CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
February 26, 2019 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 SPEAKERS: Sgt Sean Casey Lieutenant Matthew Weinert		
IV.	RESIDENTS' OPEN FORUM		7:25
V.	APPROVAL OF MINUTES	TAB 1	7:25
	-- CSCA Special Board Meeting held on January 22, 2019		
	-- CSCA Board Meeting held on January 29, 2019		
VI.	FINANCIAL REPORT for December 2018 and January 2019	TAB 2	7:30
VII.	ProFIT January 2019 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. Emergency Repairs -Administrative Resolution	TAB 5	8:10
	b. Enforcement & Due Process-Policy Resolution	TAB 6	8:15
	c. Access to Facilities for Non-Residential Units-Policy Resolution	TAB 7	8:20
	d. Lancaster Proposals #29669, #29633, #29669	TAB 8	8:25
	e. Ratify Exterior Modification Application #19-05	TAB 9	8:30
XII.	BOARD DISCUSSION		
	a. Performance Standards for Pool Management Contract		
XIII.	MATTERS FOR BOARD REVIEW AND INFORMATION		
	b. Management Report-for your review	TAB 10	8:40
XIV.	EXECUTIVE SESSION		
	a. Delinquency and Collection Reports	TAB 11	8:45
	Legal		
XV.	ADJOURNMENT		9:00

DRAFT

CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday January 29, 2019

The regularly scheduled monthly meeting of the Board of Directors for January was held on Tuesday, January 29, 2019. The meeting was called to order at 7:00p.m. by Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

BOARD ATTENDANCE

Michael Johnson; President
Margaret Brock; Vice President
Martin Menez; Treasurer
Mindy Lyle; Secretary
Jon Dellaria; Director
Tom Sugrue; Director
Sarah Walsh; Director

OTHERS ATTENDING

Cameron Station Residents
Bethlehem Kebede, Covenants Administrator, Recording Secretary, CMC

MEMBERS ABSENT

None

APPROVE AGENDA

Move to "Approve the Agenda as amended"
Moved by: Jon Dellaria
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

GUEST SPEAKER

Police Lieutenant Matthew Weinert briefed the Board on recent crime activities in the area. His report was drawn from crime activities reported in the last 2 months. He reported a total of 12 crimes which includes among others package theft, hit and run, speed driving and domestic assault. Lieutenant Matthew Weinert also noted that this statistic shows a significant low rate of crime in the area.

Sheriff Lieutenant Sean Casey also briefed the Board, on behalf of the Alexandria Sheriff's office. He thanked and appreciated everyone who supported and contributed towards the Operation Elf Benefits program during the holiday season. This program assisted in aiding gifts

and bringing families of inmates together during the holidays. Lieutenant Sean Casey also encouraged members of the community to join the classes that are being offered in Sheriff's Community Academy; more information on this class can be found on the Alexandria Sheriff's website page.

RESIDENT'S OPEN FORUM

- Ms. Pat Sugrue suggested that it would be a good idea to bring back the John Ticer Gazebo landscaping design to its original style after the Gazebo is fully repaired.

- Another resident voiced concern with traffic safety on a common area street and inquired if it would be possible to install a "stop" sign. He was advised to address the issue to the Common Area Committee.

APPROVAL OF MINUTES

Move To "Approve the minutes from November 27, 2018 as presented"
Moved by: Martin Menez
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

FINANCIAL REPORT FOR NOVEMBER 2018

This summary reflects the un-audited fiscal year financial entries. Please be reminded, this is a snapshot of the Association's financial situation as of November 30, 2018.

EXECUTIVE SUMMARY	Actual	Budget	Variance
Total Cash and Investments	$2,625,438.88		
YTD Income	$2,338,639.42	$2,329,506.00	$ 9,133.42
YTD Expenses	$2,254,158.38	$2,330,710.73	($ 76,552.35)
YTD Net Income, surplus/ (loss)	$ 84,481.04	$ 1,204.73	$ 85,685.77

Mr. Martin Menez reported that the financials for December are not ready yet and because of this reason the variance between year to date income and year to date expense shown above may change when the full report comes in. He reviewed current HOA investments and also noted that there is a less than 1.00% delinquency rate which is far below the average.
Mr. Jeff Gathers answered several questions from the Board and participated in discussion.

PRO-FIT DECEMBER 2018 REPORT

Psy Scott, Fitness Director, was present and gave a report summary of the Fitness Center activities for the last 2 months as provided in the BOD packet.

OFFICERS'/COMMITTEE REPORTS

Cameron Club Facilities Committee

Brendan Hanlon from Cameron Club Facilities Committee was present and recommended to the Board to approve the replacement of an old treadmill equipment in the gym. Mr. Hanlon

also on behalf of the CCFC recommended to the Board to approve the contract presented by Community Pool Services.

Activities and Events Committee

Chairperson Andy Yang for A&E Committee was present and reported that attendance for the Annual Holiday Party was much lower than expected. He discussed different advertising options to get more residents to attend and also discussed ways to better estimate attendance beforehand in order to cut costs. Board Liaison to the A&E Committee Sarah Walsh proposed an idea of event sponsorship in advance for the fiscal year in order to help with budgeting, cut costs and avoid any problems that come with looking for event sponsors last minute.

Architectural Review Committee

Board Liaison to the ARC Megan Brock reported that the Committee has been working on updating the DMS and also noted that the ARC has developed methods to handle emergency repair requests.

Common Area Committee

Board Liaison to the Common Area Committee Mindy Lyle reported that the CAC is currently looking into the intersection at Brawner & Tancreti Ln; this is a 3 way street which is joined by a crosswalk from the linear park and the CAC is looking for ways to slow down traffic for safety reasons in this area. Ms. Lyle also mentioned that the CAC is concerned about someone from the community placing chains and locks on a common area gate; the CAC will be looking into ways on how to solve this issue.

Communications Committee

Ms. Pat Sugrue from Communications Committee reported that currently the Committee is looking into refreshing and refurbishing the website. They had one new member join their PR sub-committee. The Communications Committee will have more details on this at the March meeting.

Financial Advisory Committee

Mr. Jeff Gathers explained why the financials for December are not ready yet and because of this reason the variance between year to date income and year to date expense presented in the board package may change when the full report comes in.

Mr. Gathers emphasized the need to create a separate line item for upcoming special events that are not routine before the fiscal year starts in order to keep the budget accurate.

OLD BUSINESS

A. City of Alexandria Update

Ms. Lyle reported the discussions from the Landmark Mall Re-Planning Community meeting, she reported that different ideas are being proposed among them being recreational center and school attached to a recreational center and building and providing affordable housing.

Ms. Lyle noted that these discussions are at a very early stage and that no concrete plans have been made yet.

Matters for Board Discussion/Decision

Pool Contract

Move to: "Approve the CCFC recommendation to continue the contract with Community Pool Service in the amount of $63,700.00 for 2019 and $67,950.00 for 2020 to be expensed to GL6438, contingent upon the Community Pool Services agreement to performance requirements of the Board; the performance requirements will be outlined to Community Pool Services in the February CCFC meeting."

Moved by: Jon Dellaria
Seconded by: Mindy Lyle
For: All
Against: None
MOTION PASSED

Administrative Resolution 19-01 Emergency Repairs

Move to: "Table for February meeting the Approval of the Administrative Resolution 19-01 Emergency Repairs provided by legal counsel."

Moved by: Mindy Lyle
Seconded by: Tom Sugrue
For: All
Against: None
MOTION PASSED

Policy Resolution 19-02 Enforcement and Due Process Procedures

Move To: "Table the Approval of the Policy Resolution 19-02 Enforcement and Due Process Procedures for the February meeting"

Moved by: Mindy Lyle
Seconded by: Tom Sugrue
For: All
Against: None
MOTION PASSED

Policy Resolution 19-03 Access to Recreational Facilities and Shuttle Bus Service by Non-Residential Units

Move To: "Approve the Policy Resolution 19-03 Access to Recreational Facilities and Shuttle Bus Service by Owners and Occupants of Non-Residential Units."

Moved by: Mindy Lyle
Seconded by: Jon Dellaria
For: Michael Johnson, Margaret Brock, Martin Menez, Tom Sugrue
Against: Sarah Walsh
MOTION PASSED

Lancaster Proposal #29670 – John Ticer Park Plant Material

Move To: "Approve the Common Area Committee (CAC) recommendation for Proposal #29670 for installation of Plant Material in the amount of $5,033.00 to be expensed to GL3364 Turf Treatment & Enhancements."

Moved by: Mindy Lyle
Seconded by: Megan Brock
For: All
Against: None
MOTION PASSED

ARC Committee Member Appointment

Move To: "Approve the appointment of Jeremy Drislane as a member of the Architectural Review Committee."

Moved by: Megan Brock
Seconded by: Mindy Lyle
For: All
Against: None
MOTION PASSED

ARC Committee Re- Appointment

Move To: "Approve the reappointment of Karen Diener as a member of the Architectural Review Committee."

Moved by: Michael Johnson
Seconded: Jon Dellaria
For: Margaret Brock, Martin Menez, Tom Sugrue, Sarah Walsh
Against: Mindy Lyle
MOTION PASSED

Heartline Proposal – Star Trac Treadmill

Move To: "Approve the CCFC recommendation for the Heartline Proposal #45113 to replace the last True Treadmill with a Star Trac Treadmill in the amount of $4,627.72 to be expensed to GL 3280 Repair and Replacement Reserve."

Moved by: Mindy Lyle
Seconded by: Martin Menez
For: All
Against: None
MOTION PASSED

Ratify Roof Top HVAC system for Fitness Center
Move To: "Ratify the AirPlus Heating & Cooling Proposal for the new roof top HVAC system for the fitness center in the amount of $13,700.00 to be expensed to GL3280 Repair and Replacement Reserve."
Moved by: Martin Menez
Seconded by: Mindy Lyle
For: All
Against: None
MOTION PASSED

BOARD DISCUSSION

a. 3 way stop sign at Tancreti Lane and Brawner - Ms. Lyle discussed the need to put a "Stop" sign at Tancreti Lane and Brawner; she reported that Management is looking into prices for this sign and stated that the CAC recommends that the Board approve the installation of a stop sign by Tancreti Ln and Brawner to slow traffic for safety reasons.

MATTERS FOR BOARD REVIEW AND INFORMATION
Management Report – Included in Board packet for review.

EXECUTIVE SESSION
Move To: "Enter executive session at 10:00p.m. to discuss delinquencies, collection reports, and contracts."
Moved by: Michael Johnson
Seconded: Jon Dellaria
For: All
Against: None
MOTION PASSED

Move To: "End executive session at 10:17p.m. to discuss delinquencies, collection reports, and contracts."
Moved by: Michael Johnson
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Move To: "Adjourn the meeting at 10:17p.m."
Moved by: Michael Johnson
Seconded: Mindy Lyle
For: All
Against: None
MOTION PASSED

Minutes prepared and respectfully submitted by Bethlehem Kebede, Recording Secretary, CMC

DRAFT

CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
Tuesday, January 22, 2019

A Special Board of Directors meeting of Cameron Station was held on Tuesday, January 22, 2019. The meeting was called to order at 7:07 p.m. by Michael Johnson, Board of Directors President and acting Chair of the meeting in the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

ATTENDANCE
Michael Johnson, President
Margaret Brock, Vice President
Martin Menez, Treasurer
Mindy Lyle, Secretary
Tom Sugrue, Director
Sarah Meyer Walsh, Director
Judy Johnson, General Manager, CMC
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
Bethlehem Kebede, Covenants Administrator, CMC
Residents of Cameron Station Community Association

ABSENT
Jon Dellaria, Director

APPROVE AGENDA
Move To: "Approve the meeting agenda as presented."
Moved By: Sarah Meyer Walsh
Seconded By: Margaret Brock
For: All
Against: None
Absent: Mindy Lyle and Jon Dellaria
MOTION PASSED

OVERVIEW OF TOPIC
Mr. Johnson opened the meeting and stated that the Board of Directors is holding a Special Meeting to gather input and feedback from residents on the proposed changes to the current Design & Maintenance Standards (DMS). Mr. Johnson thanked everyone for participating in the meeting and that members of the Architectural Review Committee are present to review the proposed edits to the Design and Maintenance Standards (DMS).

Change of attendance Ms. Lyle Board Secretary arrived at 7:20 p.m.

RESIDENTS OPEN FORUM

A resident presented to the Board a proposed addition to the DMS to include a Full view retractable storm door, these styles of doors will give the homeowner the benefit of allowing sunlight and the convenience of ventilation without having to remove the entire glass and install a screen in its place. Currently the DMS only allows a full view storm. Another resident suggested to review the tree trimming responsibilities section of the current DMS as they are currently experiencing issues with their neighbors.

ARCHITECHUAL REVIEW COMMITTEE

Mr. Johnson invited Ms. Diener, ARC Vice Chair, to the floor and the members of the ARC to review the proposed edits with the Board.

Change of attendance Ms. Lyle Board Secretary left the meeting at 9:03 p.m.

NEXT STEPS

After much deliberation and very thorough discussions on the proposed DMS edits the Board tasked the ARC to review several areas at their next meeting which is scheduled for Tuesday, February 5, 2019 at 7 p.m., located at the Cameron Club- Henderson Room. Mr. Johnson thanked everyone who attended the Board of Directors Special Meeting and for providing all their feedback. The next scheduled Board meeting is on Tuesday, January 29, 2019 at 7 p.m. at the Cameron Club- Henderson Room.

ADJOURNMENT

Move To: "Adjourn the meeting at 9:38 p.m."
Moved by: Martin Menez
Seconded: Tom Sugrue
For: All
Against: None
Absent: Mindy Lyle and Jon Dellaria
MOTION PASSED

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

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Community Management Corporation

MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Judy Johnson, General Manager, CMC
Deirdre Baldino, Assistant General Manager, CMC

DATE: February 14, 2019

RE: December 31, 2018 Financial Statement Summary

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

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	**$ 2,608,393.05**		
Year to Date Income	**$ 2,553,443.62**	**$ 2,542,011.00**	**$ 11,432.62**
Year to Date Expense	**$ 2,452,534.81**	**$ 2,542,011.00**	**($ 89,476.19)**
Net Income Year to Date, surplus/ (loss)	**$100,908.81**	**$**	**$ 100,908.81**

Investments:

On December 31, 2018 the Association had operating and investment funds totaling $2,608,393.05 The Pacific Premier Bank (PPB) operating account had a balance of $375,196.32. The Congressional Bank Money Market account reflects a balance of $603,739.86, and the PPB-Merchant account has a balance of $1.45. The Morgan Stanley Smith Barney Money Market account had a balance of $8,917.49. There is also $1,615,000.00 invested in laddered Certificates of Deposit managed by Morgan Stanley. Additionally, there is Accrued Interest in the amount of $5,537.93.

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of December 31, 2018 was $43,658.35. The Association also maintains for an Allowance for Doubtful Accounts (GL 1530) on the Balance Sheet in the amount of $37,498.86 This reflects a net delinquency rate of approximately .25%, which is well below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable ($43,658.35 - $37,498.86)/Total Annual Assessments: $2,465,931.00=.25%.

Accrued Repair & Replacement Reserves total $1,832,694.85 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: $2,608,393.05 minus Liabilities $332,392.16 minus Repair & Replacement Reserves: $1,832,694.85 = $443,306.04 excess capital.)

The Capital Improvement Reserve account totals ($23,521.26) 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 $443,306.10 minus Capital Reserves ($23,521.26) = $419,784.78 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 $419,784.78 minus Owner's Equity $368,653.87 = $51,130.97 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-end income of $2,553,443.62 which is $11,432.62 more than the budgeted amount of $2,542,011.00. 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 $2,500.00 or more.

Charitable Donations Income, line item #4295 is under the year-to-date budgeted number of $9,000.00 by $5,313.03. These funds will be used to off set the expenses for events and awards line item #5200.

Interest Earned, line item #4910 is $11,819.49 above the budgeted number of $22,080.00. This result reflects rising interest rates and a higher percentage of funds invested this year.

Year-to-date expenses total $2,452,534.81 which is $89,476.19 below the budgeted amount of $2,542,011.00. Below are a few line items that I would like to bring to your attention, as they have a variance of more than $2,500.00 of the year-end budgeted amount.

Expense Variances Below Year-End Budget by $2,500.00 or more:

Architectural Comprehensives, line item #5035 which is $5,843.57 below the budgeted number of $6,880.00. The reason for this is that Architectural Comprehensives inspections resumed in July.

Postage, line item #5215 which is $3,980.85 below the budgeted number of $12,000.00. A contributing factor is that Architectural Comprehensives inspections resuming in July that resulted in less violation letters to be mailed.

Decals & Parking Passes, line item #6422 which is $3,065.61 below the budgeted number of $6,000.00. This line item in the future could possibly decreased.

Web Site Maintenance, line item #5115 which is $2,567.65 below the budgeted number of $3,500.00. This can be attributed to less service needed this year.

Other Communications, line item #5316 which is $12,261.19 below the budgeted number of $13,100.00, as the Committee dedicated their budgeted funds towards the 20th Anniversary Event.

Administrative Salaries, line item #5302 which is $24,116.39 below the budgeted number of $290,264.00. Due to the staffing turnover with the Covenants Administrator earlier in 2018 and the vacancy of the full-time Maintenance Technician. The coverage for the Maintenance technician is being charged to GL6600.

Payroll Taxes/Benefits/Costs, line item #5340 which is $17,571.23 below the budgeted number of $92,885.00. Due to the staffing turnover with the Covenants Administrator earlier in 2018 and the vacancy of the full time Maintenance Technician.

Water Service. Line item #6025 which is $16,068.73 below the budgeted number of $26,000.00. This can be attributed to the heavy rains during the spring/summer seasons this year, which resulted in less water usage.

Flower Rotation & Landscape Enhancements, line item #6150 which is $4,205.50 below the budgeted number of $25,000.00. Due to the Common Area Committee being very diligently with their annual budget.

Irrigation System, line item #6299 which is $4,524.50 below the budgeted number of $18,000.00. This line item was over budgeted for 2018. The irrigation contract is in the amount of $16,638.00; this has been adjusted for FY2019.

TMP Expenses, line item #6305 which is $2,916.70 below the budgeted number of $215,000.00. Accounting has accrued the incorrect amount.

Pest Control, line item #6434 which is $2,500.00 below the budgeted amount of $2,500.00. Terminix Pest Control cancelled the service contract for unpaid invoices. Management has requested the invoices for several months and recommend beginning service with another provider.

Snow Removal Services, line item #6442 which is $53,954.00 below the budgeted amount of $70,000.00. Due to low amount of snow or ice removal services in 2018.

Linear Park Maintenance, line item #6685 which is $7,472.00 below the budgeted number of $21,668.00. I have confirmed with the contractor there are no out stand invoices,

Legal Services-General Counsel, line item #7030 which is $7,149.20 below the budgeted number of $30,000.00. This can be attributed to a lesser need for General Counsel over the year.

Health Club Management/Staff, line item #5318 which is $7,314.50 below the budgeted number of $169,189.00.

Fire Prevention & Protection, line item #6414 which is $8,652.01 below the budgeted number of $10,000.00. This may be a reflection of missing invoices from Security and Energy Technologies Corp. Management will confirm that there are no outstanding invoices.

Building Repair & Maintenance, line item #6515 which is $9,013.41 below the budgeted number of $14,000.00. This is attributed to not having a full-time Maintenance Technician on-site for a duration of time.

Expense Variances Above Year-to-Date Budget by $2500

Computer Network/C3, line item #5040 is $13,218.70 above the annual budget of $6,500.00. Associations IT support company submitted 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 working on the repairs for the music in the FC.

Parking Enforcement, line item #5070 is $4,970.00 above the annual budget of $16,000.00. The parking enforcement officer has been working more hours than allotted for this position. Management has rectified the situation. The parking enforcement officer now works only 3 days a week, 4 hours each day.

