decorative Objects" section for guidance.~~

Commented [CWH14]: We may want to re-write or remove

#### **Railings (metal):**

The ARC will consider replacement or repair of railings with a similar Colonial or Georgian style and color in keeping with the general style of the Cameron Station. Every effort ~~will~~ must be made to match the railing color and style with the style of the neighboring houses.

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#### **Roofs:**

All roof repairs/replacements are permitted only if they are first ~~must be~~ approved by the ARC. Roof repair or replacement ~~should~~ must be done to match the existing roof material and color, unless the ARC grants an exception. ~~The ARC will consider changes in color or material on a case by case basis. Metal roofs will be replaced with metal shingle roofs with shingle.~~

**Satellite Dishes/Receivers** - see "Antennas".

#### **Screened Porches:**

Screened porches are not permitted.

#### **Security Devices:**

##### **General Considerations**

Security devices including cameras and alarms shall be selected, located and installed so as to be an integral part of the house and not distract from its architecture and appearance.

##### **Specific Guidelines**

A. Cameras and housings, sirens, speaker boxes, conduit and related exterior elements shall be unobtrusive and inconspicuous. Such devices shall be located where not readily visible and shall be a color that blends with or matches the surface to which attached.

Commented [CWH15]: Added to give guidance on security device style and placement.

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- B. Cameras shall only view the homeowner's property and shall not record common area or any area outside the homeowner's property.
- C. A maximum of 4 fixed view cameras are allowed per property.
- D. No pan-tilt-zoom video cameras are allowed.

#### Submission Requirements

- A. A copy of the existing site plan showing the house and the location of all the proposed security devices.
- B. Drawings or photographs showing the house and the proposed locations of all security devices.
- C. Catalog photographs or manufacturer's "cut sheets" of proposed window bars and doors bars, including dimensions, design, material and color.
- D. Drawings and description showing design details that show verifiable angle of camera recording area.

#### Maintenance Requirements

- A. Homeowners are responsible for maintaining Security Devices in keeping with Property Design and Maintenance Standards.
- B. Cameras shall only view the homeowner's property and shall not record common area outside the homeowner's property.

#### Shutters:

Repair or replacement of a shutters that match the original, builder-installed shutters and color does not require ARC approval. A change in shutter color or style requires ARC approval. All shutters must be the same color.

#### Signs:

In accordance with the Covenants, Article VII, Section 7.17, "Owners may not erect or maintain on any portion of the Property any signs except for: i) signs required by law (such as building permits), ii) one (1) unlighted sign not greater than two (2) feet by three feet advertising for sale any Single Family Lot, Cluster Family Lot or Condominium Unit. Signage advertising security services for individual homes shall be allowed."

Up to two (2) standard-sized security signs may be installed on a lot. The security signs may be located in the front and/or the back of the lot within six (6) feet of the house.

Residential rental signs are not permitted. Realtor "For Sale" signs must be removed no later than 2 days after being posted as sold.

Signs for political candidates are allowed as follows:

- A. Limit of one (1) political sign per candidate per house.
- B. Political signs may be installed three (3) weeks prior to the election and must be removed the day after the election.
- C. Political signs are not permitted in common areas.

#### Skylights and Solar Tubes:

Skylights and solar tubes should be located behind the roof ridge, if possible.

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**Commented [JP16]:** Not sure what length of time we agreed to.

**Commented [CWH17]:** Solar tubes added for completeness

The application shall include a scale drawing of the skylight/~~tube~~ and its location on the roof. A City building permit is required before a homeowner may install a skylight ~~or tube~~.

**Sport, Recreation Equipment and Personal Property:**

- A. Homeowner's may install play equipment, such as sandboxes, playhouses, swing-sets, etc., only within the enclosed yards behind the dwelling so as not to be visible from the street. ~~Non-permanent~~ personal property such as, but not limited to, swings, bicycles, pools, water tables, children's picnic table/chair sets, umbrellas, chairs, ladders, cannot be left out when not in use or left unattended.
- B. Permanent sport and recreation equipment are prohibited. Both portable and permanent basketball hoops are also prohibited.

