

**CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
November 27, 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 October 30, 2018		
VI.	FINANCIAL REPORT for October 2018	TAB 2	7:30
VII.	ProFIT October 2018 Report	TAB 3	7:35
VIII.	OFFICERS' & COMMITTEE MINUTES/REPORTS (CCFC to report first)	TAB 4	7:40
IX.	OLD BUSINESS		7:50
	- City of Alexandria Update		
X.	NEW BUSINESS		
XI.	BOARD DECISION		
	a. Appointment to BoD	TAB 5	7:55
	b. Lancaster Proposal #29623-Landscape Enhancements	TAB 6	8:00
	c. Lancaster Proposal #29624- Landscape Enhancement	TAB 7	8:05
	d. Appoint John Burton - CCFC	TAB 8	8:10
	e. Appoint Kevin Devaney - ARC	TAB 9	8:15
	f. BoD Officers		
	g. BoD Liaisons		
XII.	BOARD DISCUSSION		
	a. Update on John Ticer		
	b. Free Library	TAB 10	8:20
	c. Pathway	TAB 11	8:25
XIII.	MATTERS FOR BOARD REVIEW AND INFORMATION		
	d. Management Report-for your review	TAB 12	8:35
XIV.	EXECUTIVE SESSION		
	a. Delinquency and Collection Reports	TAB 13	8:40
	b. Committees		
XV.	ADJOURNMENT		9:30

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, October 30, 2018**

The regularly scheduled monthly meeting of the Board of Directors for October was held on Tuesday, October 30, 2018. The meeting was called to order at 7:03 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
Mindy Lyle	Director

MEMEBERS ABSENT

None

OTHERS ATTENDING

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

APPROVE AGENDA

Move To: "Approve the agenda to move the topic of the pet policy from Board discussion to Board decision as amended."

Moved by: Mindy Lyle

Seconded: Michael Johnson

For: All

Against: None

Absent: Elliott Waters

MOTION PASSED

Change of Attendance Board member Elliott Waters arrived at 7:05pm

RESIDENTS OPEN FORUM

- Resident inquired about the FY2019 budget and if there were going to be any assessment increases and would be in favor without any increases but understand that items do require inflations.
- Mr. Sugrue was present and introduce himself, as he is a “write in” as a Board candidate for the 2018 BoD election and was unable to attend the Meet the Candidates night on October 28th.
- Resident expressed her opinions on the current pet policy and suggested a few comprises that included “closing off” and switching pocket parks every other year for consideration and additional “curb your pet’s signs”.
- Also, discussed was a crime analysis a resident presented to the Board and provided suggestions to include in the weekly email blast.

APPROVAL OF MINUTES

Move To: “Approve the minutes from the September 25, 2018 Board of Directors meeting as presented.”

Moved by: Martin Menez

Seconded: Michael Johnson

For: All

Against: None

MOTION PASSED

FINANCIAL REPORT FOR SEPTEMBER 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 September 30, 2018. As always, Management will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget.

EXECUTIVE SUMMARY	Actual	Budget	Variance
Total Cash and Investments	\$2,538,453.28		
YTD Income	\$1,913,123.28	\$1,905,758.00	\$ 7,365.28
YTD Expenses	\$1,806,706.74	\$1,945,268.61	(\$138,561.87)
YTD Net Income, surplus/ (loss)	\$ 406,416.54	(\$ 39,510.61)	\$ 145,927.15

The financial report was included in the BoD packet. Treasurer Martin Menez reviewed the status of investments and projected interest for 2019. Also, to be noted that the delinquency rate listed of approximately 0.54% which is well below the industry standard of 3%-5%.

PRO-FIT REPORT FOR SEPTEMBER 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 to help allow for equipment to get back online for residents. This topic is on the meeting agenda for Board discussion for tonight. Also, the CCFC had authorized Management to purchase several pool items for next season that are within budget.

Activities and Events Committee

The committee is underway with the planning for the Annual Holiday event for December and has 2 new members on the meeting agenda for appointment. The annual Halloween event was graciously sponsored by realtor Irina Babb. The extremely fun and successful event had approximately 250 attendees.

Architectural Review Committee

None

Common Area Committee

Mr. Burns, Chairperson, introduced Mr. Cummins, Irrigation Manager with Lancaster Landscapes, who was present to discuss the Irrigation upgrade proposal that is included in the Board packet. The CAC has a few budgetary proposals on the agenda and they recommend the pothole repair proposal that would include 38 different locations.

Communications Committee

The community's 20th Anniversary party was a success that took place in early October and the committee is currently working on updates for the Cameron Station website.

Financial Advisory Committee

The FAC discussed the monthly threshold of \$1,500 on the variance report that Management is required to report every month. They recommend to change that threshold to a higher amount or specific percentage (s) for certain GL items at the Board discretion.

GUEST SPEAKER

Police Lieutenant Matthew Weinert briefed the Board on the crime activity for the past month and also was requested to brief the Board the past 5 year crime statistic which are continuing at a very low rate. He briefly went over the 3 areas that had risen in the last 5 years. Larcenies have slightly increased mainly due to residents leaving their vehicles unlocked and having items being stolen. Burglaries have slightly increased due to vehicles being unlocked and keys being left in the vehicles and thieves being able to access garages and homes. Thirdly, parking offences have increased. Lt. Weinert cannot stress enough to always be aware of your surroundings, always lock your garages/houses and vehicles, and please contact the police.

OLD BUSINESS

- a. City of Alexandria Update- Ms. Lyle reported that the Eisenhower West/Landmark Van Dorn Implementation meeting is November 14, 2018 and Civic Association on November 7, 2018 at 7pm at the Cameron Club.

NEW BUSINESS

None

MATTERS FOR BOARD DECISION

Lancaster Proposal #29486- Tree Removal

Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29486 for Tree Removal and Replacement in the amount of \$1,065.00 to be expensed to GL3280- Repair & Replacement Reserve."

Moved by: Mindy Lyle

Seconded by: Michael Johnson

For: All

Against: None

MOTION PASSED

Lancaster Proposal #29498- Drainage & Erosion Work

Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal #29498 for Drainage and Erosion work in the amount of \$4,600.00 to be expensed to GL3364- Capital Improvements Reserve."

Moved by: Mindy Lyle

Seconded by: Michael Johnson

For: All

Against: None

MOTION PASSED

Pothole Repair Proposal #9475780- Pothole Repairs

Move To: "Approve the Common Area Committee (CAC) recommendation for the Pothole Repair Proposal #9475780 for 38 pothole repairs in the amount of \$6,719.00 to be expensed to GL3280- Repairs & Replacement Reserve."

Moved by: Mindy Lyle

Seconded by: Michael Johnson

For: All

Against: None

MOTION PASSED

A&E Committee Appointments

Move To: “Approve the appointment of Amanda Wilkinson and Jessica Ryback as members of the Activities and Events Committee.”

