

CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
October 30, 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 September 25, 2018		
VI.	FINANCIAL REPORT for September 2018	TAB 2	7:30
VII.	ProFIT September 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 #29486-Tree removal	TAB 5	7:50
	b. Lancaster Proposal #29498- Drainage/Erosion work	TAB 6	7:55
	c. Pothole Repair proposal	TAB 7	8:00
	d. Appoint Jessica Ryback & Amanda Wilkinson-Events Comm.	TAB 8	8:05
	e. 2019 Budget	TAB 9	8:10
XII.	BOARD DISCUSSION		
	a. Update on John Ticer		
	b. Pet Policy	TAB 10	8:40
	c. Emergency Repairs	TAB 11	8:55
	d. Pathway	TAB 12	9:00
	e. Irrigation System	TAB 13	9:20
	f. Increase CCFC budget authority	TAB 14	9:30
XIII.	MATTERS FOR BOARD REVIEW AND INFORMATION		
	g. Management Report-for your review	TAB 15	9:35
XIV.	EXECUTIVE SESSION		
	a. Delinquency and Collection Reports	TAB 16	9:40
	b. Contract	TAB 17	9:55
	c. Mark Pillow Award	TAB 18	10:05
XV.	ADJOURNMENT		10:10

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, September 25, 2018**

The regularly scheduled monthly meeting of the Board of Directors for September was held on Tuesday, September 25, 2018. The meeting was called to order at 7:14 p.m. by President Margaret Brock at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

Board Attendance

Margaret Brock	President
Jon Dellaria	Vice President
Michael Johnson	Secretary
Martin Menez	Treasurer
Elliott Waters	Director

Members Absent

Mindy Lyle	Director
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Others Attending

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

APPROVE AGENDA

Move To: "Approve the agenda with the addition of the timing of the Community milling and paving under Board Discussion, add the additional menu proposal from Charlene's Kitchen for the 20th Anniversary Party under Board Decision, and table the DMS under TAB 18 as amended".

Moved by: Michael Johnson

Seconded: Elliott Waters

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED**GUEST SPEAKER**

Police Lieutenant Matthew Weinert briefed the Board on the crime activity for the past two months. He reminded the community to always use preventable measures that include locking your doors, keep your garage doors closed, and report any suspicious activity to the Police. The APD will be increasing patrols throughout the community on Halloween.

RESIDENTS OPEN FORUM

Mr. Celeste, Chairperson of the Facilities Committee and Cameron Station resident suggested to the Board that if residents have any questions pertaining to certain line items of the budget he recommends that the Board refer their questions and concerns first to that particular committee. This will hopefully help facilitate any residents concerns of particular items.

APPROVAL OF MINUTES

Move To: "Approve the minutes from the August 28, 2018 Board of Directors meeting as presented."

Moved by: Michael Johnson

Seconded: Elliott Waters

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

FINANCIAL REPORT FOR AUGUST 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 August 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.

EXECUTIVE SUMMARY	Actual	Budget	Variance
Total Cash and Investments	\$2,704,712.22		
YTD Income	\$1,700,739.45	\$1,694,554.00	\$ 6,185.45
YTD Expenses	\$1,614,359.98	\$1,717,301.30	(\$102,941.32)
YTD Net Income, surplus/(loss)	\$ 86,379.47	(\$ 22,747.30)	\$ 109,126.77

The financial report was included in the BoD packet. Also, to be noted that the delinquency rate listed of approximately 0.58% which is well below the industry standard of 3%-5%.

PRO-FIT REPORT FOR AUGUST 2018

Presented report as provided in BoD packet.

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

The CCFC has been discussing an increase of spending allowance from \$1500 to \$4000 to help expedite the repair process with the fitness equipment. The committee plans on bringing their recommendation to the Board in October. The community pool survey was completed and still under analysis by the committee. The pool season is closing soon and overall had a successful season despite all the rain.

Activities and Events Committee

The A&E has secured the Casino vendor for the 20th Anniversary party and Bunco is scheduled for tomorrow night. The committee is underway with the planning for the Annual Halloween event for October.

Architectural Review Committee

None

Common Area Committee

There are several CAC budgeted proposals on the agenda and mainly due to the timing of the season. Mr. Burns stated he had spoken to the City Arborist and they will be grinding the tree stump and replacing the tree at the end of the median on Cameron Station Blvd that was struck by lightning in August. The CAC was tasked by the Board review the Pet Policy at their next meeting and brief the Board in October.

Communications Committee

None

Financial Advisory Committee

The FY19 budget process is in full swing and the FAC recently had their second meeting with members of the Board.

OLD BUSINESS

- a. City of Alexandria Update- None

NEW BUSINESS

None

MATTERS FOR BOARD DECISION

Lancaster Proposal #29382- Prune Tree

Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29382 for Tree Trimming in the amount of \$350.00 to be expensed to GL6160- Tree & Shrub Maintenance".

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Lancaster Proposal #28397- Tree Removal

Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #28397 for Tree Removal and Replacement located at the pool in the amount of \$1,125.00 to be expensed to GL3280- Repair & Replacement Reserve".

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Lancaster Proposal #29469- Turf Enhancements

Move To: "Approve the Common Area Committee (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".

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Lancaster Proposal #29487- Tree Removal

Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29487 for Tree Removal in the amount of \$400.00 to be expensed to GL6160- Tree & Shrub Maintenance".

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Lancaster Proposal #29488- Landscape Enhancements

Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29488 for Landscape Enhancements in the amount of \$1,970.00 to be expensed to GL6150- Landscape Enhancements".

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Lancaster Proposal #29489- Landscape Enhancements

Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29489 for Landscape Enhancements in the amount of \$500.00 to be expensed to GL6150- Landscape Enhancements".

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Lancaster Proposal #29490- Landscape Enhancements

Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29490 for Landscape Enhancements in the amount of \$255.00 to be expensed to GL6150- Landscape Enhancements".

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Lancaster Proposal #29491- Tree Removal

Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29491 for Tree Removal in the amount of \$325.00 to be expensed to GL6160- Tree & Shrub Maintenance".

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Lancaster Proposal #29492- Landscape Enhancements

Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29492 for Landscape Enhancements in the amount of \$250.00 to be expensed to GL6150- Landscape Enhancements".

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Lancaster Proposal #29494- Landscape Enhancements

Move To: “Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29494 for Landscape Enhancements in the amount of \$750.00 to be expensed to GL6150- Landscape Enhancements (\$175.00) and GL- 3280 Repair & Replacement Reserve (\$575.00)”.

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Lancaster Proposal #29495- Tree Removal

Move To: “Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29495 for Tree Removal in the amount of \$950.00 to be expensed to GL6160- Tree & Shrub Maintenance”.

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Martin Menez and Mindy Lyle

MOTION PASSED

Change of attendance Board Treasurer Martin Menez arrived at 8:40 p.m.

Charlene’s Kitchen Proposal- 20th Anniversary

Move To: “Approve the Catering proposal from Charlene’s Kitchen in the amount of \$3,030.50.”

Moved By: Michael Johnson

Seconded By: Elliott Waters

For: All

Against: None

Absent: Mindy Lyle

MOTION PASSED

MATTERS FOR BOARD DISCUSSION

- a. Update on John Ticer Gazebo- The gazebo columns are expected to be delivered this week and the slab floor is scheduled (weather permitting) to be poured next week.
- b. DMS- Tabled

- c. Pet Policy- The Board of Directors will be voting on the Pet Policy Resolution 17-02 at the October meeting and has asked for the CAC to provide prospective recommendations for the Board to consider. Management was tasked to include this information asking for resident's feedback in the weekly email blasts.
- d. Timing of Community Milling/Paving- Mr. Menez recommended that the community milling and paving project begin in 2020 versus move the project two years ahead of schedule to 2019. This schedule drive investments accordingly and be done after the next Reserve Study which is due in 2019. Currently the estimated costs for this project is 1.2 million +.

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report- Included in Board packet for review.

EXECUTIVE SESSION

Move To: "Enter into executive session at 9:25 p.m. to discuss delinquencies, collection reports, and contracts".

Moved by: Michael Johnson

Seconded: Martin Menez

For: All

Against: None

Absent: Mindy Lyle

MOTION PASSED

Move To: "Exit executive session at 10:12 p.m."

Moved by: Jon Dellaria

Seconded: Michael Johnson

For: All

Against: None

Absent: Mindy Lyle

MOTION PASSED

Move To: "The Board of Directors approves to reclassify the pre-petition debt of \$866.61 and Rees Broome should close this account as stated in executive session".

Moved by: Michael Johnson

Seconded by: Martin Menez

For: All

Against: None

Absent: Mindy Lyle

MOTION PASSED

Move To: “Adjourn the meeting at 10:15 p.m.”

Moved by: Martin Menez

Seconded: Elliott Waters

For: All

Against: None

Absent: Mindy Lyle

MOTION PASSED

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

**Cameron Station
Replacement Reserve**

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 9,737	0.50%	\$ 48.69	-
KEYBANK - OH	\$ 100,000	1.85%	\$ 1,850.00	11/29/18
VALLEY NATIONAL BANK - NJ	\$ 100,000	1.85%	\$ 1,850.00	11/29/18
MIZRAHI TEFAHOT BANK - LA	\$ 80,000	1.85%	\$ 1,480.00	11/30/18
BANK HAPOALIM - NY	\$ 75,000	2.10%	\$ 1,575.00	04/18/19
SYNCHRONY BANK - UT	\$ 50,000	2.05%	\$ 1,025.00	07/11/19
CAPITAL ONE NA - MCLEAN, VA	\$ 100,000	2.00%	\$ 2,000.00	09/30/19
MS BANK - UT	\$ 75,000	2.50%	\$ 1,875.00	03/16/20
JP MORGAN BANK - OH	\$ 100,000	1.35%	\$ 1,350.00	06/24/20
COMENITY BANK JUMBO - NY	\$ 100,000	2.90%	\$ 2,900.00	10/13/20
DISCOVER BANK - DE	\$ 100,000	1.90%	\$ 1,900.00	12/21/20
DISCOVER BANK - DE	\$ 75,000	2.70%	\$ 2,025.00	03/15/21
SALLIE MAE BANK - UT	\$ 75,000	2.80%	\$ 2,100.00	04/19/21
SYNCHRONY BANK - UT	\$ 100,000	1.50%	\$ 1,500.00	06/17/21
CAPITAL ONE NA - MCLEAN, VA	\$ 100,000	2.25%	\$ 2,250.00	12/29/21
GOLDMAN SACHS - NY	\$ 100,000	2.35%	\$ 2,350.00	03/15/22
AMERICAN EXPRESS BANK - UT	\$ 75,000	2.35%	\$ 1,762.50	05/03/22
TOTAL	\$ 1,414,737		\$ 29,841.19	

as of 10/8

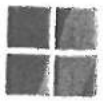
**Cameron Station
Operating Reserve**

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 1,316	0.50%	\$ 6.58	-
STIFEL BANK - MO	\$ 50,000	1.95%	\$ 975.00	10/26/18
MIZRAHI TEFAHOT BANK - LA	\$ 50,000	1.90%	\$ 950.00	11/16/18
INDEPENDENT BANK - MI	\$ 50,000	1.90%	\$ 950.00	12/06/18
SOUTHERN BANCORP - AR	\$ 50,000	2.15%	\$ 1,075.00	01/28/19
TOTAL	\$ 201,316		\$ 3,956.58	

as of 10/8

This information and data is being provided at your request and is from sources considered reliable, but their accuracy and completeness is not guaranteed. It has been prepared for illustrative purposes only and is not intended to be used as a substitute for the transaction statements you receive from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your transaction statements to verify its accuracy. This information is based upon the market value of your account as of the close of business on October 5, 2018 and is subject to daily market fluctuation.

Prices and yields are as of October 8, 2018 and subject to change and availability.
Morgan Stanley Smith Barney. Member SIPC.



Associa®

Community Management Corporation

MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Judy Johnson
Deirdre Baldino

DATE: October 15, 2018

RE: September 30, 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 September 30, 2018.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 2,538,453.28		
Year to Date Income	\$ 1,913,123.28	\$ 1,905,758.00	\$ 7,365.28
Year to Date Expense	\$ 1,806,706.74	\$ 1,945,268.61	(\$138,561.87)
Net Income Year to Date, surplus/ (loss)	\$ 106,416.54	(\$ 39,510.61)	\$ 145,927.15

Investments:

On September 30, 2018 the Association had operating and investment funds totaling \$2,538,453.28. The Pacific Premier Bank (PPB) operating account had a balance of \$315,990.64. The Congressional Bank Money Market account reflects a balance of \$601,476.78, and the PPB-Merchant account has a balance of \$1.45. The Morgan Stanley Smith Barney Money Market account had a balance of \$9,183.04. There is also \$1,605,000.00 invested in laddered Certificates of Deposit managed by Morgan Stanley. Additionally, Morgan Stanley is holding \$6,801.37 in accrued interest.

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of September 30, 2018 was \$43,999.91. 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 0.54%, which is well below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable (\$43,999.91 - \$30,657.72)/Total Annual Assessments: \$2,465,931.00=0.54%.

Accrued Repair & Replacement Reserves total \$1,887,696.17 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: \$2,538,453.28 minus Liabilities \$210,382.74 minus Repair & Replacement Reserves: \$1,887,696.17 = \$440,374.40 excess capital.)

The Capital Improvement Reserve account totals \$5,609.99 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 \$440,374.40 minus Capital Reserves \$5,609.99 = \$434,764.41 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 \$434,764.41 minus Owner's Equity \$368,653.87 = \$66,110.54 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 \$1,913,123.28 which is \$7,365.28 more than the budgeted amount of \$1,905,758.00. 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 \$5,758.25 below the budgeted number of \$6,750.00. As of September 30, Management has received \$991.75. Some of the sponsors are choosing to pay for the several events in their entirety.

Legal Reimbursements, line item #4720 is \$1,491.29 above the budgeted number of \$4,500.00. These are Legal fees collected through the efforts of the Association's independent attorney.

Miscellaneous Income, line item #4835 is \$2,793.27 above the budgeted number of \$300.00. Management will research this line item.

Interest Earned, line item #4910 is \$6,218.58 above the budgeted number of \$16,560.00. This result reflects rising interest rates and a higher percentage of funds invested this year.

Year-to-date expenses total \$294,381.03 which is \$16,040.97 below the budgeted amount of \$310,422.00. 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:

Collection Charges, line item #5025 which is \$1,700.00 below the budgeted number of \$3,750.00. Due to lower delinquencies.

Acct. Setup/DD/Coupons, line item #5030 which is \$2,202.50 below the budgeted number of \$5,895.00. This line item should balance out once the FY2019 coupons are ordered.

Architectural Comprehensives, line item #5035 which is \$3,779.57 below the budgeted number of \$4,816.00. the reason for this is that Architectural Comprehensives inspections resumed in July.

Postage, line item #5215 which is \$4,343.88 below the budgeted number of \$8,400.00. This line item will most likely balance out with the mailing of the annual meeting and budget material.

Temp Desk Coverage, line item #5320 which is \$1,833.65 below the budgeted number of \$4,500.00. This is due to a lower pay rate with a new temp agency for the Management front desk.

Permits & Licenses, line item #6300 which is \$1,912.84 below the budgeted number of \$3,000.00. This should balance out at the end of November when the community fire hydrant inspection is completed.

Decals & Parking Passes, line item #6422 which is \$1,570.20 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 \$1,820.15 below the budgeted number of \$2,625.00. There hasn't been any recent website maintenance or issues.

Newsletter Service, line item #5225 which is \$8,997.71 below the budgeted number of \$15,000.00. This line item is below budget due to the September/October invoice has not been received.

Administrative Salaries, line item #5302 which is \$20,039.53 below the budgeted number of \$223,280.00. 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 \$16,461.64 below the budgeted number of \$71,450.00. 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 \$17,276.41 below the budgeted number of \$26,000.00. Due to rainy spring/summer seasons.

Flower Rotation & Landscape Enhancements, line item #6150 which is \$13,760.50 below the budgeted number of \$25,000.00. Due to the flower rotation for the fall has not been done yet.

Turf Treatment & Enhancements, line item #6155 which is \$4,042.50 below the budgeted number of \$13,125.00. Currently Lancaster is working on the Community turf treatment and this line item should balance out next month.

Irrigation System, line item #6299 which is \$6,717.50 below the budgeted number of \$15,000.00. This will balance out when the irrigation system is winterized.

TMP Expenses, line item #6305 which is \$1,666.70 below the budgeted number of \$161,250.00. Accounting has accrued the incorrect amount. However, this has been corrected and should balance out next month.

Pest Control, line item #6434 which is \$1,875.00 below the budget amount of \$1,875.00. Management will call have this service reinstated.

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 \$6,310.00 below the budgeted number of \$18,959.50. Management has not received the September invoice for this line item.

Street Repair & Maintenance, line item #6760 which is \$4,875.00 which is below the budget number of \$4,875.00. Street Sweeping is now completed and has just been invoiced.

Legal Services – Collections, line item #7025 which is \$4,764.97 below the budgeted number of \$15,750.00. This can be attributed to a very low delinquency rate.

Legal Services-General Counsel, line item #7030 which is \$2,645.70 below the budgeted number of \$22,500.00. This can be attributed to a lesser need for General Counsel during the month of September.

Health Club Management/Staff, line item #5318 which is \$5,486.00 below the budgeted number of \$126,892.00. Due to the spread for the year.

Fire Prevention & Protection, line item #6414 which is \$7,224.75 below the budgeted number of \$7,500.00. This line item is below budget because Management has not received several invoices.

Janitorial Services, line item #6430 which is \$2,748.52 below the budgeted number of \$31,810.00. After researching this line item, we are missing one invoice from August.

Special Cleanings, line item #6436 which is \$2,375.00 below the budgeted number of \$6,000.00. Due to less room rentals.

Building Repair & Maintenance, line item #6515 which is \$7,775.30 below the budgeted number of \$10,500.00. Due to no full-time onsite Maintenance Technician this line item is below budget.

Pool Repairs & Maintenance, line item #6700 which is \$1,500.00 below the budgeted number of \$4,000.00. This line item will balance out by the end of the year.

Pool Supplies, line item #6710 which is \$2,220.23 below the budgeted number of \$5,000.00. CCFC will be using these funds and the funds from #6700 before the year ends to buy supplies that are needed for next year.

Recreation Equipment, line item #9934 which is \$1,816.94 below the budgeted number of \$3000.00. Same for this line item as above.

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

Computer Network/C3, line item #5040 is \$10,548.00 above the year-to-date budget of \$4,875.00. 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. It was necessary to fix the IT issues with the AutoFetch for the fitness center and IT is still working on the repairs for the music in the FC.

Parking Enforcement, line item #5070 is \$2,730.00 above the year-to-date budget of \$12,000.00. The parking enforcement officer has been working more hours than allotted for this position. Management will rectify the situation.

Printing & Copying, line item #5210 is \$1,752.29 above the year-to-date budget of \$5,625.00. This is due to the visitor parking permits and the vehicle car decals.

Event & Awards, line #5200 is \$2,571.26 above the year-to-date budget of \$20,275.00.

Other Communications, line item #5316 is \$5,093.45 above the year-to-date budget of \$9,825.00. This is the line item for 20th Anniversary Party.

Trash and Recycling, line item #6035 is \$3,371.13 above the year-to-date budget of \$224,342.00. This due to the Main Street new contract.

Grounds & Landscape, line item #6100 is \$1,448.50 above the year-to-date budget of \$116,397.00. This is due to an invoice that needs to be recoded.

Tree & Shrub Maintenance, line item #6160 is \$ 1,530.00 above the year-to-date budget of \$28,000.00. Due to storm damage and the five trees that needed to be removed.

General Repair & Maintenance, line item #6600 is \$8,874.69 above the year-to-date budget of \$3,750.00. 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 \$3,204.93 above the year-to-date budget of \$22,500.00. This is due to repairs to pole lights and service calls for the pool lights.

Plumbing Supplies/Repair & Maintenance, line item #6696 is \$1,998.13 above the year-to-date budget of 0.00. This is not a line item in the current budget. Everything will be recoded to GL6600.

Clubhouse Utilities, line item #6075 is \$5,387.21 above the year-to-date budget of \$25,500.00. Due to warmer weather this season.