Events & Awards, line item #5200 is $27,282.93 above the annual budget of $37,500.00. The expenditures for the 20th Anniversary party was coded to this line item. The cost of this event was off-set by the Charitable/Donations GL#4295 ($3,686.97) as well as the cost savings from the Other Communications GL#5316 ($12,261.19) as the Committee dedicated funds towards this event.

Trash and Recycling, line item #6035 is $7,303.36 above the annual budget of $299,122.00. This is due to the Main Street Condominium new trash contract.

Tree & Shrub Maintenance, line item #6160 is $8,880.00 above the annual budget of $28,000.00. This reflects 5 trees that were removed due to storm damage and a final necessary tree pruning around street signs and street lights.

General Repair & Maintenance, line item #6600 is $22,628.95 above the annual budget of $5,000.00. This is due to the temporary maintenance services from AOC who serviced the community 2 days week in the interim of the vacant position of the Maintenance Technician. This expense is off-set by the savings in Payroll.

Lighting supplies/Repair & Maintenance, line item #6640 is $12,538.28 above the annual budget of $30,000.00. This is due to the community street light repairs and service calls.

Pet Stations, line item #6690 is $6,407.31 above the annual budget of $8,500.00. This is due to the weekly services of the pet stations being serviced by a contractor in the interim of the vacant position of the Maintenance Technician. This expense is off-set by the savings in Payroll.

Clubhouse Utilities, line item #6075 is $4,677.30 above the annual budget of $34,000.00. This may be a result due to two original HVAC systems that became faulty for the Cameron Club which have now been replaced.

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

Fitness Equipment Repair & Maintenance, line item #6570 is $3,739.22 above the annual budget of $8,000.00, due to repairs to the Fitness Center equipment.

Fitness Center Supplies, line item #6575 is $2,774.19 above the annual budget of $6,000.00. This is due to the sanitizing wipes and hand sanitizer for the fitness center.

Overall there is a positive variance between annual income and expenses in the amount of $100,908.81 through December 31, 2018, which above the budgeted amount for Net Income/(Loss) through December 2018 of -0-. 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

December 2018
Financial Report

Statement prepared by: Cheryl Weaver

Associa®
Community Management Corporation

Investment Listing Report
Cameron Station Community
As of Mon Dec 31, 2018

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	375,196.32	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	9010515485 Signers: Philbin/Tsitos	Money Market	603,739.86	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	8,917.49	0.750%	09/19/2001	0	
1353 - Morgan Stanley Smith Barney Investments Morgan Stanely Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Certificate of Deposit	1,615,000.00	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 CMC	0000	Other	5,537.93	0.000%	01/01/1900	0	
		Total Cash Investments:	**2,608,393.05**				
		Total Cameron Station Community:	**2,608,393.05**				

Cheryl Weaver

Balance Sheet Report
Cameron Station Community
As of December 31, 2018

	Balance Dec 31, 2018	Balance Nov 30, 2018	Change
Assets			
Cash & Investments			
1012 - PPB Merchant	1.45	1.45	0.00
1013 - Operating 3336	375,196.32	396,041.93	(20,845.61)
1302 - Congressional Bank - MM 5485	603,739.86	602,976.35	763.51
1330 - Morgan Stanley Smith Barney MM	8,917.49	295,037.97	(286,120.48)
1353 - Morgan Stanley Smith Barney Investments	1,615,000.00	1,325,000.00	290,000.00
1730 - Accrued Interest Receivable	5,537.93	6,381.18	(843.25)
Total Cash & Investments	**2,608,393.05**	**2,625,438.88**	**(17,045.83)**
Current Assets			
1500 - Residential Assessments Receivable	43,658.35	49,683.72	(6,025.37)
1530 - Allowance for Doubtful accounts	(37,498.86)	(30,657.72)	(6,841.14)
1600 - Prepaid Insurance	6,497.05	7,771.74	(1,274.69)
1640 - Other Prepaid Expenses	21,478.12	20,720.40	757.72
1725 - Insurance Receivable	(30,050.00)	(30,050.00)	0.00
1745 - Taxes Receivable	0.00	(113.00)	113.00
1799 - Clearing Account	(1,349.28)	0.00	(1,349.28)
Total Current Assets	**2,735.38**	**17,355.14**	**(14,619.76)**
Total Assets	**2,611,128.43**	**2,642,794.02**	**(31,665.59)**
Liabilities			
Current Liabilities			
2000 - Accounts Payable	1,332.08	0.00	1,332.08
2025 - Transfer Fee Payable	528.17	1,203.05	(674.88)
2050 - Resident Refunds	28.23	528.31	(500.08)
2200 - Income Taxes Payable	0.00	(113.00)	113.00
2300 - Accrued Expenses	76,525.78	26,258.79	50,266.99
2400 - Accrued Payroll Payable	16,368.00	10,944.00	5,424.00

Balance Sheet Report
Cameron Station Community
As of December 31, 2018

	Balance Dec 31, 2018	Balance Nov 30, 2018	Change
Liabilities			
Current Liabilities			
2550 - Prepaid Assessments	237,609.90	88,926.46	148,683.44
2560 - Future Months Assessments	0.00	205,448.02	(205,448.02)
Total Current Liabilities	**332,392.16**	**333,195.63**	**(803.47)**
Total Liabilities	**332,392.16**	**333,195.63**	**(803.47)**
Owners' Equity			
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.	24,000.00	22,000.00	2,000.00
3364 - Capital ImprovementReserves Expend.	(59,439.94)	(28,293.69)	(31,146.25)
Total Capital Improvement Reserves	**(23,521.26)**	**5,624.99**	**(29,146.25)**
Repair & Replacement Reserves			
3102 - Repair & Repl Reserve Beginning Balance	1,755,165.35	1,755,165.35	0.00
3276 - Repair & Repl Reserve Contributions	320,797.00	294,064.00	26,733.00
3280 - Repair & Repl Reserve Expenditures	(243,267.50)	(198,390.86)	(44,876.64)
Total Repair & Replacement Reserves	**1,832,694.85**	**1,850,838.49**	**(18,143.64)**
Total Owners' Equity	**2,177,827.46**	**2,225,117.35**	**(47,289.89)**
Net Income / (Loss)	**100,908.81**	**84,481.04**	**16,427.77**
Total Liabilities and Equity	**2,611,128.43**	**2,642,794.02**	**(31,665.59)**

Income Statement Summary
Cameron Station Community
December 01, 2018 thru December 31, 2018

	Current Period			Year to Date (12 months)			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Total Assessment Income	205,448.02	205,448.00	0.02	2,465,957.80	2,465,931.00	26.80	2,465,931.00
Total Other Income	9,356.18	7,057.00	2,299.18	87,485.82	76,080.00	11,405.82	76,080.00
Total Income	214,804.20	212,505.00	2,299.20	2,553,443.62	2,542,011.00	11,432.62	2,542,011.00
Total Administrative	18,943.29	8,557.00	10,386.29	113,056.08	113,661.00	(604.92)	113,661.00
Total Activities	4,353.54	11,500.00	(7,146.46)	64,782.93	37,500.00	27,282.93	37,500.00
Total Communications	3,356.75	1,384.00	1,972.75	16,795.57	31,600.00	(14,804.43)	31,600.00
Total Management Services	45,345.58	43,093.00	2,252.58	503,997.42	546,595.00	(42,597.58)	546,595.00
Total Trash Services	26,237.41	24,927.00	1,310.41	306,425.36	299,122.00	7,303.36	299,122.00
Total Common Area Maint & Services	26,839.14	56,307.00	(29,467.86)	634,359.54	678,914.00	(44,554.46)	678,914.00
Total Professional Services	4,788.75	4,666.00	122.75	51,958.02	62,700.00	(10,741.98)	62,700.00
Total Cameron Club Maint & Operations	30,270.68	26,509.00	3,761.68	376,120.40	390,928.00	(14,807.60)	390,928.00
Total Taxes & Insurance	2,519.61	3,124.27	(604.66)	33,149.37	31,191.00	1,958.37	31,191.00
Total Other Expenses	8,988.68	4,500.00	4,488.68	31,093.12	29,000.00	2,093.12	29,000.00
Total Reserve Contributions	26,733.00	26,733.00	0.00	320,797.00	320,800.00	(3.00)	320,800.00
Total Expense	198,376.43	211,300.27	(12,923.84)	2,452,534.81	2,542,011.00	(89,476.19)	2,542,011.00
Net Income / (Loss)	16,427.77	1,204.73	15,223.04	100,908.81	0.00	100,908.81	0.00

Income Statement Report
Cameron Station Community
Consolidated

December 01, 2018 thru December 31, 2018

	Current Period			Year to Date (12 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Income								
Assessment Income								
4001 - Assessemnts - SFD/TH	0.00	0.00	0.00	1,426,717.60	1,426,710.91	6.69	1,426,710.91	(6.69)
4002 - Assessments - CONDO	0.00	0.00	0.00	863,675.16	863,675.18	(0.02)	863,675.18	0.02
4016 - Future Assessments - SFD/TH	118,892.66	118,893.00	(0.34)	0.00	0.00	0.00	0.00	0.00
4017 - Future Assessments - CONDO	71,972.93	71,973.00	(0.07)	0.00	0.00	0.00	0.00	0.00
4018 - Future Assessments - COMMERCIAL	2,273.09	2,273.00	0.09	0.00	0.00	0.00	0.00	0.00
4019 - Future Assessments - TMP	12,309.34	12,309.00	0.34	0.00	0.00	0.00	0.00	0.00
4130 - Commercial Assessments	0.00	0.00	0.00	27,833.40	27,833.41	(0.01)	27,833.41	0.01
4135 - TMP Assessments	0.00	0.00	0.00	147,731.64	147,711.50	20.14	147,711.50	(20.14)
Total Assessment Income	**205,448.02**	**205,448.00**	**0.02**	**2,465,957.80**	**2,465,931.00**	**26.80**	**2,465,931.00**	**(26.80)**
Other Income								
4245 - Newsletter Advertising	250.00	1,200.00	(950.00)	6,080.00	6,000.00	80.00	6,000.00	(80.00)
4250 - Facilities Passes/Guest Fess	125.00	0.00	125.00	842.00	600.00	242.00	600.00	(242.00)
4260 - Resale Processing Fees	0.00	500.00	(500.00)	5,573.51	6,000.00	(426.49)	6,000.00	426.49
4265 - Website Income	0.00	125.00	(125.00)	1,700.00	1,500.00	200.00	1,500.00	(200.00)
4295 - Charitable Donations Income	1,500.00	750.00	750.00	3,686.97	9,000.00	(5,313.03)	9,000.00	5,313.03
4400 - Room Rental Fees	1,150.00	667.00	483.00	7,570.00	8,000.00	(430.00)	8,000.00	430.00
4405 - Club Cleaning Fees	1,000.00	500.00	500.00	6,600.00	6,000.00	600.00	6,000.00	(600.00)
4710 - Late Fees & Interest	(50.00)	583.00	(633.00)	7,456.17	7,000.00	456.17	7,000.00	(456.17)
4720 - Legal Reimbursements	1,111.00	500.00	611.00	8,869.29	6,000.00	2,869.29	6,000.00	(2,869.29)
4805 - Compliance Fees	310.00	292.00	18.00	3,075.12	3,500.00	(424.88)	3,500.00	424.88
4835 - Miscellaneous Income	30.00	100.00	(70.00)	2,133.27	400.00	1,733.27	400.00	(1,733.27)
4910 - Interest Earned - Reserve Funds	3,930.18	1,840.00	2,090.18	33,899.49	22,080.00	11,819.49	22,080.00	(11,819.49)
Total Other Income	**9,356.18**	**7,057.00**	**2,299.18**	**87,485.82**	**76,080.00**	**11,405.82**	**76,080.00**	**(11,405.82)**
Total Income	**214,804.20**	**212,505.00**	**2,299.20**	**2,553,443.62**	**2,542,011.00**	**11,432.62**	**2,542,011.00**	**(11,432.62)**
Expense								
Administrative								
5015 - Bank Charges	0.00	31.00	(31.00)	68.09	375.00	(306.91)	375.00	306.91

Income Statement Report
Cameron Station Community
Consolidated

December 01, 2018 thru December 31, 2018

	Current Period			Year to Date (12 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Administrative								
5020 - Board Support	1,312.73	833.00	479.73	9,633.59	10,000.00	(366.41)	10,000.00	366.41
5025 - Collection Charges	165.00	417.00	(252.00)	3,290.00	5,000.00	(1,710.00)	5,000.00	1,710.00
5030 - Acct Setup/DD/Coupons	5,902.50	713.00	5,189.50	10,157.00	10,000.00	157.00	10,000.00	(157.00)
5035 - Architechtural Comprehensives	0.00	688.00	(688.00)	1,036.43	6,880.00	(5,843.57)	6,880.00	5,843.57
5040 - Computer Network/C3	1,420.70	542.00	878.70	19,718.70	6,500.00	13,218.70	6,500.00	(13,218.70)
5070 - Parking Enforcement	1,080.00	1,333.00	(253.00)	20,970.00	16,000.00	4,970.00	16,000.00	(4,970.00)
5080 - Annual Meeting Expenses	1,138.92	0.00	1,138.92	1,915.42	2,500.00	(584.58)	2,500.00	584.58
5085 - Office Equipment Lease	587.34	400.00	187.34	6,618.20	4,800.00	1,818.20	4,800.00	(1,818.20)
5090 - Office Supplies	903.95	469.00	434.95	5,694.06	5,631.00	63.06	5,631.00	(63.06)
5210 - Printing & Copying	953.16	625.00	328.16	8,573.70	7,500.00	1,073.70	7,500.00	(1,073.70)
5215 - Postage	503.55	800.00	(296.45)	8,019.15	12,000.00	(3,980.85)	12,000.00	3,980.85
5220 - Courier Service	64.53	40.00	24.53	889.78	475.00	414.78	475.00	(414.78)
5320 - Temp Desk Coverage	456.40	500.00	(43.60)	3,579.15	6,000.00	(2,420.85)	6,000.00	2,420.85
6040 - Bundled Telecom Services	939.92	833.00	106.92	7,861.26	10,000.00	(2,138.74)	10,000.00	2,138.74
6300 - Permits & Licenses	1,010.00	333.00	677.00	2,097.16	4,000.00	(1,902.84)	4,000.00	1,902.84
6422 - Decals & Parking Passes	2,504.59	0.00	2,504.59	2,934.39	6,000.00	(3,065.61)	6,000.00	3,065.61
Total Administrative	**18,943.29**	**8,557.00**	**10,386.29**	**113,056.08**	**113,661.00**	**(604.92)**	**113,661.00**	**604.92**
Activities								
5200 - Events & Awards	4,353.54	11,500.00	(7,146.46)	64,782.93	37,500.00	27,282.93	37,500.00	(27,282.93)
Total Activities	**4,353.54**	**11,500.00**	**(7,146.46)**	**64,782.93**	**37,500.00**	**27,282.93**	**37,500.00**	**(27,282.93)**
Communications								
5115 - Web Site Maintenance	0.00	292.00	(292.00)	932.35	3,500.00	(2,567.65)	3,500.00	2,567.65
5225 - Newsletter Services	3,095.75	0.00	3,095.75	15,024.41	15,000.00	24.41	15,000.00	(24.41)
5316 - Other Communications	261.00	1,092.00	(831.00)	838.81	13,100.00	(12,261.19)	13,100.00	12,261.19
Total Communications	**3,356.75**	**1,384.00**	**1,972.75**	**16,795.57**	**31,600.00**	**(14,804.43)**	**31,600.00**	**14,804.43**

Income Statement Report
Cameron Station Community
Consolidated

December 01, 2018 thru December 31, 2018

	Current Period			Year to Date (12 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Management Services								
5302 - Administrative Salaries	23,428.91	22,328.00	1,100.91	266,147.61	290,264.00	(24,116.39)	290,264.00	24,116.39
5340 - Payroll Taxes/Benefits/Costs	8,384.17	7,145.00	1,239.17	75,313.77	92,885.00	(17,571.23)	92,885.00	17,571.23
7015 - Management Reimbursements	162.00	250.00	(88.00)	2,090.04	3,000.00	(909.96)	3,000.00	909.96
7040 - Management Fees	13,370.50	13,370.00	0.50	160,446.00	160,446.00	0.00	160,446.00	0.00
Total Management Services	**45,345.58**	**43,093.00**	**2,252.58**	**503,997.42**	**546,595.00**	**(42,597.58)**	**546,595.00**	**42,597.58**
Trash Services								
6035 - Trash and Recycling Service	26,237.41	24,927.00	1,310.41	306,425.36	299,122.00	7,303.36	299,122.00	(7,303.36)
Total Trash Services	**26,237.41**	**24,927.00**	**1,310.41**	**306,425.36**	**299,122.00**	**7,303.36**	**299,122.00**	**(7,303.36)**
Common Area Maint & Services								
6000 - Electric Service	4,186.41	3,583.00	603.41	43,778.78	43,000.00	778.78	43,000.00	(778.78)
6025 - Water Service	384.50	0.00	384.50	9,931.27	26,000.00	(16,068.73)	26,000.00	16,068.73
6100 - Grounds & Landscaping - Contract	12,740.00	12,933.00	(193.00)	156,065.50	155,196.00	869.50	155,196.00	(869.50)
6150 - Flower Rotation & Lanscape Enhancem	255.00	0.00	255.00	20,794.50	25,000.00	(4,205.50)	25,000.00	4,205.50
6155 - Turf Treatment & Enhancements	(19,052.50)	0.00	(19,052.50)	14,237.50	15,000.00	(762.50)	15,000.00	762.50
6160 - Tree & Shrub Maintenance	3,100.00	0.00	3,100.00	36,880.00	28,000.00	8,880.00	28,000.00	(8,880.00)
6200 - Watering & Supplies	0.00	0.00	0.00	0.00	750.00	(750.00)	750.00	750.00
6299 - Irrigation System Contract	0.00	0.00	0.00	13,475.50	18,000.00	(4,524.50)	18,000.00	4,524.50
6305 - TMP Expenses	17,500.00	17,917.00	(417.00)	212,083.30	215,000.00	(2,916.70)	215,000.00	2,916.70
6315 - Uniforms	89.03	0.00	89.03	89.03	100.00	(10.97)	100.00	10.97
6434 - Pest Control	0.00	208.00	(208.00)	0.00	2,500.00	(2,500.00)	2,500.00	2,500.00
6442 - Snow Removal Services	0.00	17,500.00	(17,500.00)	16,046.00	70,000.00	(53,954.00)	70,000.00	53,954.00
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	0.00	0.00	0.00	2,200.00	(2,200.00)	2,200.00	2,200.00
6600 - General Repair & Maintenance	3,497.52	416.50	3,081.02	27,628.95	5,000.00	22,628.95	5,000.00	(22,628.95)
6605 - General Maintenance Supplies	404.52	541.50	(136.98)	6,267.62	6,500.00	(232.38)	6,500.00	232.38
6640 - Lighting Supplies/Repair & Maintenanc	456.00	2,500.00	(2,044.00)	42,538.28	30,000.00	12,538.28	30,000.00	(12,538.28)
6685 - Linear Park Landscape Maintenance	0.00	0.00	0.00	14,196.00	21,668.00	(7,472.00)	21,668.00	7,472.00
6690 - Pet Stations	3,278.66	708.00	2,570.66	14,907.31	8,500.00	6,407.31	8,500.00	(6,407.31)

Income Statement Report
Cameron Station Community
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December 01, 2018 thru December 31, 2018