Moved by: Elliott Waters

Seconded by: Mindy Lyle

For: All

Against: None

MOTION PASSED

2019 Budget

Move To: “Approve the FY2019 Budget as presented.”

Moved by: Jon Dellaria

Seconded by: Elliott Waters

Against: Michael Johnson, Mindy Lyle, and Martin Menez

MOTION FAILED

2019 Budget

Move To: “Approve the FY2019 Budget with amended GL5225 and GL5316 as stated.”

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

MOTION PASSED

Pet Policy

Move To: “Not to amend or make any changes to the current pet policy.”

Move by: Mindy Lyle

Seconded by: Jon Dellaria

For: Mindy Lyle, Jon Dellaria, and Michael Johnson

Against: Martin Menez and Elliott Waters

MOTION PASSED

CCFC Increased Budget Authority

Move To: “Approve the CCFC budget authority from \$1,500.00 to \$2,500.00.”

Moved by: Michael Johnson

Seconded by: Martin Menez

For: All

Against: None

MOTION PASSED

Management Increased Budget Authority

Move To: “Approve Management budget authority from \$1,500.00 to \$2,500.00.”

Moved by: Michael Johnson

Seconded by: Martin Menez

For: All

Against: None

MOTION PASSED

MATTERS FOR BOARD DISCUSSION

- a. **Update on John Ticer Gazebo**- The pavers have been installed and the gazebo columns are expected to be delivered on November 15th.
- b. **Pet Policy**- the CAC has vigorously discussed the pet policy at length again and recommends no changes to the current Pet Policy. Some recommendations from the CAC are new signs at the pet waste receptacles. Ms. Brock, Board President, discussed a possible pocket park compromise to close of 5 parks (John Ticer, Donovan at Carlton Place Condos, Bessley, Donovan with the Fountain, and Grimm Drive pocket Parks). Mr. Menez asked about enforcement measures for pet waste.
- c. **Emergency Repairs to Homes Process**- Ms. Lyle, Board Member, suggested that the Board begin looking into a Policy Resolution for emergency repairs that would authorize the Board or an authorized Board member to approve homeowner’s emergency home repairs. The Board tasked Management to have Legal Counsel draft a new Policy.
- d. **Pedestrian Pathway**- The pathway is underway and the railings have been installed. Due to the City of Alexandria requirements, Pulte had to install a bicycle tunnel on the stairs and due to this a double gate cannot be installed but a single gate can installed instead.
- e. **Irrigation System**- As the community ages the original irrigation system is failing. It’s currently on 35 separate battery operated systems and runs about 265-270 zones. The CAC is recommending that the Board begin to consider planning on replacing and including this in the next Reserve Study, which is planned for 2019. The new system would be a “Smart Water System” and consolidate 32 separate timers and 29 separate water meters/sources down to 4 timers and 11 water sources. The existing irrigation system will be consolidated into a “Centralized Smart Watering Management System” that would be managed by wireless connection and battery operated valves will be converted to electric.
- f. **Increase CCFC budget Authority**- See motion.

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report- Included in Board packet for review.

EXECUTIVE SESSION

Move To: "Enter into executive session at 10:50 p.m. to discuss delinquencies, collection reports, and contracts."

Moved by: Mindy Lyle

Seconded: Michael Johnson

For: All

Against: None

MOTION PASSED

Move To: "Exit executive session at 11:26 p.m."

Moved by: Mindy Lyle

Seconded: Jon Dellaria

For: All

Against: None

MOTION PASSED

Move To: "The Board of Directors approves nomination of David Thorpe the Mark Pillow Award for 2018."

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

MOTION PASSED

Move To: "The Board of Directors approves nomination of Kimberly Dillon as Volunteer of the Year Award for 2018."

Moved by: Jon Dellaria

Seconded by: Michael Johnson

For: All

Against: None

MOTION PASSED

Move To: "Adjourn the meeting at 11:27 p.m."

Moved by: Mindy Lyle

Seconded: Michael Johnson

For: All

Against: None

MOTION PASSED

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



MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Judy Johnson
Deirdre Baldino

DATE: November 14, 2018 – Revised November 28, 2018

RE: October 31, 2018 Financial Statement Summary

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

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 2,721,275.00		
Year to Date Income	\$ 2,123,818.74	\$ 2,118,301.00	\$ 5,517.74
Year to Date Expense	\$ 2,054,777.31	\$ 2,142,815.42	(\$ 88,038.11)
Net Income Year to Date, surplus/ (loss)	\$ 69,041.43	(\$ 24,514.42)	\$ 93,555.85

Investments:

On October 31, 2018 the Association had operating and investment funds totaling \$2,721,275.00. The Pacific Premier Bank (PPB) operating account had a balance of \$495,307.99. The Congressional Bank Money Market account reflects a balance of \$602,238.39, and the PPB-Merchant account has a balance of \$1.45. The Morgan Stanley Smith Barney Money Market account had a balance of \$62,297.63. There is also \$1,555,000.00 invested in ladder certificates of deposit managed by Morgan Stanley. Additionally, Morgan Stanley is holding \$6,429.54 in accrued interest.

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of October 31, 2018 was \$176,386.04. 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 5.9%, which is slightly above the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable (\$176,386.04 - \$30,657.72)/Total Annual Assessments: \$2,465,931.00=5.9%.

Accrued Repair & Replacement Reserves total \$1,886,508.79 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: \$2,721,275.00 minus Liabilities \$534,292.59 minus Repair & Replacement Reserves: \$1,886,508.79 = \$300,473.80 excess capital.)

The Capital Improvement Reserve account totals \$7,609.99 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 \$300,473.80 minus Capital Reserves \$7,609.99 = \$292,863.81 remaining capital after funding Capital Reserves.)

Owner's Equity*, which has a balance of \$368,653.87, is not fully supported by cash and investments. Remaining Excess Capital of \$292,863.81 minus Owner's Equity \$368,653.87 = (\$75,790.06) 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 \$2,123,818.74 which is \$5,517.74 more than the budgeted amount of \$2,118,301.00. 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 is under the year-to-date budgeted number of \$7,500.00 by \$7,468.61.

Late Fees & Interest, line item #4710 exceeds the year-to-date budgeted number of \$5,833.00 by \$1,823.17.

Legal Reimbursements, line item #4720 is \$2,612.29 above the budgeted number of \$5,000.00. 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. This line item is for NSF charges, ID badges.

Interest Earned, line item #4910 is \$8,013.23 above the budgeted number of \$18,400.00. This result reflects rising interest rates and a higher percentage of funds invested this year.

Year-to-date expenses total \$2,054,777.31 which is \$88,038.11 below the budgeted amount of \$2,142,815.42. 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.

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

Acct. Setup/DD/Coupons, line item #5030 which is \$2,816.50 below the budgeted number of \$6,787.00. This line item should balance out once the FY2019 coupons are ordered.