Commented [CWH18]: Correction

**Solar Panels:**

The ARC will evaluate and approve installation of all solar panels or wind energy units on a case-by-case basis.

**Storage Sheds:**

Storage sheds must be compatible with the applicant's house in color and material, or match an approved wood fence. They may only be located in the rear yard and be visually unobtrusive. Sheds over 6 feet tall or visible above a fence are not permitted.

**Storm Doors and Windows:**

Storm windows are not permitted.

No application is necessary if the door meets the design criteria outlined below. Front storm door design criteria:

- A. Only "full-view" (see below) storm and screen doors are permitted.
- B. No tinted or reflective glass is permitted.
- C. Decorative glass edgings such as etched glass, brass or pewter inlays in rectangular patterns are permitted.
- D. The storm/screen door must match the color of the door it is protecting or the adjacent trim.
- E. No mill or bare metal finishes are permitted.
- F. No imitation gate hinges or ornamental grillwork is permitted. As different manufacturers of storm/screen doors have different definitions of "full-view" the following definition of "full-view" applies to all front storm/screen doors that may be installed in the Cameron Station community.
- Glass area of the storm door will show the "full view" of the door it protects without obstructions that visually divide the glass panel.
  - Crossbars, either decorative or structural, are not permitted.
  - $\frac{3}{4}$ -doors cross buck doors or other bottom panels or kick plates are not permitted.
  - Doors with self-storing windows are not permitted, as the frames of the glass panels visually divide the glass area.

Occupants may remove window screens provided that ALL the window screens on the same side of the house are removed. Any window screen lost or damaged must be replaced with a screen of the same style, material and color as the original.

**Sun Control Devices:**

Sun control devices are instruments installed on the exterior of the home to prevent direct sunlight penetrating or entering the home to reduce the solar heat gain. Exterior louvers or movable translucent

shades would be considered as sun control devices. Sun control devices will only be approved by the ARC if demonstrated to be clearly compatible with the architectural design and qualities of the home.

#### **Swimming Pools:**

No swimming pool of permanent construction is permitted on any lot. Portable swimming pools designed for infants and toddlers are allowed, though must be stored out of sight when not in use.

#### **Trellises, Arbors and Pergolas:**

The ARC will consider applications for trellises, arbors and pergolas. In considering an application, applicants must demonstrate that the addition of trellises, arbors or pergolas will not cause deterioration to an existing fence or home. Trellises, arbors and pergolas are not allowed on decks or above the fence line.

Commented [CWH19]: Inserted for completeness

#### **Trim:**

As part of the homeowner maintenance requirements peeling paint on the exterior trim; including garage door, garage and window frames, shutters, soffits etc.; must be scraped, sanded (if required), and repainted with paint that is of the similar color and texture as the original. A change to the trim color is not allowed.

Commented [CWH20]: Garage door added as trim

#### **Water Features:**

The installation of any water feature will only be permitted in an enclosed backyard. The application shall include the following:

- A. A Site plan showing the size of the water feature, relationship to the house, lot and adjacent properties;
- B. A description of the materials to be used, including drawings or photographs, as necessary to complement the description;
- C. A description of the proposed depth of the excavation, to accommodate the water feature and the location of all underground utilities; and
- D. A description of how the water feature will be drained for any maintenance, including specifically where will the water exit the property and whether it will affect any of the adjacent homes.

Water features larger than thirty-five (35) square feet and deeper than two (2) feet are strictly prohibited. In order to ensure that the water feature does not become a breeding ground for mosquitoes, and other insects, the owner shall ensure that the water does not remain still (or stagnant); accordingly, a waterfall, small fountain or recirculation pump that causes the water surface to be in constant movement is required.

#### **Windows**

The ARC will review the modification of windows on a case by case basis as long as it is consistent with the architectural style of the community. All window modifications must receive ARC approval prior to the initiation of work.

Commented [CWH21]: Added for clarity.

#### **Window Treatments:**

Interior window treatments can affect exterior appearance. Some guidelines are necessary to maintain uniformity.

