CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
March 26, 2019 at 7:00 p.m.
Cameron Club Henderson Room

AGENDA

Note timed agenda

I.	CALL TO ORDER/ESTABLISH QUORUM		7:00
II.	APPROVE AGENDA		7:05
III.	GUEST SPEAKERS: Lieutenant Sean Casey; Police Representative; Todd Branson, Parking Enforcement (5 minutes each)		7:05
IV.	RESIDENTS OPEN FORUM		7:20
V.	APPROVAL OF MINUTES	TAB 1	7:25
	-- CSCA Board Meeting held on February 26, 2019		
VI.	FINANCIAL REPORT for February 2019	TAB 2	7:30
VII.	ProFIT February 2019 Report	TAB 3	7:35
VIII.	OFFICERS & COMMITTEE MINUTES/REPORTS (CCFC to report first)	TAB 4	7:40
IX.	OLD BUSINESS		7:50
	a. City of Alexandria Update (5 minutes)		
X.	NEW BUSINESS		
XI.	BOARD DECISION		
	a. Lancaster Proposal #29761	TAB 5	8:00
	b. Performance Standards for Pool Management Contract	TAB 6	8:15
	c. Proposed DMS	TAB 7	8:20
	d. Insurance Proposals	TAB 8	8:30
	e. Extended Pool Season Proposal	TAB 9	8:35
	f. ARC Appointments	TAB 10	8:40
XII.	BOARD DISCUSSION		
	a. Board Vacancy (5 minutes)		
	b. Board Meeting Strategies (5 minutes)		
	c. Revised Shuttle Schedule (Metro Shut-Down) (5 minutes)		
XIII.	MATTERS FOR BOARD REVIEW AND INFORMATION		
	a. Management Report - for your review	TAB 11	8:55
XIV.	EXECUTIVE SESSION		
	a. Delinquency and Collection Reports	TAB 12	8:55
	b. Contracts		
XV.	ADJOURNMENT		9:15

DRAFT

CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, February 26, 2019

The regularly scheduled monthly meeting of the Board of Directors for February was held on Tuesday, February 26, 2019. The meeting was called to order at 7:04 p.m. by Vice President Margaret Brock at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

BOARD ATTENDANCE

Margaret Brock	Vice President
Martin Menez	Treasurer
Jon Dellaria	Director
Tom Sugrue	Director
Sarah Meyer Walsh	Director

MEMEBERS ABSENT

Michael Johnson	President
Mindy Lyle	Secretary

OTHERS ATTENDING

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

APPROVE AGENDA

Move To: "Approve the agenda to add the purchase of two 3 way stop signs and the FAC Chair Appointment under Board Decision as amended."
Moved by: Martin Menez
Seconded by: Sarah Meyer Walsh
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

GUEST SPEAKER

Police Lieutenant Weinert shared the 2018 crime activity and compared them to date and the statistics appear to be comparable. He mentioned that the APD are aware of the school buses not fully stopping at the stop signs and they are working on enforcement. Lt. will be unable to make the next several meetings however he will send another officer in his place.

Lieutenant Sean Casey with the Alexandria Sheriff's office was present and encouraged members to join the Spring Academy classes offered by the department. Sean Casey also discussed the department's success with their "drug take back" program for the City of Alexandria.

RESIDENTS OPEN FORUM
Residents were present but not for open forum.

APPROVAL OF MINUTES
Move To: "Approve the minutes from the January 22, 2019 Special Board of Directors meeting as presented."
Moved by: Martin Menez
Seconded by: Sarah Meyer Walsh
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

Move To: "Approve the minutes from the January 29, 2019 Board of Directors meeting as presented."
Moved by: Martin Menez
Seconded by: Sarah Meyer Walsh
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

FINANCIAL REPORT FOR December 2018 and January 2019
This summary reflects the un-audited fiscal year 2018 financial entries. Please be reminded, this is a snapshot of the Association's financial situation as of December 31, 2018 and January 31, 2019. 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.

December 2018

EXECUTIVE SUMMARY	**Actual**	**Budget**	**Variance**
Total Cash and Investments	$2,608,393.05		
YTD Income	$2,553,443.62	$2,542,011.00	$ 11,432.62
YTD Expenses	$2,452,534.81	$2,542,011.00	($ 89,476.19)
YTD Net Income, surplus/ (loss)	$ 100,908.81		$ 100,908.81

January 2019

EXECUTIVE SUMMARY	**Actual**	**Budget**	**Variance**
Total Cash and Investments	$2,845,601.74		
YTD Income	$216,952.72	$215,645.00	$ 1,307.72
YTD Expenses	$200,417.60	$200,281.00	($ 5,863.40)
YTD Net Income, surplus/ (loss)	$ 16,535.12	$9,364.00	$ 7,171.12

The financial report was included in the BoD packet. Also, to be noted that the delinquency rate for December 2018 on the variance was noted of approximately .25% which is well below the industry standard of 3%-5% and the delinquency rate for January 2019 was noted of approximately 2.85%. Mr. Menez asked Management to research a condo association late forwarding of assessment payment. He noted the year end for 2018 the Association ended with $100,908.81 surplus and the new year with January also had a surplus. Mr. Gathers, FAC Chair, briefed the Board that having a mild winter with no large snow storms help contributed to the surplus for 2018. Mr. Gathers also stated that after 6+ plus of serving the FAC and as Chair has decided to resign. The Board thanked Mr. Gathers for his dedicated volunteerism that he has contributed to the Board, FAC and to the Community.

PRO-FIT REPORT FOR JANUARY 2019

Presented report as provided in BoD packet.

OFFICERS'/COMMITTEE REPORTS

Cameron Club Facilities Committee

Gave a brief summary regarding the repairs to the Fitness Center entrance door and Management is currently working on these repairs. The CCFC approved the purchase of 6 new TV's for the fitness center and provided the draft pool performance standards to be reviewed with the Board and "Community American Pools".

Activities and Events Committee

The committee currently has 2 vacancies and has been planning for the Spring community yard sale that is slated for April 20th with the potential rain date of April 27th. Ms. Walsh- Board liaison to the A&E - briefed the Board regarding the draft sponsorship program and that she had actively spoken to several contributors.

Architectural Review Committee

Ms. Brock- Board liaison to the ARC - mentioned that the Committee discussed joining the CAC during their seasonal community walk-through inspections which usually begin in April and commence in September.

Common Area Committee

The CAC has three items on the meeting agenda and are in favor of the proposals that Lancaster Landscapes generously provided the Association with a 10% discount.

Communications Committee

None.

Financial Advisory Committee

The FAC will soon have one vacant position.

OLD BUSINESS

a. City of Alexandria Update- Mr. Menez reported that the Landmark Mall Re-Planning Process Community meeting is scheduled for Wednesday, February 27, 2019.

NEW BUSINESS

None.

MATTERS FOR BOARD DECISION

Emergency Repairs- Administrative Resolution
Move To: "Approve the Administrative Resolution 19-01 Emergency Repairs as provided by Legal Counsel".
Moved by: Martin Menez
Seconded by: Jon Dellaria
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

Enforcement & Due Process Policy Resolution
Move To: "Approve the Administrative Resolution 19-02 Enforcement and Due Process Procedures as provided by Legal Counsel".
Moved by: Sarah Meyer Walsh
Seconded by: Tom Sugrue
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

Access to Facilities for Non-Residential Units Policy Resolution
Move To: "Approve the Administrative Resolution 19-03 Access to Recreational Facilities and Shuttle Bus Service by Owners and Occupants of Non-Residential Units as provided by Legal Counsel, as amended".
Moved by: Martin Menez
Seconded by: Tom Sugrue
Against: Sarah Meyer Walsh
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

Lancaster Proposal #29669, #29633, and #29666- Landscape Enhancements
Move To: "Approve the Common Area Committee (CAC) recommendation for the Lancaster Proposal that includes a 10% discount for proposals #29669, #29633, and #29666 for Landscape Enhancements in the amount of $4,960.80 to be expensed to GL6155- Turf Treatment & Enhancements, GL6150- Flower Rotation & Landscape Enhancements, and GL3280- Repair & Replacement Reserve."
Moved by: Sarah Meyer Walsh
Seconded by: Tom Sugrue
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

Move To: "Ratify the Exterior Modification Application #19-05".
Moved by: Jon Dellaria
Seconded by: Tom Sugrue
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

3 Way Stop Signs
Move To: "Approve the purchase of two 3 Way Stops in the amount of $404.73 to be expensed to GL6760- Street Repair & Maintenance".
Moved by: Sarah Meyer Walsh
Seconded by: Tom Sugrue
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

FAC Committee Appointment
Move To: "Approve the appointment of Panagiotis Taousakis as a Chair Person of the Financial Advisory Committee."
Moved by: Martin Menez
Seconded by: Sarah Meyer Walsh
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

MATTERS FOR BOARD DISCUSSION

a. **Performance Standards for Pool Management**- The Board discussed the draft performance standards that were provided by the CCFC. Management will have legal counsel review and present "Community American Pools" for review and signatures.

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

EXECUTIVE SESSION
Move To: "Enter Executive Session at 9:17 p.m. to discuss delinquencies, collection reports, and contracts".
Moved by: Martin Menez
Seconded by: Sarah Meyer Walsh
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

Move To: "Exit Executive Session at 9:40 p.m.".
Moved by: Sarah Meyer Walsh
Seconded by: Tom Sugrue
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

Move To: "Approve the $25 waiver fee to account# 00413-2945 as discussed in Executive Session".
Moved by: Sarah Meyer Walsh
Seconded by: Jon Dellaria
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
MOTION PASSED

Move To: "Adjourn the meeting at 9:51 p.m."
Moved by: Martin Menez
Seconded by: Tom Sugrue
For: All
Against: None
Absent: Michael Johnson and Mindy Lyle
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: Karen Soles, General Manager, CMC
Deirdre Baldino, Assistant General Manager, CMC
Kenya Cooper, Portfolio Manager, CMA

DATE: March 15, 2019

RE: February 28, 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 February 2019.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	**$ 2,757,225.30**		
Year to Date Income	**$ 431,806.64**	**$ 429,786.00**	**$ 2,020.64**
Year to Date Expense	**$ 384,494.45**	**$ 400,266.50**	**($ 15,772.05)**
Net Income Year to Date, surplus/ (loss)	**$ 47,312.19**	**$ 29,519.50**	**$ 17,792.69**

Investments:

On February 28, 2019 the Association had operating and investment funds totaling $2,757,225.30. The Pacific Premier Bank (PPB) operating account had a balance of $516,288.62. The Congressional Bank Money Market account reflects a balance of $605,323.21, and the PPB-Merchant account has a balance of $1.45. The Morgan Stanley Smith Barney Money Market account had a balance of $10,970.73. 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 $9,641.29.

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of February 28, 2019 was $51,727.44. This reflects a net delinquency rate of approximately 2.08%, before deducting the Allowance for Doubtful Accounts (GL 1530) on the Balance Sheet in the amount of $37,498.86, and .57% after deducting the Allowance for Doubtful Accounts. This is below the industry standard of 3% - 5%. This is

based on the formula as follows: Net Residential Assessments Receivable (before deducting the allowance for doubtful accounts); ($51,727.44)/Total Annual Assessments: $2,491,524.79= 2.08%.
Net Residential Assessments Receivable (after deducting the allowance for doubtful accounts) ($51,727.44 - $37,498.86)/Total Annual Assessments: $2,491,524.79= 0.57%.