Pool Management, line item #6438 is \$2,418.75 above the year-to-date budget of \$59,900.00. Due to an error in the pool contract that added an extra cost for 4 guards for the weekends and extra guards for annual pool party.

Fire Suppression System, line item #6500 is \$2,919.25 above the year-to-date budget of \$4,500.00. This was due to annual back flow testing and the Annual fire alarm inspection both for the Cameron Club.

Fitness Equipment Repair & Maintenance, line item #6570 is \$3,326.90 above the year-to-date budget of \$6,000.00. Due to repairs to the equipment.

Income Tax, line item #9000 is \$2,550.00 above the year-to-date budget of \$2,250.00. 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 \$106,416.54 through September 30, 2018, which well exceeds the budgeted amount for Net Income/(Loss) through September 2018 of \$(39,510.61). As always, Management will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget. Please let me know if you have any questions regarding this information.

Cameron Station Community Association

September 2018 Financial Report

Statement prepared by: Cheryl Weaver



Associa

Community Management Corporation

Investment Listing Report Cameron Station Community As of Sun Sep 30, 2018

User: chwearer
Cheryl Weaver

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Cash & Investments							
1012 - PPB Merchant Pacific Premier Bank	1171003237 Signers: N.Mazzarella / S.Philbin Signers: John Tsitos	Operating/Checking	1.45	0.000%	06/15/2016	0	
1013 - Operating 3336 Pacific Premier Bank	1171000142 Signers: N.Mazzarella / S.Philbin Signers: John Tsitos	Operating/Checking	315,990.64	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	9010515485 Signers: Philbin/Tsitos	Money Market	601,476.78	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	9,183.04	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	1,605,000.00	0.000%	09/19/2001	0	
Consists of multiple CDs with varying terms and interest rates. See broker statement for a detailed list of CDs.							
1730 - Accrued Interest Receivable	Account is not setup		6,801.37				
Total Cash Investments:			2,538,453.28				
Total Cameron Station Community:			2,538,453.28				

Cheryl Weaver

Balance Sheet Report

Cameron Station Community

As of September 30, 2018

<u>Assets</u>	<u>Balance Sep 30, 2018</u>	<u>Balance Aug 31, 2018</u>	<u>Change</u>
Cash & Investments			
1012 - PPB Merchant	1.45		
1013 - Operating 3336	315,990.64	485,676.79	0.00
1302 - Congressional Bank - MM 5485	601,476.78	600,740.66	(169,686.15)
1330 - Morgan Stanley Smith Barney MM	9,183.04	55,522.03	736.12
1353 - Morgan Stanley Smith Barney Investments	1,605,000.00	1,555,000.00	(46,338.99)
1730 - Accrued Interest Receivable	6,801.37	7,771.29	50,000.00
Total Cash & Investments	2,538,453.28	2,704,712.22	(166,258.94)
Current Assets			
1500 - Residential Assessments Receivable	43,999.91	44,982.15	(982.24)
1530 - Allowance for Doubtful accounts	(30,657.72)	(30,657.72)	0.00
1600 - Prepaid Insurance	10,321.12	11,595.81	(1,274.69)
1635 - Prepaid Taxes	0.00	87.00	(87.00)
1640 - Other Prepaid Expenses	17,465.30	25,495.06	(8,029.76)
1725 - Insurance Receivable	(2,957.61)	(2,957.61)	0.00
1745 - Taxes Receivable	(113.00)	0.00	(113.00)
1799 - Clearing Account	2,248.03	(241.25)	2,489.28
Total Current Assets	40,306.03	48,303.44	(7,997.41)
Total Assets	2,578,759.31	2,753,015.66	(174,256.35)
Liabilities			
Current Liabilities			
2015 - Unclaimed Funds	322.74	322.74	0.00
2025 - Transfer Fee Payable	226.03	2,065.98	(1,839.95)
2050 - Resident Refunds	(397.16)	166.49	(563.65)
2200 - Income Taxes Payable	(113.00)	(113.00)	0.00
2300 - Accrued Expenses	17,938.71	44,880.95	(26,942.24)

Balance Sheet Report

Cameron Station Community

As of September 30, 2018

<u>Liabilities</u>	<u>Balance Sep 30, 2018</u>	<u>Balance Aug 31, 2018</u>	<u>Change</u>
Current Liabilities			
2400 - Accrued Payroll Payable	6,947.00	5,529.00	1,418.00
2550 - Prepaid Assessments	185,458.42	119,731.98	65,726.44
2560 - Future Months Assessments	0.00	205,448.02	(205,448.02)
Total Current Liabilities	210,382.74	378,032.16	(167,649.42)
Total Liabilities	210,382.74	378,032.16	(167,649.42)
<u>Owners' Equity</u>			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	368,653.87	368,653.87	0.00
Total Unappropriated Owners' Equity	368,653.87	368,653.87	0.00
Capital Improvement Reserves			
3015 - Capital Improvement Reserves Beg.Bal.	11,918.68	11,918.68	0.00
3362 - Capital Improvement Reserves Contr.	18,000.00	16,000.00	2,000.00
3364 - Capital ImprovementReserves Expend.	(24,308.69)	(23,528.69)	(780.00)
Total Capital Improvement Reserves	5,609.99	4,389.99	1,220.00
Repair & Replacement Reserves			
3102 - Repair & Repl Reserve Beginning Balance	1,755,165.35	1,755,165.35	0.00
3276 - Repair & Repl Reserve Contributions	240,598.00	213,865.00	26,733.00

Balance Sheet Report **Cameron Station Community** As of September 30, 2018

<u>Owners' Equity</u>	<u>Balance Sep 30, 2018</u>	<u>Balance Aug 31, 2018</u>	<u>Change</u>
Repair & Replacement Reserves			
3280 - Repair & Repl Reserve Expenditures	(108,067.18)	(53,470.18)	(54,597.00)
Total Repair & Replacement Reserves	1,887,696.17	1,915,560.17	(27,864.00)
Total Owners' Equity	2,261,960.03	2,288,604.03	(26,644.00)
Net Income / (Loss)	106,416.54	86,379.47	20,037.07
Total Liabilities and Equity	2,578,759.31	2,753,015.66	(174,256.35)

Income Statement Summary

Cameron Station Community

September 01, 2018 thru September 30, 2018

	Current Period			Year to Date (9 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	205,448.02	205,447.00	1.02	1,849,468.35	1,849,448.00	20.35	2,465,931.00
Total Other Income	6,935.81	5,757.00	1,178.81	63,654.93	56,310.00	7,344.93	76,080.00
Total Income	212,383.83	211,204.00	1,179.83	1,913,123.28	1,905,758.00	7,365.28	2,542,011.00
Total Administrative	10,826.01	9,490.00	1,336.01	76,356.40	79,071.00	(2,714.60)	113,661.00
Total Activities	1,982.03	1,100.00	882.03	22,846.26	20,275.00	2,571.26	37,500.00
Total Communications	(2,724.21)	5,134.00	(7,858.21)	21,725.59	27,450.00	(5,724.41)	31,600.00
Total Management Services	38,315.99	43,094.00	(4,778.01)	380,202.37	417,315.00	(37,112.63)	546,595.00
Total Trash Services	26,262.41	24,927.00	1,335.41	227,713.13	224,342.00	3,371.13	299,122.00
Total Common Area Maint & Services	53,937.68	71,129.50	(17,191.82)	456,635.52	535,781.50	(79,145.98)	678,914.00
Total Repair & Maintenance	0.00	0.00	0.00	1,998.13	0.00	1,998.13	0.00
Total Professional Services	2,313.00	4,666.00	(2,353.00)	40,595.33	48,700.00	(8,104.67)	62,700.00
Total Cameron Club Maint & Operations	30,141.24	36,566.50	(6,425.26)	294,381.03	310,422.00	(16,040.97)	390,928.00
Total Taxes & Insurance	2,519.61	3,127.31	(607.70)	25,590.54	23,312.11	2,278.43	31,191.00
Total Other Expenses	2,040.00	2,000.00	40.00	18,064.44	18,000.00	64.44	29,000.00
Total Reserve Contributions	26,733.00	26,733.00	0.00	240,598.00	240,600.00	(2.00)	320,800.00
Total Expense	192,346.76	227,967.31	(35,620.55)	1,806,706.74	1,945,268.61	(138,561.87)	2,542,011.00
Net Income / (Loss)	20,037.07	(16,763.31)	36,800.38	106,416.54	(39,510.61)	145,927.15	0.00

Income Statement Report Cameron Station Community Consolidated

September 01, 2018 thru September 30, 2018

Income	Current Period		Year to Date (9 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Assessment Income						
4001 - Assessments - SFD/TH	0.00	0.00	1,070,038.20	1,070,033.00	1,426,710.91	356,672.71
4002 - Assessments - CONDO	0.00	0.00	647,756.37	647,756.00	863,675.18	215,918.81
4016 - Future Assessments - SFD/TH	118,892.67	118,893.00	0.01	0.00	0.00	(0.01)
4017 - Future Assessments - CONDO	71,972.93	71,972.00	0.00	0.00	0.00	0.00
4018 - Future Assessments - COMMERCIAL	2,273.09	2,273.00	0.00	0.00	0.00	0.00
4019 - Future Assessments - TMP	12,309.33	12,309.00	(0.01)	0.00	0.00	0.00
4130 - Commercial Assessments	0.00	0.00	20,875.05	20,875.00	27,833.41	6,958.36
4135 - TMP Assessments	0.00	0.00	110,798.73	110,784.00	147,711.50	36,912.77
Total Assessment Income	205,448.02	205,447.00	1,849,468.35	1,849,448.00	2,465,931.00	616,462.65
Other Income						
4245 - Newsletter Advertising	300.00	0.00	4,755.00	3,600.00	6,000.00	1,245.00
4250 - Facilities Passes/Guest Fees	30.00	0.00	627.00	600.00	600.00	(27.00)
4260 - Resale Processing Fees	1,201.11	500.00	5,573.51	4,500.00	6,000.00	426.49
4265 - Website Income	100.00	125.00	300.00	1,125.00	1,500.00	1,200.00
4295 - Charitable Donations Income	0.00	750.00	991.75	6,750.00	9,000.00	8,008.25
4400 - Room Rental Fees	150.00	667.00	5,680.00	6,000.00	8,000.00	2,320.00
4405 - Club Cleaning Fees	125.00	500.00	4,725.00	4,500.00	6,000.00	1,275.00
4710 - Late Fees & Interest	(150.00)	583.00	5,727.65	5,250.00	7,000.00	1,272.35
4720 - Legal Reimbursements	250.00	500.00	5,991.29	4,500.00	6,000.00	8.71
4805 - Compliance Fees	1,306.47	292.00	3,411.88	2,625.00	3,500.00	88.12
4835 - Miscellaneous Income	70.00	0.00	3,093.27	300.00	400.00	(2,693.27)
4910 - Interest Earned	3,553.23	1,840.00	22,778.58	16,560.00	22,080.00	(698.58)
Total Other Income	6,935.81	5,757.00	63,654.93	56,310.00	76,080.00	12,425.07
Total Income	212,383.83	211,204.00	1,913,123.28	1,905,758.00	2,542,011.00	628,887.72
Expense						
Administrative						
0015 - Bank Charges	0.00	31.00	68.09	281.00	375.00	306.91

Income Statement Report

Cameron Station Community

Consolidated

September 01, 2018 thru September 30, 2018

Expense	Current Period		Year to Date (9 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Administrative						
5020 - Board Support	1,095.31	833.00	6,818.01	7,500.00	10,000.00	3,181.99
5025 - Collection Charges	125.00	417.00	2,050.00	3,750.00	5,000.00	2,950.00
5030 - Acct Setup/DD/Coupons	540.00	447.00	3,692.50	5,895.00	10,000.00	6,307.50
5035 - Architectural Comprehensives	0.00	688.00	1,036.43	4,816.00	6,880.00	5,843.57
5040 - Computer Network/C3	3,000.00	542.00	15,423.00	4,875.00	6,500.00	(8,923.00)
5070 - Parking Enforcement	2,040.00	1,333.00	14,730.00	12,000.00	16,000.00	1,270.00
5080 - Annual Meeting Expenses	750.00	0.00	750.00	750.00	2,500.00	1,750.00
5085 - Office Equipment Lease	589.34	400.00	4,717.89	3,600.00	4,800.00	82.11
5090 - Office Supplies	145.62	469.00	3,983.41	4,223.00	5,631.00	1,647.59
5210 - Printing & Copying	982.14	625.00	7,377.29	5,625.00	7,500.00	122.71
5215 - Postage	594.51	2,000.00	4,056.12	8,400.00	12,000.00	7,943.88
5220 - Courier Service	64.63	39.00	740.27	356.00	475.00	(265.27)
5320 - Temp Desk Coverage	193.97	500.00	2,666.35	4,500.00	6,000.00	3,333.65
6040 - Bundled Telecom Services	275.69	833.00	6,730.08	7,500.00	10,000.00	3,269.92
6300 - Permits & Licenses	0.00	333.00	1,087.16	3,000.00	4,000.00	2,912.84
6422 - Decals & Parking Passes	429.80	0.00	429.80	2,000.00	6,000.00	5,570.20
Total Administrative	10,826.01	9,490.00	76,356.40	79,071.00	113,661.00	37,304.60
Activities						
5200 - Events & Awards	1,982.03	1,100.00	22,846.26	20,275.00	37,500.00	14,653.74
Total Activities	1,982.03	1,100.00	22,846.26	20,275.00	37,500.00	14,653.74
Communications						
5115 - Web Site Maintenance	179.40	292.00	804.85	2,625.00	3,500.00	2,695.15
5225 - Newsletter Services	0.00	3,750.00	6,002.29	15,000.00	15,000.00	8,997.71
5316 - Other Communications	(2,903.61)	1,092.00	14,918.45	9,825.00	13,100.00	(1,818.45)
Total Communications	(2,724.21)	5,134.00	21,725.59	27,450.00	31,600.00	9,874.41

Income Statement Report Cameron Station Community Consolidated

September 01, 2018 thru September 30, 2018

Expense	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Management Services								
5302 - Administrative Salaries	19,260.13	22,328.00	(3,067.87)	203,240.47	223,280.00	(20,039.53)	290,264.00	87,023.53
5340 - Payroll Taxes/Benefits/Costs	5,573.36	7,145.00	(1,571.64)	54,988.36	71,450.00	(16,461.64)	92,885.00	37,896.64
7015 - Management Reimbursements	112.00	250.00	(138.00)	1,639.04	2,250.00	(610.96)	3,000.00	1,360.96
7040 - Management Fees	13,370.50	13,371.00	(0.50)	120,334.50	120,335.00	(0.50)	160,446.00	40,111.50
Total Management Services	38,315.99	43,094.00	(4,778.01)	380,202.37	417,315.00	(37,112.63)	546,595.00	166,392.63
Trash Services								
6035 - Trash and Recycling Service	26,262.41	24,927.00	1,335.41	227,713.13	224,342.00	3,371.13	299,122.00	71,408.87
Total Trash Services	26,262.41	24,927.00	1,335.41	227,713.13	224,342.00	3,371.13	299,122.00	71,408.87
Common Area Maint & Services								
6000 - Electric Service	3,354.37	3,583.00	(228.63)	31,950.41	32,250.00	(299.59)	43,000.00	11,049.59
6025 - Water Service	1,436.84	3,714.00	(2,277.16)	8,723.59	26,000.00	(17,276.41)	26,000.00	17,276.41
6100 - Grounds & Landscaping - Contract	12,740.00	12,933.00	(193.00)	117,845.50	116,397.00	1,448.50	155,196.00	37,350.50
6150 - Flower Rotation & Landscape Enhancem	0.00	12,500.00	(12,500.00)	11,239.50	25,000.00	(13,760.50)	25,000.00	13,760.50
6155 - Turf Treatment & Enhancements	0.00	1,875.00	(1,875.00)	9,082.50	13,125.00	(4,042.50)	15,000.00	5,917.50
6160 - Tree & Shrub Maintenance	5,425.00	5,600.00	(175.00)	29,530.00	28,000.00	1,530.00	28,000.00	(1,530.00)
6200 - Watering & Supplies	0.00	150.00	(150.00)	0.00	750.00	(750.00)	750.00	750.00
6298 - Irrigation System Contract	0.00	3,000.00	(3,000.00)	8,282.50	15,000.00	(6,717.50)	18,000.00	9,717.50
6305 - TMP Expenses	17,500.00	17,917.00	(417.00)	159,583.30	161,250.00	(1,666.70)	215,000.00	55,416.70
6315 - Uniforms	0.00	50.00	(50.00)	0.00	100.00	(100.00)	100.00	100.00
6434 - Pest Control	0.00	208.00	(208.00)	0.00	1,875.00	(1,875.00)	2,500.00	2,500.00
6442 - Snow Removal Services	0.00	0.00	0.00	15,941.00	52,500.00	(36,559.00)	70,000.00	54,059.00
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	1,100.00	(1,100.00)	0.00	2,200.00	(2,200.00)	2,200.00	2,200.00
6600 - General Repair & Maintenance	4,408.57	416.50	3,992.07	12,624.69	3,750.00	8,874.69	5,000.00	(7,624.69)
6605 - General Maintenance Supplies	0.00	541.50	(541.50)	5,863.10	4,875.00	988.10	6,500.00	636.90
6640 - Lighting Supplies/Repair & Maintenance	4,155.45	2,500.00	1,655.45	25,704.93	22,500.00	3,204.93	30,000.00	4,295.07
685 - Linear Park Landscape Maintenance	3,185.50	2,708.50	477.00	12,649.50	18,959.50	(6,310.00)	21,668.00	9,018.50
690 - Pet Stations	1,731.95	708.00	1,023.95	7,615.00	6,375.00	1,240.00	8,500.00	885.00

Income Statement Report Cameron Station Community Consolidated

September 01, 2018 thru September 30, 2018

Expense	Current Period		Year to Date (9 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Common Area Maint & Services						
6760 - Street Repair & Maintenance	0.00	1,625.00	0.00	4,875.00	6,500.00	6,500.00
Total Common Area Maint & Services	53,937.68	71,129.50	456,635.52	535,781.50	678,914.00	222,278.48
Repair & Maintenance						
6695 - Plumbing Supplies/Repair & Maintenance	0.00	0.00	1,998.13	0.00	0.00	(1,998.13)
Total Repair & Maintenance	0.00	0.00	1,998.13	0.00	0.00	(1,998.13)
Professional Services						
7000 - Audit & Tax Services	0.00	0.00	6,600.00	6,700.00	6,700.00	100.00
7010 - Engineering Services	0.00	83.00	0.00	750.00	1,000.00	1,000.00
7020 - Legal Services	0.00	333.00	3,156.00	3,000.00	4,000.00	844.00
7025 - Legal Services - Collections	1,733.00	1,750.00	10,985.03	15,750.00	21,000.00	10,014.97
7030 - Legal Services - General Counsel	580.00	2,500.00	19,854.30	22,500.00	30,000.00	10,145.70
Total Professional Services	2,313.00	4,666.00	40,595.33	48,700.00	62,700.00	22,104.67
Cameron Club Maint & Operations						
5195 - Miscellaneous Expenses	(0.08)	84.00	585.79	750.00	1,000.00	414.21
5318 - Health Club Management/Staff	13,489.50	14,099.00	121,406.00	126,892.00	169,189.00	47,783.00
6075 - Clubhouse Utilities	3,886.66	2,833.00	30,887.21	25,500.00	34,000.00	3,112.79
6408 - Elevator Services	332.50	0.00	3,022.82	2,945.00	3,926.00	903.18
6414 - Fire Prevention & Protection	95.25	833.00	275.25	7,500.00	10,000.00	9,724.75
6424 - HVAC Services	0.00	500.00	4,303.46	4,500.00	6,000.00	1,696.54
6430 - Janitorial Services	0.00	3,535.00	29,061.48	31,810.00	42,413.00	13,351.52
6436 - Special Cleanings	0.00	667.00	3,625.00	6,000.00	8,000.00	4,375.00
6438 - Pool Management	8,557.00	8,557.00	62,318.75	59,900.00	59,900.00	(2,418.75)
6440 - Safety & Security	1,024.46	208.00	3,341.81	1,875.00	2,500.00	(841.81)
6500 - Fire Suppression System	0.00	500.00	7,419.25	4,500.00	6,000.00	(1,419.25)
6515 - Building Repair & Maintenance	0.00	1,167.00	2,724.70	10,500.00	14,000.00	11,275.30
6525 - Community Center Improvement	0.00	167.00	469.80	1,500.00	2,000.00	1,530.20