	Current Period			Year to Date (12 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Common Area Maint & Services								
6760 - Street Repair & Maintenance	0.00	0.00	0.00	5,440.00	6,500.00	(1,060.00)	6,500.00	1,060.00
Total Common Area Maint & Services	**26,839.14**	**56,307.00**	**(29,467.86)**	**634,359.54**	**678,914.00**	**(44,554.46)**	**678,914.00**	**44,554.46**
Professional Services								
7000 - Audit & Tax Services	0.00	0.00	0.00	6,600.00	6,700.00	(100.00)	6,700.00	100.00
7010 - Engineering Services	0.00	83.00	(83.00)	0.00	1,000.00	(1,000.00)	1,000.00	1,000.00
7020 - Legal Services	300.00	333.00	(33.00)	3,756.00	4,000.00	(244.00)	4,000.00	244.00
7025 - Legal Services - Collections	3,114.75	1,750.00	1,364.75	18,751.22	21,000.00	(2,248.78)	21,000.00	2,248.78
7030 - Legal Services - General Counsel	1,374.00	2,500.00	(1,126.00)	22,850.80	30,000.00	(7,149.20)	30,000.00	7,149.20
Total Professional Services	**4,788.75**	**4,666.00**	**122.75**	**51,958.02**	**62,700.00**	**(10,741.98)**	**62,700.00**	**10,741.98**
Cameron Club Maint & Operations								
5195 - Miscellaneous Expenses	161.59	84.00	77.59	872.38	1,000.00	(127.62)	1,000.00	127.62
5318 - Health Club Management/Staff	13,489.50	14,099.00	(609.50)	161,874.50	169,189.00	(7,314.50)	169,189.00	7,314.50
6075 - Clubhouse Utilities	2,375.70	2,833.00	(457.30)	38,677.30	34,000.00	4,677.30	34,000.00	(4,677.30)
6408 - Elevator Services	453.86	0.00	453.86	4,141.68	3,926.00	215.68	3,926.00	(215.68)
6414 - Fire Prevention & Protection	536.37	833.00	(296.63)	1,347.99	10,000.00	(8,652.01)	10,000.00	8,652.01
6424 - HVAC Services	161.10	500.00	(338.90)	4,604.04	6,000.00	(1,395.96)	6,000.00	1,395.96
6430 - Janitorial Services	6,829.08	3,534.00	3,295.08	42,719.64	42,413.00	306.64	42,413.00	(306.64)
6436 - Special Cleanings	1,950.00	667.00	1,283.00	7,425.00	8,000.00	(575.00)	8,000.00	575.00
6438 - Pool Management	0.00	0.00	0.00	62,318.75	59,900.00	2,418.75	59,900.00	(2,418.75)
6440 - Safety & Security	180.00	208.00	(28.00)	4,036.63	2,500.00	1,536.63	2,500.00	(1,536.63)
6500 - Fire Suppression System	0.00	500.00	(500.00)	7,419.25	6,000.00	1,419.25	6,000.00	(1,419.25)
6515 - Building Repair & Maintenance	263.76	1,167.00	(903.24)	4,986.59	14,000.00	(9,013.41)	14,000.00	9,013.41
6525 - Community Center Improvement	8.98	167.00	(158.02)	888.73	2,000.00	(1,111.27)	2,000.00	1,111.27
6570 - Fitness Equipment Repair & Maintenan	1,008.00	667.00	341.00	11,739.22	8,000.00	3,739.22	8,000.00	(3,739.22)
6575 - Fitness Center Supplies	691.98	500.00	191.98	8,774.19	6,000.00	2,774.19	6,000.00	(2,774.19)
6590 - Access System Supplies	0.00	375.00	(375.00)	4,055.11	4,500.00	(444.89)	4,500.00	444.89
6595 - Access System Repairs	440.00	41.50	398.50	1,310.00	500.00	810.00	500.00	(810.00)

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	Current Period			Year to Date (12 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Cameron Club Maint & Operations								
6700 - Pool Repair & Maintenance	0.00	0.00	0.00	2,750.50	4,000.00	(1,249.50)	4,000.00	1,249.50
6710 - Pool Supplies	1,720.76	0.00	1,720.76	4,506.88	5,000.00	(493.12)	5,000.00	493.12
9934 - Recreation Equipment	0.00	333.50	(333.50)	1,672.02	4,000.00	(2,327.98)	4,000.00	2,327.98
Total Cameron Club Maint & Operations	**30,270.68**	**26,509.00**	**3,761.68**	**376,120.40**	**390,928.00**	**(14,807.60)**	**390,928.00**	**14,807.60**
Taxes & Insurance								
5390 - Fidelity/Workman's Comp	157.33	176.00	(18.67)	1,584.55	2,100.00	(515.45)	2,100.00	515.45
5415 - D&O Insurance Premiums	413.50	421.87	(8.37)	4,714.12	5,002.00	(287.88)	5,002.00	287.88
5420 - Umbrella	807.70	807.40	0.30	9,538.56	9,577.00	(38.44)	9,577.00	38.44
5445 - General Liability Insurance Premiums	1,141.08	969.00	172.08	12,512.14	11,512.00	1,000.14	11,512.00	(1,000.14)
9000 - Income Tax	0.00	750.00	(750.00)	4,800.00	3,000.00	1,800.00	3,000.00	(1,800.00)
Total Taxes & Insurance	**2,519.61**	**3,124.27**	**(604.66)**	**33,149.37**	**31,191.00**	**1,958.37**	**31,191.00**	**(1,958.37)**
Other Expenses								
5010 - Bad Debt	6,988.68	2,500.00	4,488.68	7,068.68	5,000.00	2,068.68	5,000.00	(2,068.68)
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	24,000.00	24,000.00	0.00	24,000.00	0.00
9946 - Signs Expenses	0.00	0.00	0.00	24.44	0.00	24.44	0.00	(24.44)
Total Other Expenses	**8,988.68**	**4,500.00**	**4,488.68**	**31,093.12**	**29,000.00**	**2,093.12**	**29,000.00**	**(2,093.12)**
Reserve Contributions								
9800 - Repair & Replacement Expenses	26,733.00	26,733.00	0.00	320,797.00	320,800.00	(3.00)	320,800.00	3.00
Total Reserve Contributions	**26,733.00**	**26,733.00**	**0.00**	**320,797.00**	**320,800.00**	**(3.00)**	**320,800.00**	**3.00**
Total Expense	**198,376.43**	**211,300.27**	**(12,923.84)**	**2,452,534.81**	**2,542,011.00**	**(89,476.19)**	**2,542,011.00**	**89,476.19**
Net Income / (Loss)	**16,427.77**	**1,204.73**	**15,223.04**	**100,908.81**	**0.00**	**100,908.81**	**0.00**	**(100,908.81)**

Common Area Committee

Product or Service	Line Item	FY2018 Budgeted Amount	YTD Expense Amount (December)	Remaining Amount	FY2017 Budgeted Amount	YTD Exper Amount (Decembe
Grounds & Landscaping-Contract	6100	$155,196.00	$156,065.50	($869.50)	$151,368	$154,399.0
Linear Park Landscape Maintenance	6685	$21,668.00	$14,196.00	$7,472.00	$21,668	$21,066.00
Flower Rotation & Landscape Enhancement	6150	$25,000.00	$20,794.50	$4,205.50	$25,000	$21,082.20
Irrigation System Contract	6299	$18,000.00	$13,475.50	$4,524.50	$18,000	$10,037.00
Tree/Shrub Maintenance	6160	$28,000.00	$36,880.00	$(8,880.00)	$27,000	$31,482.00
Turf Treatment Enhancements	6155	$15,000.00	$14,237.50	$762.50	$15,000	$11,450.75
Watering/Supplies	6200	$750.00	0.00	$750.00	$750	$0
Snow Removal	6442	$70,000.00	$16,046.00	$53,954.00	$70,000	$22,955.25
Street Repair/Maintenance	6760	$6,500.00	$5,440.00	$1,060.00	$6,500	$0
Pet Stations	6690	$8,500.00	$14,907.31	$(6,407.31)	$7,800	$10,726.94
General Repair & Maintenance	6600	$5,000.00	$27,628.95	$(22,628.95)	$5,000	$6,251.65
General Maintenance Supplies	6605	$6,500.00	$6,267.62	$232.38	$7,500	$7,472.96
Maintenance Uniforms	6315	$100.00	89.03	$10.97	$600	$42.01
Fountain Repair/Maintenance	6585	$2,200.00	0.00	$2,200.00	$2,200	$240.00

FY18 Total Budget report YTD December Financials

Tree & Shrub Maintenance, line item #6160 is $8,880.00 above the year-to-date budget of $28,000.00. This reflects 5 trees that were removed due to storm damage and a final necessary tree pruning around street signs and street lights.

General Repair & Maintenance, line item #6600 is $22,628.95 above the year-to-date budget of $5,000.00. This is due to the temporary maintenance services from AOC who serviced the community 2 days week in the interim of the vacant position of the Maintenance Technician.

Pet Stations, line item #6690 is $6,407.31 above the year-to-date budget of $8,500.00. This is due to the weekly services of the pet stations being serviced by a contractor in the interim of the vacant position of the Maintenance Technician.

Cameron Station Community Association
FY19 YTD Budget Report
Common Area Committee

Product or Service	Line Item	FY2019 Budgeted Amount	YTD Expense Amount	Remaining Amount	FY201 Budgeted Amount	YTD Exper Amount (Decembe
Grounds & Landscaping-Contract	6100	$154,404.00	$		$155,196.00	$130,585.5
Linear Park Landscape Maintenance	6685	$21,668.00	$		$21,668.00	$14,196.00
Flower Rotation & Landscape Enhancement	6150	$22,000.00	$		$25,000.00	$11,239.50
Irrigation System Contract	6299	$16,638.00	$		$18,000.00	$8,282.50
Tree/Shrub Maintenance	6160	$33,000.00	$		$28,000.00	$33,780.00
Turf Treatment Enhancements	6155	$15,000.00	$		$15,000.00	$14237.50
Watering/Supplies	6200	$150.00	$		$750.00	$0.00
Snow Removal	6442	$70,000.00			$70,000.00	$15,941.00
Street Repair/Maintenance	6760	$6,500.00	$		$6,500.00	
Pet Stations	6690	$8,500.00	$		$8,500.00	$9,545.23
General Repair & Maintenance	6600	$5,000.00	$		$5,000.00	$16,598.30
General Maintenance Supplies	6605	$8,000.00	$		$6,500.00	$5,863.10
Maintenance Uniforms	6315	$100.00	$		$100.00	$100.00
Fountain Repair/Maintenance	6585	$1,000.00	$		$2,200.00	$2,200.00
		$361,960.00				

FY19 Total Budget report YTD Financials

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

Product or Service	Line Item	FY2018 Budgeted Amount	YTD Expense Amount (December)	Remaining Amount	FY2017 Budgeted Amount	YTD Expense Amount (December) 2017
Safety and Security	6440	$2,500.00	$4,036.63	$(1,536.63)	$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	$4,986.59	$9,013.41	$10,000	$10,695.26
Community Center Improvements	6525	$2,000.00	$888.73	$1,111.27	$1,200	$939.00
Fitness Equipment Repair and Maintenance	6570	$8,000.00	$11,739.22	$(3,739.22)	$7,500	$8,276.51
Fitness Center Supplies	6575	$6,000.00	$8,774.19	$(2,774.19)	$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	$1,310.00	$(810.00)	$1,000	$0
Pool Repair and Maintenance	6700	$4,000.00	$2,750.50	$1,249.50	$4,000	$1,460.00
Pool Supplies	6710	$5,000.00	$4,506.88	$493.12	$6,100	$4,411.46
Pool Management	6438	$59,900.00	$62,318.75	$(2,418.75)	$57,000	$55,000.00
Health Club Management	5318	$169,189.00	$161,874.50	$7,314.50	$164,260	$159,720.46
Recreation equipment	9934	$4,000.00	$1,672.02	$2,327.98	$5,000	$3,050.92
Total		$285,589.00	$259,129.90	$27,059.61	$274,560.00	$266,185.41

FY18 Total Budget report YTD December financials

Clubhouse Utilities, line item #6075 is $4,677.30 above the year-to-date budget of $34,000.00. This could be a result due to two original HVAC systems that became faulty for the Cameron Club and now have since been replaced.

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 lifeguards for the weekends and extra lifeguards for the annual pool party.

Fitness Equipment Repair & Maintenance, line item #6570 is $3,739.22 above the year-to-date budget of $8,000.00. Due to repairs to the Fitness Center equipment.

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

Fitness Center Supplies, line item #6575 is $2,774.19 above the year-to-date budget of $6,000.00. This is due the sanitizing wipes and hand sanitizer for the fitness center.

Cameron Station Community Association
FY 2019 Budget Report
Cameron Club Facilities Committee

Product or Service	Line Item	FY2019 Budgeted Amount	YTD Expense Amount ()	Remaining Amount	FY2018 Budgeted Amount	YTD Expense Amoun (December) 2017
Safety and Security	6440	$3,000.00	$		$2,500.00	$3,686.81
Fire Suppression System	6500	$6,000.00			$6,000.00	$7,419.25
Building Repair and Maintenance	6515	$14,000.00			$14,000.00	$4,722.83
Community Center Improvements	6525	$2,000.00			$2,000.00	$879.75
Fitness Equipment Repair and Maintenance	6570	$9,500.00			$8,000.00	$10,196.24
Fitness Center Supplies	6575	$6,500.00			$6,000.00	$7,336.13
Access System Supplies	6590	$4,500.00			$4,500.00	$4,055.11
Access Center Repairs	6595	$1,000.00			$500.00	$430.00
Pool Repair and Maintenance	6700	$4,000.00			$4,000.00	$2,500.00
Pool Supplies	6710	$5,000.00			$5,000.00	$2,786.12
Pool Management	6438	$63,700.00			$59,900.00	$62,318.75
Health Club Management	5318	$165,111.48			$169,189.00	$134,895.00
Recreation equipment	9934	$4,000.00			$4,000.00	$1,672.02
Total		$288,311.48			$285,589.00	$266,185.41

FY19 Total Budget report YTD financials

Cameron Station
Replacement Reserves 504-xxx344

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	$ 7,893	0.75%	$ 59.20	-
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
BANK OF AMERICA - NC	$ 100,000	2.70%	$ 2,700.00	12/05/19
WELLS FARGO BANK - SD	$ 100,000	2.75%	$ 2,750.00	01/14/20
MS BANK - UT	$ 75,000	2.50%	$ 1,875.00	03/16/20
MS PRIVATE BANK - NY	$ 90,000	2.85%	$ 2,565.00	06/08/20
JP MORGAN BANK - OH	$ 100,000	1.35%	$ 1,350.00	06/24/20
COMENITY BANK - UT	$ 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	**$ 1,422,893**		**$ 32,686.70**	

as of 2/13/19

Cameron Station
Operating Reserves 504-xxx163

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	$ 2,739	0.75%	$ 20.54	-
~~MIZRAHI TEFAHOT - CA~~	~~$ 50,000~~	~~2.15%~~	~~$ 1,075.00~~	~~02/13/19~~
BANK OZARK - AR	$ 50,000	2.25%	$ 1,125.00	03/29/19
BEAL BANK - TX	$ 50,000	2.25%	$ 1,125.00	04/10/19
PACIFIC WESTERN BANK - CA	$ 50,000	2.25%	$ 1,125.00	05/13/19
COMPASS BANK - AL	$ 50,000	2.30%	$ 1,150.00	06/17/19
TOTAL	**$ 202,739**		**$ 4,545.54**	

as of 2/13/19

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 February 13, 2019 and is subject to daily market fluctuation.

Prices and yields are as of February 14, 2019 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: Karen Soles, General Manager, CMC
Deirdre Baldino, Assistant General Manager, CMC
Kenya Cooper, Portfolio Manager, CMA

DATE: February 21, 2019

RE: January 31, 2019 Financial Statement Summary

This summary reflects the un-audited fiscal year-to-date 2019 financial entries. Please be reminded, this is a snapshot of the Association's financial situation as of January 31, 2019.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	**$ 2,845,601.74**		
Year to Date Income	**$ 216,952.72**	**$ 215,645.00**	**$ 1,307.72**
Year to Date Expense	**$ 200,417.60**	**$ 206,281.000**	**($ 5,863.40)**
Net Income Year to Date, surplus/ (loss)	**$ 16,535.12**	**$ 9,364.00**	**$ 7,171.12**

Investments:

On January 31, 2019 the Association had operating and investment funds totaling $2,845,601.74 The Pacific Premier Bank (PPB) operating account had a balance of $608,549.09. The Congressional Bank Money Market account reflects a balance of $604,518.12, and the PPB-Merchant account has a balance of $1.45. The Morgan Stanley Smith Barney Money Market account had a balance of $60,100.91. There is also $1,565,000.00 invested in laddered Certificates of Deposit managed by Morgan Stanley. Additionally, there is Accrued Interest in the amount of $7,432.17.

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of January 31, 2019 was $108,461.31. The Association also maintains for an Allowance for Doubtful Accounts (GL 1530) on the Balance Sheet in the amount of $37,498.86 This reflects a net delinquency rate of approximately 2.85%, which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable ($108,461.31 - $37,498.86)/Total Annual Assessments: $2,491,524.79= 2.85%.

Accrued Repair & Replacement Reserves total $1,852,068.46 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: $2,845,601.74 minus Liabilities $595,305.95 minus Repair & Replacement Reserves: $1,852,068.46 = $398,227.33 excess capital.)

The Capital Improvement Reserve account totals ($21,521.26) 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 $398,227.33 minus Capital Reserves ($21,521.26) = $376,706.07 remaining capital after funding Capital Reserves.)

Owner's Equity*, which has a balance of $469,562.68, is supported by cash and investments at 18.85%, which is well within the 10 – 20% recommended by the auditor. $469,562.68/$2,491,524.79=18.85%

**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 $216,952.72 which is $1,307.72 more than the budgeted amount of $215,645.00.

There are several of the line items budgeted under Other Income that are significantly more than year-to-date budgeted amounts. I bring to your attention those GL line items that are below/above the budgeted allocations by $2,500.00 or more.

Resale Processing Fees, line item #4260 is over the year-to-date budgeted number of $417.00 by $2,634.62.

Year-to-date expenses total $200,417.60 which is $5,863.40 less the budgeted amount of $206,281.00. Below are a few line items that I would like to bring to your attention, as they have a variance of more than $2,500.00 of the year-end budgeted amount.

Expense Variances Below Year-End Budget by $2,500.00 or more:

None

Expense Variances Above Year-to-Date Budget by $2500

Tree & Shrub Maintenance, line item #6160 which is $2,885.00 above the year-to-date budgeted number of $0.00. This is due to the emergency tree work that was conducted in January.

Legal Services – General Counsel, line item #7030 which is $4,436.00 above the year-to-date budgeted number of $2,500.00. Rees Broome submitted their November 2018 invoice after the books were already closed for 2018. The auditor will need to make an adjustment of $3,020.00.