Accrued Repair & Replacement Reserves total $1,872,653.74 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: $2,757,225.30 minus Liabilities $396,222.10 minus Repair & Replacement Reserves: $1,872,653.74 = $488,349.46 excess capital.)

The Capital Improvement Reserve account totals ($19,521.26) 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 $488,349.46 minus Capital Reserves ($19,521.26) = $468,828.20 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 $431,806.64 which is $2,020.64 more than the budgeted amount of $429,786.00.

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.

Interest Earned – Reserve Funds, line item #4910 is over the year-to-date budgeted number of $4,833.00 by $2,906.95.

Year-to-date expenses total $384,494.45 which is $15,772.05 less the budgeted amount of $400,266.50. 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:

Administrative Salaries, line item #5302 is under the year-to-date budgeted number of $49,345.00 by $5,590.12.

Payroll Taxes/Benefits/Costs, line item #5340 is under the year-to-date budgeted number of $15,532.00 by $4,174.19.

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

Turf Treatment & Enhancements, line item #6155 which is $8,362.50 above the year-to-date budgeted number of $0.00. This is due to Turf Restoration performed in October of 2018. However, this is well within the annual budgeted allowance of $15,000.

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. However, this is well within the annual budgeted allowance of $33,000.

Overall there is a positive variance between annual income and expenses in the amount of $17,792.69 through February 28, 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

February 2019
Financial Report

Statement prepared by: Cheryl Weaver

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Community Management Corporation

Investment Listing Report
Cameron Station Community
As of Thu Feb 28, 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	516,288.62	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	9010515485 Signers: Philbin/Tsitos	Money Market	605,323.21	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	10,970.73	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	9,641.29	0.000%	01/01/1900	0	
		Total Cash Investments:	**2,757,225.30**				
		Total Cameron Station Community:	**2,757,225.30**				

Cheryl Weaver

Balance Sheet Report
Cameron Station Community
As of February 28, 2019

	Balance Feb 28, 2019	Balance Jan 31, 2019	Change
Assets			
Cash & Investments			
1012 - PPB Merchant	1.45	1.45	0.00
1013 - Operating 3336	516,288.62	608,549.09	(92,260.47)
1302 - Congressional Bank - MM 5485	605,323.21	604,518.12	805.09
1330 - Morgan Stanley Smith Barney MM	10,970.73	60,100.91	(49,130.18)
1353 - Morgan Stanley Smith Barney Investments	1,615,000.00	1,565,000.00	50,000.00
1730 - Accrued Interest Receivable	9,641.29	7,432.17	2,209.12
Total Cash & Investments	**2,757,225.30**	**2,845,601.74**	**(88,376.44)**
Current Assets			
1500 - Residential Assessments Receivable	51,727.44	108,461.31	(56,733.87)
1530 - Allowance for Doubtful accounts	(37,498.86)	(37,498.86)	0.00
1600 - Prepaid Insurance	4,585.67	5,222.36	(636.69)
1640 - Other Prepaid Expenses	22,124.90	21,214.50	910.40
1725 - Insurance Receivable	(31,050.00)	(31,050.00)	0.00
1799 - Clearing Account	(885.00)	(0.10)	(884.90)
Total Current Assets	**9,004.15**	**66,349.21**	**(57,345.06)**
Total Assets	**2,766,229.45**	**2,911,950.95**	**(145,721.50)**
Liabilities			
Current Liabilities			
2000 - Accounts Payable	(7,051.18)	12,424.42	(19,475.60)
2025 - Transfer Fee Payable	853.57	90.00	763.57
2050 - Resident Refunds	1,497.94	1,022.65	475.29
2300 - Accrued Expenses	28,431.63	24,241.18	4,190.45
2400 - Accrued Payroll Payable	15,973.00	5,702.00	10,271.00
2550 - Prepaid Assessments	148,890.14	136,571.70	12,318.44

Balance Sheet Report
Cameron Station Community
As of February 28, 2019

	Balance Feb 28, 2019	Balance Jan 31, 2019	Change
Liabilities			
Current Liabilities			
2560 - Future Months Assessments	207,627.00	415,254.00	(207,627.00)
Total Current Liabilities	**396,222.10**	**595,305.95**	**(199,083.85)**
Total Liabilities	**396,222.10**	**595,305.95**	**(199,083.85)**
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.	4,000.00	2,000.00	2,000.00
Total Capital Improvement Reserves	**(19,521.26)**	**(21,521.26)**	**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	55,600.00	27,800.00	27,800.00
3280 - Repair & Repl Reserve Expenditures	(15,641.11)	(8,426.39)	(7,214.72)
Total Repair & Replacement Reserves	**1,872,653.74**	**1,852,068.46**	**20,585.28**
Total Owners' Equity	**2,322,695.16**	**2,300,109.88**	**22,585.28**
Net Income / (Loss)	**47,312.19**	**16,535.12**	**30,777.07**
Total Liabilities and Equity	**2,766,229.45**	**2,911,950.95**	**(145,721.50)**

Income Statement Summary
Cameron Station Community
February 01, 2019 thru February 28, 2019

	Current Period			Year to Date (2 months)			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Total Assessment Income	207,627.00	207,627.00	0.00	415,256.72	415,254.00	2.72	2,491,524.79
Total Other Income	7,226.92	6,514.00	712.92	16,549.92	14,532.00	2,017.92	94,200.00
Total Income	214,853.92	214,141.00	712.92	431,806.64	429,786.00	2,020.64	2,585,724.79
Total Administrative	5,462.34	6,409.00	(946.66)	12,873.69	17,397.00	(4,523.31)	111,755.00
Total Activities	502.50	0.00	502.50	1,202.50	0.00	1,202.50	37,500.00
Total Communications	3,213.37	791.00	2,422.37	3,213.37	4,166.00	(952.63)	25,000.00
Total Management Services	37,288.07	46,058.00	(8,769.93)	82,077.69	92,118.00	(10,040.31)	552,707.52
Total Trash Services	26,304.65	26,173.00	131.65	52,542.06	52,346.00	196.06	314,078.10
Total Common Area Maint & Services	55,417.11	53,285.00	2,132.11	111,102.36	106,618.00	4,484.36	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	0.00	4,584.00	(4,584.00)	9,883.55	9,167.00	716.55	61,700.00
Total Cameron Club Maint & Operations	23,569.20	24,251.50	(682.30)	46,960.01	53,587.00	(6,626.99)	390,224.48
Total Taxes & Insurance	2,519.61	2,467.00	52.61	5,039.22	4,934.00	105.22	36,043.60
Total Other Expenses	2,000.00	2,167.00	(167.00)	4,000.00	4,333.50	(333.50)	31,000.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	55,600.00	55,600.00	0.00	333,600.00
Total Expense	184,076.85	193,985.50	(9,908.65)	384,494.45	400,266.50	(15,772.05)	2,585,730.70
Net Income / (Loss)	30,777.07	20,155.50	10,621.57	47,312.19	29,519.50	17,792.69	(5.91)

Income Statement Report
Cameron Station Community
Consolidated

February 01, 2019 thru February 28, 2019

	Current Period			Year to Date (2 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Income								
Assessment Income								
4001 - Assessemnts - SFD/TH	0.00	0.00	0.00	360,193.83	360,189.00	4.83	1,440,755.18	1,080,561.35
4002 - Assessments - CONDO	0.00	0.00	0.00	218,044.77	218,045.00	(0.23)	872,179.10	654,134.33
4016 - Future Assessments - SFD/TH	120,063.00	120,063.00	0.00	(120,063.00)	(120,063.00)	0.00	0.00	120,063.00
4017 - Future Assessments - CONDO	72,681.50	72,682.00	(0.50)	(72,681.50)	(72,681.00)	(0.50)	0.00	72,681.50
4018 - Future Assessments - COMMERCIAL	2,327.00	2,327.00	0.00	(2,327.00)	(2,327.00)	0.00	0.00	2,327.00
4019 - Future Assessments - TMP	12,555.50	12,555.00	0.50	(12,555.50)	(12,556.00)	0.50	0.00	12,555.50
4130 - Commercial Assessments	0.00	0.00	0.00	6,981.20	6,981.00	0.20	27,924.78	20,943.58
4135 - TMP Assessments	0.00	0.00	0.00	37,663.92	37,666.00	(2.08)	150,665.73	113,001.81
Total Assessment Income	**207,627.00**	**207,627.00**	**0.00**	**415,256.72**	**415,254.00**	**2.72**	**2,491,524.79**	**2,076,268.07**
Other Income								
4245 - Newsletter Advertising	1,350.00	0.00	1,350.00	1,350.00	1,500.00	(150.00)	6,000.00	4,650.00
4250 - Facilities Passes/Guest Fess	100.00	0.00	100.00	100.00	0.00	100.00	600.00	500.00
4260 - Resale Processing Fees	0.00	416.00	(416.00)	3,051.62	833.00	2,218.62	5,000.00	1,948.38
4265 - Website Income	0.00	83.00	(83.00)	0.00	166.50	(166.50)	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	795.00	666.00	129.00	795.00	1,333.00	(538.00)	8,000.00	7,205.00
4405 - Club Cleaning Fees	750.00	500.00	250.00	750.00	1,000.00	(250.00)	6,000.00	5,250.00
4710 - Late Fees & Interest	(50.00)	584.00	(634.00)	1,925.00	1,167.00	758.00	7,000.00	5,075.00
4720 - Legal Reimbursements	0.00	500.00	(500.00)	0.00	1,000.00	(1,000.00)	6,000.00	6,000.00
4805 - Compliance Fees	280.00	291.00	(11.00)	590.00	583.00	7.00	3,500.00	2,910.00
4835 - Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00
4900 - Interest Earned - Operating Funds	117.89	1,058.00	(940.11)	248.35	2,116.50	(1,868.15)	12,700.00	12,451.65
4910 - Interest Earned - Reserve Funds	3,884.03	2,416.00	1,468.03	7,739.95	4,833.00	2,906.95	29,000.00	21,260.05
Total Other Income	**7,226.92**	**6,514.00**	**712.92**	**16,549.92**	**14,532.00**	**2,017.92**	**94,200.00**	**77,650.08**
Total Income	**214,853.92**	**214,141.00**	**712.92**	**431,806.64**	**429,786.00**	**2,020.64**	**2,585,724.79**	**2,153,918.15**