Architectural Comprehensives, line item #5035 which is \$4,467.57 below the budgeted number of \$5,504.00. the reason for this is that Architectural Comprehensives inspections resumed in July.

Annual Meeting Expenses, line item #5080 which is \$1,723.50 below the budgeted number of \$2,500.00. Which should balance out in November when all expenses are charged to the account.

Postage, line item #5215 which is \$4,592.49 below the budgeted number of \$10,400.00. This line item will most likely balance out by the end of the year.

Temp Desk Coverage, line item #5320 which is \$2,151.09 below the budgeted number of \$5,000.00. 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 \$2,245.84 below the budgeted number of \$3,333.00. This line item is for elevator annual testing, fire prevention permit and annual testing of the fire hydrates.

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.

Events & Awards, line item #5200 which is \$2,201.49 below the budgeted number of \$25,450.00. Management projects this line item will zero out by year-end.

Web Site Maintenance, line item #5115 which is \$2,112.15 below the budgeted number of \$2,917.00. 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. However, the May/June & Sept/Oct newsletters were coded to an incorrect GL and will be reclassified to the appropriate GL and reflected in the November financials.

Administrative Salaries, line item #5302 which is \$22,276.57 below the budgeted number of \$245,608.00. 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 \$17,864.33 below the budgeted number of \$78,595.00. 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 \$16,944.77 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 invoiced yet.

Irrigation System, line item #6299 which is \$9,717.50 below the budgeted number of \$18,000.00. This will balance out when the irrigation system is winterized.

TMP Expenses, line item #6305 which is \$2,083.70 below the budgeted number of \$179,167.00. Accounting has accrued the incorrect amount. However, this has been corrected and should balance out next month.

Pest Control, line item #6434 which is \$2,083.00 below the budget amount of \$2,083.00. 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.

Fountain/Pond/Lake Repair & Maintenance, line item #6585, which is \$2,200.00 below the budgeted number of \$2,200.00. No expenses have been expensed against this line item to date.

Linear Park Maintenance, line item #6685 which is \$7,472.00 below the budgeted number of \$21,668.00. Will balance out at the end of the year.

Legal Services – Collections, line item #7025 which is \$4,425.05 below the budgeted number of \$17,500.00. This can be attributed to a very low delinquency rate.

Legal Services-General Counsel, line item #7030 which is \$4,065.70 below the budgeted number of \$25,000.00. 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 \$6,095.50 below the budgeted number of \$140,991.00. Due to the spread for the year.

Fire Prevention & Protection, line item #6414 which is \$8,057.75 below the budgeted number of \$8,333.00.

Janitorial Services, line item #6430 which is \$2,867.98 below the budgeted number of \$35,344.00.

Special Cleanings, line item #6436 which is \$1,967.00 below the budgeted number of \$6,667.00. Due to less room rentals.

Building Repair & Maintenance, line item #6515 which is \$6,944.17 below the budgeted number of \$11,667.00. Due to no full-time onsite Maintenance Technician.

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 \$2,213.88 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 \$1,661.48 below the budgeted number of \$3,333.50. Same for this line item as above.

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

Computer Network/C3, line item #5040 is \$11,443.50.00 above the year-to-date budget of \$5,417.00. 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 \$4,517.00 above the year-to-date budget of \$13,333.00. 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 \$2,904.90 above the year-to-date budget of \$6,250.00. This is due to the visitor parking permits and the vehicle car decals. However, the cost of the May/June & Sept/Oct newsletter were incorrectly coded to this GL and will be reclassified and reflected in the November financials.

Other Communications, line item #5316 is \$24,877.57 above the year-to-date budget of \$10,917.00. This is the line item for 20th Anniversary Party.

Trash and Recycling, line item #6035 is \$4,682.54 above the year-to-date budget of \$2.00. This due to the Main Street new contract.

Turf Treatment & Enhancements, line item #6155 is \$18,290.00 above the year-to-date budget of \$15,000.00. This due to year end needs for the end of the season

Tree & Shrub Maintenance, line item #6160 is \$5,780.00 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 \$12,431.80 above the year-to-date budget of \$4,166.50. This is due to the temporary maintenance services from AOC who service the community 2 days week.

Lighting supplies/Repair & Maintenance, line item #6640 is \$14,155.20 above the year-to-date budget of \$25,000.00. This is due to repairs to pole lights and service calls for the pool lights.

Pet Stations, line item #6690 is \$2,462.23 above the year-to-date budget of \$7,083.00. This is due to the weekly services of the pet stations being sub out to a contractor due to no maintenance person at this time.

Clubhouse Utilities, line item #6075 is \$5,771.59 above the year-to-date budget of \$28,333.00. 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.

Safety & Security, line item #6440 is \$1,603.81 above the year-to-date budget of \$2,083.00. This account is for monthly monitoring and troubleshoot any problems with C-Cure (ID badges).

Fire Suppression System, line item #6500 is \$2,419.25 above the year-to-date budget of \$5,000.00. This was due to annual back flow testing and the Annual fire alarm inspection and monthly monitoring for the Cameron Club.

Fitness Equipment Repair & Maintenance, line item #6570 is \$3,529.24 above the year-to-date budget of \$6,667.00. Due to repairs to the equipment.

Fitness Center Supplies, line item ##6575 is \$2,336.13 above the year-to-date budget of \$5,000.00.

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 \$69,041.43 through October 31, 2018, which well exceeds the budgeted amount for Net Income/(Loss) through October 2018 of (\$24,514.42). 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 Club Monthly Report

October 2018

Attendance and Usage

October – 5,682

- Average usage per day- 176

Previous month:

- September – 6,613
- Average usage per day- 220

Facility & Operations

Group Exercise Class Program

- Stretch and core were the most attended classes this month. Special note, that Zumba attendance has dramatically increased.
- We saw an increase in 8 out of 10 classes from last month.

Exercise and Facilities Equipment

- The Cybex VR1 Pec deck/rear delt needs a new spring and pin adjustment.
- The music is up and running in the gym. CMC did a fantastic job in getting the music back up for us.