Overall there is a positive variance between annual income and expenses in the amount of $16,535.12 through January 31, 2019. 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

January 2019
Financial Report

Statement prepared by: Cheryl Weaver

Associa®
Community Management Corporation

Investment Listing Report
Cameron Station Community
As of Thu Jan 31, 2019

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	608,549.09	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	9010515485 Signers: Philbin/Tsitos	Money Market	604,518.12	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	60,100.91	0.750%	09/19/2001	0	
1353 - Morgan Stanley Smith Barney Investments Morgan Stanely Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Certificate of Deposit	1,565,000.00	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 CMC	0000	Other	7,432.17	0.000%	01/01/1900	0	
		Total Cash Investments:	**2,845,601.74**				
		Total Cameron Station Community:	**2,845,601.74**				

Cheryl Weaver

Balance Sheet Report
Cameron Station Community
As of January 31, 2019

	Balance Jan 31, 2019	Balance Dec 31, 2018	Change
Assets			
Cash & Investments			
1012 - PPB Merchant	1.45	1.45	0.00
1013 - Operating 3336	608,549.09	375,196.32	233,352.77
1302 - Congressional Bank - MM 5485	604,518.12	603,739.86	778.26
1330 - Morgan Stanley Smith Barney MM	60,100.91	8,917.49	51,183.42
1353 - Morgan Stanley Smith Barney Investments	1,565,000.00	1,615,000.00	(50,000.00)
1730 - Accrued Interest Receivable	7,432.17	5,537.93	1,894.24
Total Cash & Investments	**2,845,601.74**	**2,608,393.05**	**237,208.69**
Current Assets			
1500 - Residential Assessments Receivable	108,461.31	43,658.35	64,802.96
1530 - Allowance for Doubtful accounts	(37,498.86)	(37,498.86)	0.00
1600 - Prepaid Insurance	5,222.36	6,497.05	(1,274.69)
1640 - Other Prepaid Expenses	21,214.50	21,478.12	(263.62)
1725 - Insurance Receivable	(31,050.00)	(30,050.00)	(1,000.00)
1799 - Clearing Account	(0.10)	(1,349.28)	1,349.18
Total Current Assets	**66,349.21**	**2,735.38**	**63,613.83**
Total Assets	**2,911,950.95**	**2,611,128.43**	**300,822.52**
Liabilities			
Current Liabilities			
2000 - Accounts Payable	12,424.42	1,332.08	11,092.34
2025 - Transfer Fee Payable	90.00	528.17	(438.17)
2050 - Resident Refunds	1,022.65	28.23	994.42
2300 - Accrued Expenses	24,241.18	76,525.78	(52,284.60)
2400 - Accrued Payroll Payable	5,702.00	16,368.00	(10,666.00)
2550 - Prepaid Assessments	136,571.70	237,609.90	(101,038.20)

Balance Sheet Report
Cameron Station Community
As of January 31, 2019

	Balance Jan 31, 2019	Balance Dec 31, 2018	Change
Liabilities			
Current Liabilities			
2560 - Future Months Assessments	415,254.00	0.00	415,254.00
Total Current Liabilities	**595,305.95**	**332,392.16**	**262,913.79**
Total Liabilities	**595,305.95**	**332,392.16**	**262,913.79**
Owners' Equity			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	469,562.68	469,562.68	0.00
Total Unappropriated Owners' Equity	**469,562.68**	**469,562.68**	**0.00**
Capital Improvement Reserves			
3015 - Capital Improvement Reserves Beg.Bal.	(23,521.26)	(23,521.26)	0.00
3362 - Capital Improvement Reserves Contr.	2,000.00	0.00	2,000.00
Total Capital Improvement Reserves	**(21,521.26)**	**(23,521.26)**	**2,000.00**
Repair & Replacement Reserves			
3102 - Repair & Repl Reserve Beginning Balance	1,832,694.85	1,832,694.85	0.00
3276 - Repair & Repl Reserve Contributions	27,800.00	0.00	27,800.00
3280 - Repair & Repl Reserve Expenditures	(8,426.39)	0.00	(8,426.39)
Total Repair & Replacement Reserves	**1,852,068.46**	**1,832,694.85**	**19,373.61**
Total Owners' Equity	**2,300,109.88**	**2,278,736.27**	**21,373.61**
Net Income / (Loss)	**16,535.12**	**0.00**	**16,535.12**
Total Liabilities and Equity	**2,911,950.95**	**2,611,128.43**	**300,822.52**

Income Statement Summary
Cameron Station Community
January 01, 2019 thru January 31, 2019

	Current Period			Year to Date (1 month)			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Total Assessment Income	207,629.72	207,627.00	2.72	207,629.72	207,627.00	2.72	2,491,524.79
Total Other Income	9,323.00	8,018.00	1,305.00	9,323.00	8,018.00	1,305.00	94,200.00
Total Income	216,952.72	215,645.00	1,307.72	216,952.72	215,645.00	1,307.72	2,585,724.79
Total Administrative	7,411.35	10,988.00	(3,576.65)	7,411.35	10,988.00	(3,576.65)	111,755.00
Total Activities	700.00	0.00	700.00	700.00	0.00	700.00	37,500.00
Total Communications	0.00	3,375.00	(3,375.00)	0.00	3,375.00	(3,375.00)	25,000.00
Total Management Services	44,789.62	46,060.00	(1,270.38)	44,789.62	46,060.00	(1,270.38)	552,707.52
Total Trash Services	26,237.41	26,173.00	64.41	26,237.41	26,173.00	64.41	314,078.10
Total Common Area Maint & Services	55,685.25	53,333.00	2,352.25	55,685.25	53,333.00	2,352.25	683,460.00
Total Landscaping	0.00	0.00	0.00	0.00	0.00	0.00	3,612.00
Total Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	5,050.00
Total Professional Services	9,883.55	4,583.00	5,300.55	9,883.55	4,583.00	5,300.55	61,700.00
Total Cameron Club Maint & Operations	23,390.81	29,335.50	(5,944.69)	23,390.81	29,335.50	(5,944.69)	390,224.48
Total Taxes & Insurance	2,519.61	2,467.00	52.61	2,519.61	2,467.00	52.61	36,043.60
Total Other Expenses	2,000.00	2,166.50	(166.50)	2,000.00	2,166.50	(166.50)	31,000.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	27,800.00	27,800.00	0.00	333,600.00
Total Expense	200,417.60	206,281.00	(5,863.40)	200,417.60	206,281.00	(5,863.40)	2,585,730.70
Net Income / (Loss)	16,535.12	9,364.00	7,171.12	16,535.12	9,364.00	7,171.12	(5.91)

Income Statement Report
Cameron Station Community
Consolidated

January 01, 2019 thru January 31, 2019

	Current Period			Year to Date (1 month)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Income								
Assessment Income								
4001 - Assessemnts - SFD/TH	360,193.83	360,189.00	4.83	360,193.83	360,189.00	4.83	1,440,755.18	1,080,561.35
4002 - Assessments - CONDO	218,044.77	218,045.00	(0.23)	218,044.77	218,045.00	(0.23)	872,179.10	654,134.33
4016 - Future Assessments - SFD/TH	(240,126.00)	(240,126.00)	0.00	(240,126.00)	(240,126.00)	0.00	0.00	240,126.00
4017 - Future Assessments - CONDO	(145,363.00)	(145,363.00)	0.00	(145,363.00)	(145,363.00)	0.00	0.00	145,363.00
4018 - Future Assessments - COMMERCIAL	(4,654.00)	(4,654.00)	0.00	(4,654.00)	(4,654.00)	0.00	0.00	4,654.00
4019 - Future Assessments - TMP	(25,111.00)	(25,111.00)	0.00	(25,111.00)	(25,111.00)	0.00	0.00	25,111.00
4130 - Commercial Assessments	6,981.20	6,981.00	0.20	6,981.20	6,981.00	0.20	27,924.78	20,943.58
4135 - TMP Assessments	37,663.92	37,666.00	(2.08)	37,663.92	37,666.00	(2.08)	150,665.73	113,001.81
Total Assessment Income	**207,629.72**	**207,627.00**	**2.72**	**207,629.72**	**207,627.00**	**2.72**	**2,491,524.79**	**2,283,895.07**
Other Income								
4245 - Newsletter Advertising	0.00	1,500.00	(1,500.00)	0.00	1,500.00	(1,500.00)	6,000.00	6,000.00
4250 - Facilities Passes/Guest Fess	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00
4260 - Resale Processing Fees	3,051.62	417.00	2,634.62	3,051.62	417.00	2,634.62	5,000.00	1,948.38
4265 - Website Income	0.00	83.50	(83.50)	0.00	83.50	(83.50)	1,000.00	1,000.00
4295 - Charitable Donations Income	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	9,000.00
4400 - Room Rental Fees	0.00	667.00	(667.00)	0.00	667.00	(667.00)	8,000.00	8,000.00
4405 - Club Cleaning Fees	0.00	500.00	(500.00)	0.00	500.00	(500.00)	6,000.00	6,000.00
4710 - Late Fees & Interest	1,975.00	583.00	1,392.00	1,975.00	583.00	1,392.00	7,000.00	5,025.00
4720 - Legal Reimbursements	0.00	500.00	(500.00)	0.00	500.00	(500.00)	6,000.00	6,000.00
4805 - Compliance Fees	310.00	292.00	18.00	310.00	292.00	18.00	3,500.00	3,190.00
4835 - Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00
4900 - Interest Earned - Operating Funds	130.46	1,058.50	(928.04)	130.46	1,058.50	(928.04)	12,700.00	12,569.54
4910 - Interest Earned - Reserve Funds	3,855.92	2,417.00	1,438.92	3,855.92	2,417.00	1,438.92	29,000.00	25,144.08
Total Other Income	**9,323.00**	**8,018.00**	**1,305.00**	**9,323.00**	**8,018.00**	**1,305.00**	**94,200.00**	**84,877.00**
Total Income	**216,952.72**	**215,645.00**	**1,307.72**	**216,952.72**	**215,645.00**	**1,307.72**	**2,585,724.79**	**2,368,772.07**

ProFIT
PROFESSIONAL FITNESS MANAGEMENT

Cameron Club Monthly Report

January 2019

Attendance and Usage

January – 6,954

- Average usage per day- 224

Previous month:

- December – 4,782
- Average usage per day- 154

Facility & Operations

Group Exercise Class Program

- Gentle Yoga was the most attended classes this month.
- We saw an increase in 8 out of 10 classes from last month.

Exercise and Facilities Equipment

- The MyRide LifeFitness is now functional. The MyRide pad has been replaced.
- The new Star Trac treadmill has been ordered. This will replace the True treadmill, which is the last of the older treadmills due to be replaced. The Stairmaster is in need of repair. Heartline has been contacted and we are looking to have this repaired as soon as possible.

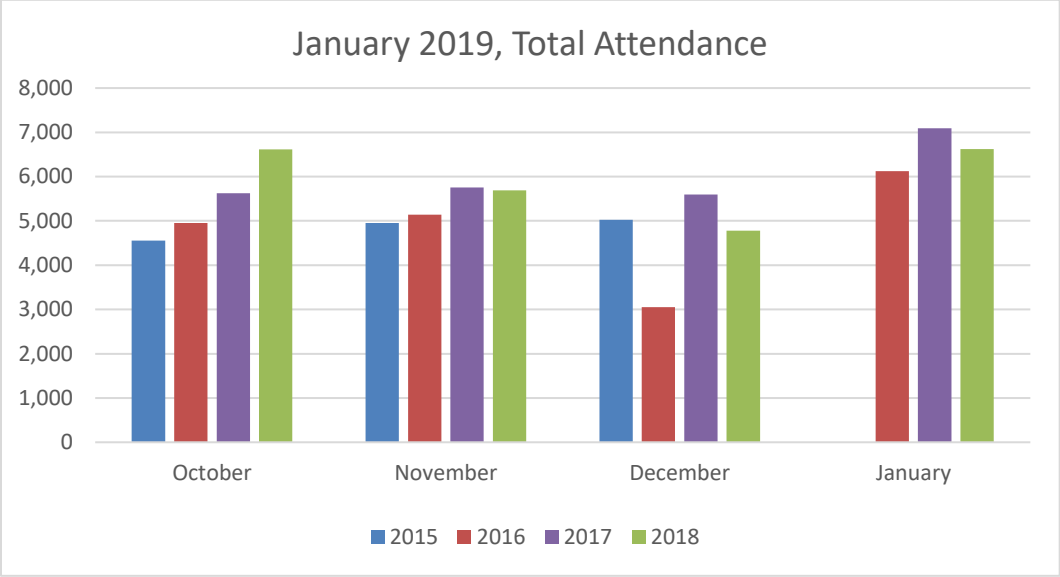
Personal Training

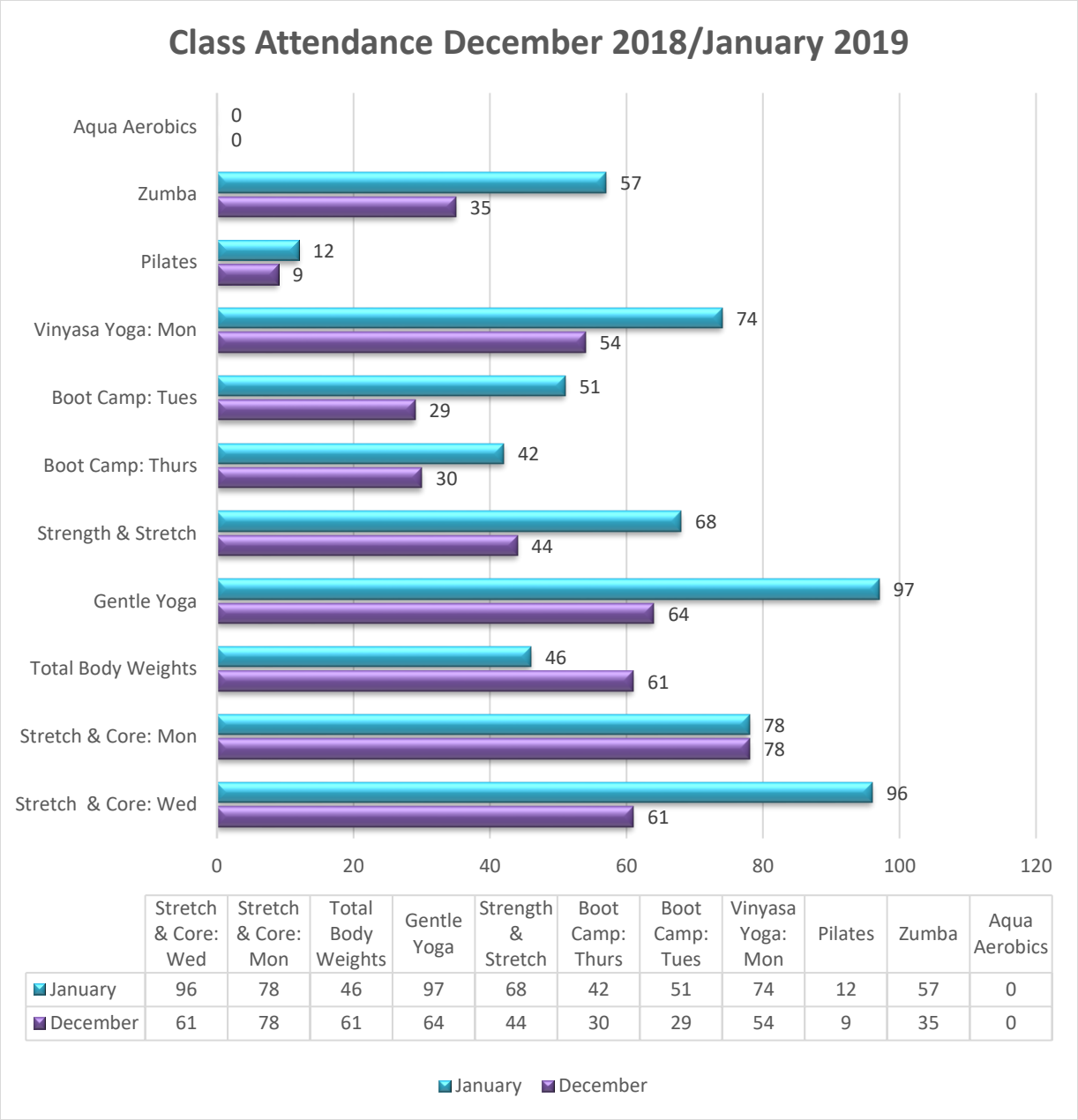
- We had 3 new clients this month.

Upcoming Goals & Events

- The next workshop will be on March 1st. This will be a nutrition workshop with our house trainer Vicki Gravini. We are currently working on the time of the workshop, as we want to make sure we can get the most attendance as possible.

Graphs


January 2019, Total Attendance
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
October
November
December
January
2015
2016
2017
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
January	96	78	46	97	68	42	51	74	12	57	0
December	61	78	61	64	44	30	29	54	9	35	0

DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, FEBRUARY 14, 2019

The following individuals attended the meeting:
Dick Shea, Vice Chair
Dan Ogg, CCFC Recording Secretary
Brendan Hanlon, CCFC Member
Jon Dellaria, BODs Representative
Ben Rogers, Community Pool Service, LLC Assistant Regional Manager
Rich Mandley, ProFIT President

The following individuals were absent:
Ray Celeste, CCFC Chair, John Burton, CCFC Member

1. The Cameron Club Facilities Committee meeting was called to order by Dick Shea at 6:48 p.m.

2. Dan Ogg made a motion to approve the agenda for the meeting. The motion was seconded by Brendan Hanlon and it passed unanimously.

3. Residents' Open Forum: No residents attended.

4. Brendan Hanlon made a motion to approve the CCFC's meeting minutes for January. The motion was seconded by Dan Ogg and it passed unanimously.

5. BOD's Update. Brendan Hanlon provided the BODs update.

    a) The Board approved the purchase of a new treadmill.
    b) Pool Contract. The Board discussed at length the pool contract. One main concern is the attention of the life guards.
    c) Brendan handed out an updated list of "Performance Standards" that are proposed to be part of the pool contract.
    d) The Committee requested that Ben Rogers review the Performance Standards with his management and contact CMC Management by Monday, February 18, to indicate whether the Performance Standards are acceptable.
    e) Ben Rogers provided an update on the preps for opening the pool. The preparations will begin in mid-March. Health inspections by the city will likely begin in April.

6. CMC Management report.

    a) The committee discussed proposals for repairing the main entrance door.

    b) Motion. Brendan Hanlon made a motion that the CCFC direct CMC Management to execute repairs to the entrance door(s) to ensure the building is

secure with a spending limit of $2500. This is to be paid for from Line Item 6515 (Building Repair and Maintenance), which has a balance of $14,000 and after this expenditure, will have a balance of $11,500. If the repairs cannot be made within the limit of $2500, CCFC requests CMC Management to contact the CCFC Chair to explain. Dan Ogg seconded the motion and it passed unanimously.

c) CMC Management issued the RFPs for the basketball court floor replacement, but no bids have been received yet.

7. ProFIT Report:

a) Rich Mandley provided the ProFIT monthly report. Attendance in January was 6954 (224 per day), compared to December's attendance of 4,782 (154 per day).

b) Rich Mandley provided an update on the equipment in the gym. The MyRide LifeFitness bike was repaired with a new control pad. The Stairmaster needs to be repaired and the maintenance company has been notified.

c) Dick Shea noted that one of the weight bars bends too much when loaded and needs to be replaced. Psy Scott was notified earlier.

d) Rich Mandley provided a new Capital Improvement Plan for equipment upgrades, new TVs, and a new layout in the gym. The CCFC accepted the proposal for consideration.

e) Motion. Dan Ogg made a motion to direct CMC Management to purchase six new Sharp LED 32-inch TVs for a price not to exceed $850 out of the Capital Improvement Repair/Replace Reserves General Ledger (GL) line item. Brendan Hanlon seconded the motion and it passed unanimously.

8. Old Business: There was no old business.

9. New Business: There was no new business.

10. Adjournment: Dan Ogg made a motion to adjourn the meeting. Brendon Hanlon seconded the motion and it passed unanimously. The meeting was adjourned at 8:15 p.m.

DRAFT

MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday, February 5, 2019

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for February was held on Tuesday, February 5, 2019. 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
Gayle Hatheway- ARC Member
Craig Schuck- ARC Member

MEMBERS ABSENT
Sharon Wilkinson- ARC Member
Kevin Devaney- ARC Member
Jeremy Drislane- ARC Member

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: Gayle Hatheway
Seconded By: Chris Hines
For: All
Against: None
Absent: Sharon Wilkinson, Kevin Devaney, and Jeremy Drislane
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 open forum.