Income Statement Report
Cameron Station Community
Consolidated

February 01, 2019 thru February 28, 2019

	Current Period			Year to Date (2 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Administrative								
5015 - Bank Charges	0.00	32.00	(32.00)	0.00	63.00	(63.00)	375.00	375.00
5020 - Board Support	668.12	834.00	(165.88)	1,322.30	1,667.00	(344.70)	10,000.00	8,677.70
5025 - Collection Charges	(325.00)	250.00	(575.00)	260.00	500.00	(240.00)	3,000.00	2,740.00
5030 - Acct Setup/DD/Coupons	406.00	0.00	406.00	699.50	2,000.00	(1,300.50)	12,000.00	11,300.50
5035 - Architechtural Comprehensives	0.00	0.00	0.00	0.00	0.00	0.00	6,880.00	6,880.00
5040 - Computer Network/C3	1,435.70	666.00	769.70	3,246.40	1,333.00	1,913.40	8,000.00	4,753.60
5070 - Parking Enforcement	540.00	1,334.00	(794.00)	1,920.00	2,667.00	(747.00)	16,000.00	14,080.00
5080 - Annual Meeting Expenses	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
5085 - Office Equipment Lease	703.98	416.00	287.98	1,316.32	833.00	483.32	5,000.00	3,683.68
5090 - Office Supplies	341.32	0.00	341.32	431.95	583.00	(151.05)	3,500.00	3,068.05
5210 - Printing & Copying	199.60	625.00	(425.40)	(558.76)	1,250.00	(1,808.76)	7,500.00	8,058.76
5215 - Postage	274.52	834.00	(559.48)	1,566.28	1,667.00	(100.72)	10,000.00	8,433.72
5220 - Courier Service	44.40	84.00	(39.60)	44.40	167.00	(122.60)	1,000.00	955.60
5320 - Temp Desk Coverage	273.84	500.00	(226.16)	638.96	1,000.00	(361.04)	6,000.00	5,361.04
6040 - Bundled Telecom Services	899.86	834.00	65.86	1,830.26	1,667.00	163.26	10,000.00	8,169.74
6300 - Permits & Licenses	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
6422 - Decals & Parking Passes	0.00	0.00	0.00	156.08	2,000.00	(1,843.92)	6,000.00	5,843.92
Total Administrative	**5,462.34**	**6,409.00**	**(946.66)**	**12,873.69**	**17,397.00**	**(4,523.31)**	**111,755.00**	**98,881.31**
Activities								
5200 - Events & Awards	502.50	0.00	502.50	1,202.50	0.00	1,202.50	37,500.00	36,297.50
Total Activities	**502.50**	**0.00**	**502.50**	**1,202.50**	**0.00**	**1,202.50**	**37,500.00**	**36,297.50**
Communications								
5115 - Web Site Maintenance	69.00	291.00	(222.00)	69.00	583.00	(514.00)	3,500.00	3,431.00
5225 - Newsletter Services	3,095.75	0.00	3,095.75	3,095.75	2,583.00	512.75	15,500.00	12,404.25
5316 - Other Communications	48.62	500.00	(451.38)	48.62	1,000.00	(951.38)	6,000.00	5,951.38
Total Communications	**3,213.37**	**791.00**	**2,422.37**	**3,213.37**	**4,166.00**	**(952.63)**	**25,000.00**	**21,786.63**

Income Statement Report
Cameron Station Community
Consolidated

February 01, 2019 thru February 28, 2019

	Current Period			Year to Date (2 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Management Services								
5302 - Administrative Salaries	19,428.78	24,672.00	(5,243.22)	43,754.88	49,345.00	(5,590.12)	296,070.00	252,315.12
5340 - Payroll Taxes/Benefits/Costs	4,376.79	7,766.00	(3,389.21)	11,357.81	15,532.00	(4,174.19)	93,191.52	81,833.71
7015 - Management Reimbursements	112.00	250.00	(138.00)	224.00	500.00	(276.00)	3,000.00	2,776.00
7040 - Management Fees	13,370.50	13,370.00	0.50	26,741.00	26,741.00	0.00	160,446.00	133,705.00
Total Management Services	**37,288.07**	**46,058.00**	**(8,769.93)**	**82,077.69**	**92,118.00**	**(10,040.31)**	**552,707.52**	**470,629.83**
Trash Services								
6035 - Trash and Recycling Service	26,304.65	26,173.00	131.65	52,542.06	52,346.00	196.06	314,078.10	261,536.04
Total Trash Services	**26,304.65**	**26,173.00**	**131.65**	**52,542.06**	**52,346.00**	**196.06**	**314,078.10**	**261,536.04**
Common Area Maint & Services								
6000 - Electric Service	3,702.70	3,584.00	118.70	6,423.79	7,167.00	(743.21)	43,000.00	36,576.21
6025 - Water Service	433.94	0.00	433.94	894.30	0.00	894.30	26,000.00	25,105.70
6100 - Grounds & Landscaping - Contract	12,867.00	12,867.00	0.00	25,734.00	25,734.00	0.00	154,404.00	128,670.00
6150 - Flower Rotation & Lanscape Enhancem	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6155 - Turf Treatment & Enhancements	8,362.50	0.00	8,362.50	8,362.50	0.00	8,362.50	15,000.00	6,637.50
6160 - Tree & Shrub Maintenance	0.00	0.00	0.00	2,885.00	0.00	2,885.00	33,000.00	30,115.00
6200 - Watering & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
6299 - Irrigation System Contract	0.00	0.00	0.00	0.00	0.00	0.00	16,638.00	16,638.00
6305 - TMP Expenses	17,500.00	17,916.00	(416.00)	35,000.00	35,833.00	(833.00)	215,000.00	180,000.00
6315 - Uniforms	57.33	0.00	57.33	57.33	50.00	7.33	100.00	42.67
6434 - Pest Control	0.00	209.00	(209.00)	0.00	417.00	(417.00)	2,500.00	2,500.00
6442 - Snow Removal Services	9,955.50	14,000.00	(4,044.50)	25,799.00	28,000.00	(2,201.00)	70,000.00	44,201.00
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
6600 - General Repair & Maintenance	11.67	417.00	(405.33)	11.67	833.50	(821.83)	5,000.00	4,988.33
6605 - General Maintenance Supplies	87.11	667.00	(579.89)	834.20	1,333.50	(499.30)	8,000.00	7,165.80
6640 - Lighting Supplies/Repair & Maintenanc	1,821.46	2,916.00	(1,094.54)	4,482.67	5,833.00	(1,350.33)	35,000.00	30,517.33
6685 - Linear Park Landscape Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	21,668.00	21,668.00
6690 - Pet Stations	617.90	709.00	(91.10)	617.90	1,417.00	(799.10)	8,500.00	7,882.10

Income Statement Report
Cameron Station Community
Consolidated

February 01, 2019 thru February 28, 2019

	Current Period			Year to Date (2 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	0.00	0.00	0.00	6,500.00	6,500.00
Total Common Area Maint & Services	**55,417.11**	**53,285.00**	**2,132.11**	**111,102.36**	**106,618.00**	**4,484.36**	**683,460.00**	**572,357.64**
Landscaping								
6199 - Irrigation Repairs	0.00	0.00	0.00	0.00	0.00	0.00	3,612.00	3,612.00
Total Landscaping	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**3,612.00**	**3,612.00**
Repair & Maintenance								
6755 - Storm Recovery Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	5,050.00	5,050.00
Total Repair & Maintenance	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**5,050.00**	**5,050.00**
Professional Services								
7000 - Audit & Tax Services	0.00	0.00	0.00	0.00	0.00	0.00	6,700.00	6,700.00
7020 - Legal Services	0.00	334.00	(334.00)	600.00	667.00	(67.00)	4,000.00	3,400.00
7025 - Legal Services - Collections	0.00	1,750.00	(1,750.00)	2,247.55	3,500.00	(1,252.45)	21,000.00	18,752.45
7030 - Legal Services - General Counsel	0.00	2,500.00	(2,500.00)	7,036.00	5,000.00	2,036.00	30,000.00	22,964.00
Total Professional Services	**0.00**	**4,584.00**	**(4,584.00)**	**9,883.55**	**9,167.00**	**716.55**	**61,700.00**	**51,816.45**
Cameron Club Maint & Operations								
5195 - Miscellaneous Expenses	37.00	84.00	(47.00)	37.00	167.00	(130.00)	1,000.00	963.00
5318 - Health Club Management/Staff	13,759.29	13,760.00	(0.71)	27,518.58	27,519.00	(0.42)	165,111.48	137,592.90
6075 - Clubhouse Utilities	2,180.22	2,834.00	(653.78)	5,081.29	5,667.00	(585.71)	34,000.00	28,918.71
6408 - Elevator Services	412.41	0.00	412.41	755.87	1,125.00	(369.13)	4,500.00	3,744.13
6414 - Fire Prevention & Protection	521.37	0.00	521.37	877.74	0.00	877.74	6,000.00	5,122.26
6424 - HVAC Services	0.00	0.00	0.00	1,233.00	1,000.00	233.00	6,000.00	4,767.00
6430 - Janitorial Services	3,414.54	3,535.00	(120.46)	6,829.08	7,069.00	(239.92)	42,413.00	35,583.92
6436 - Special Cleanings	0.00	666.00	(666.00)	600.00	1,333.00	(733.00)	8,000.00	7,400.00
6438 - Pool Management	0.00	0.00	0.00	0.00	0.00	0.00	63,700.00	63,700.00
6440 - Safety & Security	165.00	250.00	(85.00)	675.00	500.00	175.00	3,000.00	2,325.00

Income Statement Report
Cameron Station Community
Consolidated

February 01, 2019 thru February 28, 2019

	Current Period			Year to Date (2 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Cameron Club Maint & Operations								
6500 - Fire Suppression System	0.00	500.00	(500.00)	0.00	1,000.00	(1,000.00)	6,000.00	6,000.00
6515 - Building Repair & Maintenance	2,218.45	1,166.00	1,052.45	2,218.45	2,333.00	(114.55)	14,000.00	11,781.55
6525 - Community Center Improvement	0.00	166.00	(166.00)	0.00	333.00	(333.00)	2,000.00	2,000.00
6570 - Fitness Equipment Repair & Maintenan	0.00	791.00	(791.00)	217.00	1,583.00	(1,366.00)	9,500.00	9,283.00
6575 - Fitness Center Supplies	496.08	0.00	496.08	992.16	1,625.00	(632.84)	6,500.00	5,507.84
6590 - Access System Supplies	0.00	0.00	0.00	0.00	1,500.00	(1,500.00)	4,500.00	4,500.00
6595 - Access System Repairs	0.00	166.50	(166.50)	(440.00)	166.50	(606.50)	1,000.00	1,440.00
6700 - Pool Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
6710 - Pool Supplies	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9934 - Recreation Equipment	364.84	333.00	31.84	364.84	666.50	(301.66)	4,000.00	3,635.16
Total Cameron Club Maint & Operations	**23,569.20**	**24,251.50**	**(682.30)**	**46,960.01**	**53,587.00**	**(6,626.99)**	**390,224.48**	**343,264.47**
Taxes & Insurance								
5390 - Fidelity/Workman's Comp	157.33	184.00	(26.67)	314.66	368.00	(53.34)	2,205.00	1,890.34
5415 - D&O Insurance Premiums	413.50	437.00	(23.50)	827.00	875.00	(48.00)	5,252.00	4,425.00
5420 - Umbrella	807.70	838.00	(30.30)	1,615.40	1,676.00	(60.60)	10,056.00	8,440.60
5445 - General Liability Insurance Premiums	1,141.08	1,008.00	133.08	2,282.16	2,015.00	267.16	12,087.60	9,805.44
9000 - Income Tax	0.00	0.00	0.00	0.00	0.00	0.00	6,443.00	6,443.00
Total Taxes & Insurance	**2,519.61**	**2,467.00**	**52.61**	**5,039.22**	**4,934.00**	**105.22**	**36,043.60**	**31,004.38**
Other Expenses								
5010 - Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	4,000.00	4,000.00	0.00	24,000.00	20,000.00
9946 - Signs Expenses	0.00	167.00	(167.00)	0.00	333.50	(333.50)	2,000.00	2,000.00
Total Other Expenses	**2,000.00**	**2,167.00**	**(167.00)**	**4,000.00**	**4,333.50**	**(333.50)**	**31,000.00**	**27,000.00**