Income Statement Report Cameron Station Community Consolidated

September 01, 2018 thru September 30, 2018

Expense	Current Period		Year to Date (9 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Cameron Club Maint & Operations						
6570 - Fitness Equipment Repair & Maintenance	2,653.50	667.00	9,326.90	6,000.00	8,000.00	(1,326.90)
6575 - Fitness Center Supplies	80.21	500.00	4,664.87	4,500.00	6,000.00	1,335.13
6590 - Access System Supplies	0.00	375.00	4,055.11	3,375.00	4,500.00	444.89
6595 - Access System Repairs	0.00	41.50	430.00	375.00	500.00	70.00
6700 - Pool Repair & Maintenance	0.00	666.50	2,500.00	4,000.00	4,000.00	1,500.00
6710 - Pool Supplies	22.24	833.00	2,779.77	5,000.00	5,000.00	2,220.23
9934 - Recreation Equipment	0.00	333.50	1,183.06	3,000.00	4,000.00	2,816.94
Total Cameron Club Maint & Operations	30,141.24	36,566.50	294,381.03	310,422.00	390,928.00	96,546.97
Taxes & Insurance						
5390 - Fidelity/Workman's Comp	157.33	177.00	1,112.56	1,570.00	2,100.00	987.44
5415 - D&O Insurance Premiums	413.50	421.86	3,473.62	3,736.41	5,002.00	1,528.38
5420 - Umbrella	807.70	807.45	7,115.46	7,154.70	9,577.00	2,461.54
5445 - General Liability Insurance Premiums	1,141.08	971.00	9,088.90	8,601.00	11,512.00	2,423.10
9000 - Income Tax	0.00	750.00	4,800.00	2,250.00	3,000.00	(1,800.00)
Total Taxes & Insurance	2,519.61	3,127.31	25,590.54	23,312.11	31,191.00	5,600.46
Other Expenses						
5010 - Bad Debt	40.00	0.00	40.00	0.00	5,000.00	4,960.00
5106 - Capital Improvements Reserve	2,000.00	2,000.00	18,000.00	18,000.00	24,000.00	6,000.00
5946 - Signs Expenses	0.00	0.00	24.44	0.00	0.00	(24.44)
Total Other Expenses	2,040.00	2,000.00	18,064.44	18,000.00	29,000.00	10,935.56

Income Statement Report

Cameron Station Community

Consolidated

September 01, 2018 thru September 30, 2018

Expense	Current Period		Year to Date (9 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Reserve Contributions						
9800 - Repair & Replacement Expenses	26,733.00	26,733.00	240,598.00	240,600.00	320,800.00	80,202.00
Total Reserve Contributions	26,733.00	26,733.00	240,598.00	240,600.00	320,800.00	80,202.00
Total Expense	192,346.76	227,967.31	1,806,706.74	1,945,268.61	2,542,011.00	735,304.26
Net Income / (Loss)	20,037.07	(16,763.31)	106,416.54	(39,510.61)	0.00	(106,416.54)

**Cameron Station Community Association
FY 2018 Budget Report
Cameron Club Facilities Committee**

Product or Service	Line Item	FY2018 Budgeted Amount	YTD Expense Amount (August)	Remaining Amount	FY2017 Budgeted Amount	YTD Expense (December)
Safety and Security	6440	\$2,500.00	\$2,137.35	\$3182.65	\$2,500	\$2,384.62
Fire Suppression System	6500	\$6,000.00	\$7,419.25	\$(1,419.25)	\$5,500	\$9,105.00
Building Repair and Maintenance	6515	\$14,000.00	\$2,724.70	\$11,275.30	\$10,000	\$10,695.26
Community Center Improvements	6525	\$2,000.00	\$469.80	\$1,530.20	\$1,200	\$939.00
Fitness Equipment Repair and Maintenance	6570	\$8,000.00	\$6,673.40	\$1,326.60	\$7,500	\$8,276.51
Fitness Center Supplies	6575	\$6,000.00	\$4,584.66	\$1,415.34	\$6,000	\$6,188.59
Access System Supplies	6590	\$4,500.00	\$4,055.11	\$444.89	\$4,500	\$4,953.59
Access Center Repairs	6595	\$500.00	\$430.00	\$70.00	\$1,000	\$0
Pool Repair and Maintenance	6700	\$4,000.00	\$2,500.00	\$1,500.00	\$4,000	\$1,460.00
Pool Supplies	6710	\$5,000.00	\$2,757.53	\$2,242.47	\$6,100	\$4,411.46
Pool Management	6438	\$59,900.00	\$53,761.75	\$6,138.25	\$57,000	\$55,000.00
Health Club Management	5318	\$169,189.00	\$107,916.50	\$61,272.50	\$164,260	\$159,720.40
Recreation equipment	9934	\$4,000.00	\$1,183.06	\$2,816.94	\$5,000	\$3,050.92

FY18 Total Budget report YTD August financials

**Cameron Station Community Association
FY18 YTD Budget Report
Common Area Committee**

Product or Service	Line Item	FY2018 Budgeted Amount	YTD Expense Amount (August)	Remaining Amount	FY2017 Budgeted Amount	YTD Expense Amount (December)
Grounds & Landscaping-Contract	6100	\$155,196.00	\$105,105.50	\$50,090.50	\$151,368	\$154,399.00
Linear Park Landscape Maintenance	6685	\$21,668.00	\$9,464.00	\$12,204.00	\$21,668	\$21,066.00
Flower Rotation & Landscape Enhancement	6150	\$25,000.00	\$11,239.50	\$13,760.50	\$25,000	\$21,082.20
Irrigation System Contract	6299	\$18,000.00	\$8282.50	\$9,717.50	\$18,000	\$10,037.00
Tree/Shrub Maintenance	6160	\$28,000.00	\$24,105.00	\$3,895.00	\$27,000	\$31,482.00
Turf Treatment Enhancements	6155	\$15,000.00	\$9,082.50	\$5,917.50	\$15,000	\$11,450.75
Watering/Supplies	6200	\$750.00	0.00	\$750.00	\$750	\$0
Snow Removal	6442	\$70,000.00	\$15,941.00	\$54,059.00	\$70,000	\$22,955.25
Street Repair/Maintenance	6760	\$6,500.00	0.00	\$6,500.00	\$6,500	\$0
Pet Stations	6690	\$8,500.00	\$5,883.05	\$2,616.95	\$7,800	\$10,726.94
General Repair & Maintenance	6600	\$5,000.00	\$8,216.12	\$(3,216.12)	\$5,000	\$6,251.65
General Maintenance Supplies	6605	\$6,500.00	\$5,863.10	\$636.90	\$7,500	\$7,472.96
Maintenance Uniforms	6315	\$100.00	0.00	100.00	\$600	\$42.01
Fountain Repair/Maintenance	6585	\$2,200.00	0.00	\$2,200.00	\$2,200	\$240.00

FY18 Total Budget report YTD August Financials



Cameron Club Monthly Report

September 2018

Attendance and Usage

September – 6,613

- Average usage per day- 220

Previous month:

- August – 9,872
- Average usage per day- 318

Facility & Operations

Group Exercise Class Program

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

Exercise and Facilities Equipment

- The Preacher curl machine needs a seat adjustment and a new power cord has been ordered for the Stairmaster. Heartline has spearheaded the repair for these items.
- The audio fetch system is in place. There are signs posted throughout the fitness center to promote the new system.

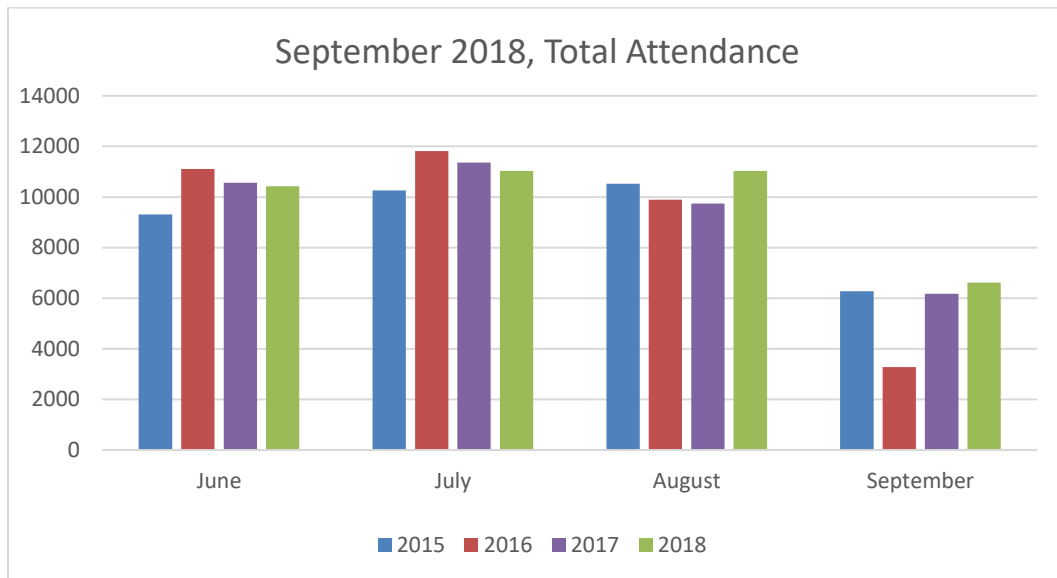
Personal Training

- We had 1 new client this month.

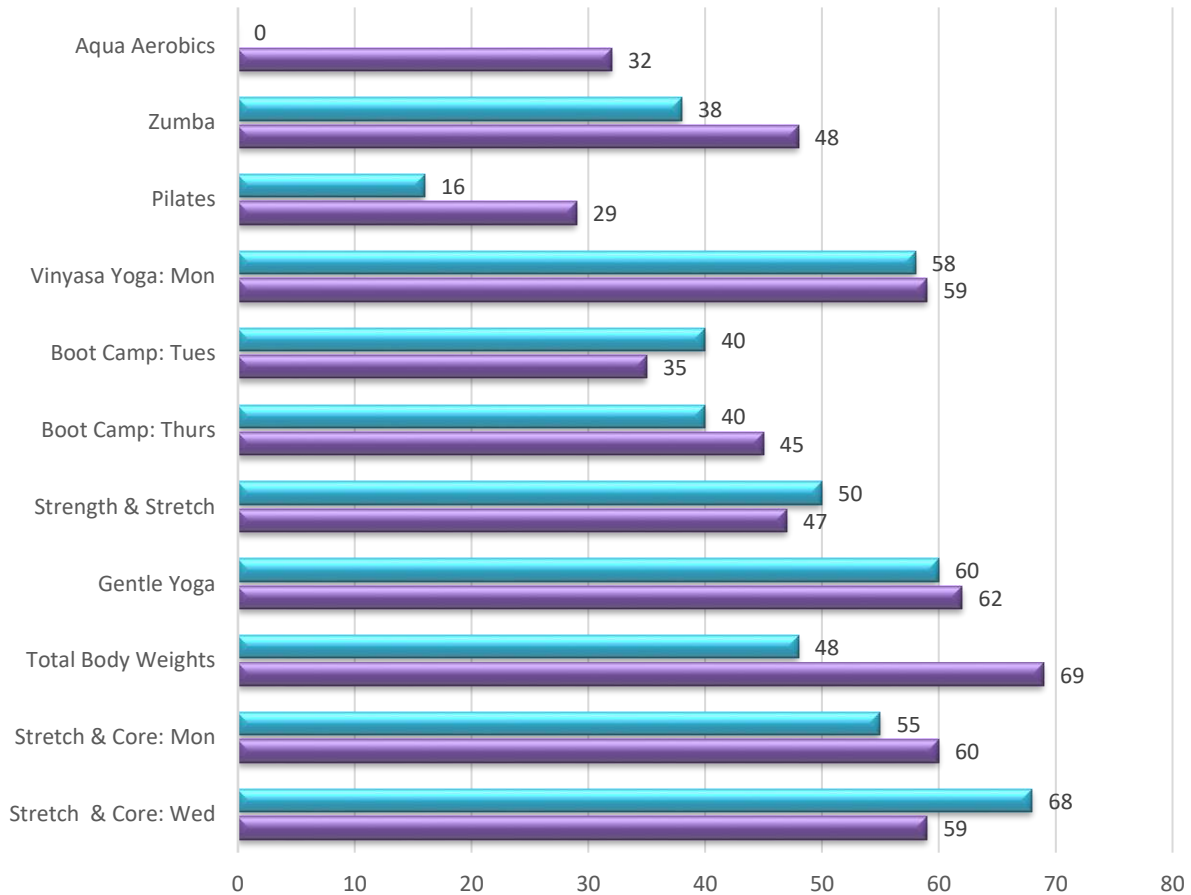
Upcoming Goals & Events

- Push-up Challenge is going on until October 15th
- There has been a request for another self-defense workshop and we are currently looking at a date to offer this in the future.

Graphs



Class Attendance August/September 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
September	68	55	48	60	50	40	40	58	16	38	0
August	59	60	69	62	47	45	35	59	29	48	32

September August

DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, OCTOBER 11, 2018

The following individuals attended the meeting:

Ray Celeste, Chair
Dick Shea, Vice Chair
Dan Ogg, Recording Secretary
Deirdre Baldino, CMC Assistant Manager
Jon Dellaria, Board Representative
Rich Mandley, ProFIT President
PsyniiGianni Scott, ProFIT Fitness Center Manager/Activities Director
Ben Rogers, Cameron Station Pool Manager
Lena Higgins, Board member candidate

Absent: Brendan Hanlon, Committee Member; Susana Carrillo, Committee Member,

1. The Facilities Committee meeting was called to order by Ray Celeste at 7:00 p.m.
2. Dick Shea moved to table the old business agenda item. The adjusted agenda motion was made by Dick Shea and seconded by Dan Ogg. The motion passed unanimously.
3. No one attended the residents' open forum.
4. The September meeting minutes motion was made by Dick Shea and seconded by Dan Ogg. The motion passed unanimously.
5. Pool Update:
 - a) Ray Celeste handed out copies of the pool survey results and they were discussed. More data is needed and the discussion was tabled until the next meeting.
 - b) Ben Rogers stated that three proposals for the pool for next year were included in the meeting packet: 2019 Spring Parts List, 2019 Winterization, and 2019 Cover Repairs. Ben Rogers recommended that the pool cover item is the most important to address soon.
 - c) **Motion for CMC Management: Dick Shea made a motion to authorize CPS to purchase the items in the 2019 Spring Parts List for the total price of \$1136.33 from line item GL 6710 and store the parts in the pool store room. As of August 2018, \$2242.47 was available in GL 6710 and after the expense, there will be \$1106.14 remaining. Dan Ogg seconded the motion and it passed unanimously.**
 - d) **Motion for CMC Management: Dick Shea made a motion to authorize CPS to purchase the items in the 2019 Covers Repair List for the total price of \$310.50 from line item GL 6700 and make the needed repairs. As of August 2018,**

\$1500.00 was available in GL 6700 and after the expense, there will be \$1189.50 remaining. Dan Ogg seconded the motion and it passed unanimously.

- e) The CCFC asked about progress on other small maintenance items needed in and around the pool, including the purchase of new trash cans and painting the gate between the pool area and the wading pool. Those items are still open and being addressed by CMC Management.

6. BOD's Update:

- a) The Board knows about the CCFC request to increase its purchasing authority, within the CCFC operating budget, from \$1500 to \$4000, but the topic will not be discussed by the Board until the October Board meeting.

7. CMC Management report: Deirdre Baldino proved the update.

- a) The updated FY 2018 Budget was provided.
- b) CMC provided revision 2 of the draft Request for Proposals for the multipurpose court floor replacement.
- c) **Motion for CMC Management: Dick Shea made a motion to approve the RFP for replacing the multipurpose court floor, with the modifications that "Option 1" be changed to "Option" and "all existing space" be changed to "all existing wall space". Dan Ogg seconded the motion and it passed unanimously.**
- d) The music system in the gym has been cutting out again – the associated computer has been overheating and shutting down the music. CMC Management is working on a solution to this problem.

8. ProFIT Report:

- a) Psy Scott provided the ProFIT monthly report. Attendance in September was 6,613 (220 per day), compared to August's attendance of 9,872 (318 per day).
- b) Psy Scott stated that he is working on a solution to move the power cables for the treadmills and to tape the cables to the floor to reduce the tripping hazard.
- c) It has been suggested that owners of businesses in Cameron Station (e.g., London Curry House, Cameron Perks) and their immediate families be allowed access to the gym and pool facilities. The Committee will discuss this proposal more fully in its November 2018 meeting.

9. Old business: The committee member proposal from last month about adding Service Level Agreements to gym contracts was tabled until next meeting.

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 8:22 p.m.

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

Monday, October 8, 2018

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, October 8, 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 Jeanne Brasseur, CAC Secretary Wendy Ulmer, CAC Member S. Hockley Walsh, CAC Member	Kathy McCollom, CAC Vice Chairman Linda Greenberg, CAC Member Mindy Lyle, CS Board Liaison
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Members Absent: Allen Brooks, CAC Member

Others in Attendance: Joel Owen, Lancaster Landscapes
Curt Cummins, Lancaster Landscapes

OLD BUSINESS:

Move to: Approve Meeting Minutes – September 2018

Moved by: Greenberg

Seconded By: Ulmer

For: All

Against: None

Motion Passed

Updates: None

NEW BUSINESS:

Resident Open Forum: None

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.

Tree Removal & Replacement as Donovan and Cameron Station Blvd (29486):

The total cost is: \$1,065.00 (Budget Line: 3280)

- Remove a leaning/declining Linden to include stump and replace with a Miami Crape Myrtle.

Move to: Approve Tree Removal & Replacement

Moved by: McCollom

Seconded By: Greenberg

For: All
Against: None
Motion Passed

Tree Removal in Rear Common Area at 5003 Murtha (29529):

The total cost is: \$700.00 (Budget Line: 6160)

- Remove Mulberry tree that is encroaching on a resident's fence.

Move to: Tree Removal

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

Drainage & Erosion Work in Rear Common Area at 5106 Grimm (29498)

The total cost is: \$4,600.00 (Budget Line: 3364)

- Create a swale from 5106 Grimm to Linear Park. The swale will direct water to an existing storm drain thus reducing drainage issues and erosion in the common area.

Move to: Approve Drainage & Erosion Work

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

Install Smart Water Management System throughout the Community (29496)

The total cost is: \$295,000 (Budget Line: Reserve)

- The irrigation system in CS is past its lifespan. Additionally, it was never designed as a comprehensive irrigation system. Rather, it is simply a number of small irrigation systems that were installed as the community was built with no overarching plan to be both effective and efficient. It was never designed to be a long-term commercial system. The new system would consolidate 32 separate timers and 29 separate water meters/sources into 4 timers and 11 water meters/sources. The efficiency of the new system will likely create a savings of 20% - 30% from water savings in the first year.

There are numerous issues with the current system; failing wiring, failing timers, failing valves, and increased labor costs due to the manual programming. All of these issues have caused a significant increase in operating costs over the past few years with an expectation that those costs will likely continue to rise as the current equipment is past its expected lifespan. While the cost of a new comprehensive system is significant, over the long term, significant savings will be achieved.

Lancaster Landscapes would complete three phases of installing the system. The first phase would likely take 4 months with the following two phases taking only 2-3 months each.

The CAC reviewed the proposal Lancaster Landscapes submitted. Based on that review, the CAC recommended Lancaster Landscapes make a number of revisions before the CS Board meeting. The revisions include: warranty information warranty; a more detailed explanation the savings this system would provide; give examples of similar communities where a system like this was installed and demonstrate the benefits that were delivered; and expand on the ability to upgrade the system as new software/technology is available.

Additionally, the CAC is reviewing the budget numbers to show the rising cost of operations maintenance over the last ten years to give a clear cost to operating and maintaining an obsolete and often failing system.

Finally, the money to cover these costs was planned for in the Reserve Study. The cost is also in-line with what communities similar to CS have paid.