Improper or unsuitable window treatments may not be installed at any time. Improper window treatments include, but are not limited to: aluminum foil, bed sheets, laundry, plastic, blankets, cardboard, flags, newspaper, etc.

#### **PRIVATE TREE REPLACEMENT GUIDELINES**

On September 9, 2009, the City of Alexandria gave authorization to Cameron Station Community Association, Inc. (the "Association") to permit homeowners to replace nuisance trees and enforce landscaping and tree



coverage requirements on the individual lots. This section lists the adopted rules and regulations concerning the removal and replacement of trees on private lots.

### III. Definitions

- A. Nuisance Trees: Are defined as trees which cause actual harm or pose imminent danger of actual harm to a structure, walkway or other property.
- B. Private Lot: An individual home lot for a single family or townhome as defined on the recorded plat. For the purpose of this amendment, "private lot" refers to the front and side yards of homes.

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### IV. Requirements and Restrictions

- A. No owner shall remove any tree measuring six (6) inches or more in diameter, measured at a point two (2) feet above ground level, from any portion of his/her property without the prior written approval of Cameron Station Community Association Management (CSCA Management) or the ARC. In addition, no owner may remove or replace any tree on any portion of his/her property other than in conformance with the site plans approved by the City of Alexandria. No owner shall alter by removal, excavation, fill or any other means any ground surface without the prior written approval of the ARC.
- B. Any tree that is removed from the private lot is to be replaced with the same species or acceptable substitute as provided in the Private Tree Replacement List (Appendix D) of this DMS amendment. Private trees may not be replaced with any tree mentioned in Section II of Appendix D.
- C. Before removing and/or replacing any tree on a private lot, a Private Tree Replacement Application (Exhibit B) must be completed, signed, dated, submitted to CSCA Management and approved by CSCA Management or the ARC. The Private Tree Replacement Application submitted must show the location of the tree being replaced, the type of tree being replaced, the reason compelling the removal of the tree and the proposed species of replacement tree.
- D. Should the proposed replacement tree not be one of the pre-approved choices on the Private Tree Replacement List for the subject street, the request will be referred to and considered by the ARC which will evaluate such characteristics as planting site, environmental factors, probable root conflicts, probable canopy conflicts, canopy contribution and aesthetic value. In turn, the owner should provide full details of his/her choice in sufficient detail that the ARC can efficiently make a fair and reasonable determination as to the appropriateness of the proposed tree. The request will be considered on a case-by-case basis.
- D-E. Dead trees should be removed within six months of last signs of life. The replacement tree should of the same species, or an acceptable substitute from the Private Tree Replacement List. (Appendix D)

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### V. Application and Review Process

The Private Tree Replacement Application and review process that will be used by CSCA Management and/or the ARC is detailed here.

No review/action will commence until all required information is received and accepted as complete by CSCA Management, at which time the (maximum) forty-five (45) day review period will commence.

CSCA Management and/or the ARC is required to notify owners of the action taken on their Private Tree Replacement Application within forty-five (45) days of receipt of a complete application by CSCA Management. Notification of the decision may be made by telephone, fax, or email, with follow-up in writing sent via U.S. Mail. Approvals will be sent by first class mail. Denials and conditional decisions will be sent by certified mail, return receipt requested. As per Article VI, Section 6.6 of the Declaration, any application deemed complete but not

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acted upon within forty-five (45) days shall be approved by default. CSCA Management reserves the right to refer any Private Tree Replacement Application to the ARC.

~~VI.~~ ~~IV.~~ **Acceptable Replacement Trees**

Section I of the Private Tree Replacement List (Appendix D) sets forth the trees that are acceptable replacement trees. This tree list was developed by a Certified Arborist contracted by the Association for the purpose of this amendment. This list utilizes standards and criteria prepared by the City of Alexandria Arborist as part of the September 2009 tree management agreement with the Association. Any chosen species of tree must meet or exceed the canopy requirements at maturity (10 years), as defined in the Private Tree Replacement List.