Income Statement Report
Cameron Station Community
Consolidated

February 01, 2019 thru February 28, 2019

	Current Period			Year to Date (2 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Reserve Contributions								
9800 - Repair & Replacement Expenses	27,800.00	27,800.00	0.00	55,600.00	55,600.00	0.00	333,600.00	278,000.00
Total Reserve Contributions	**27,800.00**	**27,800.00**	**0.00**	**55,600.00**	**55,600.00**	**0.00**	**333,600.00**	**278,000.00**
Total Expense	**184,076.85**	**193,985.50**	**(9,908.65)**	**384,494.45**	**400,266.50**	**(15,772.05)**	**2,585,730.70**	**2,201,236.25**
Net Income / (Loss)	**30,777.07**	**20,155.50**	**10,621.57**	**47,312.19**	**29,519.50**	**17,792.69**	**(5.91)**	**(47,318.10)**

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

Product or Service	Line Item	FY2019 Budgeted Amount	Expense Amount (February)	Remaining Amount	FY2018 Budgeted Amount	YTD Expense Amoun (February) 2019
Safety and Security	6440	$3,000.00	$165.00	$2,325.00	$2,500.00	$675.00
Fire Suppression System	6500	$6,000.00	$0.00	$6,000.00	$6,000.00	$0.00
Building Repair and Maintenance	6515	$14,000.00	$2,218.00	$11,781.55	$14,000.00	$2,218.00
Community Center Improvements	6525	$2,000.00	$0.00	$2,000.00	$2,000.00	$0.00
Fitness Equipment Repair and Maintenance	6570	$9,500.00	$0.00	$9,283.00	$8,000.00	$217.00
Fitness Center Supplies	6575	$6,500.00	$496.08	$5,507.84	$6,000.00	$992.16
Access System Supplies	6590	$4,500.00	$0.00	$4,500.00	$4,500.00	$0.00
Access Center Repairs	6595	$1,000.00	$0.00	$1,000.00	$500.00	$0.00
Pool Repair and Maintenance	6700	$4,000.00	$0.00	$4,000.00	$4,000.00	$0.00
Pool Supplies	6710	$5,000.00	$0.00	$5,000.00	$5,000.00	$0.00
Pool Management	6438	$63,700.00	$0.00	$63,700.00	$59,900.00	$0.00
Health Club Management	5318	$165,111.48	$13,759.29	$137,592.90	$169,189.00	$27,519.58
Recreation equipment	9934	$4,000.00	$364.84	$3,635.16	$4,000.00	$364.84
Reserve Expenditures Exercise Equipment	3280	$30,900.00	$26,272.28	$26,272.28	$33,400.00	$26,272.28
Total in Operating		$288,311.48			$285,589.00	$256,324.87

FEBRUARY FY19 Financial Budget Report

Note, the line item highlighted in YELLOW is the RESERVE's NOT OPERATING

Cameron Station Community Association
FY19 YTD Budget Report
Common Area Committee

Product or Service	Line Item	FY2019 Budgeted Amount	Expense Amount (February)	Remaining Amount	FY2018 Budgeted Amount	YTD Expense Amount (February)
Grounds & Landscaping-Contract	6100	$154,404.00	$12,867.00	$128,670.00	$155,196.00	$25,734.00
Linear Park Landscape Maintenance	6685	$21,668.00	$0.00	$21,668.00	$21,668.00	$0.00
Flower Rotation & Landscape Enhancement	6150	$22,000.00	$0.00	$22,000.00	$25,000.00	$0.00
Irrigation System Contract	6299	$16,638.00	$0.00	$16,638.00	$18,000.00	$0.00
Tree/Shrub Maintenance	6160	$33,000.00	$0.00	$30,115.00	$28,000.00	$2,885.00
Turf Treatment Enhancements	6155	$15,000.00	$8,362.50	$6,637.50	$15,000.00	$8,362.50
Watering/Supplies	6200	$150.00	$0.00	$150.00	$750.00	$0.00
Snow Removal	6442	$70,000.00	$9,955.50	$44,201.00	$70,000.00	$25,799.00
Street Repair/Maintenance	6760	$6,500.00	$0.00	$6,500.00	$6,500.00	$0.00
Pet Stations	6690	$8,500.00	$671.90	$7,882.10	$8,500.00	$617.90
General Repair & Maintenance	6600	$5,000.00	$11.67	$4,988.33	$5,000.00	$11.67
General Maintenance Supplies	6605	$8,000.00	$87.11	$7,165.80	$6,500.00	$834.20
Maintenance Uniforms	6315	$100.00	$57.33	$42.67	$100.00	$57.33
Fountain Repair/Maintenance	6585	$1,000.00	$0.00	$1,00.00	$2,200.00	$0.00

$297,658.40

FY19 Total Budget report YTD Financials

Cameron Club Monthly Report

February 2019

Attendance and Usage

February – 6,023

- Average usage per day- 215

Previous month:

- January – 6,954
- Average usage per day- 224

Facility & Operations

Group Exercise Class Program

- Stretch and Core was the most attended classes this month.
- We saw an increase in 2 out of 10 classes from last month.

Exercise and Facilities Equipment

- The belt for the Stairmaster was on back order and due to Chinese New Year the shipment of the part was delayed. I have confirmed with Core Fitness that the belt has indeed arrived. Heartline has been contacted and we are looking to have this repaired as soon as possible.

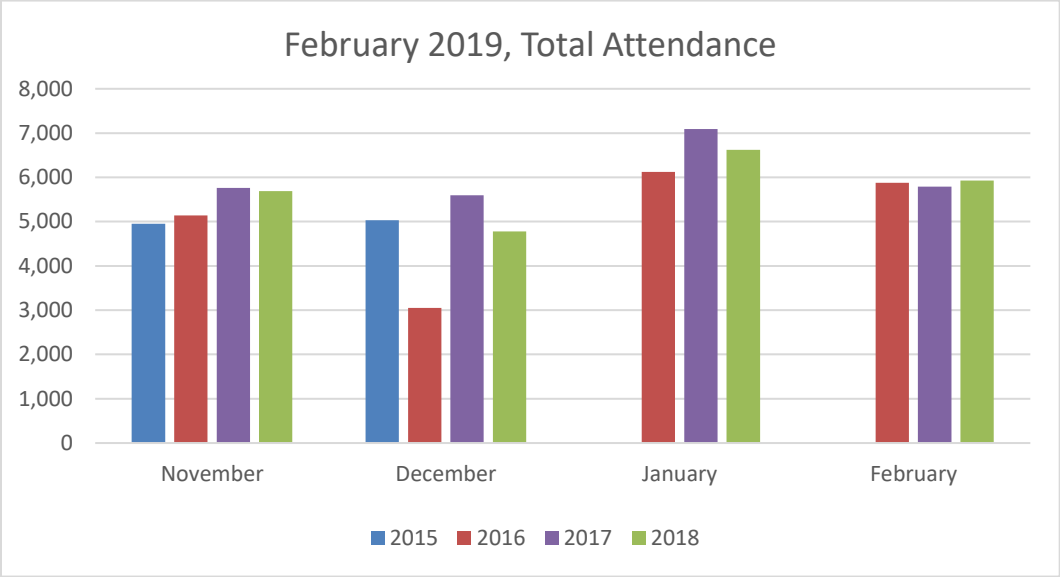
Personal Training

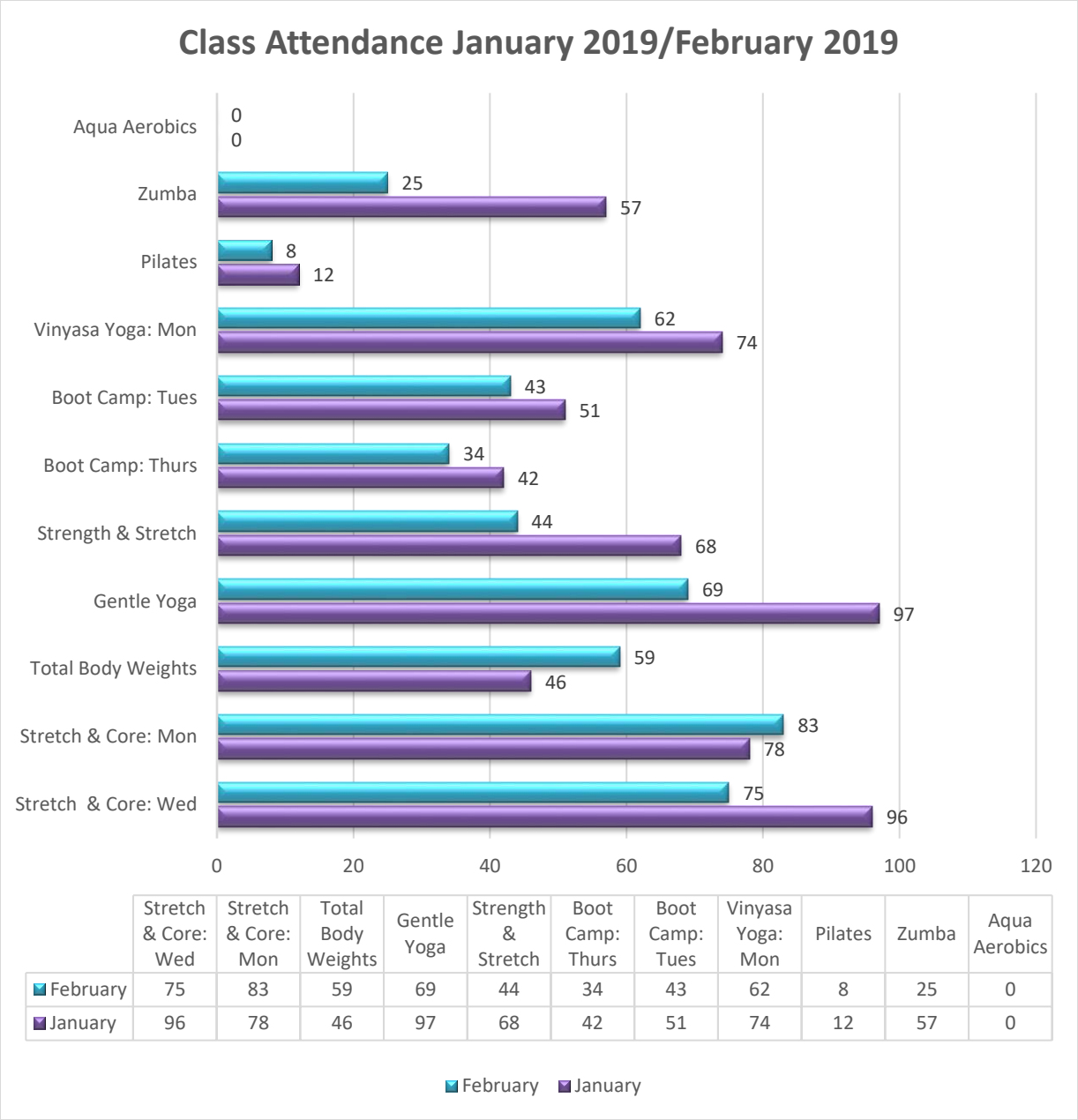
- We had 1 new client this month.