MOVE TO: "Approve the January 8, 2019 ARC meeting minutes as presented."
Moved By: Chris Hines
Seconded By: Craig Schuck
For: All
Against: None
Absent: Sharon Wilkinson, Kevin Devaney, and Jeremy Drislane
MOTION PASSED

APP #	ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
19-02	5017 Grimm Drive	Tree Replacement	**APPROVED: as submitted with stipulation that it's completed with 60 days.** Moved By: Chris Hines Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson, Kevin Devaney, and Jeremy Drislane **MOTION PASSED**
19-03	4913 John Ticer Drive	Roof Replacement	**APPROVED: as submitted** Moved By: Chris Hines Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson, Kevin Devaney, and Jeremy Drislane **MOTION PASSED**
19-04	321 Cameron Station Blvd.	Front Yard Landscaping Enhancements	**APPROVED: as submitted** Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson, Kevin Devaney, and Jeremy Drislane **MOTION PASSED**
18-93	275 Murtha Street	Roof Replacement	**APPROVED: as submitted** Moved By: Craig Schuck Seconded By: Chris Hines For: All Against: None Absent: Sharon Wilkinson, Kevin Devaney, and Jeremy Drislane **MOTION PASSED**

18-92	131 Somervelle Street	Retaining Front Yard Wall	**APPROVED: as submitted** Moved By: Craig Schuck Seconded By: Chris Hines For: All Against: None Absent: Sharon Wilkinson, Kevin Devaney, and Jeremy Drislane **MOTION PASSED**

MATTERS FOR DISCUSSION, INFORMATION & ACTION TOPICS

DMS Edits/Revisions- The committee reviewed the revisions and recommendations that were discussed from the Board of Directors Special Meeting that was held on January 21, 2019. After thorough discussions the ARC then finalized their recommendations for the Board of Directors.

MOVE TO: "Table the appointments of the Architectural Review Committee Chairperson and Vice Chairperson until the March ARC meeting."
Moved By: Craig Schuck
Seconded By: Chris Hines
For: All
Against: None
Absent: Sharon Wilkinson, Kevin Devaney, and Jeremy Drislane
MOTION PASSED

MOVE TO: "The Architectural Review Committee recommends to the Board of Directors the Design and Maintenance Standards revisions."
Moved By: Chris Hines
Seconded By: Gayle Hatheway
For: All
Against: Sharon Wilkinson, Kevin Devaney, and Jeremy Drislane
MOTION PASSED

NEW BUSINESS

Ms. Diener asked the committee for suggestions to begin community walk-through inspections possible to co-inside with the Common Area inspections and if any members would be available to do such inspections once a month April- October.

Covenants Report – January 2019

- 13 Resale Inspections were performed for the month of January.
- 6 Exterior Modification Applications were reviewed in the month of January.
- For the month of January, no vehicles were towed.
- For the month of January 86 follow up inspections were conducted and the follow up inspections for 2018 have been completed. A total of 168 violations were closed and 40 violations letters have been mailed and the remaining follow up letters will be sent next month.
- For the month of January 21 violation letters were sent that included 17 parking violations and 4 letters were sent to address snow clearing violations.
- The next meeting of the Architectural Review Committee will be on March 5, 2019. Application due date for this meeting is February 24, 2019.

EXECUTIVE SESSION

No Executive Session was conducted.

ADJOURNMENT

MOVE TO: "Adjourn the meeting at 7:54 p.m."

Moved By: Chris Hines

Seconded By: Gayle Hatheway

For: All

Against: None

Absent: Sharon Wilkinson, Kevin Devaney, and Jeremy Drislane

MOTION PASSED

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

DRAFT

Cameron Station Communications Committee
Meeting Minutes
January 24, 2019

Members Present: Barbara Bolin, Kimberly Dillon, Sali Hama, Susan Klejst, Rebecca Pipkins, David Thorpe
Subcommittee Members Present: Steve Abbott (PR), Marian Cavanagh, Pat Sugrue, Rene Zimmer (*Compass*)
Others Present: Tom Sugrue (Board Liaison), Tricia Hemel (Committee Applicant)
Call to Order: Meeting was called to order at 7:02

November Meeting Minutes
Approved.

New Members
The Committee unanimously approved Tricia Hemel's submission of an application to the Board for a position on ComCom. Committee also unanimously approved Mary Rulien's joining the Public Relations Subcommittee.

Email Blasts
The committee members agreed that while the design and content of the weekly email blasts have been improved, the blasts are still being ignored by some, or not read all the way through, due to the length and repetition of information. The committee will work with the HOA staff on making the blasts timelier, improving the design so important news is emphasized, and using links to the Cameron Station website at the end of the blast to direct residents to information that is not "news," but is worth repeating.

Website Review
Pat Sugrue and former member Donna Gathers finished an extensive review of the website. While it is in generally good condition, it does need updating, and there are a number of areas where information is missing, outdated, or incorrect, as well as some links that do not work. Pat and Donna's notes have been distributed to all ComCom Committee and Subcommittee members for feedback by the March 19 ComCom meeting where the website will be the main agenda item. One of the important issues is who within CMC is responsible for the upkeep of the website, both its technical aspects and keeping it current. Committee members agreed that photographs need to be a major part of the site and be changed out regularly. Committee will also look into Web Analytics on a monthly basis.

Little Free Library
David and Stephanie Thorpe have generously offered to subsidize a Little Free Library in Cameron Station. It will be located in the median on Brenman Park Drive and installation is planned for the Spring. The PR Committee will look into having a ribbon cutting and creating bookmarks advertising the Library.

Public Relations
In addition to the PR opportunities provided by the new Little Free Library, the PR Committee will be looking into other ways to get favorable press for our community, including a push on social media. They will also be researching why Cameron Station is not currently listed as a top Alexandria community and what can be done to have it designated one of the Top 10 Communities not just in Alexandria or Virginia, but the nation.

Miscellaneous

Members agreed that secretarial duties will be shared throughout the year as will attendance at HOA board meetings. Secretary for January is Pat Sugrue who will also attend January board meeting.

.

Meeting adjourned at 8:12pm.

Respectfully submitted,
Patricia Sugrue

A&E Committee Meeting Minutes

Call to order

A meeting of Cameron Station Activities & Events Committee was held at Clubhouse on February 13, 2019.

Attendees

Attendees included Andrew Yang, Ritah Karera, Megan Porter, Rebecca Stalnaker, Amanda Wilkinson, Sarah Walsh, and Michael Johnson

Members not in attendance

none

Approval of minutes

Last month's Minutes were approved.

Upcoming Events

Sponsorship Program:

- Decided on three levels ($5000, $3000, $1000)
- Sarah Walsh will send finalized copy
- Decided on Swag bags to be handed out for gold and silver levels at pool party
- Decided on targeted email for exclusive event for gold level

Family Movie Night (Friday, February 15, 6:30-8:30 pm):

- Andy will rent “Grinch” from redbox and purchase 16 pizzas
- Should have enough drinks in storage

Bunco (Wednesday, February 27, 7-9 pm):

- Decided to alternate Bingo and Bunco every other month

New Ideas:

- Interactive games, street competitions between neighboring streets
- Winery tour in April, using Fleet shuttle service

Past Events

Women's Self-Defense Class:

- Have option to hold again for $450, 40 people maximum if held in gym
- Market to younger crowd as well

Speaker Series:

- 6-7 people per presenter, discontinue program for now

Family Movie Night:

- 42 people attended, about the right amount

Bingo:

- 14 attended, decided to alternate every other month with Bunco
- Regular game modes went too fast, decided alternatives for some rounds

Souper Bowl:

- 3 people stopped by, but not enough interest

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

Monday, February 11, 2019

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, February 11, 2019. The meeting was called to order at 7:03 PM by Kathy McCollom, CAC Vice Chairman, in the Henderson Room of the Cameron Club, Cameron Station.

Members Present: Kathy McCollom, CAC Vice Chairman
Linda Greenberg, CAC Member
S. Hockley Walsh, CAC Member
Wendy Ulmer, CAC Member
Mindy Lyle, CS Board Liaison

Members Absent: Robert Burns, CAC Chairman Jeanne Brasseur, CAC Secretary

Others in Attendance: Colby Hostetter, Ben Brenman Drive
Joel Owen, Lancaster Landscaping

OLD BUSINESS:

Move to: Approve Meeting Minutes – January 2019
Moved by: Greenberg
Seconded By: McCollom
For: All
Against: None
Motion Passed

Updates: None

NEW BUSINESS:

Resident Open Forum: Colby Hostetter attended the CAC meeting to address her concerns relating to the safety of residents, caused by the removal of the swing gates in the entryways along the wall between Duke Street and Gardner Drive. Hostetter asked that CAC consider reinstalling all swing gates along this wall due to the dangers posed by the traffic on Duke Street, particularly to children or pets on Gardner Dr. CAC will continue to examine this issue, factoring in the challenges that have existed with the unlawful locking of some of these gates by residents who have yet to be identified. CAC requested that Lancaster Landscaping look into possibility of installing lights (preferably solar powered) at the top of the columns at the two gated entrances at the west end of Gardener Drive nearest the bus stop on Duke Street to help mitigate perceived safety concerns regarding these entrances which is thought to be the root cause of certain residents unlawfully locking these gates.

Additional concerns identified by Hostetter include; the request for a stop sign at the intersection of Barbour Dr and John Ticer Dr and the removal of a plastic covering hanging off the wall at the end of Barret Place. CAC will further examine the request for a stop sign and will request through CMC that the plastic covering be removed from the wall as soon as possible.

Board Update: Mindy Lyle informed the CAC that the Board of Directors would like the Committee to consider and vote on the proposal for two, 3 way stop signs to be installed at the intersection of Brawner Dr and Tancretti Ln.

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.

It was requested in the January CAC Meeting that Lancaster proposals #29666, #29633 and #29669 be bundled due to the similar nature of the work and the CAC's desire to obtain better pricing through Lancaster. This request was accepted by Lancaster Landscaping and a bundled discount of 10% was provided.

Proposal Summary:

- Storm Drain Cleanup at Rear of 5233-5235 Bessley (29669)
- Drainage/Erosion at Rear of 4914 John Ticer (29666)
- Drainage/Erosion at Rear of 262-268 Medlock (29633)

-Concerns expressed by Linda Greenberg and seconded by Mindy Lyle regarding the potential for mulch to be washed away in areas where it is to be used for erosion control were mitigated by Joel Owen (Lancaster) who indicated the mulch will not wash away with heavy rain in the proposed areas.

Move to: Approve Proposals #29666, #29633 and #29669

The total cost is: $4,960.80 (Budget Lines: 6150 and 6155)

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

Installation of 2 new 3 Way Stop Signs at the intersection of Brawner Dr and Tancretti Ln

The total cost is: $404.73 plus tax/shipping (Budget Line 6760)

Move to: Approve Installation of Stop Signs

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

Tabled Proposals - None

Discussion:

Pocket Park Review: Will be reviewed collectively by CAC, preferably on a Saturday – date TBD.

Sprinkler System Upgrade: Walsh reported on his preliminary review of the past three years of costs associated with water usage and total maintenance, repair and upkeep associated with the current sprinkler system. The preliminary findings of this review did not support the complete replacement and installation of a new sprinkler system based on the costs of the replacement proposals received to date. While a new sprinkler system may decrease current maintenance costs and help decrease total water usage through efficiency improvements, these savings do not warrant complete replacement of the existing system. Ulmer agreed to assist Walsh in a further examination of the costs before any final decisions are made.

Duke Street Gates: Painting of all gates/archways will occur in the spring and further discussions regarding the status of the gates will occur with all CAC members present.

Applications for CAC vacancy: Several CS residents have informally expressed interest in applying for the CAC vacancy. Discussions regarding this vacancy will occur during the March meeting.

Newsletter Updates: It is anticipated that the neighborhood walkthrough will occur in May, rather than April due to better weather/lighting conditions. A final date has not yet been set.

The next meeting will be on March 11, 2019 in the Cameron Club.

The meeting adjourned at 7:47 PM.

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION 19-_____

(Emergency Repairs)

WHEREAS, Article III, Section 3.4 of the Amended Bylaws of the Cameron Stations Community Association, Inc. ("Association") grants the Board of Directors with all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS, Article III, Section 3.3(a) and Section 3.7 of the Declaration of Covenants, Conditions and Restrictions of the Association grants the Association a right of immediate access across the Common Areas and Lots of the Association (excluding dwelling units) to perform any emergency inspections or work related to a condition that is threatening the Common Areas or another Lot; and

WHEREAS, Article V, Section 5.5 of the Bylaws empowers the Association to levy any emergency repair costs related to a Lot, against that particular Lot as an Individual Assessment; and

WHEREAS, per Article 3, Section 3.4(a) of the Bylaws empowers the Board to appoint one of its members to act on behalf of the Board on such duties of the management agent, which may arise in between Board Meetings; and

WHEREAS, the Board of Directors has decided to designate one member of the Board of Directors with the authority to approve the performance of any required emergency repairs upon the Lots or Common Areas of the Association, which are strictly required to avoid imminent threat to person or property, when such action is required in between meetings of the Board, subject to cost limitations and reporting controls.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following policies and procedures.

I. APPROVED REPAIRS

The Board shall designate one of its members to have the authority to approve an application by the Owner of a Lot seeking permission to perform limited repairs to the Lots damaged in a manner that the current condition constitutes an emergency. Any such work must be to address repairs necessary to avoid imminent threat to the health and safety of the residents of the Association, or to avoid an imminent threat of damage to property within the Association.

Any approval granted by the designated member of the Board must be conditioned upon the work being performed in accordance with the requirements set forth in the

Association's Design and Maintenance Standards. If an Owner performs work based on an approval granted by the designated member of the Board and such work is not performed in accordance with the requirements of the Design and Maintenance Standards, the Association shall require the Owner to perform any corrective action deemed necessary by the Association to render such repairs compliant with the Design and Maintenance Standards.

If an Owner receives approval for limited repairs pursuant to this policy, such Owner shall submit a complete application for all repairs required to his or her lot in accordance with the requirements of the Design and Maintenance Standards. The Covenants Committee shall incorporate any limited approval granted by the designated Board member into the final approval of the Owner's application.

The effective date of this Resolution shall be _____, 2019.

I hereby certify that this Administrative Resolution was duly adopted by the Board of Directors at a regular meeting on _____.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
Michael Johnson, President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Administrative Resolution was published, mailed or hand-delivered to the members of the Cameron Station Community Association on this ___ day of _____, 2019.

_____
Karen Soles, Community Manager

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 19- _____

Duly adopted at a meeting of the Board of Directors held on _____.

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
_____ President	_____	____	_____	_____
_____ Vice President	_____	____	_____	_____
_____ Secretary	_____	____	_____	_____
_____ Treasurer	_____	____	_____	_____
_____ Director	_____	____	_____	_____
_____ Director	_____	____	_____	_____
_____ Director	_____	____	_____	_____

Cameron Station Community Association, Inc.
Board Decision
February 26, 2019

Motion:
"I move to approve the Administrative Resolution 19-01 Emergency Repairs as provided by legal counsel".
Second:

Summary:
The proposed resolution shall the Board to designate one of its members to have the authority to approve an application by the Owner of a Lot seeking permission to perform limited repairs to the Lots damaged by casualty. Any such work must be to address repairs necessary to avoid imminent threat to the health and safety of the residents of the Association, or to avoid an imminent threat of damage to property with the Association. Any work approved must met the Association's Design and Maintenance Standards (DMS).

The Resolution is included in the Board packet for review.

CMC Recommendation:
The Board to approve Administrative Resolution 19-01

Budget Consideration:
None

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Tom Sugrue				
Sarah Meyer Walsh				

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 19-___
ENFORCEMENT AND DUE PROCESS PROCEDURES
Supersedes all prior Due Process Resolutions

WHEREAS Article III, Section 3.8(a) of the Declaration of Covenants, Conditions and Restrictions ("the Declaration") of the Cameron Station Community Association ("the Association") as recorded in the Land Records of the Circuit Court for the City of Alexandria at Deed Book 1630 at Page 0401, *et sq.*, as amended, provides that every member of the Association shall have a right and easement of enjoyments in and to the Common Area for their reasonably intended purposes, subject to any rules and regulations or policies which may be established by the Board of Directors ("the Board"); and

WHEREAS Article III, Section 3.4 of the Amended Bylaws ("the Bylaws") provides that the Board shall have the power to adopt and publish rules and regulations governing the use of the Common Areas and facilities of the members and their guests thereon; and

WHEREAS Section 55-513 of the Virginia Property Owners Association Act (the "Act") provides that the Board may adopt rules relating to areas of responsibility delegated to the Association under the Declaration; and that the Board may impose monetary charges and suspend services provided to owners for non-payment of assessments and for violations of the Association's Governing Documents; and

WHEREAS Article VIII Section 8.1 of the Declaration establishes penalties for the infraction of the Association's Bylaws, Declaration, and Rules and Regulations (collectively "the Governing Documents) and sets forth a procedure for the Association to enforce the Governing Documents; and

WHEREAS the Board believes it is necessary and desirable to expand upon the authority granted in Article VIII of the Declaration and establish administrative procedures to assure due process in cases in which there is a question of compliance by a member with provisions of the Governing Documents and the Association and before monetary charges or suspensions of privileges shall be considered:

NOW, THEREFORE, BE IT RESOLVED that the following procedures are adopted:

1. Owners are legally responsible for ensuring that the members of their household, and their tenants, guests, or invitees comply with the Association's Covenants and Regulations.

2. If an Owner or resident wishes to formally invoke the enforcement system of the Association, the owner must submit a complaint in writing in accordance with the Association's Complaint Policy and on any forms developed by the Board of Directors pursuant to the Association's Complaint Policy, in care of the Association management office. Neither Management nor the Architectural Review Committee ("the Committee") will investigate any complaints that are anonymous, are not submitted in writing, or otherwise do not comply with the Association's Complaint Policy.

3. Once Management receives a complaint, Management shall review the complaint and determine if the complaint conforms with the association's Complaint Policy.

4. If Management determines a complaint does not comply with the Association's Complaint Policy, Management will so notify the complainant in writing.

5. If Management determines the Complaint sets forth sufficient allegations of a violation of the Association's Governing Documents that complies with the requirements of the Association's Complaint Policy, Management, on behalf of the Architectural Review Committee, shall deliver to the owner against whom the complaint has been leveled, by hand or by first class mail, and, if available by e-mail, written notice of the alleged violation of the Association's Governing Documents, which shall notify the Owner of the complaint, the provisions of the Governing Documents which have been violated, and requesting the Owner to cease and desist the action or correct the item within fifteen (15) days of the date of the letter or such other date as may be set forth in the written notice. This initial notice shall be referred to as the "First Notice".

6. The Board of Directors or the Architectural Review Committee reserve the right to dispense with the requirement to send the First Notice and move immediately to sending the Second Notice as described in Paragraph 7 herein, if, in the sole discretion of the Architectural Review Committee or the Board of Directors, the alleged violation of the Governing Document constitutes a risk to the health and safety of the members of the Association or that it is otherwise in the best interest of the Association to expedite the enforcement process.

7. If the Owner does not remedy the offense within the number of days requested in the First Notice, Management, on behalf of the Architectural Review Committee, shall send a second written notice (hereinafter "Second Notice") to the Owner against whom the allegation has been leveled, which notice must be delivered Certified Mail, Return Receipt Requested and by First Class U.S. mail. The Second Notice must: (1) notify the Owner of the complaint and the provisions of the Governing Documents which have been allegedly violated; (2) request the Owner to cease and desist the action or correct the item within ten (10) days of the date of the letter or such other date as may be set forth in the written notice; (3) advise the Owner that the Owner may submit in writing a written refutation of the

complaint or explanation of the allegations; (4) advise the owner of the Association's authority to impose monetary charges, file suit to obtain injunctive relief, and suspend privileges as sanctions for offenses of the Association's Governing Documents; (5) inform the Owner of his/her right to a hearing before the Committee to contest the citation and (6) advise the Owner of the date, time and location of the hearing, and of his or her right to be represented by counsel at the hearing. This Notice must be sent to the Owner at least fourteen (14) days prior to the hearing date. If the Owner of record appears at the hearing without receiving notice thereof, he will be deemed to have waived the requirement for proper notice.