Section II of the Private Tree Replacement List (Appendix D) provides tree species that shall not be planted or replaced in kind due to the potential for root issues.

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**Commented [CWH22]:** Added to emphasize the need to comply with city requirements.

Design & Maintenance Standards (DMS)  
Exhibit A – Exterior Modification Application

Application # \_\_\_\_\_



Cameron Station Community Association, Inc.  
**EXTERIOR MODIFICATION APPLICATION**

*Complete separate application forms for each exterior modification being requested*

**SECTION I. CONTACT INFORMATION**

1. Homeowner(s) Name(s): \_\_\_\_\_  
2. For: \_\_\_\_\_  
3. Address: \_\_\_\_\_  
4. Phone: (h) \_\_\_\_\_ (cell) \_\_\_\_\_ (w) \_\_\_\_\_ (other) \_\_\_\_\_  
5. Email Address: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (p) \_\_\_\_\_ (other) \_\_\_\_\_

**SECTION II. EXTERIOR MODIFICATION BEING REQUESTED - ☐ Repair, ☐ Replace, ☐ Other**

- ☐ Building (only) ☐ Grounds (only) ☐ Building & Grounds - Use as many additional sheets as needed  
a. Proposed Modification Subject: \_\_\_\_\_  
b. ~~Reference~~Reference Page Number of Association Design Maintenance Standard: \_\_\_\_\_  
c. Detailed Written Description of proposed modification, include sketches, drawings, a Plot Site Survey: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: For Private Tree Replacement - homeowners are required to submit a separate application form*

**SECTION III: APPLICATION CONDITIONS**

Nothing contained herein shall be construed to represent that any modifications to land or buildings performed in accordance these plans shall be permitted to violate any of the provisions or Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.

City of Alexandria ordinances require you to file plans with the Department of Planning & Zoning for construction and modifications requiring a building permit.

I understand and agree that no work shall commence on this requested project until I receive written approval of the ARC.

I understand that any construction or exterior modification undertaken by me or on my behalf before approval of this application is not allowed and that if modifications are made, I may be required to return the property to its former condition at my own expense if this



application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred by the Association in enforcing this should I object.

I understand that members of the Architectural Review Committee or their designated representative are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project - and that such entry does not constitute trespass.

I understand that any approval is contingent upon construction or modifications being completed in a workmanlike manner and in full compliance with applicable City of Alexandria standards and specifications. Any deviation from the modification approved by the ARC must be submitted for ARC review.

The ARC will render a decision within forty-five (45) days of receiving a completed application.

It is understood that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the review process as established by the Board of Directors.

The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within thirty (30) days of the approval date of this application, or construction is not completed within thirty (30) days from commencement of the work, unless so expressly stated otherwise by the ARC or Management Agent.

#### SECTION IV: ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge with my signature below that I have read and understand the Application Conditions before submitting this application.

Homeowner(s) Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Neighbor if applicable \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Neighbor if applicable \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION V: DOCUMENTATION CHECKLIST

Please use the checklist below as a help to ensure all required materials and enclosures have been included in and/or with your application.

- ☐ Plat Site Survey
- ☐ Written description of proposed modification including materials and dimensions
- ☐ Drawings, sketches, brochures, and/or photographs

#### SECTION VI: ARCHITECTURAL REVIEW COMMITTEE (ARC) ACTION

The ARC reviewed the application reviewed the application and took the following action:

- ☐ Approved
- ☐ Disapproved
- ☐ Request for Additional Information

Comments or Supulations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Representative Acting on ARC's Behalf

- \* Name (print) \_\_\_\_\_
- \* Title \_\_\_\_\_
- \* Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION VII: APPEAL PROCESS

If you disagree with the decision cited above, please be advised that there is an appeals procedure provided by the Cameron Station Community Association, Inc. Board of Directors. A written request must be made within ten (10) days of receipt of the ARC's decision.