Upcoming Goals & Events

- The next workshop will be on March 29th at 6pm. This will be a nutrition workshop with our house trainer Vicki Gravini. We are on track to roll out next month April 19th with Tai Chi. We are in the process of confirming the time with the instructor.

Graphs


February 2019, Total Attendance
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
November
December
January
February
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
February	75	83	59	69	44	34	43	62	8	25	0
January	96	78	46	97	68	42	51	74	12	57	0

DRAFT

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

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for March was held on Tuesday, March 5, 2019. The meeting was called to order at 7: 03 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
Gayle Hatheway- ARC Member
Craig Schuck- ARC Member
Kevin Devaney- ARC Member

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

OTHERS IN ATTENDANCE
Bethlehem Kebede, Covenants Administrator, CMC
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
Karen Soles, General Manager, CMC
Cameron Station Residents

APPROVE AGENDA
MOVE TO: "Approve the agenda as presented."
Moved By: Gayle Hatheway
Seconded By: Craig Schuck
For: All
Against: None
Absent: Sharon Wilkinson 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 February 5, 2019 ARC meeting minutes as presented."
Moved By: Gayle Hatheway
Seconded By: Craig Schuck
For: All
Against: None
Absent: Sharon Wilkinson and Jeremy Drislane
MOTION PASSED

APP #	ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
19-06	127 Martin Lane	Roof Replacement- Ratify Only	**APPROVED: as submitted** Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson and Jeremy Drislane **MOTION PASSED**
19-07	5012 Waple Lane	Tree Replacement	**APPROVED: as submitted with a 60 extension.** Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Sharon Wilkinson and Jeremy Drislane **MOTION PASSED**
19-08	387 Cameron Station Blvd.	Roof Replacement	**APPROVED: as submitted** Moved By: Kevin Devaney Seconded By: Gayle Hatheway For: All Against: None Absent: Sharon Wilkinson and Jeremy Drislane **MOTION PASSED**
19-09	387 Cameron Station Blvd.	Tree Replacement	**APPROVED: as submitted** Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson and Jeremy Drislane **MOTION PASSED**

19-10	172 Barrett Place	Reset Patio Pavers & Extend Downspout	**APPROVED: as submitted** Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson and Jeremy Drislane **MOTION PASSED**
19-11	263 Murtha Street	Retroactive Application for Retractable Awning	**APPROVED: as submitted** Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Sharon Wilkinson and Jeremy Drislane **MOTION PASSED**
19-12	5057 Kilburn Street	Roof Replacement- Ratify Only	**APPROVED: as submitted** Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Sharon Wilkinson and Jeremy Drislane **MOTION PASSED**
19-13	277 Murtha Street	Install 2 Solatubes and 1 ventilation fan on rear side of roof	**APPROVED: as submitted** Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Sharon Wilkinson and Jeremy Drislane **MOTION PASSED**

MATTERS FOR DISCUSSION, INFORMATION & ACTION TOPICS

Approval of Roof Color Samples for Management Office- The committee discussed the sample board that Covenants Administrator, Bethlehem Kebede put together for the Management office. They consist of roof samples that closely match preexisting roof colors throughout the community. The ARC thanked Ms. Kebede for your hard work and efforts on this project. The sample board will be in the Management office, but it's strongly noted that every homeowner is always required to submit an exterior modification application and seek approval before any roof replacements.

MOVE TO: "Recommend to the Board of Directors the Appointment of Karen Diener as Chair to the Architectural Review Committee".
Moved By: Craig Schuck
Seconded By: Gayle Hatheway
For: All
Against: None
Absent: Sharon Wilkinson and Jeremy Drislane
MOTION PASSED

MOVE TO: "Recommend the Appointment of Gayle Hatheway as Vice Chair to the Architectural Review Committee".
Moved By: Kevin Devaney
Seconded By: Craig Schuck
For: All
Against: None
Absent: Sharon Wilkinson and Jeremy Drislane
MOTION PASSED

NEW BUSINESS
None.
Covenants Report – February 2019

- 6 Resale Inspections were performed for the month of February.
- 5 Exterior Modification Applications were reviewed in February.
- For the month of February, no vehicles were towed.
- 52 violation letters were sent out for the month of February.
- The Comprehensive Inspections for 2019 will begin on March 5 & 6. The first phase will be on Comay, Tull, John Ticer, Somervelle & Waple.
- The next meeting of the Architectural Review Committee will be on April 2, 2019. The Application due date for this meeting is March 24, 2019.

EXECUTIVE SESSION
MOVE TO: "Enter Executive Session at 8:03 p.m."
Moved By: Gayle Hatheway
Seconded By: Kevin Devaney
For: All
Against: None
Absent: Sharon Wilkinson and Jeremy Drislane
MOTION PASSED

MOVE TO: "Exit Executive Session at 8:07 p.m."
Moved By: Gayle Hatheway
Seconded By: Craig Schuck
For: All
Against: None
Absent: Sharon Wilkinson and Jeremy Drislane
MOTION PASSED

MOVE TO: "Approve to assess the fines to account #00205-3851 as discussed in executive session for failure to comply with Association's Policies."
Moved By: Gayle Hatheway
Seconded By: Kevin Devaney
For: All
Against: None
Absent: Sharon Wilkinson and Jeremy Drislane
MOTION PASSED

ADJOURNMENT
MOVE TO: "Adjourn the meeting at 8:10 p.m."
Moved By: Gayle Hatheway
Seconded By: Kevin Devaney
For: All
Against: None
Absent: Sharon Wilkinson and Jeremy Drislane
MOTION PASSED

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

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

The following individuals attended the meeting:
Ray Celeste, CCFC Chair
Dan Ogg, CCFC Recording Secretary
Brendan Hanlon, CCFC Member
John Burton, CCFC Member
Jon Dellaria, BODs Representative to the CCFC
Megan Brock, Vice President, BOD
Martin Menez, Member, BOD
Karen Soles, CMC Management
PsyniiGianni Scott, ProFIT Fitness Center Manager/Activities Director
Ed Jablonski, Security Consultant, SETEC

The following individuals were absent:
Dick Shea, Vice Chair

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:03 p.m.

2. Ray Celeste made a motion to approve the meeting agenda after adding a topic to the agenda under New Business: vote on a Committee Chairman. The motion was seconded by Brendan Hanlon and it passed unanimously.

3. Residents' Open Forum: No residents attended.

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

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

    a) The Board approved the purchase of new TVs for the exercise room.

    b) Pool Contract. The Board discussed at length the pool contract and the Service Level Agreement (SLA). CMC Management is discussing the SLAs with American Pools, the pool contractor.

    c) CMC Management has suggested that the community open the pool a week earlier for a weekend. The CCFC asked that CMC Management get quote for swapping a weekend at the end of September for a weekend before Memorial Day (May 18/19) and a quote for simply adding the weekend and possibly weekday mornings for lap swim before Memorial Day.

d) **Motion for CMC Management: John Burton made a motion to direct CMC Management to get a quote from American Pools to open the pool one weekend early (May 18/19) and a quote for adding lap swim from 6:00 am to 8:00 am, May 20-24, and pass the quotes on to the Board for consideration. Brendon Hanlon seconded the motion and it passed unanimously.**

6. CMC Management report. Karen Soles proved the CMC Management update.

   a) Front door (by the gym). CMC Management tried to have maintenance fix the door, but the fix did not work. CMC Management had Precision Doors buy new hardware for the door and it now works properly.

   b) Marty Menez provided some thoughts about the overall security upgrades for building and suggested that everything should be considered in a holistic manner. Ed Jablonski of SETEC was asked to offer advice for upgrades. SETEC has supported new computers, new software, and system backups to the cloud. They also suggested the addition of security cameras throughout a facility as this is now more common in businesses and common-area facilities. John Burton volunteered to lead a review of the overall security of the building, with the advice of SETEC.

   c) Psy Scott discussed continued problems with unauthorized people using the back door to the fitness center (the door from the administrative spaces). In several cases, Psy confronted the people and asked them to leave. The CCFC discussed possible solutions to this problem with Ed Jablonksi. One option is to put in a fire door with a crash bar to replace the swinging door upstairs near the elevator. However, this modification would be expensive, and any modification would have to be approved by the City of Alexandria Fire Marshal. CMC Management agreed to provide up to date architectural drawings for the building to John Burton and to SETEC so they can offer suggestions.

   d) Ray Celeste discussed the budget. Exercise equipment is paid for from the "Reserve Expenditures" budget. The amount remaining in this line item as of the end of January is $26,272,28, less the amount paid for the new treadmill, and less the amount paid for new TVs.

   e) CMC Management received two proposals for replacing the basketball court floor and will attempt to get two more quotes in the next month. CCFC requested that CMC Management provide the quotes as soon as they are available so that the CCFC could review the quotes before the next CCFC meeting.

7. ProFIT Report:

   a) Psy Scott provided the ProFIT monthly report. Attendance in January was 6,023 (215 per day), compared to December's attendance of 6,954 (224 per day).

b) The Stairmaster is still under repair by Heartline. If the proper parts are available, it should be in service within a few days.

c) One treadmill is affected by a bad wall outlet (loose plug). ProFIT will take the treadmill out of service until the wall outlet is repaired.

d) There will be a free nutrition workshop on March 29, at 6:00 pm.

e) There will also be a Tai Chi workshop, tentatively planned for April 19.

f) Ray Celeste mentioned that a resident suggested we buy another Peloton upright bicycle. The CCFC discussed the possibility of buying a new Peloton bike. CCFC asked ProFIT to obtain usage data on all bicycles and send the information to Ray Celeste. After reviewing the usage data, the CCFC will decide whether to purchase the Peloton and decide which existing exercise bicycle to replace. It is expected this can be done by email, before the next CCFC meeting.

g) Ray Celeste suggested that a representative of the Reserve Study brief the CCFC at one of its upcoming meetings.

8. Old Business: There was no old business.

9. New Business: CCFC Chair. **Motion: Brendon Hanlon made a motion to nominate Ray Celeste to serve as the Chairman of the CCFC for another year. Dan Ogg seconded the motion and it passed unanimously.**

10. Adjournment: Brendan Hanlon made a motion to adjourn the meeting. Dan Ogg seconded the motion and it passed unanimously. The meeting was adjourned at 8:55 p.m.

A&E Committee Meeting Minutes

Call to order

A meeting of Cameron Station Activities & Events Committee was held at Clubhouse on March 6, 2019.

Attendees

Attendees included Andrew Yang, Megan Porter, Rebecca Stalnaker, Sarah Walsh, David Thorpe, and Sneha Sarasani

Members not in attendance

Ritah Karera, Amanda Wilkinson

Approval of minutes

Last month's Minutes were approved.