Move to: Recommend New Irrigation System Proposal to the CS Board

Moved by: Greenberg

Seconded By: Ulmer

For: All

Against: None

Motion Passed

Pothole Repair Throughout the Community

The total cost is: \$4,961.00 (Budget Line: 6160)

- Repair 28 potholes throughout the community

Move to: Approve Pothole Repair

Moved by: McCollom

Seconded By: Greenberg

For: All

Against: None

Motion Passed

Discussion:

Pet Policy – Based on discussion at the CS Board meeting, the CAC was asked to provide insight/feedback on a number of items.

- The CAC is not in favor of restricting pets in locations where there are structures.
- The CAC has not seen any significant issues after the pet policy change. Additionally, Lancaster Landscapes has not noted any increased issues with pet waste in the common areas.
- The CAC is not in favor of restricting pets on some areas versus others. The current pet policy is in-line with similar communities in the area.
- Signage in the community is sufficient. However, the CAC does recommend that signage on the waste receptacles in the community be reviewed as signage on those receptacles is quite faded or deteriorated, requiring replacement signage and sometimes does not identify the closest pet station.
- The CAC does not think cameras in the common areas to enforce the pet waste policy are an effective approach.
- The 2019 Budget includes funding for additional pet waste stations throughout the community to encourage residents and visitors to clean up after their pets.

The CAC has had extensive discussions regarding this policy. The CAC reviewed and discussed all e-mails and letters residents provided. The change in pet policy has not created any significant changes in the community and the committee believes that the annual maintenance items like turf repair that have consistently been performed annually benefit all common areas in the community

Leaf Removal – The CAC asked that CMC ensure the leaf removal dates be widely communicated to the community. The first leaf removal dates will begin in November.

Fall Flower Installation – Installation will begin the end of October/beginning of November based on weather conditions.

Turf Status – Aeration is complete. Supplemental seeding will be complete this week.

Irrigation – The system will be winterized in late November, weather dependent.

The next meeting will be on November 12, 2018 in the Cameron Club.

The meeting adjourned at 8:24 PM.

MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday, October 2, 2018

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for October was held on Tuesday, October 2, 2018. The meeting was called to order at 7:00 p.m. by ARC Vice Chair, Karen Diener, located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

ARC MEMBERS IN ATTENDANCE

Karen Diener- ARC Vice Chair
Chris Hines- ARC Member
Sharon Wilkinson – ARC Member
Craig Schuck- ARC Member
Gayle Hatheway- ARC Member

MEMBERS ABSENT

Mark Sanchez- ARC Chair

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: Craig Schuck
Seconded: Gayle Hatheway
For: All
Against: None
Absent: Mark Sanchez

MOTION PASSED

RESIDENTS OPEN FORUM

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

MOVE TO: “Make the motion to approve the August 7, 2018 ARC meeting minutes as presented via email and ratify the motion at the November meeting.”

Moved by: Chris Hines

Seconded by: Gayle Hatheway

For: All

Against: None

Absent: Mark Sanchez

MOTION PASSED

MOVE TO: “Approve the September 11, 2018 ARC meeting minutes as presented.”

Moved by: Sharon Wilkinson

Seconded by: Craig Schuck

For: All

Against: None

Absent: Mark Sanchez

Abstention: Karen Diener and Chris Hines

MOTION PASSED

MOVE TO: “Move back to Residents Open Forum.”

Moved by: Chris Hines

Seconded by: Craig Schuck

For: All

Against: None

Absent: Mark Sanchez

MOTION PASSED

APP #	ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
18-66	5120 Grimm Drive	Landscaping	APPROVED: as submitted Moved By: Gayle Hatheway Seconded: Chris Hines For: All Against: None Absent: Mark Sanchez MOTION PASSED
18-67	202 Martin Lane	Roof Replacement	DISAAPROVED: For more information Moved By: Gayle Hatheway Seconded: Chris Hines For: All Against: None Absent: Mark Sanchez MOTION PASSED

18-68	5109 Gardner Drive	Window Replacement	DISAAPPROVED: For more information Moved By: Chris Hines Seconded: Craig Schuck For: All Against: None Absent: Mark Sanchez MOTION PASSED
18-69	5120 Grimm Drive	Deck Replacement	APPROVED: as submitted with stipulation that homeowner uses the TREX color Woodland Brown stain only for deck, railings, and fence. Moved By: Chris Hines Seconded: Craig Schuck For: All Against: None Absent: Mark Sanchez MOTION PASSED
18-70	4922 Kilburn Street	Roof Replacement- Ratify Only	APPROVED: as submitted Moved By: Craig Schuck Seconded: Chris Hines For: All Against: None Absent: Mark Sanchez MOTION PASSED
18-71	125 Cameron Station Blvd.	Window Replacement	APPROVED: as submitted with stipulation that no yard sign be posted. Moved By: Gayle Hatheway Seconded: Chris Hines For: All Against: None Absent: Mark Sanchez MOTION PASSED
18-72	185 Cameron Station Blvd.	Foundation Repair	DIAAPPROVED: For more information Moved By: Chris Hines Seconded: Craig Schuck For: All Against: None Absent: Mark Sanchez MOTION PASSED

MATTERS FOR DISCUSSION, INFORMATION & ACTION TOPICS

Covenants Report – SEPTEMBER 2018

- The number of Resale Inspections performed for the month of September is 4.
- During the month of September ARC meeting 11 Applications were reviewed, 10 Applications were approved, and 1 Application had not been approved.
- For the month of September no vehicles were towed.
- For the month of September 49 violation letters had been sent out.
- The next meeting of the Architectural Review Committee is on November 13, 2018 and the last day to submit applications for this meeting is October 26, 2018.

MOVE TO: “Change the November ARC date to Tuesday November 13, 2018.”

Moved by: Sharon Wilkinson

Seconded by: Chris Hines

For: All

Against: None

Absent: Mark Sanchez

MOTION PASSED

EXECUTIVE SESSION

MOVE TO: “Enter into executive session at 8:00 p.m. to discuss fines”.

Moved by: Sharon Wilkinson

Seconded by: Chris Hines

For: All

Against: None

Absent: Mark Sanchez

MOTION PASSED

MOVE TO: “Exit executive session at 8:05 p.m.”

Moved by: Craig Schuck

Seconded: Gayle Hatheway

For: All

Against: None

Absent: Mark Sanchez

MOTION PASSED

MOVE TO: “Approve to assess fines as stated in executive session for account #00403-1211 and #00418-2306 for failure to comply with the Association’s Policies.”

Moved by: Chris Hines

Seconded: Craig Schuck

For: All

Against: None

Absent: Mark Sanchez

MOTION PASSED

ADJOURNMENT

MOVE TO: “Adjourn the meeting at 8:23 p.m.”

Moved by: Sharon Wilkinson

Seconded: Gayle Hatheway

For: All

Against: None

Absent:

MOTION PASSED

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

DRAFT

Cameron Station Communications Committee

Meeting Minutes

October 16th, 2018

Members Present: Kimberly Dillon, Barbara Bolin, Rebecca Pipkins, David Thorpe, Sali Hama

Absent: Dan Cassil, Susan Klejst

Non-Members Present: Pat Sugrue

Call to Order

Meeting was called to order at 7:05pm by Committee Chair, Kimberly Dillon

August 2018 Meeting Minutes

David Thorpe Approved

20th Anniversary Celebration – Recap

After the date was changed due to the pending hurricane that was tracking in our direction, the new RSVP list got up to 780 people. More food and wine were ordered to accommodate the rise in numbers, which was originally estimated at 400 people. Roughly 650 attended the party. Many positive comments have rolled in, via Facebook, email, calls, and personal messages to Kimberly. With the extra food ordered, we ended up having food the whole event, not running out until about 10 minutes before the party ended.

The extra beverages (water/soda/wine) was donated to the Events Committee for their future events. Kimberly has sent the budget to Jeff Gathers, Chair of the Finance Committee and to the front office for review.

New Business

Donna Gathers is no longer on the committee as Sali and Susan have joined us. That being said, Donna is still working with Pat on the CS website layout and necessary updates. The committee is planning a 20th Anniversary photo gallery page, as well as looking into adding a photo gallery page, and making things easier to find on the website. The photo page is currently being added by the web developer. David will send Kimberly a link to his Dropbox photos for the website. The Welcome Kit will be reviewed starting in 2019.

Committee is looking into a way to shorten the email blasts so that residents will be more likely to read them (new graphics (more clean, streamlined look), less repeat content, less scrolls to get through the blast).

Next Meeting

The next meeting is currently scheduled for Thursday, 20 November.

Adjournment

The meeting was adjourned at 8:04pm.

*Minutes submitted by,
Rebecca Pipkins*

LANCASTER LANDSCAPES, INC.

5019-B Backlick Rd ♦ Annandale, VA 22003

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

**PROPOSAL NO.****29486 REVISED 9/12/18**

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 & REPLACEMENT**DONOVAN Dr. AND CSB**

REMOVE (1) LEANING LINDEN TREE INCLUDING STUMP _____ \$600

REPLACE WITH (1) CRAPE MYRTLE "MIAMI" 7-8' _____ \$465

TOTAL PROPOSAL PRICE: \$ 1,065.00

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

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

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

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

Authorized Signature: Carlos 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

October 30, 2018

Motion:

"I move to approve the CAC recommendation for the Lancaster Proposal #29486 for Tree Removal & Replacement in the amount of \$1,065.00 to be expensed to GL3280- Repair & Replacement Reserve".

Second:

Summary:

Remove 1 Leaning Linden Tree including stump and replace with 1 Crape Myrtle "Miami"

CMC Recommendation:

The Board to approve the CAC recommendation for Lancaster proposal #29486

Budget Consideration:

GL3280- Repair & Replacement Reserve

Vote:

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

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



PROPOSAL NO.
29498

September 9, 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:

DRAINAGE AND EROSION WORK

- 5106 GRIMM DR. (REAR COMMON ALONG BACKYARD FENCES):**
- CREATE A SWALE FROM UNIT 5108 TO DIRECT WATER TO THE EXISTING STORM DRAIN
NEAR LINEAR PARK (SWALE MEASUREMENTS 150' LONG X 2-3' WIDE X 8-12" DEEP).
 - ON SWALE, INSTALL WEST VIRGINIA FIELDSTONE TO PREVENT EROSION.

LABOR AND MATERIALS:

-LABOR	\$2,600.00
-WEST VIRGINIA FIELDSTONE.....	\$1,625.00
-STONE DUST	\$375.00

TOTAL PROPOSAL PRICE: \$ 4,600.00

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

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

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

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

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

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

DATE OF ACCEPTANCE:_____

SIGNATURE:_____

Cameron Station Community Association, Inc.

Board Decision

October 30, 2018

Motion:

"I move to approve the CAC recommendation for the Lancaster Proposal #29498 for Drainage & Erosion work in the amount of \$4,600.00 to be expensed to GL3364- Capital Improvements Reserve".

Second:

Summary:

5106 Grimm Dr (rear common area along fence) create a swale from 5108 to direct water to the existing storm drain

CMC Recommendation:

The Board to approve the CAC recommendation for Lancaster proposal #29498

Budget Consideration:

GL3364- Capital Improvements Reserve

Vote:

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



Cameron Station

200 Cameron Station Boulevard
Alexandria, VA 22304



PARC Inspection Report

Judy Johnson - Community Manager

Phone: (703) 567-4881

Email: JJohnson@cmc-management.com

Proposal Date: 10/05/2018

Submitted By: Lynda Paul - Sr Account Manager

703-850-3480 / lynda@potholerepair.com



Contents

2. Executive Summary Report
3. Site Plan Detailing Location of Repairs
4. Photo Gallery Documenting Repairs
5. Carbon Calculator Analysis
6. Proposal Detail
7. Terms & Conditions



Executive Summary Report

Scheduled PARC Inspection: Yes

Date of Report: 10/05/2018

Site Name: Cameron Station

Client Name:

CMC - Community Management Corporation
Chantilly

Site Address: 200 Cameron Station
Boulevard Alexandria, VA 22304

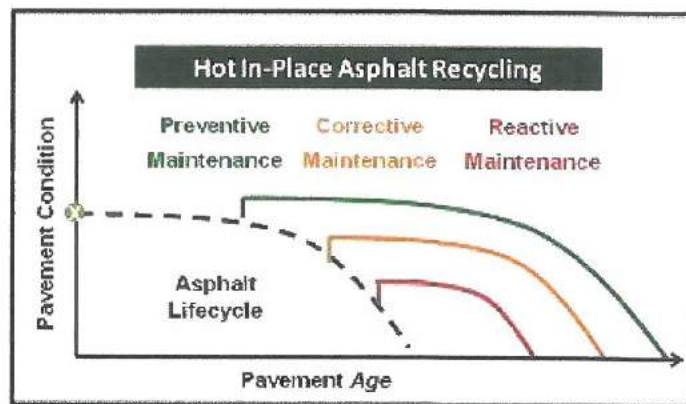
Billing Address: CMC790-55155/Cameron
Station Community/PO Box 650255 Dallas,
TX 75265

Attn: Judy Johnson

No. of Repairs Areas: 18

Phone: (703) 567-4881

Cameron Station is currently protected by a Preferred Asphalt Repair Contract (PARC Agreement). This agreement provides the cornerstone to a proactive maintenance program designed to significantly reduce maintenance costs. Repairing asphalt damage before it has a chance to grow also reduces liability and extends the remaining life of your pavement, deferring large capital expenditures.



The PARC Agreement is also designed to save you valuable time. We perform regularly scheduled inspections of your property and produce detailed reports like this which document areas that do have need of your immediate attention.

During our recent inspection, we found **thirty-eight (38)** individual and/or linked 1m x 1m thermal repairs are required to restore the areas indicated on the following plat map to a stable, safe condition. For your convenience, pictures documenting each area are also included in this report.

Please feel free to contact us immediately with any questions regarding our recommendations and to schedule repairs before the damage and cost increase. This property qualifies for the PARC Preferred discount reflected in this proposal and PARC Preferred clients (like you) enjoy an extended 15 month guarantee on all repairs!

Site Plan Location of Repairs

Cameron Station



Repair #1(Marker A) = 5TR's
 Repair #4(Marker D) = 1TR's
 Repair #7(Marker G) = 1TR's
 Repair #10(Marker J) = 2TR's
 Repair #13(Marker M) = 2TR's
 Repair #16(Marker P) = 3TR's

Repair #2(Marker B) = 1TR's
 Repair #5(Marker E) = 1TR's
 Repair #8(Marker H) = 2TR's
 Repair #11(Marker K) = 2TR's
 Repair #14(Marker N) = 2TR's
 Repair #17(Marker Q) = 4TR's

Repair #3(Marker C) = 4TR's
 Repair #6(Marker F) = 2TR's
 Repair #9(Marker I) = 1TR's
 Repair #12(Marker L) = 2TR's
 Repair #15(Marker O) = 2TR's
 Repair #18(Marker R) = 1TR's

200 Cameron Station Boulevard
 Alexandria, VA 22304

Potholes Images

Cameron Station



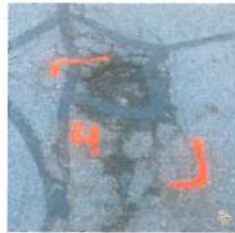
Pothole #1(5TR's)



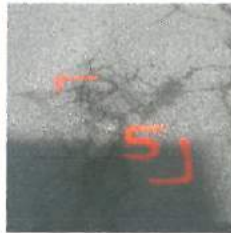
Pothole #2(1TR's)



Pothole #3(4TR's)



Pothole #4(1TR's)



Pothole #5(1TR's)



Pothole #6(2TR's)



Pothole #7(1TR's)



Pothole #8(2TR's)



Pothole #9(1TR's)



Pothole #10(2TR's)



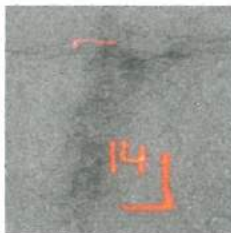
Pothole #11(2TR's)



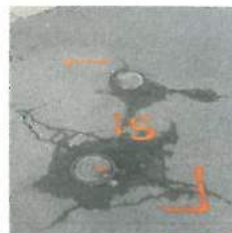
Pothole #12(2TR's)



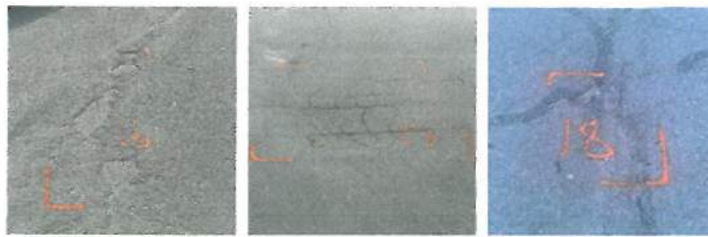
Pothole #13(2TR's)



Pothole #14(2TR's)



Pothole #15(2TR's)



Pothole #16(3TR's)

Pothole #17(4TR's)

Pothole #18(1TR's)

200 Cameron Station Boulevard
Alexandria, VA 22304



Proposal #9475780

Carbon Calculator Analysis

Cameron Station

200 Cameron Station Boulevard
Alexandria, VA 22304

Carbon Saving for this 38 TR Project

Traditional Repair Creates **1976** kg of CO2

Pothole Repair Creates **152** kg of CO2

Pothole Repair **Saves 1824** kg of CO2

Pothole Repair **Saves 6538** Miles of Travel

Pothole Repair **Saves 186** Years illuminating 100w Bulb





Proposal Price Detail

Significant cost savings * Lasts longer than a traditional repair

Cameron Station

85% reduced carbon foot print * Recycles existing material * 1 Year guarantee

Green Asphalt Repair Proposal

Repair #	Product	TR / Qty	Cost Per	Subtotal	Adj. Subtotal	Approval (Y or N)
1	Thermal Repair	5	\$279.00	\$1,395.00	\$879.00	_____
2	Thermal Repair	1	\$279.00	\$279.00	\$176.00	_____
3	Thermal Repair	4	\$279.00	\$1,116.00	\$703.00	_____
4	Thermal Repair	1	\$279.00	\$279.00	\$176.00	_____
5	Thermal Repair	1	\$279.00	\$279.00	\$176.00	_____
6	Thermal Repair	2	\$279.00	\$558.00	\$352.00	_____
7	Thermal Repair	1	\$279.00	\$279.00	\$176.00	_____
8	Thermal Repair	2	\$279.00	\$558.00	\$352.00	_____
9	Thermal Repair	1	\$279.00	\$279.00	\$176.00	_____
10	Thermal Repair	2	\$279.00	\$558.00	\$352.00	_____
11	Thermal Repair	2	\$279.00	\$558.00	\$352.00	_____
12	Thermal Repair	2	\$279.00	\$558.00	\$352.00	_____
13	Thermal Repair	2	\$279.00	\$558.00	\$352.00	_____
14	Thermal Repair	2	\$279.00	\$558.00	\$352.00	_____
15	Thermal Repair	2	\$279.00	\$558.00	\$352.00	_____
16	Thermal Repair	3	\$279.00	\$837.00	\$527.00	_____
17	Thermal Repair	4	\$279.00	\$1,116.00	\$703.00	_____
18	Thermal Repair	1	\$279.00	\$279.00	\$176.00	_____
19	Mobilization Fee	1	\$35.00	\$35.00	\$35.00	_____
Total		38		\$10,637.00	\$7,464.00	
Preferred Client Saving:					\$745.00	
Special PARC Price:					\$6,719.00	_____

NOTES: * Pricing based on minimum of 5 Thermal Repairs, less than 5TR pricing \$279/TR.

Adjustment(s) * This quote includes discount for PARC Preferred Client Account

Additional Information: Proposal valid for 30 days.

Acceptance of Proposal:

_____ Date _____ authorizes Pothole Repair.com to proceed in executing asphalt repairs as outlined above. 33% deposit required upon acceptance, balance due upon completion. Terms, conditions and guarantee information attached.



POTHOLE REPAIR METRO DC, LLC

Statement of Work

CLIENT

(Has authority to authorize the work.)