8. If the Owner has abated the violation and notified Management within the time frame specified in the Second Notice, Management will terminate enforcement action and no hearing will be held.

9. If the owner fails to appear at the hearing and fails to remedy the violation within the time frame set forth in the letter provided in accordance with paragraph 7, the Committee shall hold the hearing in the owner's absence and shall have the authority to impose monetary charges and/or suspend privileges as sanctions in accordance with Article VIII of the Governing Documents and Section 55-513 of the Act. Should the Committee decide to impose monetary charges to the Owner, Management will send, by Certified Mail, Return Receipt Requested and by First Class U.S. mail, a letter notifying the owner of the monetary charges, which will be deemed effective from the date of the Complaint.

10. At the hearing, the Committee shall hold the hearing in open session, except for its deliberations, which the Committee may hold in closed session pursuant to Section 55-510.1 of the Act. The Owner has the right to have counsel present during that portion of the hearing conducted in open session (however, the Committee reserves the right to reschedule a hearing if the Owner brings counsel in order for the Association to be similarly represented) and may present evidence in his or her defense. After the Owner has presented his or her defense, the Committee will convene into Executive Session to discuss the violation. The Committee will return to open session to announce its decision. The Committee shall also deliver notice of its decision by Certified Mail, Return Receipt Requested or by hand-delivery, to the parties within seven (7) days of the hearing.

11. The Committee may impose for any violation of the Association's Governing Documents a monetary charge of up to $50.00 per single violation or up to $10.00 per day for any violation of a continuing nature as permitted by Section 55-513 of the Act. The Committee may impose daily charges for a violation of a continuing nature for a period up to ninety (90) consecutive days or for the maximum period of time permitted by law, whichever is greater. If monetary charges are imposed, such charges shall be treated as an assessment against the Owner's lot for the purposes of Section 55-516 of the Act and the Association's Governing

Documents.

12. The Committee also may suspend an Owner's membership privileges and rights (and that of his or her members of their household, family members, tenants, guests, or invitees) to use facilities or receive services for violations of the Governing Documents. Such facilities, privileges or services shall include, but not be limited to, any of the following:

    1. The right to vote; and/or
    2. The right to use any other common area facility; and/or
    3. In the case of a condominium unit owners association, the right to receive any other services provided directly by the Association.

13. The Committee shall also have the right to recommend to the Board that the Association file suit to obtain injunctive relief ordering the owner to cure the violation.

14. An Owner has the right to appeal his or her case to the Board. Upon issuance of a hearing decision by the Committee, the Owner has ten (10) days from the date of the notice to issue a written appeal to the Board. The appeal letter shall be in writing, addressed to the Board and sent via U.S. Mail to the Association management office. The Owner shall state in the appeal letter the reason an appeal is being requested. The reasons must fall within one of the following three categories: 1) the initial allegation of the violation was without merit; 2) the decision of the committee was capricious or arbitrary; 3) the Committee did not act within the policies set forth in this resolution or the Governing Documents.

15. The Board has forty-five (45) days from the date of its receipt of the appeal request to decide whether or not to hear the appeal. Should the Board choose to hear the appeal, it will schedule an appeal hearing. Notice of the appeal hearing shall be sent to the owner of record at his or her last known address via U.S. mail, First Class and Certified Mail, Return Receipt Requested, at least fourteen (14) days in advance of the hearing date. A copy of the notice shall also be sent to the Chair of the Committee. If the Board declines to hear the appeal, it shall provide written notice of its decision to decline to hear the appeal the appellant by U.S. Mail, First Class and Certified Mail, Return Receipt Requested.

16. The Board shall conduct the appeal hearing according to the same procedures established herein for a Committee hearing. At least one representative from the Committee must be present at the hearing to respond to questions and present information as requested by the Board.

17. The Board shall render a decision based upon the reason provided for the appeal. The Board may uphold the Committee's decision, modify, or reverse the Committee decision. If the decision is to uphold the Committee's decision, the

decision stands effective retroactive to the date of the Committee's regular hearing.

18. While all cases will be treated in a similar manner following the above procedures, the Board reserves the right to suspend privileges or refer a matter to legal counsel to seek legal remedy at any time, based upon the nature of the allegation. In matters of direct threat to the safety, welfare and well being of people or property, the Committee may send a case directly to the Board, which may act immediately. If any notice of citation is issued by the Board under these circumstances, said notice shall notify the Owner of the violation and the monetary charges imposed for the violation. The notice shall also advise the Owner that he or she may submit a written request for a hearing on or before the hearing confirmation date set forth in the letter to contest the violation and the monetary charges assessed for the violation. Any such notice of violation shall be delivered to the Owner via hand-delivery or Certified Mail, Return Receipt Requested.

19. All Owners are responsible for ensuring that their lot is occupied and used in accordance with the covenants. In the case of matters against a tenant renting a home in Cameron Station, all notices will be mailed to the Owner of record with a copy to the tenants in question, if they are known. If tenants are not known, the tenant copy will be mailed to the address of record care of "current resident". The copies to tenants need not be mailed certified, return receipt requested; they may be mailed via regular, first class U.S. mail. Furthermore, as stated in Section 7.8 of the Declaration, any failure on the part of a lessee to comply with the Association's restrictions shall constitute a default under the lease and be grounds for termination therefor, which shall be enforceable by the Association.

20. The procedures outlined in this Resolution may be applied to all violations of the Association's Governing Documents, but do not preclude the Association from exercising other enforcement procedures and remedies authorized by the Association's legal documents, including, but not limited to, the initiation of suit or self-help remedies. The Board of Directors reserves the power to assign all of its powers and responsibilities herein to the Architectural Review Committee.

21. The Association management is authorized to file complaints with the Committee for violations observed by the management staff.

This Resolution was adopted and approved by the Board of Directors of Cameron Station Community Association on this ___ day of _____, 2019.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
President, Michael Johnson

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Policy Resolution was mailed or hand-delivered to the members of Cameron Station Community Association on this _____ day of _____, 2019.

_____
Karen Soles, Community Manager

Cameron Station Community Association, Inc.
Board Decision
February 26, 2019

Motion:
"I move to approve Policy Resolution 19-02 Enforcement and Due Process Procedures".
Second:

Summary:
The Board believes it is necessary and desirable to expand upon the authority granted in article VIII of the Declaration and establish administrative procedures to assure due process in cases in which there is a question of compliance by a member with provisions of the Governing Documents and the Association and before monetary charges or suspensions of privileges shall be considered. The policy resolution supersedes all prior Due Process Resolutions.

The Policy Resolution is included in the Board packet for review.

CMC Recommendation:
The Board to approve Policy Resolution 19-02 Enforcement and Due Process Procedures.

Budget Consideration:

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Tom Sugrue				
Sarah Meyer Walsh				

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 19-_____

ACCESS TO RECREATIONAL FACILITIES AND SHUTTLE BUS SERVICE BY OWNERS AND OCCUPANTS OF NON-RESIDENTIAL UNITS

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors with all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS, Article IV, Section 4.5(x) of the Declaration of Covenants, Conditions and Restrictions states the Association shall have the authority to establish rules and regulations that restrict or prohibit the owners of non-residential units from using the Association's recreational facilities; and

WHEREAS, the Board of Directors believes that it is in the best interests of the Association to adopt rules and regulations governing non-residential unit owner's and their tenants and employees' access to the Association's recreational facilities;

WHEREAS, the Special Use Permits for Cameron Station contemplate that employees of the commercial units within Cameron Station shall have the right to use the shuttle bus service operated by the Association; and

WHEREAS, the Board of Directors has determined it is in the best interests of the Association to reduce traffic in and out of the Association to provide the commercial units with passes to permit their owners and employees to use the Association's shuttle bus service

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors hereby adopts the following rules and regulations relating to the commercial units' rights relative to the use of the Association's recreational facilities and shuttle bus service:

1. Owners of a non-residential unit and the owners of businesses that are tenants of non-residential units are permitted to use the Association's recreational facilities, provided such Owners shall comply with all provisions of the Association's rules and regulations governing the use of the Cameron Club recreational facilities and other facilities within the Association.

2. No employee, guest, invitee or family member of an owner of a business occupying a non-residential unit within the Association is permitted to use any of the Association's recreational facilities.

3. Each commercial unit owner shall have the right to obtain shuttle bus passes for the use of any owner, tenant or employee of a business located within a commercial unit. In order to receive shuttle bus passes, each owner of a business within Cameron Station must submit a written request to the Association's management office listing the names of each owner,

tenant or employee that will be assigned a shuttle bus pass. In the event an employee ceases his or her employment, the owner or tenant must return the shuttle bus pass to the management office. If a shuttle bus pass is lost and must be replaced, the owner or tenant must pay the Association a $5.00 replacement fee prior to receiving a replacement shuttle bus pass.

This Resolution was adopted and approved by the Board of Directors of Cameron Station Community Association on this ____ day of _____, 2019.

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
President, Michael Johnson

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Policy Resolution was mailed or hand-delivered to the members of Cameron Station Community Association on this _____ day of _____, 2019.

_____

Karen Soles, Community Manager

RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held _____

_____.

Motion by: _____ Seconded by: _____

VOTE:	**YES**	**NO**	**ABSTAIN**	**ABSENT**
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ATTEST:

_____ _____

Secretary Date

Resolution effective: _____,

Cameron Station Community Association, Inc.
Board Decision
February 26, 2019

Motion:
"I move to approve Policy Resolution 19-03 Access to Recreational Facilities and Shuttle Bus Service by Owners and Occupants of Non-Residential Units."
Second:

Summary:
Owners of a non-residential unit and the owners of businesses that are tenants of non-residential units are permitted to use the Association's recreational facilities, provided such Owners shall comply with all provision of the Association's rules and regulations governing the use of the Cameron Club recreational facilities and other facilities with the Association.
No employee, guest, invitee or family member of an owner of a business occupying a non-residential unit within the Association is permitted to use any of the Association's recreational facilities.

The Policy Resolution is included in the Board Packet for review.

CMC Recommendation:
The Board to approve Policy Resolution 19-03 Access to Recreational Facilities and Shuttle Bus Service by Owners and Occupants of Non-Residential Units

Budget Consideration:
None

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Tom Sugrue				
Sarah Meyer Walsh				

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

PROPOSAL NO.
29633

November 12, 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

262-268 MEDLOCK LANE (REAR COMMON AREA):

- CREATE A SWALE (APPROX. 150' X 2-3' WIDE X 8-12" DEEP) TO DIRECT WATER TO THE STREET AND AWAY FROM THE BACK YARDS.

- ON SWALE, INSTALL GRASS SEED AND COVE WITH CURLEX MAT.

BEHIND UNIT 268 (ERODED AREA):

- INSTALL RIVER STONE 5-8" IN DIAMETER TO SLOW THE WATER FLOW ONTO THE STREET.

MATERIALS AND LABOR:

- RIVER STONE 5-8" IN DIAMETER $750.00
- GRASS SEED AND CURLEX $450.00
- LABOR $1,320.00

TOTAL PROPOSAL PRICE: $ 2,520.00

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:_____

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

PROPOSAL NO.
29666

January 2, 2019

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

At Common Area – Rear of 4914 John Ticer

Wet area under trees where turf cannot be established

Install (5) yard of hardwood mulch @ $85.00 per yard……..$425.00
Install (25) 2x2' stepping stones on a stone dust base @ $42.00 to create walking area……....$1062.00

PROPOSAL TOTAL: $1,487.00

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:_____

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

PROPOSAL NO.
29669

January 2, 2019

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:

STORM DRAIN CLEANUP

At Common Area – Rear of 5233-5235 Bessley Place

Remove debris from storm drain
Install (8) yards of hardwood mulch @ 85.00 per yard

Labor:	$825.00
Material (8 yards of hardwood mulch):	$680.00

PROPOSAL TOTAL: $1505.00

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
February 26, 2019

Motion:
"I move to approve the CAC recommendation for the Lancaster Proposal's that include a 10% discount for proposal #29669 for Storm Drain Cleanup in the amount of $1,505.00 to be expensed to GL6150- Flower Rotation & Landscape Enhancements, proposal#29633 for Drainage and Erosion work in the amount of $2,520.00 to be expensed to GL3364- Capital Improvement Reserves Expenditures, and proposal #29666 for Drainage and Erosion repairs in the amount of $1,487.00 to be expensed to GL6155- Turf Treatment & Enhancements in the total amount of $4,960.80".
Second:

Summary:
Lancaster Landscapes has provided the Association with a 10% discount on all three proposals. The location include storm drain cleanup at the common area at the rear of 5233-5235 Bessley Place. The drainage and erosion work in the common areas in the of rear 262-268 Medlock Lane and behind unit 268. Also, included is drainage and erosion work at the common areas in the rear of 4914 John Ticer.

Lancaster Proposal #29669, #29633, and #29666 are included in the Board packet for review.

CMC Recommendation:
The Board to approve the CAC recommendation for Lancaster proposal #29669, #29633, and #29666

Budget Consideration:
GL6150 Flower Rotation & Landscape Enhancements, GL3364 Capital Improvement Reserves Expenditures, and GL6155 Turf Treatment & Enhancements

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Tom Sugrue				
Sarah Meyer Walsh				

19.05

DESIGN & MAINTENANCE STANDARDS (DMS)
EXHIBIT A – EXTERIOR MODIFICATION APPLICATION

CAMERON STATION

A NEW COMMUNITY IN ALEXANDRIA

Cameron Station Community Association, Inc.

EXTERIOR MODIFICATION APPLICATION

APPLICATION SECTION

Homeowner(s) Name: RICHARD OHLEMACHER Lot: _____

Address: 4909 DONOVAN DRIVE

Phone: (h) 703 566 7056 (c) 703 975 3804 (w) _____

Email Address: rickohlemacher@yahoo.com

Proposed Start/Completion Dates: 2/14 / 2/15

Please provide a complete, detailed description of the proposed modification, including sketches, drawings, a Plat/Site Survey and a written description. Please refer to the Architectural Design & Maintenance Standards for the specific information that is to be provided for the type change proposed. Use as many additional sheets as needed. Complete separate application forms for each exterior modification requested.

PLEASE SEE EMAIL WITH ATTACHMENTS PROVIDED ON 2/11/2019.
MATERIAL REMOVAL AND REPLACEMENT OF OUR ROOF TO REMEDY LEAKS
INSIDE OUR HOME. A+M ROOFING WILL USE SAME APPROVED MATERIALS
BY THE ARC FOR ROOF REPLACEMENT AT 4907 DONOVAN DRIVE IN
DECEMBER 2018: CAF TIMBERLINE SHINGLES, CHARCOAL COLOR.
OUR ROOF IS NOT CONNECTED TO ADJACENT STRUCTURES WITH REGARD
TO THE NATURE OF THE WORK.

APPLICATION CONDITIONS

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

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

I understand and agree that no work shall commence on this requested project until written approval of the ARC has been received by me.

20.P1

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

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

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

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

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

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

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

Homeowner(s) Signature _____ **Date:** 2/12/2019

Please use this checklist to ensure that all required materials and enclosures have been included in or with your application.

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

ARC ACTION

The Architectural Review Committee (ARC) reviewed the application and took the following action:

☐ **Approved** ☐ **Disapproved** ☐ **Request for more information**

Comments or Stipulations: _____

ARC Signature: _____ Approval/Disapproval Date: _____

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

VA Class "A" License 2705165629

7777 Leesburg Pike Suite 414N
Falls Church, VA 22043
Phone: 703-584-5876

Proposal & Agreement

CUSTOMER INFORMATION	
CUSTOMER NAME Judy Carrodeguas	**DATE** 02/02/2019
ADDRESS 4909 Donovan Drive Alexandria VA 22304	**PHONE** (703) 566-7056 **E-MAIL** jcarrodegu@aol.com

PROPOSED SCOPE OF WORK

GAF System Plus Warranty Roofing System

-Remove and dispose of existing asphalt shingles, drip edge, underlayment, starter shingles, hip & ridge caps, and existing pipe collars. All roofing trash and debris will be placed in dumpster.
-Inspect roof decking for any damage. **Any damaged plywood will be replaced for an additional charge of $65 per sheet.**
-Install new Ice & Water Shield on all roof eaves and in all valleys.
-Install Epilay Platinum Synthetic Underlayment on remaining area of roof.
-Install new Drip Edge around entire perimeter (Eaves and Rakes) of Roof.
-Install new GAF Pro-Start Starter Shingles.
-Install new GAF Timberline HD Lifetime Shingles in Charcoal.
-Install new GAF Snow Country Ridge Vent.
-Install new GAF Seal-A-Ridge over GAF Snow Country Ridge Vent and at all Roof Hips.
-Install new Lifetime Pipe Collars for an additional $75 per collar.
-Install new step flashing if needed. Install Chimney Flashing if applicable.
-Apply Roof Sealant where necessary.
The GAF Weather Stopper® System Plus Ltd. Warranty provides coverage against manufacturing defects for all major GAF components on your roof (not just your shingles) — so you'll have the peace of mind of knowing that, if any covered roofing component fails, it will be covered by the warranty (see ltd. warranty for complete coverage and restrictions). The warranty is available through GAF's factory-certified contractors, and is a way to get up to 50 years of non-prorated coverage (against manufacturing defects) on your new roofing system.
A&M Roofing offers a 10 year warranty against any workmanship defects/deficiency.

Important Notice: Please notify occupants of your building/household that they are not to stand under the roof's perimeters while we are working. In addition, please do not park vehicles, boats, trailers, etc. near the roof's perimeters. We do everything we can to ensure tools and materials do not incur damage or injury. Your attention to these matters is vital.
We accept the following forms of payment: Check, Cash, Credit Card(A 3% Fee is added for Credit Card Payments)

Price is valid for 30 days from date of estimate. Total: [redacted] **Payment Due Upon Completion.**

By his or her signature below, Owner hereby accepts and agrees to Contractor's proposal as set forth in this agreement and agrees to perform all of Owner's covenants and obligations. Contractor and Owner further covenant and agree by execution of this agreement to the general conditions as set forth on the reverse side of this agreement.

OWNER OR AGENT: DATE: 02/05/2019

CONTRACTOR: DATE: 02/06/2019

TERMS OF AGREEMENT

BUYERS RIGHT TO CANCEL. If this Contract was solicited at a residence and you do not want the materials or services, you the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.

ACCEPTANCE. All orders are subject to acceptance by A&M Roofing ("A&M Roofing"). This Contract, which establishes the cost, materials, works to be performed, and the estimated completion date, is not binding on A&M Roofing unless it is signed by all parties. Changes required by Buyer or required hereunder shall be paid by Buyer in addition to the Total Sale Price. Unless otherwise agreed in writing any such changes shall be at A&M Roofing's regular price for same. This Contract does not include, unless expressly specified, any asbestos abatement, removal, or encapsulation, mold remediation or any removal of lead paint. If mold, asbestos or lead paint is found existing on the premises, any cost to abate, remove, or encapsulate shall be paid by Buyer as an extra item of service and material. This Contract does not include, unless expressly specified, any wood replacement/repair or insulation which shall be separately quoted in a change order. Buyer represents he/she owns the property on which the work is to be performed. Buyer will identify boundary lines and be responsible for obtaining all necessary zoning variations, if necessary, before commencement of work. A&M Roofing shall comply with all local requirements for building permits, inspections, and zoning. All surplus material remains A&M Roofing's property. During work, A&M Roofing may use Buyer's utilities and all charges shall be Buyer's responsibility. If A&M Roofing is unable to complete the work for any reason, it may assign its obligations hereunder to a contractor of its choice. All rights, remedies and privileges of A&M Roofing hereunder inure to the benefit of, and are enforceable by, an assignee of this Contract. If this Contract is financed, Buyer and each co-signer hereby waive as against any such assignee of A&M Roofing's rights of payment under this Contract, all claims and defenses relation to quality of work or product, and that any such assignee shall be a holder in due course. Buyer agrees to execute all other documents which A&M Roofing may require in order to carry out the terms of this Contract or comply with all applicable laws. A&M Roofing may make minor variations in work or substitute material of equal or better quality without consent of Buyer. A&M Roofing is not responsible for damages to screens left in the windows during the time period of work performed hereunder.