DESIGN & MAINTENANCE STANDARDS (DMS)  
EXHIBIT B – PRIVATE TREE REPLACEMENT APPLICATION

Application # \_\_\_\_\_



Cameron Station Community Association, Inc.  
**PRIVATE TREE REPLACEMENT APPLICATION**

**APPLICATION SECTION**

Homeowner(s) Name: \_\_\_\_\_

Lot: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed Date of Removal: \_\_\_\_\_

Please provide a complete, detailed description of the species, location, and reason for requested replacement, including a written description substantiating that the tree has caused harm or poses an imminent danger of actual harm to the owner's lot or adjoining property.

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**APPLICATION CONDITIONS**

I understand that any tree that is removed from the private lot will need to be replaced with the same species or an acceptable substitution as provided in the Design & Maintenance Standards (DMS) amendment within thirty (30) days of the existing tree removal.



Nothing contained herein shall be construed to represent any modification to land or buildings in accordance these plans, shall not violate any of the provisions of the Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restriction.

I understand and agree that no work shall commence on this requested tree removal until written approval from the Board of Directors or designated representative has been received by me or the forty-five (45) day review period has expired without my having received any decision (or request for additional information) from CSCA Management or the ARC.

I understand that any construction or modification on this requested tree removal undertaken by me or on my behalf before approval of this application is not allowed and that if modifications are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred by the Association in enforcing this requirement.

I understand that members of the Board of Directors or their designated representative are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed tree, the removal in progress, and the completed replacement. I understand that such entry does not constitute trespass.

I understand that any approval is contingent upon construction or modifications being completed in a workmanlike manner and in full compliance with applicable City of Alexandria standards and specifications. Any deviation from the modification(s) as approved by CSCA Management or ARC must be submitted for additional review by the applicable entity.

The Board of Directors or their designated representative will render a decision on the Application within ~~fortyfive~~forty-five (45) business days of receiving the completed Application.

I acknowledge that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the Application review process as established by the Board of Directors.

The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within thirty (30) days of the approval date of this application, and completed within thirty (30) days from commencement of the work, unless expressly agreed otherwise by the Board of Directors.

I acknowledge I have read the Application Conditions in submitting this application.

Homeowner(s) Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### BOARD ACTION

The Board of Directors or designated representative reviewed this application and took the following action:

☐ Approved ☐ Disapproved ☐ Request for more information

Comments or Stipulations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BOD Signature: \_\_\_\_\_ Approval/Disapproval Date: \_\_\_\_\_

*If you disagree with the above decision, an appeals procedure is provided by the Cameron Station Community Association, Inc.'s Board of Directors. An applicant who wishes to appeal a decision of the ARC or CSCA Management has ten (10) calendar days from receipt of the notification of the decision to file a written request to the Board of Directors seeking an appeal on the decision. The entire appeal process is outlined in the DMS under Objectives & General Information, Section I.*

## DESIGN & MAINTENANCE STANDARDS (DMS)

### APPENDIX A - APPROVED FLAG ETIQUETTE

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#### Displaying the US Flag.



1. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.



2. When the flag is displayed in a manner other than by being flown from a staff,

it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, it should be displayed in the same way that is with the union or blue field to the left of the observer in the street. When festoons, rosettes or draping are desired, bunting of blue, white and red should be used, but never the flag.

3. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
4. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
5. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
6. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
7. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

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## DESIGN & MAINTENANCE STANDARDS (DMS)

### APPENDIX B – FRONT DOOR COLORS (DURON/MCCORMICK BRAND)

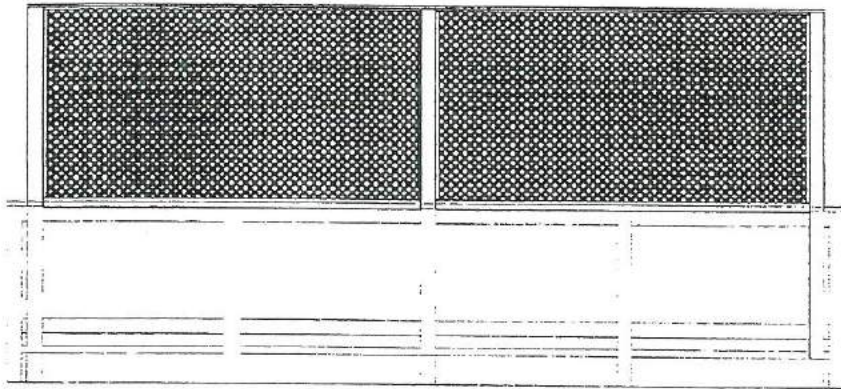
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- Black
- Carolina Slate
- Cobblestone Grey
- Deep Forest Brown
- Fawn
- Forest Green
- Foxhall Green
- Georgetown Green
- Hearthstone
- Old Carriage Brown
- Old Colonial Red