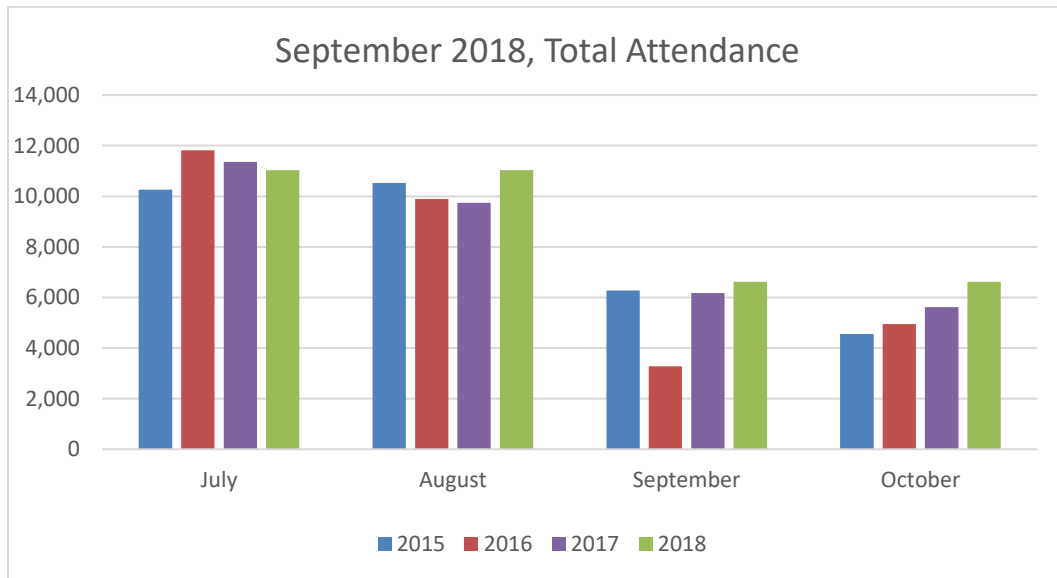
Personal Training

- We had 2 new client this month.

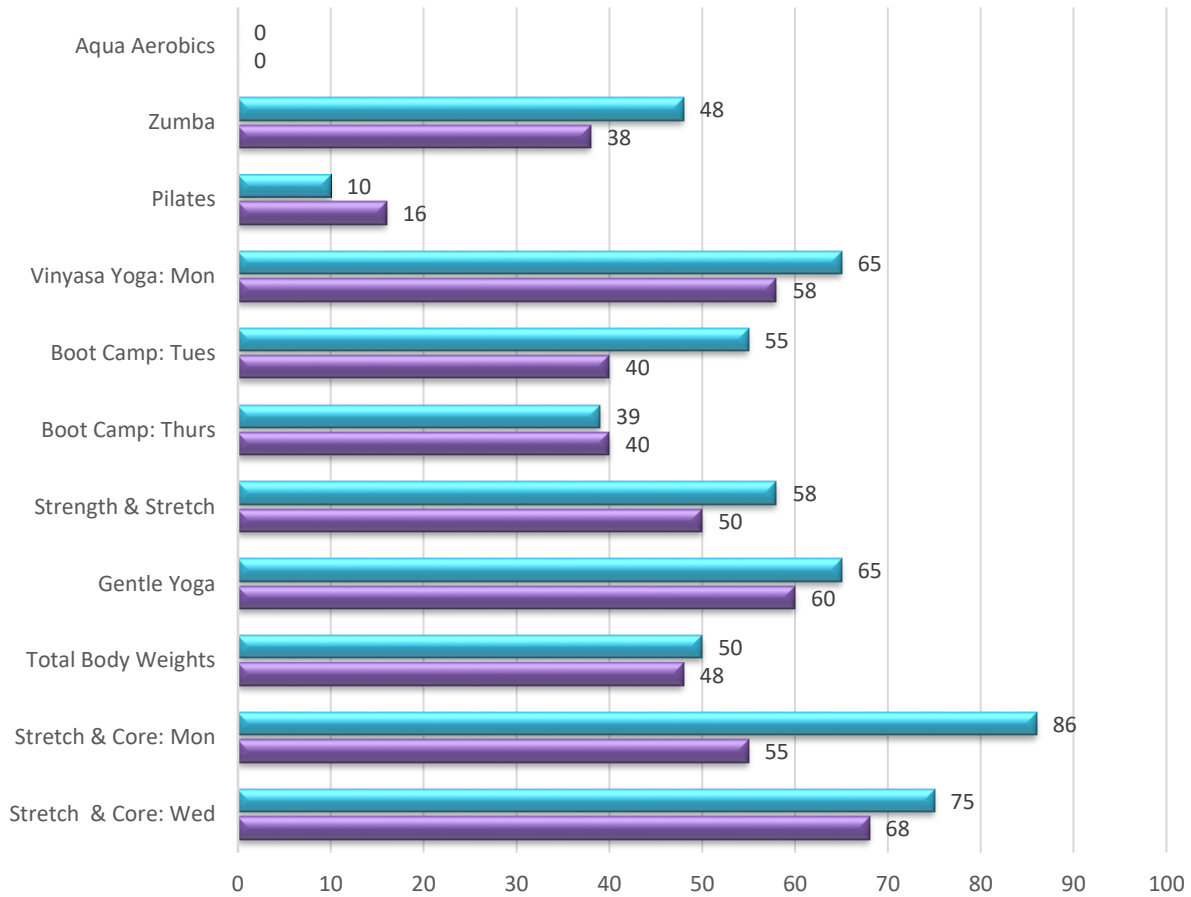
Upcoming Goals & Events

- Push-up Challenge winners were Saleena Siraj with a total of 27 push-ups, and the winner for the men, Christian Long with a total of 68 push-ups.
- We are looking to do another self-defense workshop and we are currently looking at a date to offer this in the future. We are offering a Salsa workshop on Friday December 7th, starting from 6:00 pm – 6:45 pm.

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
October	75	86	50	65	58	39	55	65	10	48	0
September	68	55	48	60	50	40	40	58	16	38	0

October September

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	Kathy McCollom, CAC Vice Chairman
	Jeanne Brasseur, CAC Secretary	Linda Greenberg, CAC Member
	Wendy Ulmer, CAC Member	Mindy Lyle, CS Board Liaison
	S. Hockley Walsh, CAC Member	

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, November 13, 2018**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for November was held on Tuesday, November 13, 2018. The meeting was called to order at 7:02 p.m. by ARC Chair, Mark Sanchez, located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

ARC MEMBERS IN ATTENDANCE

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

MEMBERS ABSENT

None

OTHERS IN ATTENDANCE

Bethlehem Kebede, Covenants Administrator, CMC
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
Cameron Station Residents

APPROVE AGENDA

MOVE TO: “Approve the agenda as presented.”

Moved by: Sharon Wilkinson

Seconded: Chris Hines

For: All

Against: None

MOTION PASSED

RESIDENTS OPEN FORUM

Residents were present and discussed their Exterior Modification Applications that they had submitted and answered any questions that the ARC had regarding their applications. They were not present for an open forum.

MOVE TO: "Make the motion to approve the August 7, 2018 ARC meeting minutes as presented."

Moved by: Karen Diener

Seconded by: Chris Hines

For: All

Against: None

MOTION PASSED

MOVE TO: "Approve the October 2, 2018 ARC meeting minutes as presented."