PROPERTY OWNER (if not the client)

NAME OF CLIENT

("Client") hereby hires and engages Pothole Repair Metro DC, LLC ("PRMDC") as follows:

1. **SCOPE OF WORK.** PRMDC shall perform in a workmanlike manner the pothole repair services (the "Services") which are fully described in this proposal (the "Proposal").
2. **RESPONSIBILITIES OF CLIENT.** Prior to the commencement of any Services, Client shall clear the service area making it free of obstruction and cordon off areas as required so that the Services can be provided without delay. In addition, Client will complete any other preparation described in the Proposal, if any, prior to PRMDC commencing the Services. PRMDC will contact Client at least 48 hours prior to the start date regarding the preliminary work to be done by Client, as described in this Paragraph 2.
3. **DELAYS ATTRIBUTABLE TO CLIENT.**
 - a. In the event that Client fails to complete the preparation described in the preceding Paragraph 2 in a timely manner, and the commencement of the Services by PRMDC is delayed as a result thereof, Client shall pay PRMDC a cancellation fee of the greater of 20% of the total price of the Services as described in this Agreement or \$99.
 - b. If any act or omission of Client, its agent, employees, or representatives, causes delay in PRMDC's performance of the Services, Client will be charged a fee for such delay of \$99 for each 30 minutes of delay.
4. **PRICE.** The cost of the proposed work is set forth in the Proposal.
5. **MODIFICATION.** PRMDC reserves the right to modify the Proposal and/or this Statement of Work if there is a material deterioration or other material change in and around the surface(s) to be repaired between the date of the Proposal and the date the Services are to commence.
6. **TIME.** PRMDC agrees to complete all repairs on or before _____ subject to the terms and conditions of this Agreement. In the event that the performance by PRMDC is delayed as the **result of weather conditions**, acts of God, or other force majeure, the due date will be extended until the force majeure or other condition is resolved and PRMDC shall not be subject to any penalty of any kind as a result of such delay. If the Services are delayed more than 30 days, then Client may at its option terminate this Agreement without penalty.
7. **TERMS AND CONDITIONS.** This Statement of Work is subject to the terms and conditions set forth below, all of which are incorporated herein by reference.

POTHOLE REPAIR METRO DC, LLC

By: _____ Barry Foer, General Manager

Date: _____

Client's Full Name

By: _____

Name: _____

Date: _____



COMMERCIAL TERMS AND CONDITIONS

The following terms and conditions govern the attached Statement of Work submitted by Pothole Repair Metro DC (PRMDC) to Customer.

1. **Services.** PRMDC agrees to supply the Services described in the Statement of Work pursuant to the terms of this agreement. The Statement of Work and these terms and conditions are referred to collectively as the "Agreement."
2. **Warranty.** Upon completion of the Services and receipt of payment in full from Client, PRMDC will warrant the repairs made against any defects in workmanship or materials for a period of 12 months from the date of completion of the Services. If a repair fails or degrades through normal wear and tear during the 12 month warranty period PRMDC will make necessary modifications to the repair without charge to the Client. PRMDC makes no other warranty express or implied.
3. **Exclusions.** Degradation, or other deterioration of a repair (i) in an area where vehicles make continual and repetitive turns; or (ii) which is caused by dislodging of the repair attributable to tree or other roots, broken water or gas pipes, breakage of the adjoining road or surface area adjacent to or surrounding the repair, or repetitive oil, gas, other toxic substance spillage, or similar circumstances are expressly excluded from this Warranty. Any modification or alteration to the Repair by any person or enterprise other than PRMDC will void the Warranty described in Paragraph.
4. **Limitations of Liability.** PRMDC shall not be liable to Client or any third party for (i) any failure or defect of the Repair caused by persons or events beyond PRMDC's reasonable control or the acts or omissions of Client or any third party or for any consequential damages arising from the Repair or the failure of the Repair; or (ii) any claim arising out of damage to underground utility lines or related hardware or consequent outages, unless Client has clearly informed PRMDC of the location of such utility lines or hardware prior to commencement of the Services. Client shall not be entitled to punitive damages under any circumstances. Client agrees that the maximum sum for which PRMDC may be held liable to Client or any third party collectively is the total consideration paid by Client to PRMDC for the Services provided pursuant to this Agreement.
5. **Payment.** Payment is due upon completion of the Services, unless Client has established an account with PRMDC. If Client has an account, payment is Net 10. 2% per month interest on any invoices remaining unpaid after 30 days (or the maximum interest allowed by law, if less than 24% per annum) and payment of all cost relating to collection, including, but not limited to, reasonable attorney fees, court costs, and interest.
6. **Severability.** A determination that any provision of this Agreement is invalid, illegal or unenforceable shall not affect the enforceability of any other provision.
7. **Applicable law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia without regard to conflict of law principles. The parties hereby agree to submit to the exclusive jurisdiction and venue of the state or federal courts sitting in or serving Fairfax County, Virginia.
8. **Entire Agreement.** This Agreement constitutes the entire agreement of the Parties and supersedes all other agreements, representations, communications, statements or negotiations between the Parties relating to the subject matter hereof.
9. **Amendments.** Any modification of this Agreement must be in writing and signed by both parties.
10. **Client Representation.** Client hereby represents that it has authority to engage PRMDC to perform the Services at the site described in the Proposal.
11. **Dispute Resolution.** Any claim for monies due PRMDC pursuant to this Agreement, may be brought in any court of competent jurisdiction in Fairfax County, Virginia, and the parties agree to submit to the jurisdiction and venue of such court. All other disputes between the Parties in relation to or arising out of this Agreement or any part of this Agreement, which are not amicably resolved by the parties themselves, shall be submitted to final and binding arbitration.
12. **Location of Arbitration.** Any arbitration proceeding shall be held in Fairfax County, Virginia.
13. **Arbitration Procedure.** The arbitration shall be conducted pursuant to the rules of the American Arbitration Association governing commercial arbitration, and the applicable law in the Commonwealth of Virginia, as the same may be amended from time to time. The fees and costs for the arbitration, including, without limitation, fees and travel expenses for the arbitrators, but excluding the parties' attorneys' fees, shall be paid one-half by each party.
14. **Choice of Arbitrator.** The parties may request a list of prospective arbitrators from the American Arbitration Association or the Federal Mediation and Conciliation Service, or the Virginia judicial system, or they may select arbitrators on an ad hoc basis. If the parties cannot agree on an arbitrator, they will request that the American Arbitration Association appoint an arbitrator.
15. **Arbitration Is Final And Binding.** The parties to the dispute irrevocably agree that the decision in such arbitration proceedings (i) shall be binding on the parties; and (ii) may be enforced in a court of competent jurisdiction. The parties understand and agree that by entering into this agreement to arbitrate, they forfeit their right to assert in claims before a judge or jury.
16. **Severability.** The foregoing agreement to arbitrate shall survive the termination of this Agreement.



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: Amanda Wilkinson
Home Address: 5112 Donovan drive, unit 102, Alexandria, VA 22304
Email Address: Amanda.Wilkinson08@gmail.com
Telephone Number: 202.856.2579 (Cell) X (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

I am an event planning professional who has worked for a financial institution and currently working at a law firm. I have 8+ years experience planning multi-level events.

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

I am new to VA, moving from New York. I love planning events, and this is such a great way for me to meet new people and really contribute to the community.

Thank you for your time and interest.

Cameron Station Community Association, Inc.

Homeowner Association (HOA) Committees

Six committees have been organized to provide assistance to the Board of Directors in the governance and operation of the community. The HOA committees offer homeowners the opportunity to actively participate in the life of Cameron Station and are vital to the wellbeing of the community. Please consider joining the committee that most interests. You can learn more about the meeting times and review the committee charters on the Cameron Station website. If you have any questions, please contact the Management office at 703-567-4881 or communitymanager@cameronstation.org.

Activities & Events Planning Committee (Events) – Meets the first Monday of the month. Its primary responsibility is to advise the Board of Directors on the planning of the community events.

Architectural Review Committee (ARC) – Meets the first Tuesday of the month. Its primary responsibility is to act on all applications for the approval of modifications or improvements to any lot as dictated by Article VI of the Declaration of Covenants, Conditions and Restrictions.

Cameron Club Facilities Committee (Facilities) – Meets the second Thursday of the month. Its primary responsibility is to advise the Board of Directors on issues affecting the Cameron Club.

Common Area Committee (CAC) – Meets the first Wednesday of the month. Its primary responsibility is to advise the Board of Directors on issues affecting common area services and maintenance (excepting the Cameron Club).

Communications Committee (Comm Comm) – Meets the third Monday of the month. Its primary responsibility is to advise the Board of Directors on issues affecting communications. The Newsletter Subcommittee is responsible for the creation of the bimonthly newsletter, The Compass, and bimonthly community updates. The WebTech Subcommittee is responsible for overseeing the community website, www.cameronstation.org. The subcommittees usually meet at members' homes, and meeting times vary. The Newsletter Subcommittee can be reached at thecompass@cameronstation.org.

Financial Advisory Committee (FAC) – Meets the third Thursday of the month. Its primary responsibility is to advise the Board of Directors on issues affecting the financial position of the HOA.



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 2nd choice as well):

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

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

I'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.

Cameron Station Community Association, Inc.

Board Decision Request

October 30, 2018

Motion:

"I move to approve the appointment of Amanda Wilkinson & Jessica Ryback as members of the Events & Activity Committee."

2nd:

Summary:

To approve appointing Amanda Wilkinson & Jessica Ryback as a members of the Events & Activity Committee

CMC Recommendation:

Board to approve the Committee's recommendation.

Budget Consideration:

None.

Vote:

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

Budget Summary Report

Cameron Station Community

FY 2019 Budget - Draft

	<u>2018 Budget</u>	<u>2019 Budget</u>
Assessment Income		
4001 - Assessemnts - SFD/TH	1,426,710.91	1,431,783.92
4002 - Assessments - CONDO	863,675.18	887,097.94
4016 - Future Assessments - SFD/TH	0.00	0.00
4017 - Future Assessments - CONDO	0.00	0.00
4018 - Future Assessments - COMMERCIAL	0.00	0.00
4019 - Future Assessments - TMP	0.00	0.00
4120 - Owner One-Time Assessments	0.00	0.00
4125 - Developer Assessments	0.00	0.00
4130 - Commercial Assessments	27,833.41	27,833.11
4135 - TMP Assessments	147,711.50	150,665.73
Total Assessment Income	2,465,931.00	2,497,380.70
Other Income		
4245 - Newsletter Advertising	6,000.00	6,000.00
4250 - Facilities Passes/Guest Fess	600.00	600.00
4260 - Resale Processing Fees	6,000.00	5,000.00
4265 - Website Income	1,500.00	1,000.00
4295 - Charitable Donations Income	9,000.00	9,000.00
4400 - Room Rental Fees	8,000.00	8,000.00
4405 - Club Cleaning Fees	6,000.00	6,000.00
4710 - Late Fees & Interest	7,000.00	7,000.00
4720 - Legal Reimbursements	6,000.00	6,000.00
4805 - Compliance Fees	3,500.00	3,500.00
4815 - Prior Yr Income/Deficit	0.00	0.00
4825 - Recovery of Bad Debt	0.00	0.00
4835 - Miscellaneous Income	400.00	400.00
4900 - Interest Earned - Operating Accounts	0.00	12,700.00
4910 - Interest Earned	22,080.00	29,000.00
Total Other Income	76,080.00	94,200.00
Total Operating Income	2,542,011.00	2,591,580.70
Administrative		
5015 - Bank Charges	375.00	375.00
5020 - Board Support	10,000.00	10,000.00
5025 - Collection Charges	5,000.00	3,000.00
5030 - Acct Setup/DD/Coupons	10,000.00	12,000.00
5035 - Architechtrual Comprehensives	6,880.00	6,880.00
5040 - Computer Network/C3	6,500.00	8,000.00
5070 - Parking Enforcement	16,000.00	16,000.00
5080 - Annual Meeting Expenses	2,500.00	2,500.00
5085 - Office Equipment Lease	4,800.00	5,000.00
5090 - Office Supplies	5,631.00	3,500.00
5210 - Printing & Copying	7,500.00	7,500.00
5215 - Postage	12,000.00	10,000.00
5220 - Courier Service	475.00	1,000.00
5320 - Temp Desk Coverage	6,000.00	6,000.00
6040 - Bundled Telecom Services	10,000.00	10,000.00
6050 - Telephone Service	0.00	0.00

Budget Summary Report Cameron Station Community FY 2019 Budget - Draft

	<u>2018 Budget</u>	<u>2019 Budget</u>
Administrative		
6300 - Permits & Licenses	4,000.00	4,000.00
6422 - Decals & Parking Passes	6,000.00	6,000.00
Total Administrative	113,661.00	111,755.00
Activities		
5200 - Events & Awards	37,500.00	37,500.00
Total Activities	37,500.00	37,500.00
Communications		
5115 - Web Site Maintenance	3,500.00	3,500.00
5225 - Newsletter Services	15,000.00	18,750.00
5316 - Other Communications	13,100.00	8,100.00
Total Communications	31,600.00	30,350.00
Management Services		
5302 - Administrative Salaries	290,264.00	296,070.00
5340 - Payroll Taxes/Benefits/Costs	92,885.00	93,191.52
7015 - Management Reimbursements	3,000.00	3,000.00
7040 - Management Fees	160,446.00	160,446.00
Total Management Services	546,595.00	552,707.52
Trash Services		
6035 - Trash and Recycling Service	299,122.00	314,078.10
Total Trash Services	299,122.00	314,078.10
Common Area Maint & Services		
5322 - Casual Labor	0.00	0.00
6000 - Electric Service	43,000.00	43,000.00
6025 - Water Service	26,000.00	26,000.00
6100 - Grounds & Landscaping - Contract	155,196.00	154,404.00
6150 - Flower Rotation & Landscape Enhancements	25,000.00	22,000.00
6155 - Turf Treatment & Enhancements	15,000.00	15,000.00
6160 - Tree & Shrub Maintenance	28,000.00	33,000.00
6200 - Watering & Supplies	750.00	150.00
6299 - Irrigation System Contract	18,000.00	16,638.00
6305 - TMP Expenses	215,000.00	215,000.00
6315 - Uniforms	100.00	100.00
6434 - Pest Control	2,500.00	2,500.00
6442 - Snow Removal Services	70,000.00	70,000.00
6585 - Fountain/Pond/Lake Repair & Maintenance	2,200.00	1,000.00
6600 - General Repair & Maintenance	5,000.00	5,000.00
6605 - General Maintenance Supplies	6,500.00	8,000.00
6640 - Lighting Supplies/Repair & Maintenance	30,000.00	35,000.00
6685 - Linear Park Landscape Maintenance	21,668.00	21,668.00
6690 - Pet Stations	8,500.00	8,500.00
6760 - Street Repair & Maintenance	6,500.00	6,500.00
8100 - Common Area Consulting	0.00	0.00
Total Common Area Maint & Services	678,914.00	683,460.00

Budget Summary Report Cameron Station Community FY 2019 Budget - Draft

	<u>2018 Budget</u>	<u>2019 Budget</u>
Landscaping		
6199 - Irrigation Repairs	0.00	3,612.00
Total Landscaping	0.00	3,612.00
Repair & Maintenance		
6545 - Electrical Supplies/Repair & Maintenance	0.00	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	0.00
6675 - Office Equipment Repair & Maintenance	0.00	0.00
6695 - Plumbing Supplies/Repair & Maintenance	0.00	500.00
6730 - Security System Repair & Maintenance	0.00	0.00
6755 - Storm Recovery Repair & Maintenance	0.00	5,050.00
Total Repair & Maintenance	0.00	5,550.00
Professional Services		
5105 - Reserve Studies	0.00	0.00
5470 - Insurance Appraisal	0.00	0.00
7000 - Audit & Tax Services	6,700.00	6,700.00
7005 - Consulting Services	0.00	0.00
7010 - Engineering Services	1,000.00	0.00
7020 - Legal Services	4,000.00	4,000.00
7025 - Legal Services - Collections	21,000.00	21,000.00
7030 - Legal Services - General Counsel	30,000.00	30,000.00
Total Professional Services	62,700.00	61,700.00
Cameron Club Maint & Operations		
5195 - Miscellaneous Expenses	1,000.00	1,000.00
5318 - Health Club Management/Staff	169,189.00	165,111.48
6075 - Clubhouse Utilities	34,000.00	34,000.00
6408 - Elevator Services	3,926.00	4,500.00
6414 - Fire Prevention & Protection	10,000.00	6,000.00
6424 - HVAC Services	6,000.00	6,000.00
6430 - Janitorial Services	42,413.00	42,413.00
6436 - Special Cleanings	8,000.00	8,000.00
6438 - Pool Management	59,900.00	63,700.00
6440 - Safety & Security	2,500.00	3,000.00
6500 - Fire Suppression System	6,000.00	6,000.00
6515 - Building Repair & Maintenance	14,000.00	14,000.00
6525 - Community Center Improvement	2,000.00	2,000.00
6570 - Fitness Equipment Repair & Maintenance	8,000.00	9,500.00
6575 - Fitness Center Supplies	6,000.00	6,500.00
6590 - Access System Supplies	4,500.00	4,500.00
6595 - Access System Repairs	500.00	1,000.00
6700 - Pool Repair & Maintenance	4,000.00	4,000.00
6710 - Pool Supplies	5,000.00	5,000.00
9934 - Recreation Equipment	4,000.00	4,000.00
Total Cameron Club Maint & Operations	390,928.00	390,224.48
Taxes & Insurance		
5390 - Fidelity/Workman's Comp	2,100.00	2,205.00
5415 - D&O Insurance Premiums	5,002.00	5,252.00
5420 - Umbrella	9,577.00	10,056.00

Budget Summary Report
Cameron Station Community
FY 2019 Budget - Draft

	<u>2018 Budget</u>	<u>2019 Budget</u>
Taxes & Insurance		
5445 - General Liability Insurance Premiums	11,512.00	12,087.60
9000 - Income Tax	3,000.00	6,443.00
Total Taxes & Insurance	31,191.00	36,043.60
Other Expenses		
5010 - Bad Debt	5,000.00	5,000.00
9106 - Capital Improvements Reserve	24,000.00	24,000.00
9802 - Repair & Replacement Expenses (Comm)	0.00	0.00
9856 - Fitness Room Expenses	0.00	0.00
9904 - Masonry & Brick Expenses	0.00	0.00
9908 - Misc Expenses	0.00	0.00
9912 - Operating Contingency Expenses	0.00	0.00
9946 - Signs Expenses	0.00	2,000.00
Total Other Expenses	29,000.00	31,000.00
Reserve Contributions		
9800 - Repair & Replacement Expenses	320,800.00	333,600.00
Total Reserve Contributions	320,800.00	333,600.00
Total Operating Expense	2,542,011.00	2,591,580.70
Total Association Net Income / (Loss)	0.00	(0.00)

Cameron Station Community Association, Inc.
Draft Fiscal Year 2019 Budget Information
Provided By: Judy Johnson, General Manager

Below you will find the quarterly assessment rates for the last three years and the proposed rate for 2019.

	2016	2017	2018	2019
Assessments - SFH/TH	\$341.23	\$342.94	\$375.08	\$379.87
Assessments – Condo	\$272.99	\$274.35	\$304.24	\$308.15
TMP Assessments	\$20.14	\$20.34	\$20.88	\$21.29
Assessments – Commercial	\$6,914.47 (\$284.55)	\$6,848.08 (\$281.81)	\$6,958.35 (\$286.35)	\$6,958.28 (\$288.17)

Management's goal in completing the Draft FY2019 Budget was to accurately reflect the potential income and expenses of the Association, while keeping the assessment increase as low as possible. Management relied on FY2018 year-to-date actual numbers, full year projections and the historical actuals to develop the draft 2019 Budget numbers.