DESIGN & MAINTENANCE STANDARDS (DMS)

APPENDIX C – PRIVACY LATTICE INSTALLATION

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Pocosh Lane	English Oak	30 x 10	Hornbeam	25 x 8	Japanese Stewartia	20 x 5
Somerville Street	Norway Maple 'Keithsform'	25 x 10	Trident Maple	20 x 10	Crape Myrtle	25 x 15
Tancred Lane	Star Magnolia	20 x 6	Sweet Bay Magnolia	20 x 10	Crape Myrtle	25 x 15
Tull Place	Hornbeam	25 x 8	English Oak	30 x 10	Japanese Stewartia	20 x 5
Vos Lane	Hornbeam	25 x 8	Sweet Bay Magnolia	20 x 10	Japanese Stewartia	20 x 5
Waple Lane	Norway Maple 'Keithsform'	25 x 10	Crape Myrtle	25 x 15	Trident Maple	20 x 10

\* NOTE: Crown size is average for our area in heavy clay. Plants chosen for size and capacity for root related damage. All trees, regardless of species, will require some form of maintenance when planting sites are restrictive. These plants are the best possible combination of aesthetic quality, canopy contribution, and least likely to pose root related damage.

#### SECTION II - Prohibited Replacement Trees

Tree species that SHALL NOT be planted or replaced in kind: 1.

1. Sweet Gum
2. Red Maple
3. Sycamore / London Plane
4. -26-
- 5.
6. 2141827\_1

**Cameron Station Community Association  
Community Manager's Report  
September 25, 2018  
Prepared by Judy Johnson, General Manager**

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**Next Board Meeting:** Tuesday, October 30, 2018 at 7 PM

**Alexandria Police Liaison:** Cameron Station has been assigned a new APD liaison (Lt. Matthew Weinert) and he attended the September meeting.

**Monthly Financial Report:** The August Financial report will be provided in the board package. Information has been sent to Jeff Gathers and FAC.

**Lancaster Landscaping:** Regular scheduled weekly meetings are being held with Management

**Pool:** Pool season is coming to an end and CPS is conducting year end inspections.

**Street Sweeping:** Not happy with the work needs to come back out and complete the work.

**Paving:** Management is working on getting proposals, we have received one so far

**John Ticer Gazebo:** The project began July 26<sup>th</sup> and they removed the dome and columns. The soil contractor has collecting samples and at the time of this writing Management is waiting for updates. The flooring has been ordered

**Cameron Club –** Nothing to report currently

**ProFit:** Full monthly report will be discussed at the Board meeting by ProFit.

**Staff:** The monthly CMC Manager Meeting is held the first Wednesday of every month and the Assistant CMC Managers meeting are quarterly at the CMC corporate office.

- Both Deirdre and I continue to prepare the committee packets each month and attend several committee meetings monthly.
- The CAC has conducting all their morning grounds walks with Management and Lancaster expect for September. Deirdre and I conduct our property inspections.
- Manager to attend CAC, CCFC and ARC meetings for the next few months.
- Management has finished the 1st draft budget for 2019
- Management sent out several RFPs for a HVAC unit for the Management office.
- Management is working on an RFP for milling and paving for the community.
- Budget dates are August 23 (Meet with Committee's), September 13<sup>th</sup> (Board attendance would be greatly appreciated), Budget is approved at the Board meeting on October 30<sup>th</sup>.