Moved by: Karen Diener

Seconded by: Gayle Hatheway

For: All

Against: None

MOTION PASSED

APP #	ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
18-67	202 Martin Lane	Roof Replacement- Ratify Only	APPROVED: as submitted Moved By: Chris Hines Seconded: Gayle Hatheway For: All Against: None MOTION PASSED
18-68	5109 Gardner Drive	Window Replacement- Ratify Only	APPROVED: as submitted Moved By: Sharon Wilkinson Seconded: Karen Diener For: All Against: None MOTION PASSED
18-73	5055 Donovan Drive	Private Tree Removal	APPROVED: as submitted Moved By: Karen Diener Seconded: Chris Hines For: All Against: None MOTION PASSED
18-74	164 Barrett Place	Roof Replacement- Ratify Only	APPROVED: as submitted Moved By: Karen Diener Seconded: Sharon Wilkinson For: All Against: None MOTION PASSED
18-75	5007 Barbour Drive	Private Tree Removal	APPROVED: as submitted Moved By: Karen Diener Seconded: Sharon Wilkinson For: All Against: None MOTION PASSED

18-76	5014 Grimm Drive	Exterior Lighting	DISAPPROVED because it does not resemble current lighting fixtures. Moved By: Karen Diener Seconded: Sharon Wilkinson For: All Against: None MOTION PASSED
18-77	5018 Gardner Drive	Storm Door	APPROVED: as submitted Moved By: Sharon Wilkinson Seconded: Craig Schuck For: All Against: None MOTION PASSED
18-78	4910 John Ticer Drive	Private Tree Removal	APPROVED: as submitted Moved By: Seconded: For: All Against: None Absent: MOTION PASSED
18-79	236 Murtha Street	Roof Replacement	APPROVED: with a stipulation that the colors Morie Black or Charcoal Black be used. Moved By: Sharon Wilkinson Seconded: Chris Hines For: All Against: None MOTION PASSED
18-80	236 Murtha Street	Fence/Post Replacement	APPROVED: as submitted Moved By: Karen Diener Seconded: Gayle Hatheway For: All Against: None MOTION PASSED
18-81	258 Murtha Street	Remove Shutters	DISAPPROVED Moved By: Karen Diener Seconded: Chris Hines For: All Against: None MOTION PASSED
18-82	377 Livermore Lane	Backyard Improvements	APPROVED: as submitted Moved By: Karen Diener Seconded: Sharon Wilkinson For: All Against: None MOTION PASSED

18-83	5050 Kilburn Street	Roof Replacement	APPROVED: as submitted Moved By: Karen Diener Seconded: Craig Schuck For: All Against: None Absent: MOTION PASSED
18-84	5265 Pocosin Lane	Replace Coping On Roof	REQUEST FOR MORE INFORMATION Moved By: Chris Hines Seconded: Karen Diener For: All Against: None MOTION PASSED
18-85	395 Cameron Station Blvd.	Roof Replacement	APPROVED: as submitted Moved By: Karen Diener Seconded: Sharon Wilkinson For: All Against: None MOTION PASSED
18-86	171 Cameron Station Blvd.	Roof Replacement	APPROVED with stipulation that the color Black Morie be used. Moved By: Karen Diener Seconded: Sharon Wilkinson For: All Against: None MOTION PASSED

NEW BUSINESS

The ARC currently has one open position and two applicants completed the membership application. Both applicants were present at the meeting and shared their desires to why they would be a good fit for the committee.

MOVE TO: “The Architectural Review Committee recommends the Board of Directors appoint of Kevin Devaney to the ARC”.

Moved by: Karen Diener

Seconded by: Chris Hines

For: All

Against: None

MOTION PASSED

MATTERS FOR DISCUSSION, INFORMATION & ACTION TOPICS

Covenants Report – October 2018

- The number of Resale Inspections performed for the month of October was 6.
- During the month of October the ARC meeting reviewed 7 Applications, 4 Applications were approved, and 3 Applications were returned back to the homeowners for more information.
- For the month of October 1 vehicle had been towed.
- For the month of October 59 violation letters had been mailed out to homeowners.
- During the month of October 32 follow up inspections were conducted. There inspections are ongoing and will continue into November.
- The next meeting of the Architectural Review Committee is on Tuesday December 4th 2018 and the last day to submit applications for this meeting Friday November 23, 2018.

EXECUTIVE SESSION

MOVE TO: “Enter into executive session at 8:20 p.m. to discuss fines”.

Moved by: Karen Diener

Seconded by: Gayle Hatheway

For: All

Against: None

MOTION PASSED

MOVE TO: “Exit executive session at 8:43 p.m.”

Moved by: Karen Diener

Seconded: Craig Schuck

For: All

Against: None

MOTION PASSED

MOVE TO: “Approve to assess fines as stated in executive session and for account #00282-6826 for failure to comply with the Association’s Policies.”

Moved by: Karen Diener

Seconded: Chris Hines

For: All

Against: None

MOTION PASSED

ADJOURNMENT

MOVE TO: "Adjourn the meeting at 8:45 p.m."

Moved by: Sharon Wilkinson

Seconded: Chris Hines

For: All

Against: None

MOTION PASSED

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

DECLARATION OF CANDIDACY FORM

Cameron Station Community Association
Attention: Judy Johnson, General Manager
200 Cameron Station Boulevard
Alexandria, Virginia 22304
communitymanager@cameronstation.org
Office: 703-567-4881

LENA HIGGINS

Alexandria, VA

(310) 363-3719

YelenaAHiggins@gmail.com

LinkedIn URL: www.linkedin.com/in/LenaHiggins

- Manage process improvement such as automation of manual tasks that resulted in operational time savings of at least 60%
- Conduct market and benchmarking analysis while identifying best practices within the industry

Manager/Project Product 2, Financial Planning and Analysis; Cash Forecast, Credit and Liquidity Group

September 2011- April 2013

- Responsible for strategic planning and direction of Financial Planning and Analysis group for day to day responsibilities in developing Cash Forecast, Credit and Liquidity position reports, determining short-term liquidity needs and managing long-term borrowing positions
- Responsible for interfacing and providing information to executive management on SCE's financial position, capital structure, and SCE/EIX dividend policies
- Managed and communicated to executive management SCE's Credit and Liquidity position in order to maintain the balance sheet strength necessary to fund SCE's capital investment plan
- Responsible for managing the financial analysis of Public Policy issues including but not limited to Carbon Regulation, Renewable Portfolio Standards (RPS) requirements, Resource Adequacy (RA) requirements, Retail Competition, and Distributed Generation
- Managed modeling of SCE's financial forecasts and serve as subject matter expert

Manager/Project Product 2, Regulatory Policy and Affairs; General Rate Case

January 2010 – September 2011

- Managed Regulatory proceeding known as General Rate Case (GRC), designed to establish new customer rates
- Led cross functional team and provided strategic direction in developing 2012 GRC testimony
- Managed regulatory analysis and testimony writing to support SCE's request for new customer rates
- Developed comprehensive analysis for the direct and rebuttal testimony to support major SCE positions in 2012 GRC as well as other various ad hoc analyses
- Supported the hearing and briefing process in the 2012 GRC