CAMERON STATION COMMUNITY ASSOCIATION
Cameron Club Facilities Committee

Product or Service	Line Item	FY 2018		YTD Expense		Remaining		FY2017		YTD Expense 2017	Recommendation for FY2019 Budget
		Budgeted Amount	Amount (May)	Amount	Budget	Amount	Budget	Budgeted Amount	Amount		
Safety and Security	6440	\$2,500	\$1,777.35	\$722.65		\$2,500		\$2,500	\$2,384.62		\$3,000
Fire Suppression System	6500	\$6,000	\$4,554.46	\$1,445.54		\$5,500		\$5,500	\$9,105.00		\$6,000
Building Repair and Maintenance	6515	\$14,000	\$2,364.70	\$11,635.30		\$10,000		\$10,000	\$10,695.26		\$14,000
Community Center Improvements	6525	\$2,000	\$469.80	\$1,530		\$1,200		\$1,200	\$939.00		\$2,000
Fitness Equipment Repair and Maintenance	6570	\$8,000	\$6,221.11	\$1,778.89		\$7,500		\$7,500	\$8,276.51		\$12,000
Fitness Center Supplies	6575	\$6,000	\$2,640.89	\$3,359.11		\$6,000		\$6,000	\$6,188.59		\$6,500
Access System Supplies	6590	\$4,500	\$0.00	\$4,500.00		\$4,500		\$4,500	\$4,953.59		\$4,500
Access System Repairs	6595	\$500	\$165	\$335		\$1,000		\$1,000	\$0		\$1,000
Pool Repair and Maintenance	6700	\$4,000	\$0	\$4,000		\$4,000		\$4,000	\$1,460.00		\$4,000
Pool Supplies	6710	\$5,000	\$867.06	\$4,132.94		\$6,100		\$6,100	\$4,411.46		\$5,000
Recreation equipment	9934	\$4,000	\$0.00	\$4,000.00		\$5,000		\$5,000	\$3,050.92		\$4,000
Pool Management	6438	\$59,900	\$26,090.75	\$33,809.25		\$57,000		\$57,000	\$55,000.00		\$63,700
Health Club Management	5318	\$169,189	\$67,448.00	\$101,741.00		\$164,260		\$164,260	\$159,720.40		\$165,111.48
TOTAL		\$285,589				\$274,560		\$274,560			\$290,811.48

CAMERON STATION COMMUNITY ASSOCIATION
Common Area Committee

Product or Service	Line Item	FY 2018 Budgeted Amount	YTD Expense Amount (June)	Remaining Budget Amount	FY2017 Budgeted Amount	YTD Expense 2017	Recommendation for FY2019 Budget
Grounds & Landscaping-Contractor	6100	\$155,196	\$77,986.50	\$77,209.50	\$151,365	\$154,399.00	\$157,260
Linear Park Landscape & Maintenance	6685	\$21,668	\$6,389.00	\$15,279.00	\$21,668	\$21,066.00	\$21,668
Flower Rotation & Landscape Enhancement	6150	\$25,000	\$7,081.00	\$17,919.00	\$25,000	\$32,990.00	\$22,000
Irrigation System-Contract	6299	\$18,000	\$8,282.50	\$9,718	\$18,000	\$26,724.00	\$18,000
Tree/Shrub Maintenance	6160	\$28,000	\$10,200.00	\$17,800.00	\$27,000	\$81,603.00	\$33,000
Turf Treatment Enhancements	6155	\$15,000	\$3,325.00	\$11,675.00	\$15,000	\$27,415.16	\$15,000
Watering/Supplies	6200	\$750	\$0.00	\$750.00	\$750	\$840.00	\$750
Snow Removal	6442	\$70,000	\$19,357	\$50,643	\$70,000	\$72,902	\$70,000
Street Repair/Maintenance	6760	\$6,500	\$0	\$6,500	\$6,500	\$5,150.00	\$6,500
Pet Station	6690	\$8,500	\$4,549.00	\$3,950.90	\$7,800	\$7,473.49	\$12,000
General Repair & Maintenance	6600	\$5,000	\$3,889.21	\$1,110.79	\$5,000	\$7,264	\$5,000
General Maintenance Supplies	6605	\$6,500	\$4,744.01	\$1,755.99	\$7,500.00	\$12,000	\$8,000.00
Maintenance Uniforms	6315	\$100	\$0.00	\$100.00	\$600	\$223.49	\$100
Fountain Repair/Maintenance	6585	\$2,200	\$0	\$2,200	\$2,200	\$1,980	\$2,200
TOTAL		\$362,414			\$358,386		\$374,478.00

For Sponsorship/ ²⁰¹⁹ ~~2018~~ Budget

				Money Not Spent
January	Party HH	January 8th	\$300	\$300
	Annual Volunteer Recognition		\$250	\$250
	Bunco		\$100	\$100
	Kids Night		\$200	\$60
			\$850	\$710
February	Oscars HH	Feb 26th	\$300	\$300
	Bunco		\$100	\$0
	Kids Night		\$200	\$60
			\$600	\$240
March	Egg Hunt	Mar 31st	\$1,000	\$0
	St Patty's HH		\$300	\$300
	BUNCO		\$100	\$100
			\$1,400	\$1,000
April	Kid's Night		\$200	20
	BUNCO		\$100	-75
	Spring Yard Sale		\$100	-130
	Gazebo HH		\$300	300
			\$700	\$115
				\$2,065
May	Mother's Rock/ Sock hop! HH	May 11th	\$0	
	Kids Night		\$200	30
	BUNCO		\$100	-60
			\$300	(\$30)
				\$2,035
June	Father / Daughter Dance	June 16th	\$400	-205
	Patriotic Parade (Possibly move into July)	June 23rd	\$400	400
	BUNCO (changed to HH event)		\$100	15
			\$900	210

\$2,245

July	Neighborhood Picnic	July 21st	\$0	
	BUNCO Night		\$100	\$100
August	National Night Out	August 7th	\$500	
	Pool Party	August 11th	\$14,225	
	BUNCO	August 29th	\$100	\$14,825
				\$14,825
September	Outdoor Movie Night	September 29th	\$0	
	Apple Time (Family Event)		\$400	
	BUNCO		\$100	\$600
	Fall Yard Sale		\$100	\$600
October	Casino Night	Oct 6th	\$4,075	
	Kids Halloween Carnival	Oct 20th	\$1,000	
	BUNCO		\$100	\$5,175
November	New Neighbor's Reception		\$250	
	Kid's Night		\$200	
	BUNCO		\$100	\$550
December	Christmas Party		\$14,000	\$14,000
			\$14,000	\$14,000

Explanation	
Held event but did not spend money	
Did not hold event / did not have the volunteers to recognize from 2017/ Gave Dan his own gift	
Did not hold event / no dice	
held event /40 attendees	
unspent money for January budget	
Did not hold event / decided to focus on family events but hold larger happy hours from spring to fall	
held event / 20 attendees	
held event / 45 attendees	
unspent for February budget	
David Thorpe sponsored \$500, balloon artist face painter \$322, \$820 sandwiches, \$200 food / 400+ attendee	
did not hold event	
did not hold event	
unspent for March budget	
\$140 pizza, \$40 drinks	
\$98 for wine and prizes, \$12 for snacks, \$51 for chicken, \$14 drinks and cookies	
\$110 for balloons, \$78 for sign and mounting hardware, \$42 for washpost ad	
Did not hold event	
unspent for April budget	
unspent through April	
\$165 pizza, \$5 ice	
\$84 for chicken, \$34 for snacks, \$42 for prizes	
unspent for May budget	
unspent through May	
\$360 for DJ, \$85 for photo frames, \$160 for food and prizes	
sponsored by Podolsky	
\$85 for nuggets	
unspent through June budget	

unspent through June

Sunsets early enough to hold event & beat the 9pm requirement for noise permit.
2 bushels of apples \$50 per bushel

Events		Full	Partial
Community Outreach / National Night Out		\$3,000	\$1,500
BUNCO		\$1,100	\$550
Kids Night		\$1,000	\$500
Adult HHs (Glow, Oscars, St Pattys, Gazebo)		\$1,600	\$800
Community Rec & Welcome Events		\$1,300	\$650
Egg Hunt, Outdoor Movie Night, Sock Hop, Kids' Halloween Carnival (Large)		\$4,000	\$2,000
Yard Sales		\$600	\$300
Father/Daughter Dance, Patriotic Parade, Neighborhood Picnic, Apple Time		\$1,600	\$800
Annual Pool Party		\$14,400	
	Face Painter / Balloon Artist		
	DJ		
	Ice Cream Cart		
	Moonbounce		
	Dunking Tank		
	Dual Slide		
	Chairs/Tables / equipment rental		
	Drinks		
	Decorations		
	catered lunch		
	Lifeguards extended hours		
	Permits		
Casino Night		\$5,600	2,800
	Photo booth		
	Drinks (alcohol)		
	hor' deouves		
	Decorations /Balloons		
	Casino Tables & Dealers		
Christmas Party		\$14,000	
	Drinks		
	Food		
	Santa		
	Entertainment		

Unplanned stuff at this time.	
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Mother's Rock Event
Neighborhood Picnic
Outdoor Movie Night
Casino Night
Fall Yard Sale
Spring Yard Sale
Annual Volunteer Recognition
New Neighbor's Reception

Submitted \$44600

5385

126 apples are in a bushel = 256

Ech Event	# of Events	# of Attendees
	1	300
\$100	11	25-30
\$200	5	30-60
\$400	4	40-70
650	2	
\$1,000	4	200-300
\$300	2	200+
\$400	4	30-100
	1	700-1000
\$950		
\$800		
\$1,000		
\$350		
\$400		
\$900		
1,400		
\$200		
\$300		
\$7,000		
\$125		
\$800		
\$14,225		
		200-300
\$900		
\$500		
\$1,000		
\$100		
\$3,100		
\$1,000		
\$7,000		
\$800		
\$1,000		

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\$100	\$400
\$1,000	\$1,000.00
\$400	\$400
\$1,000	\$1,000
\$900 (Photo booth)	\$900
\$200	\$200
\$200	\$200
\$400	\$400
\$400	\$400
	\$4,900

Judy Johnson

For

From: Katie Server <kserver05@gmail.com>
Sent: Wednesday, October 10, 2018 5:34 PM
To: managers@cameronstation.org
Subject: Pet access in pocket parks

Hello,

I'd like to provide my feedback regarding pet access in the pocket parks.

I am a dog owner, and while I try to have my dog do her business along the path, I think it is unrealistic to keep pets out of the parks. Sometimes my dog "has got to go" and she can't make it to the path. If she does go in a park, I'm sure to pick it up and throw it out in one of the trash cans along the path...I do NOT throw it out in the park (per the signs on the cans).

If she needs to go out late at night, I do not feel 100% comfortable walking on the path alone. The pocket park does provide a safer option in my opinion. In that case, I bring the baggy home to our trash, and don't leave it in the park trash can.

Also, I understand if some parents are concerned about germs from pet feces; however, I'm sure there are other animal droppings, such as birds and squirrels, in the pocket parks. No park is going to be germ free.

I think as long as pet owners are considerate of other residents and pick up after their pet and do not throw their pet's waste in the pocket parks, then pets should be allowed in the parks.

Thank you for your time,

Katie Server

Sent from my iPhone

Judy Johnson

From: Jessica Ryback <jessica.m.ryback@gmail.com>
Sent: Wednesday, October 10, 2018 4:55 PM
To: managers@cameronstation.org
Subject: Pets in pocket parks

Good afternoon,

I just wanted to provide some feedback regarding the upcoming vote regarding permitting dogs in the pocket parks. For what it's worth- I am 100% in favor of allowing dogs in the pocket parks. As long as the owner cleans up the dog poop, I don't see the issue.

Thanks for allowing us to offer our two cents on this issue.

Regards,

Jessica Ryback
176 Martin Ln.

Judy Johnson

From: Kay Brown <kayb1121@gmail.com>
Sent: Monday, October 8, 2018 6:15 PM
To: managers@cameronstation.org
Subject: Pet Policy

Hello,

I attended one of the public forums where you collected input on the revised pet policy, and am acutely aware of how strongly dog owners feel about it the flexibility of the revised policy. However, I walk through Cameron Station almost daily, and I have noticed that many owners do not in fact clean up their dog's waste. I have also noticed the large number of brown spots where the grass has died in areas that used to be more evenly green. Finally, although I don't have small children, I have seen research on the types of unpleasant diseases that can be passed on to children who come in contact with dog waste. It seems like families with small children should be able to have some nearby parks where they can let their children wander without worry. I wonder if you can find a way to compromise that can allow some of the pocket parks and the area around the gazebo to be pet free zones while still allowing some areas to be open to pets.

Thanks very much,
Kay Brown

Judy Johnson

From: Gabrielle Ballantine <gmballantine@gmail.com>
Sent: Wednesday, October 10, 2018 3:01 PM
To: managers@cameronstation.org
Subject: Pet Policy feedback

October 10, 2018

Dear Cameron Station Board of Directors,

This email is to provide feedback on Pet Policy Resolution 17-02 as adopted by you on May 8, 2017. This resolution does not specifically exclude dogs from the neighborhood pocket and spine parts, and I do not think that the resolution should be amended to prohibit dogs from these parks. I can find no other HOA in the Commonwealth of Virginia that prohibits dogs from accessing limited common areas. It would certainly appear to a prospective buyer as an unfriendly and unwelcoming policy.

Further, prohibiting dogs from the pocket and spine parks could create an issue for our elderly or limited mobility residents who do not live close to Brenman or Linear Parks. Not every resident is capable of walking more than 1 block to the City's parks multiple times a day (including early morning and after dark when dog walking services do not provide care), and not everyone has a backyard that could be used during those times.

I live on Ticer Circle and I have watched the quality of the pocket park landscaping deteriorate this summer. But the poor condition of the pocket park is not due to dogs. The gazebo has been under construction since late July. The heavy machinery used in this project damaged the grass and left ruts in the pocket park. The irrigation system was inoperable in the early part of the spring and summer, and is turned off now due to the gazebo construction. Even before the construction began, the landscape company did not mow well and did not pick up the grass clippings. There are weeds and cornstalks throughout the flower beds. The daisies and rose bushes need to be deadheaded. The rose bushes have far fewer blooms than other rose bushes throughout the community, such as the roses in the traffic circle park at Cameron Station Boulevard and Brenman Park Drive.

I don't think anyone should compare the Ticer pocket park to any other park in the community based on the above paragraph. Once the construction is over, it would be great to have the landscape company reseed the grass in the entire pocket park so that it would look more uniform both in the pocket park and throughout the community in the spring.

In my opinion, the pet policy should remain as it stands and in no way should it be revised to prohibit dogs from our pocket and spine parks.

Judy Johnson

From: Stephen Aquila <stephen.aquila@gmail.com>
Sent: Friday, September 28, 2018 8:10 PM
To: managers@cameronstation.org
Subject: Pet Policy Resolution 17-02

Hello,

My wife and I are strongly in favor of continuing to allow pets in the pocket parks. Although a large number of dogs use the pocket park on John Ticer, it's always in good shape.

Best,

Stephen

Judy Johnson

From: L L <lmow66@gmail.com>
Sent: Saturday, September 29, 2018 12:34 PM
To: managers@cameronstation.org
Subject: Pet Policy

I would like the current policy to remain, allowing free access by all leashed pets to pocket parks.

LM

Judy Johnson

From: Jeff Cullen <jctexex@gmail.com>
ent: Friday, September 28, 2018 7:02 PM
to: managers@cameronstation.org
Subject: Pet Resolution 17 02

Please continue with the current policy. The old policy not allowing pets in pocket parks that are rarely used was ridiculous.

Sent from my iPad

Judy Johnson

From: Joe T <jwt43@comcast.net>
Sent: Friday, September 28, 2018 6:22 PM
To: managers@cameronstation.org
Subject: Pet Policy

We and many of our neighbors were excited to see the pet policy change which gave dogs owners the opportunity to utilize the green spaces in our community. After such a prolonged process to allow the change we sincerely hope that you are not allowing a few very vocal residents to reverse the positive change you made. Keep the community open and welcoming to pets and pet owners.

Sincerely,
Joe Thielen

Sent from my iPhone

Judy Johnson

From: BJAHBAC <bjahbac@gmail.com>
Sent: Friday, September 28, 2018 5:42 PM
To: managers@cameronstation.org
Cc: Brendan Hanlon
Subject: Pet Policy Feedback

I support and agree with the policy allowing pet access to all the pocket parks.

Brendan Hanlon

Judy Johnson

From: Karen Long <klo157@comcast.net>
Sent: Friday, September 28, 2018 3:32 PM
To: managers@cameronstation.org
Subject: Pet policy

I am Karen Long and I live at 157 Cameron Station Blvd. I favor retaining the current pet policy allowing full access to the community for dogs. The restrictive policies of the past were totally unfair to pet owners. The current policy has already been vetted and should not keep changing--that is unfair to everyone.

Sent from my iPad

Judy Johnson

From: Brian Sundin <sundin4@yahoo.com>
Sent: Friday, October 5, 2018 4:49 PM
To: managers@cameronstation.org
Cc: BP Sundin
Subject: Input - pet access

Howdy

I fully support allowing dogs in all CS parks. The few that aren't responsible and don't pick up after their dogs shouldn't ruin our freedom to enjoy the parks with our dogs. Also, those that are not responsible would likely ignore 'no dog' signs anyway.

Perhaps a compromise solution would benefit the whole community? No dogs in main gazebo but dogs allowed in pocket parks? Or every other pocket park?

All or nothing decisions seem to be really dividing many in CS. I don't remember the nasty emails and Facebook posts when I lived here previously.

v/r, Brian Sundin
458 Ferdinand Day Dr
Sent from my iPhone

against

Judy Johnson

From: Rebecca Hunter <mrsrebeccahunter@gmail.com>
Sent: Monday, October 15, 2018 3:57 PM
To: managers@cameronstation.org
Subject: Pet Policy feedback

Dear Managers

I live at 5166 Brawner Place and have been most unhappy about the change to the pet policy since we moved here 18 months ago. When we first arrived there were clear signs forbidding dogs to use the pocket park outside our front door. However, within six months these had been removed with no explanation or consultation. As a result over the past year many dog owners have allowed (or in some cases clearly intentionally brought) their dogs to use this as a dog toilet.

I have a toddler who would love to use the space right outside our front door to play in but I am very anxious about the wisdom of this having witnessed what frequently occurs after dogs visit this space. There are many children who like to use this pocket park and several families who live right opposite it as we do who have frequently bemoaned the fact that it is now not a safe place to let our children play. It seems very unfair they should have no protected spaces to play. We, along with most residents in Cameron Station, do not have any private outdoor space and therefore the pocket parks are an essential resource for allowing them to play outside by the house safely. It is not however safe if dogs continue to use these spaces as a toilet.

The pocket park we live by is moments away (50 yards at most) from the public linear park/Cameron Run where there are dog waste trash bins and appropriate places for pet owners to take their dogs. There is a clear alternative for dog owners but not for our children. I therefore think it incredibly unfair that dogs are allowed to use all the spaces in Cameron Station and children are forced to either contend with dog faeces and urine or play on the road. This cannot be right and I therefore respectfully ask the management to reconsider their pet policy and return to a ban on dogs in pocket parks.

Yours faithfully
Mrs Rebecca Hunter

Judy Johnson

From: Lowery, William T <wlowery@cov.com>
Sent: Monday, October 15, 2018 1:39 PM
To: managers@cameronstation.org
Subject: RE: Pet Policy Resolution 17-02 Feedback

Whoops! I forgot a crucial work. See below.

From: Lowery, William T
Sent: Monday, October 15, 2018 1:35 PM
To: 'managers@cameronstation.org' <managers@cameronstation.org>
Subject: Pet Policy Resolution 17-02 Feedback

Hello,

I live at 5081 Minda court and write to strongly encourage you to revert to a policy where pets are not permitted to [defecate](#) in areas held by the association.

I know that a majority of pet owners are conscientious and thoughtful; however, a substantial minority of pet owners are abusing the present policy and it is significantly impacting quality of life around our home in at least three ways.

1. Tensions with neighbors. I am forced to remind a pet owner to pick up after their pet once a day (typically in the evening or after nightfall), and often spend a portion of the weekend picking up after unknown violators in the patch of grass outside our home. (See image below, known as the "zone of defecation".) I would love to live in a world where I am not reminding people that I live near to be good neighbors — or, better yet, where I am not picking up after other people's pets.



2. Safety in play. Rather than use the grass in the middle of the court or the patch of grass outside our home, our children now play often on the sidewalk. It is the only place that is guaranteed to be feces free (unless I can clean-up in advance). Obviously, playing on a sidewalk near the road is less safe than playing on the grass.
3. Home value. Anyone visiting a home or condo for sale in our area would immediately notice the 3 to 4 piles of excrement on the grass outside our home. I cannot imagine that improves the value of residences in the community.