CANCELLATION AND DEFAULT. The material listed on the front and/or the attached Description of Work and Materials is specially ordered and cannot be canceled by the Buyer after the Right of Rescission period has expired. If the materials have already been ordered by A&M Roofing and Buyer cancels this order or materially defaults in any way after the Rescission period has expired, but A&M Roofing has not mobilized the job or otherwise commenced work, then Buyer agrees that A&M Roofing shall be entitled to the material costs plus 25% of the Contract price as liquidated damages. If the materials have not been ordered by A&M Roofing and Buyer cancels this order or materially defaults in any way after the Rescission period, then A&M Roofing shall be entitled to 25% of the Contract price as liquidated damages. The parties agree that as the measure of damages in the event of the foregoing breach conditions are not readily ascertainable, the liquidated damages stated herein are a fair and reasonable measure of damages. The Buyer shall be in default under this Contract in the event any of the following conditions or events occur (a) a default in payment of the Contract price by Buyer; (b) failure of the Buyer to provide access to A&M Roofing at reasonable times during the hours of 7:00 a.m. to 8:00 p.m., Monday through Saturday to perform the work as contained in the Contract; (c) any other failure by Buyer to comply with the terms and conditions of this Contract which impairs performance. Upon a material default by the Buyer after the Rescission period has expired and after A&M Roofing has mobilized the job and/or otherwise commenced work, Buyer agrees that A&M Roofing shall be entitled to the full Contract price. Buyer shall not assign or transfer this Contract or any obligation incurred hereunder without the prior written consent of the A&M Roofing.

PAYMENT. Payments shall be in accordance with the Payment Schedule on the front of this Contract, and any unpaid balance due shall accrue interest at the maximum rate allowed by law not to exceed 2% per month. Buyer agrees that title to the materials does not pass to Buyer under this Contract until said materials are paid in full. Buyer further agrees that in the event of default, A&M Roofing has a greater right of possession to the material provided hereunder and that the Buyer will make available to A&M Roofing at a reasonable time any uninstalled material provided under this Contract. In the event of default, the Buyer shall pay reasonable attorney's fees together with any and all court cost incurred in pursuing a remedy for such default.

DATES OF PERFORMANCE. No material or product will be delivered to Buyer until after the Rescission period has expired. Installation of materials will not begin until such time A&M Roofing receives the required deposits from Buyer. Any delays in deposits may subsequently effect commencement dates of the project. Approximate commencement and completion dates of this Contract are estimates only and A&M Roofing shall not be responsible for delays in either the starting date for the work or the substantial completion. Any delays caused by events beyond the control of A&M Roofing shall not constitute abandonment and shall not be included in calculating time frames for payment or performance. A&M Roofing is not responsible for delay or inability to perform caused by Acts of God, strikes, ware, riots, shortages, weather conditions, public authorities or other causes or conditions beyond its control, or due to Buyer's conduct.

JOINT AND SEVERAL AGREEMENT. Buyers agree that upon acceptance of this Contract by A&M Roofing, each of the Buyers shall be jointly and severally liable and that each is the agent of the other for the purpose of binding each for proposed specifications changes, work order changes or, adjustments to the original Contract. In consideration of the Services to, and on, the Buyer's Property and the fact that the value of the Property will be enhanced in excess of the cost of the services, Buyer expressly grants to A&M Roofing, and its assigns, a mechanic's lien on the Property to secure the payment of the indebtedness of this Contract.

COMPLETION. Buyers agree to furnish final payment upon the Substantial Completion of the Project as described in this Contract. It shall be deemed Substantially Completed when the roof is completed. If provided for in the Payment Schedule, Buyer may withhold no more that 10% of the entire Contract amount as retainage should significant services exist after the Substantial Completion of the project. Payment of the retainage is expected immediately upon completion of any outstanding services. In no event shall A&M Roofing be liable to Buyer for any lost profits, or any incidental, consequential, special or indirect damages, arising out of or related to this Contract for the performance or breach thereof, even if A&M Roofing has been advised of the possibility thereof. The Buyer shall have no right to "cover" by procuring substitute products or services at the cost or expense of A&M Roofing and in no event shall A&M Roofing's liability to Buyer or any other party exceed the amount paid by Buyer to A&M Roofing for the services provided hereunder as connected with any claim. Buyer shall indemnify and hold A&M Roofing harmless against any claim, demand or liability arising from or connected with any product or device provided by Buyer to A&M Roofing which is or may be used in conjunction with any of the services contracted for hereunder.

LIMITED WARRANTY. A&M ROOFING WARRANTS THAT THE WORK WILL BE COMPLETED IN A GOOD AND WORKMAN-LIKE MANNER AND WILL PROVIDE A MANUFACTURER'S LIMITED WARRANTY WARRANTING THE ROOF SYSTEM INSTALLED UNDER THIS CONTRACT TO BE FREE OF DEFECTS IN MATERIAL AND WORKMANSHIP FOR A PERIOD OF 7 YEARS. ALL GUTTER SYSTEMS INSTALLED WILL BE WARRANTIED FOR A PERIOD OF 1 YEAR. THIS WARRANTY EXCLUDES DAMAGES OR DEFECTS ASSOCIATED WITH (I) NATURAL AND MAN-MADE CASULTIES SUCH AS LIGHTNING, WIND DAMAGE, FIRE, FLOOD, EARTH QUAKES, EARTH SETTLING OR MOVEMENT AND OTHER NATURAL CAUSES, (II) STRUCTURAL OR BUILDING DESIGN AND/OR CONSTRUCTION DEFECTS, (III) UNAUTHORIZED REPAIRS OR ALTERATIONS AFFECTING THE ROOF, (IV) DAMAGES TO INTERIOR SPACES SUCH AS CEILINGS, WALLS, FLOORS, CONTENTS, AND FIXTURES, (V) MILDEW OR MOLD, AND (VI) PHYSICAL ABUSE OR VANDALISM BY INDIVIDUALS OR ANIMALS. OTHER THAN THE FOREGOING WARRANTY, THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED.

SEVERABILITY. If any provision of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected thereby and shall continue to be valid and shall be enforced to the fullest extent permitted by law. In lieu of any provision which is held invalid, illegal, or unenforceable, there shall be added as part of this Contract a provision that shall be similar in terms of such illegal, invalid or unenforceable provision as may be possible and be legal, valid, an enforceable.

ENTIRE AGREEMENT. This Contract contains the entire Contract between the Buyer and A&M Roofing and may only be amended or modified in writing. This Contract supersedes all other written and/or oral Contracts. Any dispute or controversy between the Buyer and A&M Roofing as to this Contract shall be governed by the laws of the State of Virginia. The parties hereto agree that all actions and proceedings relating directly or indirectly hereto shall be litigated in any state court of competent jurisdiction located in County where by Property for the services performed hereunder is located.

VA Class "A" License 2705165629

7777 Leesburg Pike Suite 414N
Falls Church, VA 22043
Phone: 703-584-5876

Proposal & Agreement

CUSTOMER INFORMATION	
CUSTOMER NAME Judy Carrodeguas	**DATE** 01/16/2019
ADDRESS 4909 Donovan Drive Alexandria VA 22304	**PHONE** (703) 566-7056 **E-MAIL** jcarrodegu@aol.com

PROPOSED SCOPE OF WORK

-Remove and dispose of existing asphalt shingles, drip edge, underlayment, starter shingles, hip & ridge caps, and existing pipe collars. All roofing trash and debris will be placed in dumpster.
-Inspect roof decking for any damage. **Any damaged plywood will be replaced for an additional charge of $65 per sheet.**
-Install new Ice & Water Shield on all roof eaves and in all valleys.
-Install Epilay Platinum Synthetic Underlayment on remaining area of roof.
-Install new Drip Edge around entire perimeter (Eaves and Rakes) of Roof.
-Install new GAF Pro-Start Starter Shingles.
-Install new GAF Timberline HD Lifetime Shingles.
-Install new GAF Snow Country Ridge Vent.
-Install new GAF Seal-A-Ridge over GAF Snow Country Ridge Vent and at all Roof Hips.
-Install new aluminum pipe collars.
-Install new step flashing if needed. Install Chimney Flashing if applicable.
-Apply Roof Sealant where necessary.

A&M Roofing offers a 10 year warranty against any workmanship defects/deficiency.

Important Notice: Please notify occupants of your building/household that they are not to stand under the roof's perimeters while we are working. In addition, please do not park vehicles, boats, trailers, etc. near the roof's perimeters. We do everything we can to ensure tools and materials do not incur damage or injury. Your attention to these matters is vital.
We accept the following forms of payment: Check, Cash, Credit Card(A 3% Fee is added for Credit Card Payments)

Price is valid for 30 days from date of estimate. Total: $9,500 **Payment Due Upon Completion.**

By his or her signature below, Owner hereby accepts and agrees to Contractor's proposal as set forth in this agreement and agrees to perform all of Owner's covenants and obligations. Contractor and Owner further covenant and agree by execution of this agreement to the general conditions as set forth on the reverse side of this agreement.

OWNER OR AGENT: DATE:

CONTRACTOR: DATE:

ELITE SERVICE

HomeAdvisor

Angie's list

Angie's List CERTIFIED

GAF Certified

Weather Stopper® Roofing Contractor

BBB

ACCREDITED BUSINESS

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
11-30-2019

NUMBER
2705165629

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS HIC

A&M ROOFING INC
2010 CORPORATE RIDGE
STE 700
MC LEAN, VA 22102

DPOR

Jay W. DeBoer, Director

Status can be verified at http://www.dpor.virginia.gov

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/06/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Gallagher Insurance
43244 Golf View DR
S Riding VA 20152

CONTACT NAME:
PHONE (A/C, No, Ext): 703-957-3643 FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Crumm and Forester	
INSURER B: Berkley	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
A&M Roofing Inc
7777 Leesburg Pike #414N
Falls Church VA 22043

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC			AGL005101500-33511211	12/08/2018	12/08/2019	EACH OCCURRENCE	$ 1000000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50000
							MED EXP (Any one person)	$ 5000
							PERSONAL & ADV INJURY	$ 1000000
							GENERAL AGGREGATE	$ 2000000
							PRODUCTS - COMP/OP AGG	$ 2000000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] HIRED AUTOS [ ] SCHEDULED AUTOS [ ] NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		VAARP307030	12/08/2018	12/08/2019	WC STATU-TORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	$ 100000
							E.L. DISEASE - EA EMPLOYEE	$ 100000
							E.L. DISEASE - POLICY LIMIT	$ 500000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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The ACORD name and logo are registered marks of ACORD

Get Lifetime Protection On Your Entire GAF Roofing System![1]

	"TYPICAL" Shingle Warranty[1]	OUR Deluxe Warranty[2]
• Manufacturing Defect Coverage For Lifetime Shingles[1]		
• *Overall coverage period*	Lifetime[1]	Lifetime[2]
• *Up-front (100%) coverage period*	Only 10 yrs.	50 yrs.
• *Covers roofing system?*	MAYBE	YES (Entire system)
• *Cost of installation labor included?*	Only 10 yrs.	Lifetime[2]
• Peace Of Mind[1]		
• *Contractor factory certified?*[3]	NO (Anyone can install)	YES
• *Tear-off costs included (when necessary)?*	NO	YES (For manufacturing defects only)
• *Warranty transferable for free?*	MAYBE	YES
• *Good Housekeeping protection on roofing system?* (U.S. only)	MAYBE (GAF only)	YES (U.S. only)

Up To 50 Years Of Non-Prorated Protection![2]

IF YOU INSTALL THIS SHINGLE...	THE 100% COVERAGE PERIOD FOR MANUFACTURING DEFECTS IN YOUR GAF ROOFING SYSTEM IS...	...AND THE PRORATED MATERIAL AND LABOR PROTECTION PERIOD IS...
TIMBERLINE®	FIRST 50 YEARS	YEARS 51-LIFETIME
ALL DESIGNER	FIRST 50 YEARS	YEARS 51-LIFETIME
ROYAL SOVEREIGN®	FIRST 20 YEARS	YEARS 21-25
MARQUIS WEATHERMAX®	FIRST 20 YEARS	YEARS 21-30

[1]Warranty coverage varies by manufacturer. See applicable warranty for complete coverage and restrictions. The word "Lifetime" refers to the length of coverage provided by the *GAF Shingle & Accessory Ltd. Warranty* and means as long as the original individual owner(s) of a single-family detached residence [or the second owner(s) in certain circumstances] owns the property where the shingles and accessories are installed. For owners/structures not meeting the above criteria, Lifetime coverage is not applicable. Lifetime ltd. warranty on accessories requires the use of at least three qualifying GAF accessories and the use of Lifetime Shingles.

[2]See *System Plus Limited Warranty* on back cover for complete coverage and restrictions.

[3]Contractor certification is only for installations covered by GAF enhanced warranties.

GAF®

Quality You Can Trust...From North America's Largest Roofing Manufacturer!™

The Weather Stopper™
3-Part Roof Protection Program

Part 1: The GAF Lifetime Roofing System*

LIFETIME SHINGLES | COBRA® ATTIC VENTILATION | ROOF DECK PROTECTION | LEAK BARRIER | STARTER STRIP SHINGLES | RIDGE CAP SHINGLES

GOOD HOUSEKEEPING

The GAF Lifetime Roofing System has earned the prestigious Good Housekeeping Seal, which means that Good Housekeeping stands behind the products in this system. (Refer to Good Housekeeping Magazine for its consumer protection policy. Applicable in U.S. only.)

GAF IS 100% AMERICAN OWNED · EMPLOYING AMERICAN JOBS

*See *GAF Shingle & Accessory Ltd. Warranty* for complete coverage and restrictions. The word "Lifetime" refers to the length of coverage provided by the *GAF Shingle & Accessory Ltd. Warranty* and means as long as the original individual owner(s) of a single-family detached residence (or the second owner(s) in certain circumstances) owns the property where the shingles and accessories are installed. For owners/structures not meeting the above criteria, Lifetime coverage is not applicable. Lifetime ltd. warranty on accessories requires the use of at least three qualifying GAF accessories and the use of Lifetime Shingles.

Part 2: A Factory-Certified Contractor

You can't be too careful when choosing a roofing contractor. Very few contractors are factory certified by GAF. Our contractors are your best choice because they are:

- Required to Maintain Insurance
- Licensed by Their State/Province/Territory**
- Trained to Install GAF Products
- Established in the Local Community with a History of Installing Roofs

They're committed to providing you with your best choice in roofing!

**Applies in states/provinces/territories where all roofing contractors are required to be licensed.

Part 3: An Excellent Warranty

Offers you five times the up-front coverage versus most standard shingle warranties when you install Lifetime Shingles!†

†See *System Plus Limited Warranty* for complete coverage and restrictions.

GAF®

Quality You Can Trust...From North America's Largest Roofing Manufacturer!™

TIMBERLINE®

LIFETIME HIGH DEFINITION® SHINGLES

AMERICA'S #1-SELLING ROOF

Timberline HD®
Shingles

Shown: Timberline HD® in Mission Brown (Regional color)

Timberline® HD: North America's #1-selling shingle

More homeowners in North America choose **Timberline HD®** Shingles than any other brand. They offer just the right combination of beauty, performance, and reliability—and are the best value in roofing today.

When you install Timberline HD® Shingles, you'll be installing the brand that professional installers have long preferred for its rugged, dependable performance—thanks to **Advanced Protection® Shingle Technology**. And you'll be getting your own genuine Timberline® roof!

TIMBERLINE HD
LIFETIME HIGH DEFINITION® SHINGLES

Timberline Ultra HD® and Timberline HD® Shingles Provide These Unique **Benefits**

- Beautiful Look... Features GAF's proprietary color blends and enhanced shadow effect for a genuine wood-shake look.
- Highest Roofing Fire Rating... UL Class A, listed to ANSI/UL 790.
- High Performance... Designed with Advanced Protection® Shingle Technology, which reduces the use of natural resources while providing excellent protection for your home (visit gaf.com/APS/to learn more).
- Stays In Place... Dura Grip™ Adhesive seals each shingle tightly and reduces the risk of shingle blow-off. Shingles warranted to withstand winds up to 130 mph.[1]
- Peace Of Mind... Lifetime ltd. transferable warranty with Smart Choice® Protection (non-prorated material and installation labor coverage) for the first ten years.[2]
- Perfect Finishing Touch... Use Timbertex® Premium Ridge Cap Shingles or Ridglass® Premium Ridge Cap Shingles.[3]

[1] This wind speed coverage requires special installation; see *GAF Shingle & Accessory ltd. Warranty* for details.

[2] See *GAF Shingle & Accessory ltd. Warranty* for complete coverage and restrictions. The word "Lifetime" refers to the length of coverage provided by the *GAF Shingle & Accessory ltd. Warranty* and means as long as the original individual owner(s) of a single-family detached residence (or the second owner(s) in certain circumstances) owns the property where the shingles are installed. For owners/structures not meeting the above criteria, Lifetime coverage is not applicable.

[3] These products are not available in all areas. See www.gaf.com/ridgecapavailability for details.

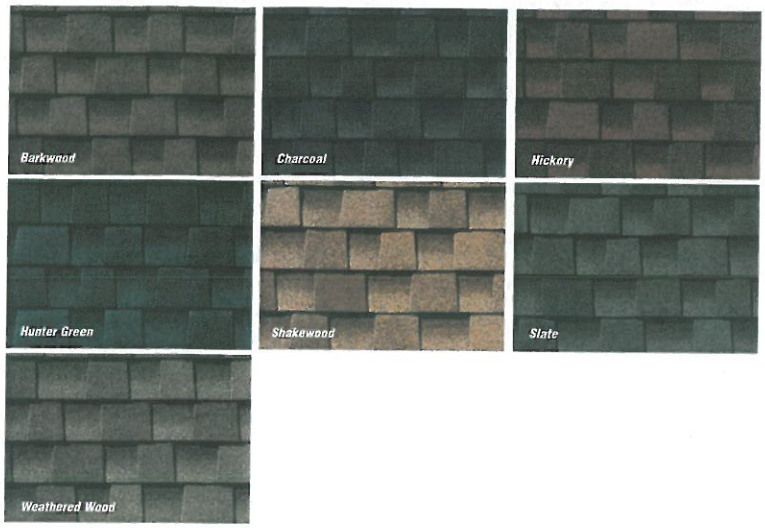
NOTE: It is difficult to reproduce the color clarity and actual color blends of these products. Before selecting your color, please ask to see several full-size shingles.