Project Manager, Treasurer's; Regulatory Finance and Economics Group

September 2006 – January 2010

- Acted as SCE's Finance Expert Witness in Nuclear Decommissioning Proceeding
- Supported regulatory work associated with the General Rate Case, nuclear decommissioning trust contribution applications, and other regulatory proceedings
- Acted as the principal contact person for wage, price and other economic data forecasts
- Led a company-wide effort of creating SCE's Finance and Economic Assumptions Manual that was ultimately published on the company's internal website and is widely used

Financial Analyst, Risk Control; Risk Analytics Group

April 2005 –September 2006

- Validated SCE's energy capacity procurement and collateral requirements forecasting methodology and calculations and prepared reports for upper management documenting the findings and recommendations of performed audits

Financial Analyst, Energy Supply and Management; Energy Scheduling Group

March 1999 - April 2005

- Scheduled the dispatch from SCE's electric generation portfolio into the Day-Ahead California Independent System Operator (CAISO) markets and participated in the ongoing development of systems and applications utilized by SCE to interface with the CAISO power market
-

LENA HIGGINS

Alexandria, VA

(310) 363-3719

YelenaAHiggins@gmail.com

[LinkedIn URL: www.linkedin.com/in/LenaHiggins](https://www.linkedin.com/in/LenaHiggins)

- Led an effort to create a web-based solution to execute Risk Programs in lieu of paper-based programs – completed and launches in January of 2018

HIGHMARK INC. 2015 - 2017

Highmark Inc. is a national, diversified health care partner serving members through its businesses in health insurance, dental insurance, vision care and reinsurance.

Risk Revenue Manager

July 2015 – February 2017

- Partnered with provider organizations to support risk adjustment activities at the point of care for Medicare Advantage line of business
- Coordinated development of provider and member outreach to introduce and encourage programs participation, in partnership with Highmark Marketing Teams and Stars organization
- Led the implementation of provider facing tools, strategies and incentives
- Managed Prospective Programs, including House Call (in-home assessment) and HCC (Hierarchical Condition Category) Gap Closure
- Evaluated the success of various initiatives, with support from Analytics group to determine their value
- Oversaw ongoing data analysis to identify gaps in member diagnosis data and trends in provider practice patterns that have resulted in incomplete data collection
- Maintained a comprehensive understanding of payment methodology along with changes to the factors that drive payment levels and promptly assess the impact on product revenues
- Maintained extensive understanding of appropriate compliance regulations that govern all revenue and membership related activities and ensure ongoing compliance in all activities related to revenue accuracy
- Oversaw development and execution of processes that will increase member specific diagnosis accurately
- Worked closely and collaboratively with management from other areas to ensure that appropriate processes are in place to maintain or improve data integrity
- Ensured timely and accurate financial projects of revenue trends in order to assist actuarial and financial areas in preparing for various filings, forecasting and financial statement preparation

SOUTHERN CALIFORNIA EDISON (SCE) 1999 - 2015

Southern California Edison (subsidiary of Edison International Company, EIX) is one of the nation's largest electric utilities with a market cap of \$12 Billion, serving population of nearly 14 million in a 500,000 square mile service area within Central, Coastal and Southern California.

Manager/Project Product 2, Financial Planning and Analysis; Capital Review Team

April 2013 – July 2015

- Responsible for governance and financial analysis of corporation's large capital investment programs (each capital project is over \$250M)
 - Managed/performed Revenue Requirement analysis for each major project
 - Responsible for presenting capital investment program information to senior management team and making recommendations to ensure that proposed programs meet corporate objectives while maintaining proper financial discipline
 - Responsible for strategic planning, development and managing independent financial analysis for corporation's major strategic initiatives such as Energy Storage and Distribution Grid Readiness
 - Work collaboratively with numerous stakeholders while leading enterprise-wide projects
 - Managed and performed various financial analysis for corporate negotiations with potential vendors, which determined the strategy of the negotiations and resulted in multi-million dollar savings
 - Manage and/or audit various models and tools to ensure accuracy and data integrity of the corporate analysis
 - Manage development/develop reports, tools and data warehouses that resulted in operational time savings of at least 80%
-

LENA HIGGINS

Alexandria, VA

(310) 363-3719

YelenaAHiggins@gmail.com

LinkedIn URL: www.linkedin.com/in/LenaHiggins

Finance professional with diverse experience in Risk Revenue (Healthcare), Financial Planning & Analysis, Energy Utility Regulatory Policy, Risk Control, Regulatory Finance and Economics, and Energy Operations.

EDUCATION

Masters of Science in Financial Engineering

Claremont Graduate University, May 2006

Bachelor of Arts in Business Administration, Concentration in Marketing/Management

Southwest Baptist University, Bolivar, Missouri, December 1997

Masters in Economics, Concentration in Accounting

Belorussian Economics University, Minsk, Belarus, June 1997

Bachelor degree in Management

College of Trade, Minsk, Belarus, June 1991

SKILLS

Healthcare	Risk Revenue
Finance, Electric Utility	Financial Planning and Analysis, Risk Control, Regulatory Finance and Economics
Technical	Excel, VBA, Word, Power Point, HTML, JavaScript
Languages	Fluent in Russian

EXPERIENCE

GATEWAY HEALTH PLAN (GHP) 2017

Gateway Health Plan is a Managed Care Organization (MCO) that serves over 500,000 members across 6 states. GHP is partially owned by Highmark Inc. - 50% ownership stake.

Director, Risk Revenue

February 2017 – October 2017

- Managed all aspects of operations for Prospective and Retrospective Programs for Medicaid and Medicare lines of business
 - Managed an organization of 30 people that consisted of three groups: Analytics, Operations, and a Clinical Transformation Consultants (CTC) Team - Provider facing team for Risk and Quality Programs
 - Established Reporting Infrastructure Suite with numerous production reports, including 5 Senior Management level reports
 - Developed new budget and accruals platform, which included more granular forecasting and monthly long/short budget position reporting
 - Presented business case to Senior Management and obtained all necessary approvals to in-source medical coding team starting in 2018 in order to support internal Risk Revenue Programs and in-source some of the programs that are currently administered by various vendors with forecast savings of \$8M annually
 - Developed Outreach Strategies and Marketing Plan – initiated new marketing look to the printed and web based communications along with the new Provider outreach strategies and marketing campaigns
 - Established new Vendor Management Team to accommodate heavy vendor presence and support programs issues resolution
 - Led re-design and further improved evolution of risk programs targeting strategies in order to identify appropriate member population for each program and perform member/provider outreach at the right time
 - Redesigned Risk Revenue Programs' provider incentive methodologies that will aid in increased provider participation along with earlier information collection, which will result in earlier revenue recognition
-

Elliott M. Waters
325 Cameron Station Blvd
Alexandria, Virginia 22314
703 303 5477; waters325@comcast.net

November 15, 2018

Delivered by hand on 11/15/2018

Cameron Station Homeowners Association Board of Directors
c/o: General Manager (Ms Judy Johnson)
200 Cameron Station Blvd
Alexandria, Virginia 22304

RE: Cameron Station Community Association Board Vacancy

Dear Members of the Board,

I am submitting this letter to inform you that I am interested in filling the unexpired term of Paul Roochio and ask that I be considered for appointment to the vacant position. As you weigh the merits of each prospective appointee, I hope the information I have provided below helpful to support a decision to appoint me to fill the board vacancy:

a. Why do I desire to serve?