I am happy to elaborate on any of these points if you would like to discuss. I can be reached at 616.834.7538. I do realize that enforcing a reversion of the old policy — e.g., a prohibition on pets defecating in any areas not specifically designated as "pet friendly" — may raise enforcement issues. There is a solution to that: <http://www.poopprints.com/>

Thanks,

William

William Lowery

Covington & Burling LLP
One CityCenter, 850 Tenth Street, NW
Washington, DC 20001-4956
T +1 202 662 5748 | wlowery@cov.com
www.cov.com



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Judy Johnson

From: Stephanie Vogelzang <stephanie.vogelzang@gmail.com>
Sent: Monday, October 15, 2018 12:58 PM
To: managers@cameronstation.org
Subject: Pet Policy Resolution 17-02 feedback

To whom it may concern,

I am writing to express my hope that you will reconsider the current pocket park policy around pets. As a mother of a 2 and 4 year old, I cannot tell you how disruptive having pets pooping in the pocket parks has been. I wish I could report that people pick up after their pets. Unfortunately, people get lazy (especially in the rain and winter).

We have had NO less than 10-20 cases of poop being found in the pocket park just in front of our townhouse. Moreover, in the summer, most of the grass is turned yellow. Just the other day, my husband was wearing a brand new pair of dress shoes to work. What happened? He stepped in poop. It is a **REGULAR** occurrence and it is disgusting.

Our first year here, I allowed my oldest to play in the pocket park with her friends. It was wonderful! Now, we don't go out there. For the sake of anyone with children, could you PLEASE revert to no pets being allowed to poop and pea in the pocket parks? We would greatly appreciate it.

Thank you for considering our request,
Stephanie



Judy Johnson

From: psmarrone@aol.com
Sent: Sunday, October 14, 2018 10:08 PM
o: managers@cameronstation.org
Subject: Pet policy 17-02

Hi there is plenty of access and dimension to the linear park for pets, and we don't need or want pets allowed in the Circle or the small areas that our money to HOA maintains!!!! When folks have a pet, they choose that responsibility....to take their pet to where it is OKAY to eliminate and there are facilities to allow it.

Penny Waite

Judy Johnson

From: Earle Shaw <earle.shaw@gmail.com>
Sent: Friday, October 12, 2018 4:53 PM
To: Cameron Station Community Association
Subject: Pet Policy Resolution 17-02
Attachments: 20180930_162837.jpg

There should be no pets allowed in the Circle Park of any pocket park within Cameron Station as far too many pet owners use these areas as exclusive pet urination and defecation areas resulting in serious sanitation issues for park visitors and their small children who play within them. Additionally, pet owners should not be allowed to have their pets urinate and defecate within the "parkland" between the two lanes of Cameron Station Blvd. for reason of personal and vehicular safety as well as sanitation.

I live alongside the Knapp Place Pocket Park and along a pathway to the Cameron Run Lateral Park where not only do I see first hand the large numbers of owners using the pocket park but also the walkway between my TH and another as pet owners traverse back and forth to the Lateral Park. Additionally, the pet waste facilities alongside the Lateral Park need to be emptied more frequently than once per week as attested to the attached photo taken earlier this month.

For reasons of safety and sanitation we should not allow pet owners to use the pocket parks as a pet urination and defecation areas.

Best regards,
Earle Shaw
Tel: 571-432-7890
mail: earle.shaw@gmail.com

Judy Johnson

From: Fronckewicz, Nancy <nancy.fronckewicz@lmco.com>
Sent: Friday, October 12, 2018 3:45 PM
To: managers@cameronstation.org
Subject: Pet access to the Cameron Station Circle Park and all spine/pocket parks

While I'm a true pet lover, I do not think it's appropriate to use the defined areas above for pet access. I've been a Cameron Station resident since the year 2000 and can honestly say it is not the same community now as it was then. The landscaping and general pristine upkeep of the community has considerably declined.

While the above areas may be more convenient to pet owners, there are designated areas along the walking path for pet access along w/appropriate containers for waste. To continue allowing access to the defined areas is a losing battle for the landscape company despite claims its not a problem. The grass will continue to turn yellow and die. Not to mention a lot of these areas are used by families and their children to play so hygiene becomes an incredibly big issue.

I know of no effective means to keep grass green when pets are allowed to access these areas other than to continue sod replacement. It becomes a vicious circle to maintain and more importantly it's not cost-effective nor is it good use of homeowners' fees if money needs to constantly be funded to rejuvenate these areas.

Best Regards,

Nancy Fronckewicz
5111 Grimm Drive

Judy Johnson

From: Grant Izzi <usafmxo@icloud.com>
Sent: Friday, October 12, 2018 5:07 PM
To: managers@cameronstation.org
Subject: Pet Policy Resolution 17-02

There has been a noticeable downturn in the curb appeal of the circle and pocket park areas. These areas are important to the overall Cameron Station living experience and are the show pieces. Whether this downturn has occurred as a result of 17-02 or poor performance by the landscaping crew, I am not sure. What I can tell you though is that there has been a significant downturn in the maintenance and beautification of common area landscaping in general over the past year. Feel free to contact me if you have any questions.

Grant Izzi
180 Cameron Station Blvd
703-615-4010

Sent from my iPad

Judy Johnson

From: Nayoung Lee <nylee29@gmail.com>
Sent: Wednesday, October 10, 2018 4:56 PM
To: managers@cameronstation.org
Subject: Re: pet policy

Hi, I live 5003 waple lane and I lived here since 2009. We had a dog first first few year and my daughter was born in 2012. After she was born, we played a lot and we loved to spend time in our pocket park. When we don't have baby, we were thinking that it was not fair not to go to pocket park. However, once the policy changed, our pocket park destroyed only in a month. The grass is gone and looks more dirty so my kid don't want to play any more. I think we still have a plenty of other place that dog can poop and I want to keep pocket park for family to play and hang out.

As a mom of dog & one girl, I strongly agree to change back to old pet policy.
I hope you can understand my point since English is my second language.
Thank you for reading my email.

Nayoung

Sent from my iPhone

Judy Johnson

From: Amy Menefee Payne <amympayne@yahoo.com>
Sent: Wednesday, October 10, 2018 4:35 PM
o: managers@cameronstation.org
Subject: Please vote no on poop in pocket parks!

Dear board members,

I saw that you are soliciting feedback on the pet policy for pocket parks. We have a grassy little quad right outside our front door, but I have been very hesitant to allow my small children (ages 2 and 4) to play there since the policy started to allow pet poop. I am a dog lover myself, but I do not believe pooping grounds and children playing belong in the same community space. Even when dog owners pick up poop, it leaves residue behind, and I don't want my little ones to get into that. We have largely avoided the grass since this policy changed, which is unfortunate since it's such a nice space right outside our door.

In addition, when the policy changed, we started seeing an uptick in dog traffic in front of our house, and witnessed some of these dog owners allowing their pets to pee and poop on our private property. This had not been a concerning issue before, when the "no pets" signs were up in the pocket park.

Please vote no so that all the community's kids can enjoy poop-free grassy spaces to play.

Thank you!
Amy Payne
owner, 5162 Brawner Place

Judy Johnson

From: Suzanne McNicholas <suzanne494@comcast.net>
Sent: Friday, September 28, 2018 8:50 PM
To: managers@cameronstation.org
Subject: pet policy

I don't think it is necessary for pets to use the parks and the Cameron Station circle. I have spoken with pet owners who all say that they did not request this. I think the policy should be removed and that pets use the previous policy.

Suzanne McNicholas
Sent from my iPad

Judy Johnson

From: Catherine Bertrand <Catbertrand@aol.com>
Sent: Friday, September 28, 2018 9:52 PM
To: managers@cameronstation.org
Subject: Pets

I do not want Cameron Station to turn into a dog park. There's an actual dog park very close by and we don't need to turn our entire Community into a dog park. The pets will destroy the grass and people don't pick up their pet waste so basically allowing pets there ruins the areas.

Judy Johnson

From: Jeanne Lynch <jblynch5@comcast.net>
Sent: Saturday, September 29, 2018 12:12 PM
To: managers@cameronstation.org
Subject: parks

I am the owner of a dog, and I vote NO on permitting unrestricted access to all parks in Cameron Station. Children come before dogs; dogs have other places to relieve themselves. Don't spoil the arbor in front of Carlton Place, the Circle Park or the pocket parks on Donovan, John Ticer and other similar areas.

Jeanne Lynch
5116 Donovan Drive

Judy Johnson

From: Frank . <frathgeb@hotmail.com>
Sent: Monday, October 1, 2018 4:37 PM
To: managers@cameronstation.org
Subject: pet policy vote

I would like the Board to reverse and rescind its misguided Pet Policy Resolution 17-02 and return the ban on pets using our pocket parks as bathrooms.

Clearly the recent 20th anniversary party flyers that have been posted asking pet owners not to use the Donovan Drive pocket park for 3 days prior to the event is a recognition that dog waste is not compatible with public use of the pocket park.

This is even more true when it comes to the daily use of our pocket parks.

Frank Rathgeber

Judy Johnson

From: Norma Carey <zebra8@comcast.net>
Sent: Friday, September 28, 2018 5:00 PM
To: managers@cameronstation.org
Subject: Ca eron stationparks

I am absolutely against allowing pets in our parks. There are areas available for pet owners to use.

Norma Carey
5108 Donovan DriveSent from my iPad

Judy Johnson

From: Judith Henderson <judithhenderson@hotmail.com>
Sent: Friday, September 28, 2018 4:08 PM
To: managers@cameronstation.org
Subject: CS pet policy

I am a pet owner but strongly OPPOSE allowing pets in the Carlton Place picket park. Animals there pose a health hazard to children, especially babies, as well as to adults because of animal waste on the grass.

Please revoke the pet presence in our park.

Judith A Henderson
5108 Donovan Dr
#202

Judy Johnson

From: Katie Bowen <bowenka@gmail.com>
Sent: Friday, October 5, 2018 1:16 PM
To: managers@cameronstation.org
Subject: Pet Policy Resolution 17-02

Good afternoon,

My name is Katherine Bowen and I own 377 Livermore Lane. I am very against the use of our pocket parks for dogs and would like the previous "no pets" policy to be reinstated.

I, like many Cameron Station residents, have small children. Our pocket parks went from a clean space for our kids to run and roll around to a place littered with the remnants of dog waste. What's worse, people will let their dogs overtake the pocket parks, which ends up scaring little ones. On multiple occasions, we've had to leave a park when a young person "walking" their dogs around a pocket park couldn't control their animals and the dogs ended up fighting on the grass.

There are many places for dogs to relieve themselves in Cameron Station-- please leave the pocket parks for the human residents, for whom they were always intended.

Thank you.

Judy Johnson

From: Abbott <runners@comcast.net>
Sent: Friday, October 5, 2018 2:56 PM
To: managers@cameronstation.org
Subject: Pet policy upcoming vote

I strongly encourage the Board to restore the previous extremely limited restrictions on Pets in Cameron Station. Restricting pets in the pocket parks and other locations is not a burden on pet owners. Even with the restrictions in place there are more than adequate locations for pets to walk and relieve themselves.

Thank you.

Steve Abbott

Sent from my iPhone

Judy Johnson

From: Futbol Jorge <futboljorge@yahoo.com>
Sent: Friday, October 5, 2018 2:42 PM
To: managers@cameronstation.org
Subject: Pet Policy Resolution 17-02

Board members:

Thank you for seeking feedback on the pet policy.

The attached is proof positive the resolution should be rescinded. Otherwise the message from the board is that feces- and urine-free grass only matters if the HOA is sponsoring an event.

Thank you for your consideration of this matter.

Marta Campos
5108 Donovan Drive #407



Sent from my iPhone!

Judy Johnson

From: Mindy Lyle <mindylyle@comcast.net>
Sent: Thursday, October 4, 2018 8:59 AM
To: Judy Johnson
Cc: 'Margaret'
Subject: emergency repairs

Judy,

Would you please put a discussion item on the agenda for our meeting. If you just label it "Emergency Repairs to Homes process" I believe that is sufficient to give anyone notice to listen to our discussion.

Thank you,
Mindy

*Mindy Lyle
5235 Tancreti Lane
Alexandria, VA 22304
571-212-4735*

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Sent from my iPhone

gate will open
in

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



PROPOSAL NO.
29576

October 8, 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 ENHANCEMENTS

KNAPP PL.-CAMBRIA ENTRANCE

ALONG PROPERTY FENCE

REMOVE (5) LEYLAND CYPRESS INCLUDING STUMP. DISPOSE OF ALL RESULTING DEBRIS OFFSITE

PARKING LOT ISLAND NEAR FIRE HYDRANT

ELEVATE (1) OAK TREE PRUNE TO 10-12' CLEARANCE

ALONG FENCE

INSTALL (1) PRESSURE TREATED TIMBER WALL APPROX. 75'X15-18"

BACKFILL WALL AND INSTALL VARIEGATED LIRIOPE BETWEEN FENCE-CURB AND PARKING LOT ISLAND
PADE AREA AND INSTALL (1) CONCRETE PATH 420SF.

MATERIAL

CONCRETE PATH 420SF	\$6,500.00
(80) LIRIOPE BIG BLUE 1 GALLON @ \$14.50 EACH	\$1,160.00
HARDWOOD MULCH	\$ 325.00
PRESSURE TREATED TIMBER WALL APPROX. 75'X15-18"	\$3,300.00
TREE WORK	\$2,500.00
LABOR	\$1,755.00

TOTAL PROPOSAL PRICE: \$ 15,540.00

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

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

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

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

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

Proposal may be withdrawn by us if not accepted within 30 Days.



September 10, 2018

CUSTOMER # 229

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

Dear Judy,

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

TREE WORK

KNAPP PLACE - CAMBRIA ENTRANCE (ALONG PROPERTY FENCE):

- REMOVE (5) LEYLAND CYPRESS TREES, INCLUDING THE STUMPS AND DISPOSE OF ALL RESULTING DEBRIS OFF SITE..... \$2,500.00

PARKING LOT ISLAND NEAR FIRE HYDRANT:

- PRUNE (1) OAK TREE TO ELEVATE 10-12' CLEARANCE..... \$425.00

ALONG FENCE:

- INSTALL (1) PRESSURE TREATED TIMBER WALL APPROX. 75' X 15-18"
- BACKFILL WALL AND INSTALL VARIEGATED LIRIOPE.
- BETWEEN FENCE CURB AND PARKING LOT ISLAND.
- REGRADE AREA AND INSTALL (1) PAVER PATH (420) SQ. FT. (SAME AS CAMERON STATION SIDEWALKS).
PAVERS WILL BE INSTALLED ON A GRAVEL-SAND BASE.

BETWEEN FENCE AND PARKING LOT ISLAND:

- INSTALL A 3 X 10' GALVANIZED STEEL GRATES TO CONNECT WALKWAYS. ON EACH OF THE (7) PARKING SPACES INSTALL (1) BOLLARD (TOTAL OF 7).

LABOR AND MATERIALS:

- LABOR..... \$7,920.00
- BRICK PAVERS \$2,800.00
- (2) YDS. OF SAND @ \$137.50/EA..... \$275.00
- (5) YDS. OF GRAVEL @ \$125/EA..... \$625.00
- (5) BAGS OF POLYMERIC SAND FOR PAVERS @ \$95/PER BAG..... \$475.00
- CUSTOM MADE GALVANIZED STEEL SECTION TO CONNECT WALKWAYS..... \$900.00
- (80) 1 GAL. LIRIOPE "BIG BLUE" @ \$14.50/EA..... \$1,160.00
- PRESSURE TREATED TIMBER WALL APPROX. 75'X15-18"..... \$3,300.00
- (7) BOLLARDS @ \$275/EA..... \$1,925.00

TOTAL PROPOSAL PRICE: \$ 22,305.00

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

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

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

Proposal is guaranteed to be as specified. All work is to be completed in a timely 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 Elos
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 – CAMBRIA GATE – WALKWAY



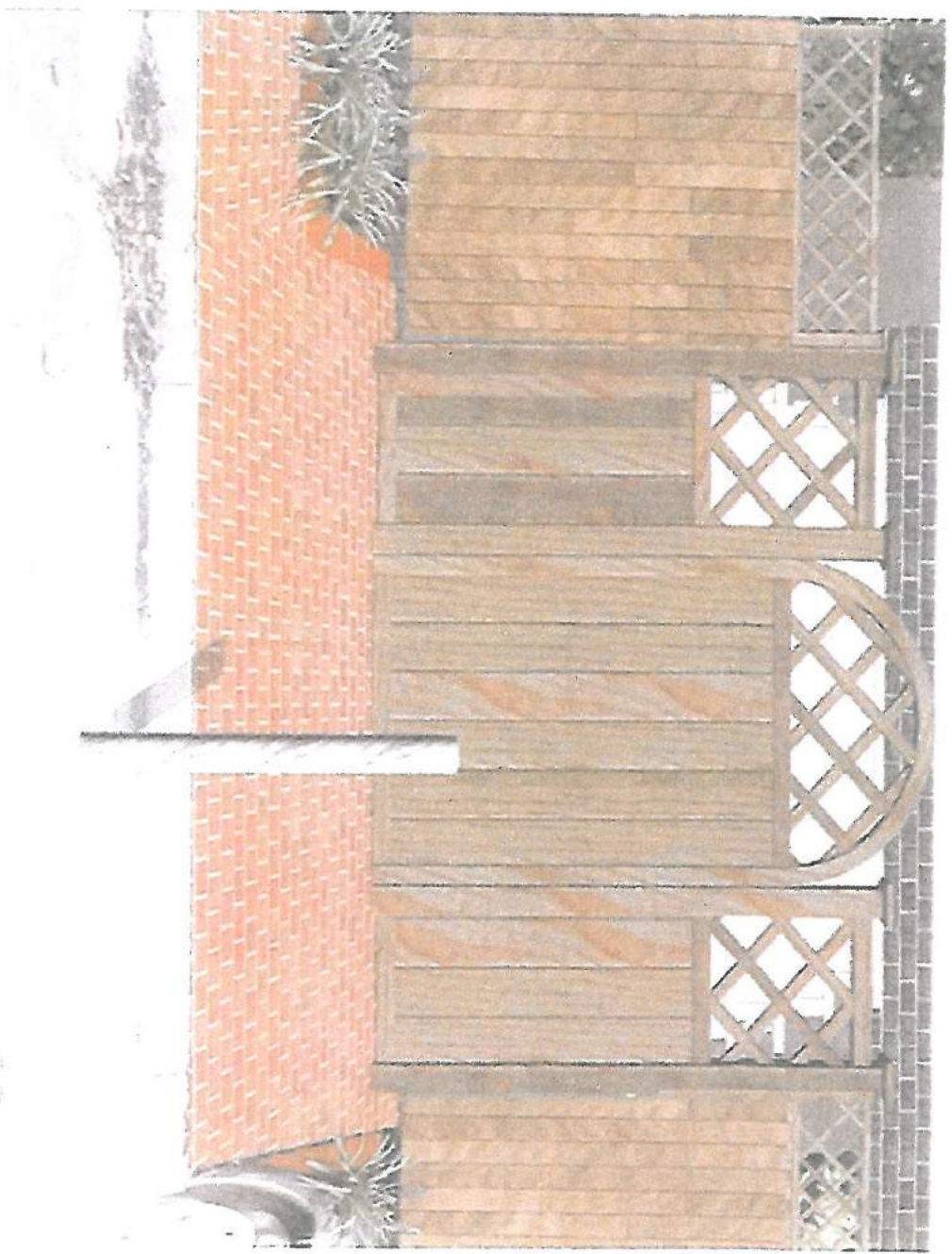
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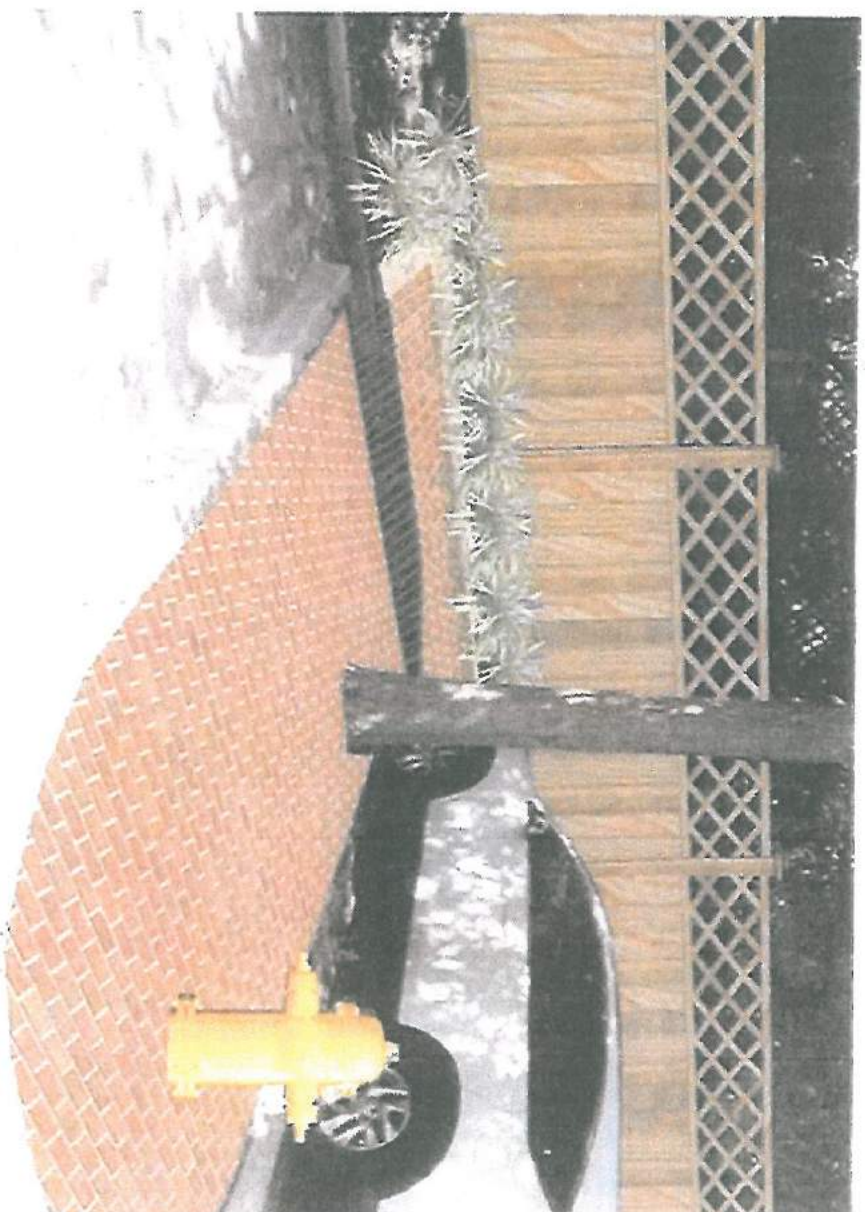
CAMERON STATION -- CAMBRIA GATE -- GATE/ ENTRANCE