Upcoming Events

Family Bingo Night (Friday, March 15, 6:30-8:30 pm):

- Andy will purchase 10 pizzas and St Patrick's themed cookies or cupcakes

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

- Decided to continue Bunco on the last Wednesday of every month

Egg Hunt (Saturday, April 13, 11am-1pm, rain date April 20):

- Mindy Lyle has the Easter Bunny Costume and volunteers lined up for it
- Buy Approximately 1500 eggs and replenish them after staggered times
- Fill only a few eggs with slips of paper for redeemable prizes
- Have "Egg Recyling" bin at event to reuse eggs for next year
- Request plastic egg donations? Still needed in addition to 1500 eggs, plus eggs in storage?
- Rebecca: contact Glenn from Silver Diner for 400 sandwiches this year, bunny ears for volunteers
- Megan: research candy, bags, eggs, prizes
- Andy: surveymonkey link for volunteers, contact face painter+balloon artist
- Sarah: flyer with events, 11 am: 2 and under+adults, 11:10 am:3-5, 11:20am:6+, games sack race (use streamers at finish line to avoid controversy?), hula hoop, spoon relay
- Still need: plates, napkins, snacks

Yard Sale (Saturday, April 27, 8 am - 1 pm, rain date May 4):

- Andy will research bulk shredding companies
- Purchase dollar store balloons, borrow Irina Babb van to transport

Pride of Ownership:

- Ask Rappaport for Home Depot donation

Community Partners Program:

- Rebecca will get sign quotes for sponsors
- Sarah contacted many sponsors already
- Rebecca will inquire about Silver Diner

Wine Bus:

- Megan requested quotes from three companies, selected $25/person winery, either March 14 or in May

Little Free Library:

- Wait for David Thorpe to setup before advertising and hosting an event

Nutrition Event:

- Decided against it for now, due to commercial/advertising reasons, consider a health expo in the future

Wine Bus:

- Megan requested quotes from three companies, selected $25/person winery, either March 14 or in May

Past Events

Family Movie Night:

- Event went smoothly, but can no longer host due to licensing issues brought up by a resident

Bunco:

- Had 20 attendees, agreed to continue to hold event last Wednesday of every month for consistency

New Ideas

Yappie Hour (last day of pool open):

- Allow dogs to swim in pool for two hours on the last day

Port City Trivia Night:

- Consider hosting an event there for Cameron Station

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

Monday, March 11, 2019

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, March 11, 2019. The meeting was called to order at 7:02 PM by Robert Burns, CAC Chairman, in the Henderson Room of the Cameron Club, Cameron Station.

Members Present:	Robert Burns, CAC Chairman	Kathy McCollom, CAC Vice Chairman
	Jeanne Brasseur, CAC Secretary	Linda Greenberg, CAC Member
	Wendy Ulmer, CAC Member	Mindy Lyle, CS Board Liaison
Members Absent:	S. Hockley Walsh, CAC Member	
Others in Attendance:	Karen Soles, CMC	
	Adrianne Zalinsky, Lancaster Landscapes	
	Bill Lipsett, 155 Martin Lane	

OLD BUSINESS:

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

Updates: None

NEW BUSINESS:

Resident Open Forum: Bill Lipsett attended the CAC meeting to get the status of his request from the January CAC meeting to check on the health of the Arborvitae in the common area adjacent to his home. Lancaster Landscapes checked the trees and verified that they are still healthy and did light pruning. Lancaster Landscapes will do more extensive pruning later in the spring.

Additionally, Mr. Lipsett inquired about possibly installing stop signs at the Donovan and Cameron Station Boulevard (CSB) intersection as the sight lines trying to turn onto CSB are quite often blocked by cars parked along CSB. Since CSB is a City of Alexandria road, a request for stop signs must go through the city; specifically, the Traffic and Parking Board. Mr. Lipsett will address this issue with the city.

Board Update: None

Common Area Applications: None

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

Tree Removal & Replacement (Proposal 29714):
The total cost is: $1,400.00 (Budget Line: 6160)

- Remove a declining Sycamore in front of 5244 Tancreti Lane and replace with a Crape Myrtle. The Sycamores along Tancreti are slowly declining and a number have already been replaced. This will continue the gradual process of replacing all the Sycamores along Tancreti.

Move to: Approve Tree Removal & Replacement

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

Pothole Repair throughout Cameron Station:

The total cost is: $3,652 (Budget Line: 6760)

- 15 sites throughout the community have been identified as requiring repair. CMC will verify the previous pothole repair approved in late 2018 is complete prior to moving forward with these repairs.

Move to: Approve Pothole Repair Proposal on the condition CMC verifies completion of previous work

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

Discussion:

CAC Vacancy: CMC extended an invitation to Kyle Gerron to attend the March CAC meeting; however, CMC did not hear back from him prior to the meeting. The CAC would like CMC to extend an invite to Mr. Gerron for the April CAC meeting.

Proposal Requests: CAC would like follow-up from CMC regarding drainage issues identified at 350 CSB during the January 2019 CAC meeting. Additionally, CAC would like follow-up regarding questions posed regarding Lancaster Landscapes proposal 29641 to ameliorate water drainage issue near Woodland Hall. The CAC wanted to see if this proposal should be forwarded to Woodland Hall or perhaps split between both HOAs.

Lancaster Landscapes: Spring flowers will be installed the first week of May. Installation should be complete by Mother's Day. Also, the CAC would like a mechanism to track proposals. Ideally, it would identified proposals that are pending approval, approved, and completed. Lancaster Landscapes will take for action and present ideas at the next CAC meeting.

CS Maintenance: The CAC identified the following four areas that need to be addressed by CS Maintenance: 1) Align Street signs along CSB so that they are visible by traffic on CSB 2) Replace the lightbulb above the Duke Street bus stop 3) Power wash/clean areas of sidewalk throughout the community that have significant grime buildup 4) Cleanup the small tree limbs that litter the ground throughout the community

Community Walk Thrus: These will start in May and continue through September on the third Thursday of each month at 8:00 AM.

Shuttle Schedule: The shuttle schedule must be amended to accommodate the planned Metro shut-down during the summer. Until a determination is made on where the shuttle can let out passengers, Crystal City or Pentagon City, the CAC cannot approve a new schedule.

The next meeting will be on April 8, 2019 in the Cameron Club.

The meeting adjourned at 8:21 PM.

Cameron Station Community Association
Financial Advisory Committee Meeting
February 21, 2019
Cameron Club Henderson Room

MEETING MINUTES

I. Call to Order
   a. The meeting was called to order at 7:10 p.m.
   b. Members Present: Chairman Jeff Gathers; Takis Taousakis; Joan Lampe; Bill Blumberg; Alex Cebotari; Fred Blum;
   c. Others Present: Karen Soles, Community Manager

II. Welcome New Community Manager for Cameron Station
   a. The committee members welcomed Karen Soles, the new community manager for Cameron Station. Ms. Soles provided the FAC with an overview of her 30+ year career in property management. She is familiar with Cameron Station by reputation but has been on the job just three days as of the date of this meeting.

III. Approval of Agenda
   a. The agenda was approved unanimously.

IV. Resident Open Forum
   a. No residents were present. The Chair mentioned that a resident from the Woodland Hall condominium had recently completed an FAC application. The resident, not in attendance tonight, has experience as Treasurer for the Woodland Hall Condominium Association. [On subsequent contact after this meeting, the applicant stated that he is withdrawing his membership application. However, he plans to attend FAC meetings "from time to time" to gain a better understanding of the master association's operations and finance.]

V. The January 24, 2018 meeting minutes were approved unanimously.

VI. Review of Financial Results
   a. There were no specific questions or issues raised by members in a review of the December 31, 2018 Financial Statements and Variance Report. The financial statements for the year-end showed a net surplus of approximately $101,000, most prominently due to the small amount of "plowable" snowfall in 2018. The committee also credited the previous community manager, Ms. Johnson, for her consistent oversight of the total budget and committee-generated spending throughout the year,

      ✓ Committee members also discussed the financial implications of contract

(versus full-time employed) staffing for the onsite maintenance technician duties at Cameron Station. The reported lack of invoices from the pest control service company also received attention and will be followed up by Ms. Soles. Nonpayment of invoices was the stated reason for contract cancellation by the contractor, but the prior Community Manager has stated that no invoices were received. Ms. Soles will be looking at alternative service providers.

- ✓ Committee members also requested a further review of the Resale Processing Fees income account, which is used to record the fees associated with real estate transfers within the Cameron Station community. We understand that this income is collected upon resale closing by a third party, who in turn distributes the funds to the selling parties' owners associations. In 2018, no income of this type was received until August. After an additional payment in September, no additional receipts were recorded for the remainder of 2018. However, a substantial amount was received again in January 2019. It is reasonable to expect this pattern of receipts to raise concern in the course of the FY2018 audit, specifically as to the lack of an estimated receivable in the December 31 accounts. Ms. Soles will investigate. While bundled payments can be accommodated, budget tracking is difficult at best if receipts are transferred at random.

b. The January 31, 2019 financial statements were received by the Chair in mid-afternoon on the day of this meeting and had not been distributed to the entire membership prior to the meeting itself. The January 2019 statements will be revisited next month at the March FAC meeting.

VII. "Old" Business

a. Repair & Replacement Reserve Study:

- ✓ The committee discussed, at a high level, the five Reserve Study proposals submitted at the request of the previous Community Manager (Ms. Johnson). Each proposal stipulates the Community Manager's obligation to provide data from prior studies and to select among two or more "levels" of service. The CSCA study will include a detailed onsite inventory, measurement and condition assessment by the assigned engineer of each "element" of building and grounds that will require repair or replacement during the next 30 years. Findings will be detailed in a written report with graphic illustrations of alternative funding schemes under agreed-upon assumptions.
- ✓ The committee members discussed the unusual nature of the John Ticer gazebo reconstruction, which is a unique situation. The actual cost of gazebo replacement was roughly double the amount originally estimated in the 2016 reserve study. We presume, but cannot confirm, that the reserve study estimate did not include an allowance for the examination and correction of soil conditions beneath the gazebo. Several of the engineers, including the selected

contractor, assessed that some degree of inadequate soil compaction had contributed materially to the extensive and easily visible deterioration of the structure's supporting columns.

- ✓ The committee and Ms. Soles agreed that the updated Reserve Study should be completed by June 2019 to support the FY2020 budget work (ending in October 2019). Any update in required reserve contributions has a corresponding effect on the amount of the residential assessments each year. To meet this schedule, the reserve study's walkthrough/measurement work should begin by mid-April 2019.
- ✓ The new community manager, Ms. Soles, is very familiar with many of the companies listed on the current bidding sheet by Ms. Johnson and gave her opinion on several. Ms. Soles had also discussed the bidders' list with CSCA's legal counsel. Our attorney noted that he had just reviewed a proposal from Miller & Dodson, a firm already known and well regarded by Ms. Soles as a leader in this field. Ms. Soles also mentioned that she will obtain further information from other CMC property managers and CSCA legal counsel.
- ✓ A separate discussion followed on the Fitness Center equipment repair & replacement schedule, which is maintained by the Cameron Club Facilities Committee (CCFC). Developed in conjunction with the onsite fitness center managers (ProFit) and their primary fitness equipment providers, the CCFC regularly updates a "rolling" five-year plan in which the expected lifespans of individual pieces of existing equipment are periodically updated for inclusion in the CSCA reserve study. The premise is that the managers and service technicians are better suited than the reservists' engineers to estimate the useful lifetime of the specific machines owned by the Association. Unfortunately, in recent years, machine lifespans have often proven shorter than anticipated in the most recent 5-year plan. Accordingly, replacement costs are running ahead of forecast levels. The FAC supports the premise of the five-year plan, but encourages the CCFC to consider a more cautious approach to estimating machine lifespans and incorporate revised estimates as part of the 2019 reserve study.