Lifetime

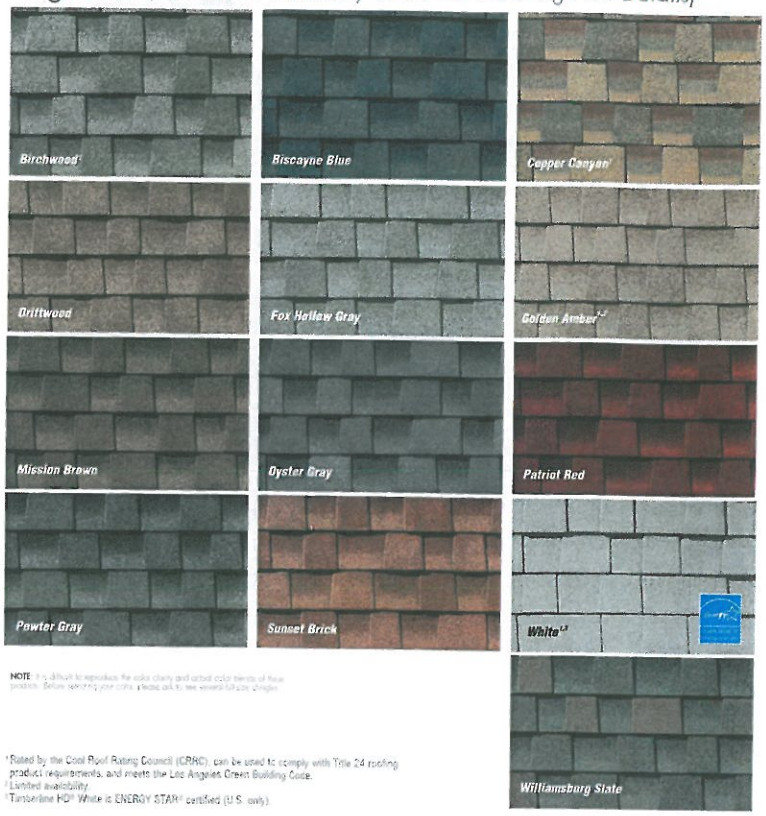
GOOD HOUSEKEEPING

Color Availability

Most Popular (Available Nationwide)



Regional (See Color Availability Chart On Next Page For Details)



NOTE: It is difficult to reproduce the color clarity and actual color blends of these products. Before selecting your color, please ask to see several full-size shingles.

[1] Rated by the Cool Roof Rating Council (CRRC), can be used to comply with Title 24 roofing product requirements, and meets the Los Angeles Green Building Code.
[2] Limited availability.
[3] Timberline HDZ® White is ENERGY STAR® certified (U.S. only).

We can help you choose the right shingle for your roof!

Try GAF's Virtual Home Remodeler at gaf.com. Visualize GAF Shingles on a house like yours—or upload and decorate your own house. Try different siding, trim, and brick colors. It's fun!

Color
Availability Chart

TIMBERLINE

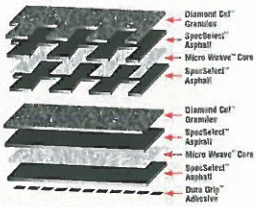
	Ask your contractor which of these GAF plants supplies the shingles in your area...						
	Baltimore/ Myerstown	Dallas/ Ennis	Michigan City	Minneapolis	Shafter	Tampa	Tuscaloosa
Most Popular Colors:							
Barkwood	●▲	●▲	●▲	●▲	●▲	●▲	●▲
Charcoal	●▲	●▲	●▲	●▲	●▲	●▲	●▲
Hickory	●▲	●	●▲	●▲	●▲	●	●
Hunter Green	●▲	●	●	●▲	●	●	●
Shakewood	●▲	●	●▲	●▲	●▲	●▲	●▲
Slate	●▲	●▲	●▲	●	●▲	●▲	●▲
Weathered Wood	●▲	●▲	●▲	●▲	●▲	●▲	●▲
Regional Colors:							
Birchwood[1]			●	●	●▲	●	●
Biscayne Blue	●▲						
Copper Canyon[1]					●		
Driftwood						●	●
Fox Hollow Gray	●▲		●	●			
Golden Amber[1,2]					●		
Mission Brown	●	●	●	●	●		
Oyster Gray	●						
Patriot Red	●▲		▲	▲			
Pewter Gray	●▲	●	●▲	●▲	●[2]	▲	●▲
Sunset Brick						●	
White[1,3]						●	●
Williamsburg Slate	●		●				

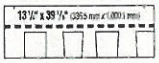
Product Key:	
● – Timberline HD®	▲ – Timberline Ultra HD®

ENERGY STAR LEARN MORE AT energystar.gov

[1] Rated by the Cool Roof Rating Council (CRRC), can be used to comply with Title 24 roofing product requirements, and meets the Los Angeles Green Building Code.
[2] Limited availability.
[3] Timberline HD® White is ENERGY STAR® certified (U.S. only).
For complete product specifications, visit gaf.com.

The many protective layers of a **Timberline®** High Definition® Shingle





- Fiberglass asphalt shingle
- Lifetime ltd. transferable warranty[1]
- Smart Choice® Protection for the first 10 years[1]
- 130 mph ltd. wind coverage[2]
- UL Listed to ANSI/UL 790 Class A
- Passes ASTM D7158, Class H
- ASTM D3161, Type I, Class F
- StainGuard® protection[3]
- ENERGY STAR® certified (White only)[4]
- CSA A123.5[5]
- ASTM D3018, Type I
- ASTM D3462[6]
- Miami-Dade County Product Control approved[7]
- Florida Building Code approved
- Texas Department of Insurance[2]
- ICC approved[7]
- Classified in accordance with ICC-ES AC438
- Approximately 64 Pieces/Square
- Approximately 3 Bundles/Square (Timberline HD®)
- Approximately 4 Bundles/Square (Timberline Ultra HD®)
- Approximately 256 Nails/Square
- 5 5/8" (142.88 mm) exposure

[1] See *GAF Shingle & Accessory Ltd. Warranty* for complete coverage and restrictions. The word "Lifetime" refers to the length of coverage provided by the *GAF Shingle & Accessory Ltd. Warranty* and means as long as the original individual owner(s) of a single-family detached residence (or the second owner(s) in certain circumstances) owns the property where the shingles are installed. For owners-builders not meeting the above criteria, Lifetime coverage is not applicable.
[2] Required special installation; see *GAF Shingle & Accessory Ltd. Warranty* for details.
[3] StainGuard® protection applies only to shingles with StainGuard™ labeled packaging. See *GAF Shingle & Accessory Ltd. Warranty* for complete coverage and restrictions.
[4] ENERGY STAR® certified in U.S. only.
[5] Refers to shingles sold in Canada only.
[6] Periodically tested by independent and internal labs to ensure compliance with ASTM D3462 at time of manufacture.
[7] Applies to some plants.

Lifetime LTD WARRANTY TERM

Stain Guard

Color&Style
Expert Advice By Patricia Verlodt

"Color & style go hand in hand when considering what shingle to use on your roof"

The color and style of your shingle are important! After all, your roof represents up to 40% of your home's curb appeal, so it will always have a big impact on your home's overall look.

When you look at home exterior color trends, you'll notice that they're typically much more muted than the color trends you see in fashion; for example, if bold greens are in the fashion magazines, you might see the introduction of new home exterior palettes in warm, earthy green tones. Why? Because bold green might not be "in" two years from now (likely not), but you will still have the same roof. Color choices in exteriors are long-term decisions, so make sure the palette that you select is not only one that fits your personality and taste today but also one that you'll enjoy ten years down the road.

- Observe how much of your roof is visible from the street or common view. A larger roof looks best in neutral tones. If the roof angle is normal or slight, you can use more colorful shingles or interesting patterns.
- Use colors in the same color family as the body of your house for a simple, non-accented combination. An example is a gray roof on a gray house, whether light or dark gray. Trim in white or black will keep it understated.
- Use bright colors to make a design statement. For example, a green roof on a red brick house or a red roof on a gray house.
- And remember, follow your instinct. Choose the color and style that make you comfortable. After all, you're the one looking at it every time you come home!

When it comes to the style of your shingle, it's important to think about the overall look and shape of your house. If your roof has a low pitch, the shingle profile will be more important than the shape; for a roof with a steep pitch, a unique design or color pattern may be more important. If you have a large roof surface, you don't want the color pattern of your shingle to be too busy (it can be overwhelming). On the other hand, a larger surface gives you a great opportunity to really change your home's look. So, make sure the design and color you select integrate extremely well with the rest of your house.

- Choose a shingle that complements your home's architectural style. For example, for a Colonial home, select a shingle with a clean line that complements the home's design. A Victorian house could take on a more colorful or complex design.
- The use of colors and textures can create a comfortable feel for your residence. For example, if focusing on the exterior of a Shingle Style home, adding color and textured design elements make the home much more approachable.

Patricia Verlodt has been responsible for coloring products for many Fortune 500 companies, she has a specialty in exterior products. Her work has been featured in major newspapers as well as in many magazines such as *Real Simple*, *Better Homes and Gardens*, and *Forbes*.

GAF

Quality You Can Trust...From North America's Largest Roofing Manufacturer!®

gaf.com

More Than Just Coverage On Your Shingles!

Get **Automatic Lifetime Protection** On Your Entire GAF Roofing System!*

When you install any GAF Lifetime Shingle and at least 3 qualifying GAF accessories, you'll automatically get:

- A Lifetime ltd. warranty on your shingles and all qualifying GAF accessories!*
- Non-prorated coverage for the first 10 years!*

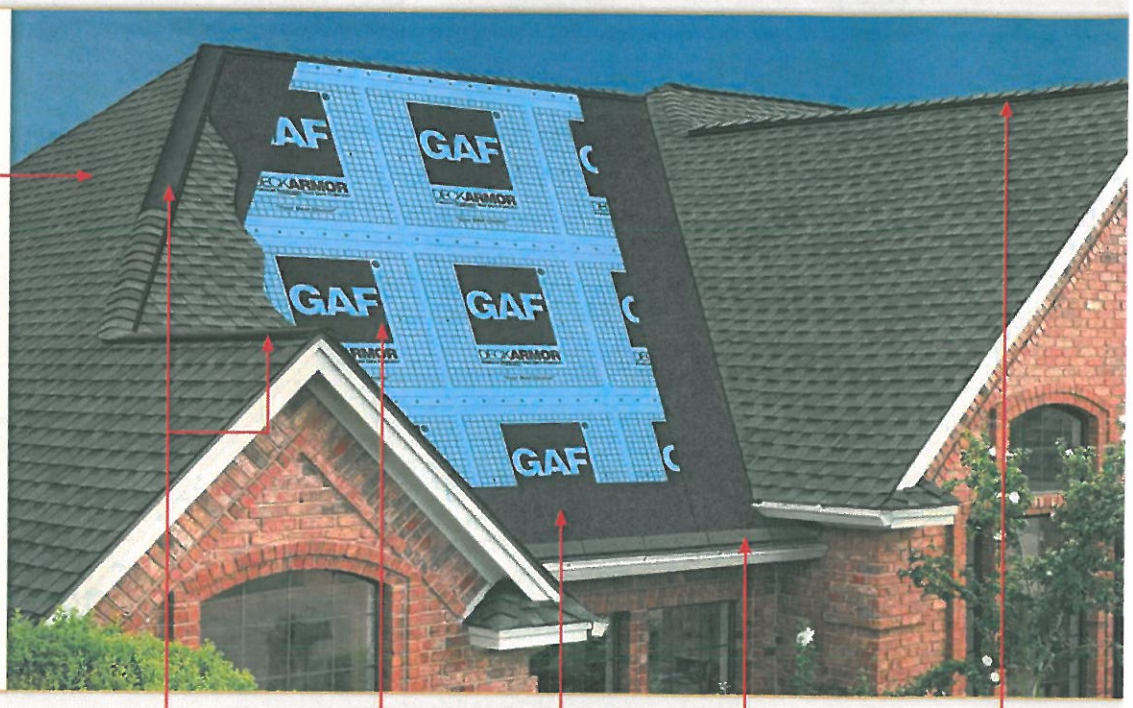
ADVANCED PROTECTION TECHNOLOGY

LIFETIME SHINGLES

GAF offers you many great Lifetime Shingle choices, including **Timberline®** Shingles with Advanced Protection® Shingle Technology. They're the #1-selling shingles in North America!

Advanced Protection® Shingle Technology provides excellent protection for your home while reducing the use of precious natural resources. That's better for your home—and better for the environment!

To learn more about why Advanced Protection® Shingles are your best choice, visit **gaf.com/APS/**.



GAF

Cobra® Attic Ventilation

Helps remove excess heat and moisture from your attic to promote energy efficiency in your home and help extend the life of your roof.

GAF

Roof Deck Protection

Provides an exceptionally strong layer of protection against wind-driven rain; some even allow moisture to escape from your attic. Also, lies flatter for a better-looking roof.

GAF

Leak Barrier

Provides exceptional protection against leaks caused by roof settling and extreme weather. Ideal upgrade at all vulnerable areas (including at the eaves in the North†).

GAF

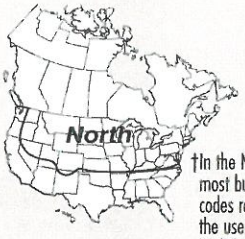
Starter Strip Shingles

Saves time, eliminates waste, and reduces the risk of blow-off...and may even help qualify for upgraded wind warranty coverage (see *GAF Shingle & Accessory Ltd. Warranty* for details).

GAF

Ridge Cap Shingles

Enhances the beauty of your home while guarding against leaks at the hips and ridges.



†In the North, most building codes require the use of Leak Barrier at the eaves.

SHINGLE & ACCESSORY LTD. WARRANTY
Lifetime
LTD. WARRANTY TERM

*See *GAF Shingle & Accessory Ltd. Warranty* for complete coverage and restrictions. The word "Lifetime" refers to the length of coverage provided by the *GAF Shingle & Accessory Ltd. Warranty* and means as long as the original individual owner(s) of a single-family detached residence (or the second owner(s) in certain circumstances) owns the property where the shingles and accessories are installed. For owners/structures not meeting the above criteria, Lifetime coverage is notapplicable. Lifetime ltd. warranty on accessories requires the use of at least three qualifying GAF accessories and the use of Lifetime Shingles.

GAF IS 100% AMERICAN OWNED CREATING AMERICAN JOBS!

2012 - 2016 WOMEN'S CHOICE AWARD® 9 OUT OF 10 CUSTOMER RECOMMENDED ROOFING PRODUCTS

QUALITY TESTED GOOD HOUSEKEEPING Since 1909 LIMITED WARRANTY - ghsseal.com for details

The GAF Lifetime Roofing System has earned the prestigious Good Housekeeping Seal, which means that Good Housekeeping stands behind the products in this system. (Refer to Good Housekeeping Magazine for its consumer protection policy. Applicable in U.S. only.)

SALES OFFICES:

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Epilay™

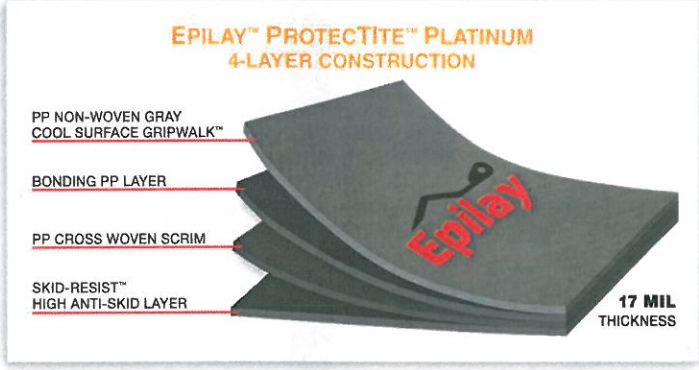
ProtecTite™ PLATINUM

Roofing Underlayment

Epilay™ ProtecTite™ Platinum roofing underlayment with its advanced engineering is highly recommended for mechanically attached, coated woven synthetic roofing underlayment for sloped roofs. **Epilay™ Platinum** is a top of the line Premium Heavy Duty Commercial Underlayment specifically manufactured to replace the 30# felt.

Epilay™ Platinum is 35 times stronger than 30 # felt and 2x lighter than 30# felt. With a **17 mil thickness,** a10 square roll weighs only 37 lbs! This super low weight combined with 48" width and 250 ft. run length means big savings in time and labor (over 30% faster to install than felt!).

These unique design features when coupled with **Epilay™ Platinum's** exceptional light weight and tear strength allows the contractor to easily carry the roll up and down the ladder. Fewer laps, cuts and roll handling means you can do more jobs in less time resulting in huge savings for you, the roofing contractor.



GRIP WALK™

Epilay's™ GripWalk™ high-traction unique gray top layer provides for a cooler working surface and can be used under primary roofing materials to replace 30# felt. **GripWalk™** high traction walking surface permits easier steep slope walkability, even during high condensation or moisture on the surface.

Skid-Resist™

Epilay's™ Skid-Resist™ is a very high anti-skid bottom surface made using superior technology and advanced polymers to help keep the underlayment intact and prevent the fabric from tearing while it is being fastened, avoiding any leakages through the underlayment layer.

Epilay™ Platinum is a 100% synthetic composition providing the following benefits to the roofing contractor:

- **1 year UV protection**
- Water repellant , non-absorbent
- **17 mil thickness**
- **Works best for use under Metal, Slate, Asphalt Shingles and Concrete & Clay Tiles.**
- Does not wrinkle , crack or become stiff in colder temperatures for smooth and easy installation
- **Epilay™ Platinum** will not dry out or leach oil in high heat environments as organically saturated felts do
- 2 times lighter and 35 times stronger than 30# felt
- **40 year limited warranty**
- Class A Fire ASTM E108 - Meets & exceeds ASTM D4869 and D226
- Synthetic construction impervious to mold growth
- Superior 4 ply underlayment (3 ply cross-woven coated polypropylene with a layer of non-woven polypropylene)
- Strong and durable polymer construction
- 100 % recyclable
- Temperature performance range -40°F to 240°F (-40°C to 115°C)

Intertek
AC-188 CCRR# 1004

MIAMI-DADE COUNTY APPROVED
NOA No.13-1106.04

No.: FL16850

CAN-CSA Approved

For more information visit our website at www.epilay.com or
Contact our Marketing Dept. at (800) 292-6728 or sales@epilay.com.

Member of: SRUI SYNTHETIC ROOF UNDERLAYMENT INSTITUTE

Cameron Station Community Association, Inc.
Board Decision
February 26, 2019

Motion:
"I move to ratify the Exterior Modification Application #19-05".
Second:

Summary:
4909 Donovan Drive had an emergency roof replacement application due to several leaks.

CMC Recommendation:
The Board to ratify motion.

Budget Consideration:
None.

Vote:

	In Favor	Opposed	Abstained	Absent
Margaret Brock				
Jon Dellaria				
Michael Johnson				
Mindy Lyle				
Martin Menez				
Tom Sugrue				
Sarah Walsh				

Cameron Station Community Association
General Manager's Report
February 26, 2019
Prepared by Deirdre Baldino, Asst. General Manager- Interim.
Karen Soles- General Manager started 2/19/19

Cameron Station New General Manager

We are pleased to announce that Karen Soles has assumed the General Manager position for the Cameron Station community effective, February 19th. Karen is a very talented manager and is looking forward to working with the Board, Committee Members and meeting the residents and this wonderful community.

Next Board Meeting: Tuesday, March 26, 2019

Alexandria Police Liaison: Lt. Matthew Weinert and Sergeant. Sean Casey with Alexandria Sheriff's Department.

Monthly Financial Report: The December Financial report will be provided in the board package. Information has been sent to Jeff Gathers- FAC Chair, the FAC, Board Treasurer.

Lancaster Landscaping: Regular scheduled weekly meetings are being held with Management. The latest snow/ice storm that hit our area February 20th and Management kept in contact with Lancaster during the storm and sent out communications to the community via email blasts.

John Ticer Gazebo: The concrete columns have been delayed and at the time of this writing Management is currently waiting on an update from AOC.

Cameron Club: There was a major leak from one of the men's urinals on Friday 2/15 and Management had the repairs completed and remediation to the locker room and hallways will be completed this week. Also, there was a leak from the sprinkler system that required the Fire Department to be dispatched over the weekend. Management is currently handling these repairs with VSC (Virginia Sprinkler Company).

ProFit: Full monthly report will be discussed at the Board meeting by ProFit.