- As a longtime homeowner and member of the Association, I believe I will be an asset and make a meaningful contribution to the continued betterment of the Association.

b. What assets do I have to contribute for the betterment of the Association?

- I have personal and professional skills as well as informed experience that I am willing to offer and use for the betterment of the Association.

c. How do I envision contributing my entrusted assets for the betterment of the Association?

- Encouraging excellence in pursuing Association interests
- Engaging association members in a constructive and respectful manner
- Promoting community cohesion and neighborliness in community living
- Helping celebrate, communicate and enrich what makes Cameron Station a desirable community to live and work

Should you have questions you would like me to address/answer, please know I am willing to do so in a manner you deem appropriate.

Cordially,

Elliott M. Waters
Homeowner and Resident

From: Sarah Meyer Walsh <sarah@hautepapier.com>
Sent: Monday, November 19, 2018 4:00 PM
To: boardofdirectors@cameronstation.org
Cc: Judy Johnson
Subject: Application for Vacant Seat on the BoD

[EXTERNAL EMAIL] This email originated from outside of Associa.

Dear Members of the Board of Directors -

I'm writing to express my interest in serving on the Board of Directors for Cameron Station. I have been a resident in our community for several years and have owned two homes here during that time. Since moving to the neighborhood in 2015, I've become well acquainted with the community and have grown to love what makes this place so special - enough so that I want my children to grow up here, attend school here and for my family to continue to cultivate the strong friendships that we've developed. In living here, I've also had the opportunity learn more about the unique challenges that our community faces - be they financial, aesthetic, governance or social.

As the owner of a business that has operated for 13 years and currently employs 22 full-time people, I am proficient in prioritizing problems and finding sound solutions to address issues affecting many different stakeholders while focusing on not only long term stability, but also growth.

I have served on numerous committees in the past, including most notably with the Junior of League of Washington to promote volunteerism and community improvement, specifically in the areas of literacy. During my ten-year tenure with the JLW, I chaired multiple committees and enjoyed working as a liaison between members and our outside partners.

Here in Cameron Station, my involvement in the community has been in both formal and informal roles. I'm currently serving on the Financial Advisory Committee, which has given me insight into the fiscal issues we face as a community. This past year I also help conceive and organize a neighborhood 4th of July parade/lunch event which drew a couple hundred participants and was entirely organized and funded through individual residents and their local businesses. I look forward to continuing this new tradition.

I very much appreciate your time and consideration during this selection process and encourage you to reach out to me directly should you have any questions about my experience or candidacy. Thank you for all that you do to make Cameron Station such an amazing place to live.

All the best,
Sarah Meyer Walsh
202.669.1490

Sarah Meyer Walsh

Owner

Haute Papier Collections

www.hautepapier.com

1121 Arlington Boulevard #L3

Arlington, VA 22209

866.740.4222 (p)

866.539.4055 (f)

Follow us on INSTAGRAM for behind the scenes access and to see what's hot off the press! (We're @hautepapier)

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



PROPOSAL NO.
29623

November 2, 2018

CUSTOMER # 229

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

3280

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

5111 GRIMM DRIVE – FRONT AREA AROUND HYDRANT

- *INSTALL BRICK PAVERS (APPROX. 75 SF @ \$22.50/SF) TO MATCH CAMERON STATION SIDEWALK BRICK PAVERS*

- *ALL PAVERS WILL BE SET ON CRUSHED CONCRETE AND SAND.*

TOTAL PROPOSAL PRICE: \$ 1,687.50

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

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

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

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

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

November 27, 2018

Motion:

"I move to approve the CAC recommendation for the Lancaster Proposal #29623 for Landscape Enhancements in the amount of \$1,687.50 to be expensed to GL3280- Repair & Replacement Reserve".

Second:

Summary:

5111 Grimm Dr install brick pavers approx.. 75 sq.ft.

CMC Recommendation:

The Board to approve the CAC recommendation for Lancaster proposal #29623

Budget Consideration:

GL3289 -Repair & Replacement Reserve

Vote:

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

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



PROPOSAL NO.
29624

November 2, 2018

CUSTOMER # 229

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

6155

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

CAMERON STATION CIRCLE TURF REGRADING

- REGRADE SETTLED AREA AND SINK HOLES.
- INSTALL GRASS SEED AND COVER WITH PENN MULCH.

TOP SOIL (5 YDS) @ \$125/EA	\$625.00
GRASS SEED AND PENN MULCH	\$425.00
LABOR	\$660.00

TOTAL PROPOSAL PRICE: \$ 1,710.00

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

Cameron Station Community Association, Inc.

Board Decision

November 27, 2018

Motion:

"I move to approve the CAC recommendation for the Lancaster Proposal #29624 for Landscape Enhancements in the amount of \$1,710.00 to be expensed to GL6155".

Second:

Summary:

Regrade settled area and sink holes Cameron Station Circle install grass seed and cover with Penn mulch

CMC Recommendation:

The Board to approve the CAC recommendation for Lancaster proposal #29624

Budget Consideration:

GL6155 -Turf Treatment & Enhancements

Vote:

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

Cameron Station Community Association, Inc.

Board Decision

November 27, 2018

Motion:

"I move to approve the CCFC recommendation to appoint John Burton to the committee

Second:

Summary:

To appoint John Burton to CCFC

CMC Recommendation:

The Board to approve the CCFC recommendation to appoint John Burton to the CCFC

Budget Consideration:

Vote:

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

Cameron Station Community Association, Inc.

Board Decision

November 27, 2018

Motion:

"I move to approve the RC recommendation to appoint Kevin Devaney to the committee

Second:

Summary:

To appoint Kevin Devaney to the ARC committee

CMC Recommendation:

The Board to approve the ARC recommendation to appoint Kevin Devaney to the committee

Budget Consideration:

Vote:

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



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: Kevin Devaney
Home Address: 5232 Trancreti Lane
Email Address: kevin.devaney@gmail.com
Telephone Number: (908) 723-5638 (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 am a detailed-oriented person and enjoy working towards established standards to maintain the wonderful look of Cameron Station.

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

My family and I moved Cameron Station five months ago and I want to get more involved. I want to contribute to the governance of the the well-maintained aesthetics of Cameron Station, an aspect that strongly attracted us to the community in the first place.

Thank you for your time and interest.

My wife Stephanie and I would love to fund this free library project for the Cameron Station Community in which we reside.