VIII. "New" Business

a. FAC Leadership Succession:

- ✓ The six-year incumbent Chair of the FAC, Mr. Gathers, announced internally in December his intention to step down from the position in February 2019. The selection of the new FAC Chair was to be finalized as part of this evening's regular February FAC meeting.
- ✓ The Chair confirmed that current member Takis Taousakis had already stated his willingness to assume the Chair's responsibilities. Mr. Gathers provided one more opportunity for other members to become candidates.

- ✓ There being none, the Chair asked for a voice vote to elect Mr.Taousakis, subject only to the approval of the Board of Directors. All six members in

attendance voted in favor of the motion.

- ✓ Ms. Soles provided assurance that a motion to this effect would be on the February 26 Board agenda.

IX. The meeting was adjourned at 8:17 p.m.

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

PROPOSAL NO.
29761

March 21st, 2019

CUSTOMER # 229
Karen Soles
Community Manager
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Karen,

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:

PAVER REPAIR

At Cameron Station Circle – Rear of Gazebo

Scope of work:
Remove and reset existing pavers to direct water to flow onto grassy area and away from walkway
Total area approx. 250sf.

Please note: All repairs will match color and size of existing paver walkways throughout the community.

Labor: $2,625

Materials: $600.00
Pavers
Crushed concrete
Sand

PROPOSAL TOTAL: $3225.00

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
March 26, 2019

Motion:
"I move to approve the CAC recommendation for the Lancaster proposal #29761 for paver repairs located at the rear of the Gazebo on Cameron Station Blvd. Circle to be expensed to GL3280- Repair & Replacement Reserves Expenditures in the amount of $3,225.00".
Second:

Summary:
Lancaster Landscapes will remove and reset existing pavers to direct water to flow onto grassy area and away from walkway. The total area is approximately 250 sf.

Lancaster Proposal #29761included in the Board packet for review.

CMC Recommendation:
The Board to approve the CAC recommendation for Lancaster proposal #29761

Budget Consideration:
GL3280 Repair & Replacement Reserves Expenditures

Vote:

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

MINIMUM PERFORMANCE STANDARDS FOR THE POOL CONTRACT

1. The pool company will ensure all employees assigned to be a lifeguard at the Cameron Station pool will be familiar with:

- https://www.cameronstation.org/website-documents/organization/policies-govdocs/ 1294-cameron-club-operating-rules-procedures/file
- The Cameron Club Operating Rules and Procedure, specifically Section VII: Pools. It can be found at this web address:

2. The CCFC Chair/Cameron Station Management will give a briefing on these rules before the season starts and how to address issues as they arise. It will be make made clear the timely process of issues that need to be escalated to Management.

3. Upon request by Cameron Station Management, the pool company will replace any employee within 24 hours or immediately for cause.

4. All cellphones MUST be left in lifeguard room, no exceptions. Cellphone use for personal reasons is not permitted during a lifeguard's shift, apart from scheduled breaks.

5. A formal report of the prior week's activity will be submitted to Cameron Station Management no later than noon every Tuesday. A copy will be sent to the CCFC.

- Cameron Station Management will add to their CCFC report a section on the pool activity.

6. Management will ensure the pool company sends a management representative to the following BODs' meetings: April, May, June, July, August, and September.

7. The required number of lifeguards must be on the pool deck and actively engaged at all time apart from scheduled breaks.

Michael Johnson, Board President
Cameron Station

Date:

Phil Carter, Vice President
American Pool LLC

Date: 3/20/19

CAMERON STATION

A NEW COMMUNITY IN AN OLD TOWN.
ALEXANDRIA.

Design & Maintenance Standards (DMS)

Effective: 5 February , 2019 DFAFT FOR BOARD REVIEW~~2018~~

ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS (DMS)
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CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL DESIGN & MAINTENANCE STANDARDS (DMS)

Supersedes all prior Architectural Design & Maintenance Standards Revised ~~April~~ February 5 2019~~25, 2018~~ - Effective ~~XXX XX XXXX~~DRAFT FOR BOARD REVIEW

INTRODUCTION

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

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

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

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OBJECTIVES AND GENERAL INFORMATION

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

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

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

B. Focus on the exterior alterations (additions, changes, improvements) desired by homeowners.

C. Describe the organizations and procedures involved with the DMS.

D. Illustrate design principles to aid homeowners in developing exterior additions, changes, and improvements that are in harmony with the immediate neighborhood and the community as a whole.

E. Assist homeowners and residents in preparing applications that comply with community requirements and are acceptable to the ARC.

F. Provide uniform standards for the ARC to use in reviewing applications submitted by homeowners and residents.

G. Assist homeowners in understanding the maintenance requirements of the community.

H. Provide the maintenance standards for the ARC, management and owners to use when evaluating quality of use.

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

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

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

II. Protective Covenants

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

III. The Role of the CSCA and the ARC

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

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

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

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

IV. Encroachment and Joint Projects

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

V. What Changes Must Have ARC Approval?

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

> <u>Section 6.9</u>: "It shall be a violation of these covenants for any owner to construct, erect, install or maintain an improvement on any Lot without the prior written approval of the Architectural Review Committee. This regulation shall apply to any alteration, enlargement, demolition, removal or any change whatsoever which alters the exterior appearance (including paint color) of the improvement or of the Lot on which it is situated, unless the Design & Maintenance Standards for the Architectural Review Committee expressly authorize the same without requiring specific approval."
>
> <u>Section 7.1(b)</u>: "Exterior building improvements by Owners, including above ground decks, not included on the approved plans or different from the approved plans, shall require the approval of the Director of Planning & Zoning or City Council."

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

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

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

VI. Meetings

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

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

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

VII. ARC Review Criteria

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

A. Validity of Concept

The basic idea must be sound, appropriate to its surroundings and in compliance with the *DMS and the* Governing Documents.

B. Design Compatibility

The proposed modification must be compatible with the architectural characteristics of the applicant's house, adjoining houses, the neighborhood setting and landscape, and the master plan of Cameron Station. Compatibility is defined as similarity in architectural style, materials, color, construction details, and quality of workmanship.

C. Location and Impact on Neighbors

The ARC shall consider how the proposed modification will impact access, view, sunlight, ventilation, tree obstruction, or drainage of adjacent properties.

D. Scale

The size (in three dimensions) of the proposed modification must be compatible with adjacent structures and surroundings.

E. Color

Any part of an addition or alteration that is similar to the existing house, such as roofs, doors, shutters, and trim, must be matching in color.

F. Materials

Materials shall match or be compatible with those used on the original home. The ARC will evaluate materials' compatibility on a case-by-case basis. The ARC will also consider a homeowners request to utilize new building or construction materials not previously available when the original home was constructed. All new building or construction materials must not create any inconsistency with the original appearance of a home.

G. Workmanship

The quality of work must equal or exceed that of the original construction. The CSCA and the ARC assume no responsibility for safety or structural integrity of construction by virtue of approving an application. It is the responsibility of each applicant to obtain a building permit when required and comply with all Federal, State and City of Alexandria codes and regulations.

H. Timing

Approval for a modification may be revoked if:

- If construction has not commenced within thirty (30) days of approval of the application and be completed within 30 days of commencement of work.

- Within the dates specified by the City building permit (if applicable).

VIII. Amendments to the Architectural Design & Maintenance Standards

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

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

IX. Applications

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

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

Application and Review Process

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

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

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

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

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

The ARC will allow the homeowner to address their application review as indicated on the agenda for the meeting. Each homeowner will be limited to a ten (10) minute application statement session. If the ARC deems additional

time may be necessary to any homeowner statement, the ARC will decide the amount of time devoted to additional clarification.

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

XI. Appeals Procedures

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

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

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

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

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

XII. Consultation with Architects & Other Professionals

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

XIII. Enforcement Procedures

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

XIV. Resale Disclosure Packet

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

MAINTENANCE and USE REQUIREMENTS

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

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

I. Association Maintenance Responsibilities

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

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

A. Easements for Upkeep

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

B. Association to Control Common Areas

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

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

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

II. Homeowner Maintenance Responsibilities

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

A. Dwellings and Structures

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

1. Peeling paint on exterior.
2. Structures (i.e., fences, decks, balconies etc.) in need of staining, repairing, sealant or upgrading.

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3. Inoperable exterior light fixtures and bulbs.
4. Broken windows, broken, missing, or fallen shutters and/or missing or torn screens.
5. Gutters laden with debris or soot affecting neighbor's drainage.
6. Roof tiles missing or not matching the entire roof surface.

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

B. Mowing and Trimming

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

C. Weed Control

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

D. Erosion Control and Drainage Management

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

E. Trash Removal

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

F. Parking and Use of Garages

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

G. Vehicle Repairs

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

H. Clotheslines

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

I. Underground Utility Lines

Owners must bury or shield all utility lines, wires or pipes to the extent feasible. Owners should be acutely aware of storm sewer and utility easements that are located on the Lot. Owners must always verify location of all utility lines prior to undertaking any exterior improvements or maintenance. The Miss Utility Hotline must be called 48 hours in advance of any anticipated digging near utility lines (1-800-257-7777) or the Lot owner is liable for any damages that may occur if utility lines are cut when digging.

Snow Removal

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

EXTERIOR CHANGE DESIGN CRITERIA

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

I. APPLICATION CONTENTS

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

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

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

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

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

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

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

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

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

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

II. EASEMENTS

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

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

III. PROJECT STANDARDS

Air Conditioners (HVAC):

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

Antennas:

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

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

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

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

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

1st: Rear *Roof Mount*: Must be located on the rear of the roof, below the roof peak.

2nd: If a front roof mount is necessary, all equipment must be installed to one side of the roof, and not in the center.

3rd: *Structure Mount*: Shall be located such that the equipment is adjacent to a chimney, or other structure on the home. If on a deck, the equipment shall be installed to one side of the deck or adjacent to the house, if possible. The ARC reserves the right to require the owner to install reasonable screening to minimize the visual impact of the antenna on neighboring lots.

4th: *Ground Mount, Rear of Lot*: Must be located on a rear lot location. The ARC reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.

5th: *Ground Mount, Front or Side of Lot:* Where front or side yard locations are necessary, all equipment must be installed near other utility equipment, or as close to the house/structure as possible, without affecting ingress/egress to the home. The ARC reserves the right to require the owner to install screening to minimize the visual impact of the antenna on neighboring lots.

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

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

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

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

Decks, Balconies and Patios:

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

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

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

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

Commented [CH5]: Changed 23 Jan 2019 Added working to match section on fences

Commented [CH6]:

A. A Plat/Site Survey showing the size of the deck, relationship of the deck to the house, Lot, and adjacent properties.

Commented [CWH7]: Moved down for clarity and continuity.

B. A description of the materials to be used, color or stain to be used, including drawings or photographs, as necessary to complement the description.

C. Use of composite material for decks will be considered on a case-by-case basis.

D. Dimensions of railings, posts, steps, benches and other details as required to clearly describe the proposal.

E. Only spiral stair cases are approved to provide access from the deck to the ground level.

F. A copy of the approved City of Alexandria Building Permit.

G. Estimated start and completion date.

H. Residents whose property backs the commercial property adjacent to the community may apply to construct a privacy screen. Privacy screens are only allowed on the rear of decks and are to be no taller than four (4) feet from the railing, and must extend to each outside corner of the deck.