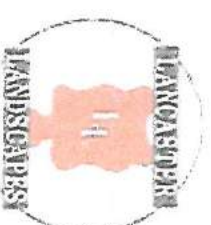
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CAMERON STATION – CAMBRIA GATE – ISLAND



LANCASTER LANDSCAPES www.lancasterlandscapes.com



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dlc

CORPORATE HEADQUARTERS
5019-B Backlick Road - Annandale, VA 22003
(703) 846-0944 - Fax: (703) 846-0952
www.lancasterlandscapes.com



PROUDLY SERVING
WASHINGTON - MARYLAND - VIRGINIA
SINCE 1962

October 11, 2013

PROPOSAL NO.
29594

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:

Preface:

Proposal to convert/consolidate existing irrigation to a centralized "Smart Water Management System". We are proposing to convert and consolidate 32 separate timers and 29 separate water meters/sources down to "4 Timers and 11 Water Sources".

As a quick reference:

Irrigation is engineered into watering zones. These zones are designed by specific landscape type, water pressure/flow and when done right, climate.

There are 2 types of heads/zones installed at Cameron Station. Rotors head zones and spray head zones.

- **Rotors heads** rotate at a set pattern back and forth as they throw approximately from 15 to 30 feet. These are used primarily for large turf areas and some established shrub beds.

- **Spray heads** have fixed nozzles that can be installed in a variety of set spraying patterns. They have a constant misting look and have a range of 12-15 feet in optimum conditions.

These are used primarily for flower beds and small turf areas.

- 20 years ago irrigation zones were always individually wired from the controller to the valve. We refer to that as **conventional wire**.

Overview/Site Visit

Cameron Stations irrigation is failing in certain areas. Parts of the system are close to 20 years old. Some of these things are considered normal wear and tear.

Primary points of concerns are:

- Wire is failing. The weak wire is causing some conductivity issues to valves that are further away from controller. We are piggy backing certain zones together in order to avoid large scale wire runs. ***New wire will have to be installed.***
- There are **21 battery operated timers**. These are not designed for long term commercial applications. **They fail yearly do to the amount of use.** They are generally designed for small commercial and residential applications. We replace them at least every other year.
- **Valves are failing**. This occurred at a more than normal rate sue to DC/battery application. We recommend replacing these as they fail.
- **Manual programming** of timer/zones is a long event. Since theres so many micro climate areas and such strong interest from the community, it is challenging, even for us seasoned techs, to stay ahead of the needs.

- **32 Independent controllers create 32 different service points** where things need to be checked or could fail.
- **29 water meters are excessive** not only from field management but from office management. **Thats 29 bills and hours of resources dedicated them.**

The existing irrigation is functional but there is not much in the way of water management other than rain sensors and they are a challenge with battery operated controllers. If there is a leak at night you would not know until the next morning. Then you call us and we respond as soon as we can! If a zone/valve is not working we might not know about it until the grass is drying up and becomes an eye sore or flowers have begun to stress! Breaks occur over time from ground settling, rocks and or construction. The larger piping components seem to be holding up well but we are finding areas were the trees are overwhelming pipe, heads and wires.

System should be renovated.

Recommendations and Centralized Management Systems

We recommend consolidating the existing irrigation into "Centralized Smart Watering Management Systems" that would be managed by wireless connection.

Wire and Wire Paths

We will eliminate all independent timers and independent wires for each valve, then install a 2 wire path, decoder system. There are a total of valves/zones for the entire property. Rather than running one wire from controller to valve, for each of them, they will be joined by one connected 2 wire path that creates both faster installation and ease of future service.

Wire paths are determined and limited by direct path interruptions. Based on the amount of distance/asphalt from one location to the next we feel like 3 sections/timers will be optimum and most cost effective.

We will break down these exact sections for you later in the proposal.

Surge Protection will be installed along with grounding wire.

All battery operated valves will be converted to electric!

Decoders

The decoders are electronic numbering devices that will be installed at valve locations and then spliced into the 2 wire path. The centralized controller will communicate with each one of these to make associated watering adjustments or to communicate an issue with the assigned valve.

We recommend that the installation take place during the fall and winter so turf will have time to recover and there will be no down time for irrigation.

Controller/System Upgrade

Irrigation controllers have come a long way and are now an asset in terms of savings and conservation.

As Cameron Station invests further into the beautification of the property, through landscape, it is imperative to protect the investment and control waste where possible.

We are proposing Baseline 3200 and 1000 Irrigation controllers and hydrometers.

Here are some of the benefits:

- Smart irrigation controllers can run multiple zones at one time to reduce overall run time.
- Flow sensing/hydrometers that will detect leaks or broken pipes and shut zones down automatically. If a zone is running longer than its programmed time it will shut it down.
- The ability to notify the selected person or persons by email, that there is an issue within minutes so the problem can be addressed within hours.
- Web based management give us the ability to adjust irrigation, remotely, on a day to day basis.

Baseline Smart Controller

This Baseline system is a web based controller with a wireless card feature that allows the selected person or persons to communicate wirelessly with the controller from anywhere. This system can be managed by a cell phone, a lap top or any computer. All controller/zone timing adjustments are made without a site visit and within minutes. We can set parameters to run reports daily! That means we can tell you how much water you are using day to day.

The mobile app also works great. If an area is a little dry or looks like it needs attention, we can run the irrigation from our smart phone to check it while in front of it. Its a time saver.

This system, as stated above, has 2 wire decoders that electronically communicate back to controller on "1", 2 wire path. This is huge when tracing breaks that might occur due to construction and adding new irrigation in the future. All we have to do is find the wire path and add to it. There are no more long wire runs.

The controller and decoders work together. Each zones usage is individually programmed/sensed by the timer at the time of installation. So when usage occurs outside of the programmed gallons per minute, or time frame, the sensor shuts it down and the controller notifies who ever you want it too wirelessly through email!!

The Baseline system will save you money by protecting the investment you are making into your landscape. It reduces down time when a pipe breaks or stuck valves go on all night or day. **It will also help decrease your water bill!**

The Conversion Process

We propose to separate the community into 4 sections. Each will have its own controller and select water meters. This process will require running wire and pipe through the community. There will be asphalt saw cuts and directional boring were necessary. We have included locations ie: timers and water sources, that will be eliminated for each section.

Note:

Section 2 has 2 combined sections. Since they are smaller in scope but have 2 separate timers, I have combined them into 1 section.

Here is our proposal by section:

Section 1

This section will encompass all irrigation:

- from Duke Street down to Murtha Street and Minda Court out to the borders of Kuapp and Somerville
- all of the middle turf islands along CSB from Duke to Ferdinand Day Drive
- Total of 144 zones that will be consolidated into 1 timer.

We propose to install 1 new Baseline 3200 and eliminate/consolidate these timers and these water sources:

- 1- Duke Street- Timer is located next to the side of 4915 Gardner (**electric**) Keep This Water Source
- 2- John Ticer- Timer is located inside park (**electric**) Keep This Water Source
- 3- Gardner Pocket Park- Timer is located behind 5029 Waple Lane (**battery**)
- 4- Martin Lane- Timer is in front of 124 Martin (**electric**)
- 5- Martin Lane- Timer is on side of 145 Martin (**battery**)
- 6- Corner of Martin and Donovan- Timer is in pocket park (**battery**)
- 7- Cameron Circle- Timer is next to gazebo (**electric**) Keep This Water Source
- 8- 165 CSB- Timer is on Right Side (**battery**)
- 9- Clubhouse Timer- Timer is in pump room/rear along visitor parking (**electric**)
- 10- Kilburn Condos- Timer is in pocket park (**electric**)
- 11- Minda Court- Timer is in pocket park (**battery**)
- 12- N. Side Donovan and CSB- Timer is in pocket park (**battery**)
- 13- S. Side Donovan and CSB- Timer is in pocket park (**battery**)
- 14- Donovan Fountain- Timer is in pocket park (**electric**) Keep This Water Source
- 15- Murtha/Medlock- Timer is in pocket park (**battery**)

The new timer will be centrally installed at the gazebo. We will keep 4 water sources to supply the appropriate amount of flow and water pressure needed to run multiple zones at the same time.

These 4 water sources will be looped or connected together and wire will be hand trenched from valve box to valve box.

Each will have its own Hydrometer to measure water usage/flow.

We will run new 2 inch pvc main line to interconnect each of the locations. Conduits will be installed under asphalt.

We propose to Saw Cut asphalt in these locations:

- John Ticer
- Barbour in 2 locations
- Killburn Street
- Donovan Drive in 2 locations (Somerville Side of CSB)
- Martin Lane
- Minda Court
- Donovan Drive in 2 locations (Charlton Condos Side of CSB)
- Medlock Lane in 2 locations

We propose to Directional Bore in 2 locations:

- from the CSB gazebo turf to the side of 165 CSB
- from the CSB gazebo turf to the Clubhouse turf
- from Minda Court to CSB island

All saw cuts will be 8 inches wide and tamped and repaired to grade. We will install 4 inch conduits. Bores will be 4 inch conduit as well.

Materials

System Component	Manufacturer and/or Type	Size	Qty.	Additional Notes
Controller	Baseline BL-3200X	200 station capacity	1	
Wireless Modem	Baseline BL-CM3G-X	n/a	1	
Hydrometer	Baseline	2 inch	2	
Hydrometer	Baseline	1.5 inch	2	
Grounding Package	Powerset	4 x 96 inch plate/ 2-50lb powsets	1	
Lightning Arrestors	Baseline BL-LA01	n/a	14	Every 600 feet
2 Strand Wire	Baseline	16/2	8600 Ft.	
Valve Bi coders	BL-5201	1 station	80	
Grounding Wire	61P	6 gauge	140 ft	
8 ft Ground Rods and Couplings	182005P	5/8 x 8 ft	14	
Splice Kits	270337	600 Volt	200	
Pvc Pipe	Class 200	2 inch	1500 feet	
Pvc Pipe	Sch 40 Conduit	4 inch	580 ft	
Valve Boxes	Carson	variety	15	
Asphalt Cold Patch	TBD	40 lb bags	100	
Isolation Valves	Wiklins	1 and 2 inch	8	

Total: \$ 170,000.00
30% Start Up Fee: \$ 56,000.00
Due at 50% Completion: \$ 56,000.00
Balance Due at Completion : \$ 58,000.00

Section 2

This section will encompass all irrigation:

- from the corner of CSB and Knapp Street down to Harold Second and to the borders of Brawner and Grimm

We propose to install 2 new Baseline 1000's and eliminate/consolidate these timers and these water sources:

- 16- Knapp Right Side- Timer is in ground (battery) Keep This Water Source
- 17- Knapp Left Side- Timer is in green box on side of 314 CSB (electric)
- 18- Knapp Center- Timer is in pocket park (electric)
- 19- CSB from Clubhouse down to Ferdinand Day (middle islands only)- timer is green box on side of 314 CSB (electric)
- 20- 5121 Knapp- Timer is on side (battery)
- 21- 5122 Knapp- Timer is on side (battery)
- 22- Brawner and CSB- Timer is on side of CSB (battery)
- 23- South Side Bessley- Timer is in pocket park (electric) Keep This Water Source
- 24- 5232 Bessley Rear- Timer is at rear of home in ground (battery)
- 25- 5180 Brawner- Timer is in front of home (electric)
- 26- 5160 Brawner- Timer is in front of home (electric) Keep This Water Source
- 27- Tancretti and Ferdinand Day- Timer on side of garage at 5428 Tancretti (electric) Keep This Water Source

One new timer will be centrally installed at the corner of Knapp and the other will be at the side of Tancretti garage. We will keep 2 water sources per timer to supply the appropriate amount of flow and water pressure needed to run multiple zones at the same time.

Each set of water sources will be looped or connected together and wire will be hand trenched from valve box to valve box.

Each will have its own Hydrometer to measure water usage/flow.

We will run new 1.5 inch pvc main line to interconnect each of the locations. Conduits will be installed under asphalt.

We propose to Saw Cut asphalt in these locations:

- Knapp Place in 3 locations
- Grimm Drive at Knapp Place
- Bessley Place
- Brawner
- Tancretti

All saw cuts will be 8 inches wide and tamped and repaired to grade. We will install 3 inch conduits.

Materials

System Component	Manufacturer and/or Type	Size	Qty.	Additional Notes
Controller	Baseline BL-1000X	50 station capacity	2	
Wireless Modem	Baseline BL-CM3G-X	n/a	2	
Flow Sensors	Baseline	1 inch	4	
Grounding Package	Powerset	4 x 96 inch plate/ 2-50lb powsets	2	
Lightning Arrestors	Baseline BL-LA01	n/a	6	Every 600 feet
2 Strand Wire	Baseline	16/2	2000 Ft.	
Valve Bi coders	BL-5201	1 station	52	
Grounding Wire	61P	6 gauge	60 ft	
8 ft Ground Rods and Couplings	182005P	5/8 x 8 ft	6	
Splice Kits	270337	600 Volt	40	
Pvc Pipe	Class 200	1.5 inch	1500 feet	
Pvc Pipe	Sch 40 Conduit	4 inch	260	
Valve Boxes	Carson	variety	5	
Asphalt Cold Patch	TBD	40 lb bags	40	
1 inch Master Valves	Rainbird	1 inch	4	

Total: \$ 75,000.00
30% Start Up Fee: \$ 25,000.00
Due at 50% Completion: \$ 25,000.00
Balance Due at Completion : \$ 25,000.00

Section 3

This section will encompass all irrigation:

- from the corner of CSB and Knapp Street down to Harold Secord and to the borders of Brawner and Grimm

We propose to install 1 new Baseline 3200 and eliminate/consolidate these timers and these water sources:

- 28- Woodland Alley- Timer is in pocket park ground (**battery**)
- 29- Pocosin and CSB- Timer is in ground (**battery**)
- 29- North Side Bessley- Timer is in pocket park (**electric**) Keep This Water Source
- 30- Livermore- Timer is in pocket park ground (**battery**)
- 31- California- Timer is in pocket park in ground (**battery**) Keep This Water Source
- 32- Barbour Dr- Timer is in pocket park (**battery**)

The new timer will be centrally installed at the Bessley North Side pocket park we will keep 3 water sources to supply the appropriate amount of flow and water pressure needed to run multiple zones at the same time.

These 3 water sources will be looped or connected together and wire will be hand trenched from valve box to valve box.

Each will have its own Hydrometer to measure water usage/flow.

We will run new 1.5 inch pvc main line to interconnect each of the locations. Conduits will be installed under asphalt.

We propose to Saw Cut asphalt in these locations:

- Woodland Alley
- Livermore and Bessley
- Helmuth

All saw cuts will be 8 inches wide and tamped and repaired to grade. We will install 3 inch conduits.

Materials

System Component	Manufacturer and/or Type	Size	Qty.	Additional Notes
Controller	Baseline BL-1000X	50 station capacity	1	
Wireless Modem	Baseline BL-CM3G-X	n/a	1	
Flow Sensors	Baseline	1 inch	3	
Grounding Package	Powerset	4 x 96 inch plate/ 2-50lb powsets	1	
Lightning Arrestors	Baseline BL-LA01	n/a	2	Every 600 feet
2 Strand Wire	Baseline	16/2	1000 Ft.	
Valve Bi coders	BL-5201	1 station	17	
Grounding Wire	61P	6 gauge	140 ft	
8 ft Ground Rods and Couplings	182005P	5/8 x 8 ft	2	
Splice Kits	270337	600 Volt	51	
Pvc Pipe	Class 200	1.5 inch	1500 feet	
Pvc Pipe	Sch 40 Conduit	4 inch	90	
Valve Boxes	Carson	variety	4	
Asphalt Cold Patch	TBD	40 lb bags	50	
Master Valves	Rainbird	1 inch	3	

Total: \$ 50,000.00
30% Start Up Fee: \$ 17,000.00
Due at 50% Completion: \$ 17,000.00
Balance Due at Completion : \$ 16,000.00

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

Acceptance

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

Warranty

Workmanship will be covered with one year warranty.

Work Authorization/ Proposal Acceptance

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

Client Signature: _____

Acceptance Date: _____

Client Information: _____

Client's Printed Name

Client's Title (If Applicable)

Company Name and Address (If Applicable)

Cameron Station Community Association, Inc.

Board Decision

October 30, 2018

Motion:

"I move to approve the CCFC recommendation for the increasing budget authority from \$1500.00 to \$4000.00

Second:

Summary:

CCFC would like to have their budget authority increase to \$4000.00 for budgeted line items

CMC Recommendation:

The Board to approve the CCFC recommendation for increase in budget authority

Budget Consideration:

Vote:

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

**Cameron Station Community Association
Community Manager's Report
October 30, 2018
Prepared by Judy Johnson, General Manager**

Next Board Meeting: TBD

Alexandria Police Liaison: Lt. Matthew Weinert

Monthly Financial Report: The September 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: Is closed for the season

Street Sweeping: This completed now

Paving: Management is working on getting proposals, we have received one so far

John Ticer Gazebo: Installed pavers on Friday, October 19th. Concrete columns are on order.

Cameron Club – HVAC for the office went out

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 and is now done for the season. Deirdre and I conduct our property inspections.
- Manager to attend CAC, CCFC and ARC meetings for the next few months.
- Management has now finished the final draft of the budget for 2019
- Management sent out RFP for the pool
- Walked the property with Mimi to look at violations
- Still working on the music for fitness center
- New computers for the office should be in this week