Not only is it something we feel/know our community will get behind and support with books, etc, but being active readers and realtors in the community we will now have one more positive perk we can boast about when entertaining buyers.

In regard to maintenance and upkeep, we would personally have no problem taking care of that ourselves and as I am an active member of the Cameron Station Communications committee which oversees the Compass Newsletter and our community web site, I have already mentioned this project to my fellow board members and it has been very well received to say the least. The bottom line is there would be no lack of books or neighbors willing to monitor and take care of the library. In regard to paint color, etc. we are totally open minded and will abide by the Cameron Station color chart.

The location we have in mind would be centrally located, close to the gazebo, across the street in that strip of property running parallel to Ben Brenman Drive. This would be perfect for our first of possibly two or three future libraries spread out throughout Cameron Station, and perfect for the ribbon cutting ceremony which will draw valuable press coverage to our neighborhood.

We would like to get our first Library up before the snow comes!

With Best Intentions,
David Thorpe



Take a Book, Leave a Book

by Amanda M. Succi



How a loving tribute became worldwide symbol of community spirit.

In 2006, Todd But reported a garage door into a small wooden book box with a wee through door. The box had just had his job and decided to do a minor woodworking project while he set up his home office.

preparation for his next job. Todd built the small book box to resemble a tiny one-room, three-bedroom, consisting of the top a simple horizontal planks. "I called it 'Minnesota 101,'" he says. "The planks let people know that Todd was doing it for the best to his last neighbor, a neighbor who loved to read." Todd mounted the box to a pole, filled it with books, and put it on his front lawn in Hudson, Wisconsin.

In May 2010, Todd posted a photo on Facebook of the box. The photo was shared and noticed that people were interested in his "starting wood" idea. Even after he put his original 101 on his front lawn in 2006, Todd turned his concept into a locally recognized symbol as it spread across the country. The people of

Wisconsin had never seen anything like this before, they were drawn to the charm of the wooden book box from the very beginning. Todd felt he was on to something and decided to build and give away a bunch of boxes to friends and family. The idea spread to his partner, Mark. He decided to build more boxes. It wasn't the physical construction of the boxes that gave Todd satisfaction, however. From the moment he witnessed his neighbors' book box, he knew that his box was making a difference in their lives. It was a symbol of community spirit, a symbol of a shared love of reading.

book boxes, "with five libraries" (111 to be exact). The popularity of Todd's free libraries spread to neighboring cities, states, and even other countries, and in four short years after he put his original 101 on his front lawn in 2006, Todd turned his concept into a locally recognized symbol as it spread across the country. The people of

Wisconsin had never seen anything like this before, they were drawn to the charm of the wooden book box from the very beginning. Todd felt he was on to something and decided to build and give away a bunch of boxes to friends and family. The idea spread to his partner, Mark. He decided to build more boxes. It wasn't the physical construction of the boxes that gave Todd satisfaction, however. From the moment he witnessed his neighbors' book box, he knew that his box was making a difference in their lives. It was a symbol of community spirit, a symbol of a shared love of reading.

the term "little free library," which means any people who put the \$40 box to give away their wooden book box may use the term. Todd's free library to describe what they own. And people who have put the \$40 box into their own and display a wooden book box, but most refer to it using different terminology, though the purpose remains the same. What of difference to Todd But and his vision, Zephia will know the trademarks and distinctions between wooden book boxes and little free libraries. Because they are recognized as the same.

Little free libraries and wooden book boxes are typically small, sturdy, weather-resistant structures made out of wood for the most part, they are small, easy to use, and they are built with the same idea in mind: to give away books to the community. They can be found in parks, schools, libraries, and even in the homes of individuals who want to share a passion for reading with their neighbors.

Todd's nonprofit organization, Little Free Library, Ltd., owns a trademark for the term "little free library," which means any people who put the \$40 box to give away their wooden book box may use the term. Todd's free library to describe what they own. And people who have put the \$40 box into their own and display a wooden book box, but most refer to it using different terminology, though the purpose remains the same. What of difference to Todd But and his vision, Zephia will know the trademarks and distinctions between wooden book boxes and little free libraries. Because they are recognized as the same.





Order #28235 confirmed

Little Free Library <customerservice@littlefreelibrary.org>

Thu 11/8/2018 1:36 PM

To: David Thorpe <david@thorpehomes.com>;

Thank you for placing an order with Little Free Library!

We have received and are processing your order. Your order details are below.

Please note that your items may ship separately, and some items may arrive sooner than others. You will receive another email once we have finished processing your order.

Did you purchase a charter sign, and you'd like to know your charter number? You will need to wait until your charter sign arrives to learn your charter number, which will be engraved on the sign. Charter numbers cannot be provided in advance.

IMPORTANT: Please double-check your shipping address (listed below) to be sure it is correct. That is the address where we will ship your items. If an item is returned because you entered the wrong shipping address, you may be charged additional shipping costs to re-send your items.

If you have questions or concerns about your purchase, please contact us at customerservice@littlefreelibrary.org

Date 11/08/2018

Shipping address

David Thorpe
5072 Grimm Drive
Alexandria, Virginia 22304
Thorpe Homes
United States

Billing address

David Thorpe
5072 Grimm Drive
Alexandria, Virginia 22304
Thorpe Homes
United States

1x Prairie Two Story for \$299.00 each

1x Screw-In Library Post with Topper - Screw-In Library Post and Topper for \$149.99 each

1x Tribute Plaque - Donated by - custom-text: David & Stephanie Thorpe for \$49.95 each

Subtotal : \$498.94 USD



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

PAVE 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

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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.

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

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

CAMERON STATION -- CAMBRIA GATE -- WALKWAY



LANCASTER LANDSCAPES www.lancasterlandscapes.com



CAMERON STATION – CAMBRIA GATE – GATE/ ENTRANCE



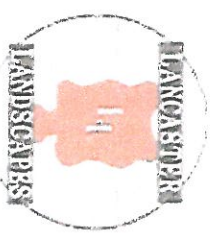
LANCASTER LANDSCAPES www.lancasterlandscapes.com



CAMERON STATION – CAMBRIA GATE – ISLAND



LANCASTER LANDSCAPES www.lancasterlandscapes.com



**Cameron Station Community Association
Community Manager's Report
November 27, 2018
Prepared by Judy Johnson, General Manager**

Next Board Meeting: January 29, 2019

Alexandria Police Liaison: Lt. Matthew Weinert

Monthly Financial Report: The October 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- Pothole Repairs: The final repairs should be finished by the end of this month.

John Ticer Gazebo: Concrete columns are on order, waiting on the delivery of these.

Cameron Club – Omar has been touching of paint

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.
- Manager to attend CAC, CCFC and ARC meetings for the next few months.
- Management sent out RFP for the pool
- Walked the property with Mimi to look at violations
- New computers for the office should be in this week
- We will be getting proposals for a new server the C Cure system.
- All Christmas trees are up