The style and design must match that of any previously ARC approved and constructed screen. A list of approved privacy screen designs is attached as Appendix C.

Patios

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

Commented [CWH8]: Added address the location and composition of patios.

A. A site plan (Plat/Site Survey required) showing the size of the patio, relationship of the patio to the house, lot and adjacent properties.

B. A description of the materials to be used, including drawings or photographs, as necessary to complement the description.

C. A statement from the homeowner concerning how surface drainage may or may not be affected and what mitigating efforts may be required. In no instance shall drain lines extend into the common area or neighboring property.

D. An estimated start date and completion date.

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

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

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

Doors-Exterior:

Front Door:

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

Commented [CWH9]: Inserted for clarity

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

Garage Doors:

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

Other Exterior Doors:

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

Driveways:

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

Electronic Devices:

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

Commented [CWH10]: Amended to include all types of electronic devices, for completeness.

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

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

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

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

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

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

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

Facades:

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

Fences and Walls:

Commented [CWH11]: Fence and Wall section rewritten. "fence" and "wall" changed to "structure" in below paragraphs for clarity. Redundant sections were combined.

Walls: Brick walls must be approved by the City and the written approval from the city must be submitted to the Covenant's Administrator for project approval prior to the initiation of work. Existing wood fences cannot be replaced with brick walls. Applications that involve new wall construction or design modifications will be forwarded to the ARC for further approval. See Landscaping and Gardens Section for low retaining walls.

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

Applications must include the following:

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

When replacing or building a new structure that is not brick, homeowners may use natural wood or alternate building/construction materials such as composite. Wood structures must be stained, sealed or "painted" with a solid "deck cover" material (NOTE: regular paint is prohibited). As of October 27, 2015, the preapproved fence stains/colors (wood or composite) for Cameron Station fences must follow a natural palette of wood colors and be in accordance with approved sample colors on a "color wheel" located in the management office. Residents currently utilizing previously approved DMS fence colors (i.e. curry, natural, etc.) are not required to change their fence/deck color until its next coating. Residents desiring to maintain previously approved colors must seek ARC approval prior to recoating their fence and deck. Colors/stains in the green/blue/black/purple family of colors are prohibited. If a property contains both a fence and a deck, the colors of said structures are required to mach.

The following is a list of additional considerations that apply to the construction or modification of a deck or balcony.

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

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

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

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

Gazebos:
Gazebos are not permitted on individual lots.

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

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

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

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

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

Landscaping and Gardens:

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

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

A. All plants shall be trimmed to preclude encroachment upon sidewalks, driveways and common areas.

B. Front yard plantings will be those normally associated with the character and style of the community.

C. Landscaping and gardens must not obstruct house numbers or sight lines required for vehicular traffic.

D. All gardens must be neatly maintained, trimmed, and free of weeds; this includes removal of all unused stakes, trellises, weeds and dead growth.

E. An application is required for hedges or other features that, in effect, become structures, fences or screens.

F. An application is required for garden timbers, stone, paver, block, rock or any other material which is used to form a wall. All applications must include a site plan with the location of ties or timbers drawn in, and information on landscaping plans and any grading changes. Landscaping timbers must not be used to delineate property boundaries. Railroad ties are not permitted.

G. An application is required for edging and ground filler for exterior planter beds. Edging must not extend beyond property lines or into common areas and curbs.

H. An application must be submitted for rock gardens, collections of rocks, and single rocks in any dimension with the exception of a single line of decorative rock edging. All rocks shall be left their natural color. Marble chips/volcanic stone is not permitted.

I. Homeowners may not plant any tree that may grow over a height of 6 feet and/or any additional trees on a Lot unless they first receive the approval of the ARC. Specific guidelines on the replacement of trees on the private lots can be found in the PRIVATE TREE REPLACEMENT GUIDELINES. The application submitted should show the location of the tree, the type of tree, the reason compelling the removal of the tree and the proposed species of replacement tree.

Commented [CWH12]: Added for clarity and completeness

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

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

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

Commented [CWH13]: Added for clarity.

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

Light Posts and Exterior Lights:
Light posts are not permitted on individual lots.

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

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

Decorative lights, on or around decks or trees are not permitted, ~~unless it is a holiday. See "Exterior Decorative Objects" section for guideance.~~ except to the extent allowed under the Association's Holiday Decoration Policy.

Railings (metal):

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

Roofs:

All roof repairs/replacements must be approved by the ARC. Roof repair or replacement should be done to match the existing roof material and color. The ARC will consider changes in color or material on a case by case basis. Please refer to the management office for samples of acceptable colors.

Satellite Dishes/Receivers - see "Antennas".

Screened Porches:
Screened porches are not permitted.

Security Devices:

General Considerations

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

Specific Guidelines

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

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Submission Requirements

A. A copy of the existing site plan and photographs showing the house and the location of all the proposed security devices.

~~Drawings or photographs showing the house and the proposed locations of all security devices.~~

B. Catalog photographs or manufacturer's "cut sheets" of proposed window bars and doors bars, including dimensions, design, material and color.

C. Drawings and description showing design details that show verifiable angle of camera recording area.

Maintenance Requirements

Homeowners are responsible for maintaining Security Devises in keeping with Property Design and Maintenance Standards.

~~Cameras shall only view the homeowner's property and shall not record common area outside the homeowner's property.~~

Shutters:

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

Signs:

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

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

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

Signs for political candidates are allowed as follows:

A. [1]Limit of one (1) political sign per candidate per house.

B. Political signs may be installed three (3) weeks prior to the election and must be removed the day after the election.

C. Political signs are not permitted in common areas.

Skylights and Solar Tubes:

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

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

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Sport, Recreation Equipment and Personal Property:

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

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

Solar Panels:

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

Storage Sheds:

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

Storm Doors and Windows:

Storm windows are not permitted.

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

A. Only "full-view" (see below) storm and screen doors are permitted.

B. No tinted or reflective glass is permitted.

C. Decorative glass edgings such as etched glass, brass or pewter inlays in rectangular patterns are permitted.

D. The storm/screen door must match the color of the door it is protecting or the adjacent trim.

E. No mill or bare metal finishes are permitted.

F. No imitation gate hinges or ornamental grillwork is permitted. As different manufacturers of storm/screen doors have different definitions of "full-view" the following definition of "full-view" applies to all front storm/screen doors that may be installed in the Cameron Station community.

- Glass area of the storm door will show the "full view" of the door it protects without obstructions that visually divide the glass panel.
- Crossbars, either decorative or structural, are not permitted.
- ¾-doors cross buck doors or other bottom panels or kick plates are not permitted.
- Doors with self-storing windows are not permitted, as the frames of the glass panels visually divide the glass area.

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

Sun Control Devices:

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

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

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

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

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

A. A Site plan showing the size of the water feature, relationship to the house, lot and adjacent properties;

B. A description of the materials to be used, including drawings or photographs, as necessary to complement the description;

C. A description of the proposed depth of the excavation, to accommodate the water feature and the location of all underground utilities; and

D. A description of how the water feature will be drained for any maintenance, including specifically where will the water exit the property and whether it will affect any of the adjacent homes.

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

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

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

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

PRIVATE TREE REPLACEMENT GUIDELINES

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

III. Definitions

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

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

IV. Requirements and Restrictions

A. No owner shall remove any tree measuring six (6) inches or more in diameter, measured at a point two (2) feet above ground level, from any portion of his/her property without the prior written approval of Cameron Station Community Association Management ("CSCA Management") or the ARC. In addition, no owner may remove or replace any tree on any portion of his/her property other than in conformance with the site plans approved by the City of Alexandria. No owner shall alter by removal, excavation, fill or any other means any ground surface without the prior written approval of the ARC.

B. Any tree that is removed from the private lot is to be replaced with the same species or acceptable substitute as provided in the Private Tree Replacement List (Appendix D) of this DMS amendment. Private trees may not be replaced with any tree mentioned in Section II of Appendix D.

C. Before removing and/or replacing any tree on a private lot, a Private Tree Replacement Application (Exhibit B) must be completed, signed, dated, submitted to CSCA Management and approved by CSCA Management or the ARC. The Private Tree Replacement Application submitted must show the location of the tree being replaced, the type of tree being replaced, the reason compelling the removal of the tree and the proposed species of replacement tree.

D. Should the proposed replacement tree not be one of the pre-approved choices on the Private Tree Replacement List for the subject street, the request will be referred to and considered by the ARC which will evaluate such characteristics as planting site, environmental factors, probable root conflicts, probable canopy conflicts, canopy contribution and aesthetic value. In turn, the owner should provide full details of his/her choice in sufficient detail that the ARC can efficiently make a fair and reasonable determination as to the appropriateness of the proposed tree. The request will be considered on a case-by-case basis.

D.E. Dead trees should be removed within six months of last signs of life. The replacement tree should of the same species, or an acceptable substitute from the Private Tree Replacement List. (Appendix D)

V. Application and Review Process

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

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

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

VI. Acceptable Replacement Trees

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

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

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

Application # _____

Cameron Station Community Association, Inc.

EXTERIOR MODIFICATION APPLICATION

Complete separate application forms for each exterior modification being requested

SECTION I: CONTACT INFORMATION

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

SECTION II: EXTERIOR MODIFICATION BEING REQUESTED - □ Repair, □ Replace, □ Other

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

a. Proposed Modification Subject:
b. Reference Page Number of Association Design Maintenance Standard :
c. Detailed Written Description of proposed modification: (include sketches, drawings, a Plat/Site Survey

_____
_____
_____

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

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

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

The ARC will render a decision within forty-five (45) days of receiving a completed application.
It is understood that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the review process as established by the Board of Directors.

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

SECTION IV: ACKNOWLEDGEMENT AND SIGNATURE

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

Homeowner(s) Signature _____ Date: _____

Signature of Neighbor if applicable _____ Date: _____

Signature of Neighbor if applicable _____ Date: _____

SECTION V: DOCUMENTATION CHECKLIST

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

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

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

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

☐ Approved
☐ Disapproved
☐ Request for Additional Information

Comments or Stipulations:

_____
_____
_____
___

Representative Acting on ARC's Behalf

- Name (print):
- Title:
- Signature: _____ Date: _____

SECTION VII: APPEAL PROCESS

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

Application #_____

Cameron Station Community Association, Inc.

PRIVATE TREE REPLACEMENT APPLICATION

APPLICATION SECTION

Homeowner(s) Name: _____

Lot: _____

Address: _____

Phone: (h) ____ __ ___ _____ (c)_____ _____ (w) _____ _____

Email Address: ____ _____ ____ _____ _____ _____

Proposed Date of Removal: _____

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

_____

_____

_____

_____

_____

_____

_____

APPLICATION CONDITIONS

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

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

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

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

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

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

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

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

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

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

Homeowner(s) Signature _____ **Date:** _____

BOARD ACTION

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

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

Comments or Stipulations: _____

_____

_____

_____

_____

BOD Signature: _____ Approval/Disapproval Date: _____

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

DESIGN & MAINTENANCE STANDARDS (DMS)

APPENDIX A - APPROVED FLAG ETIQUETTE

Displaying the US Flag.

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

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

3. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

4. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

5. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

6. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

7. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

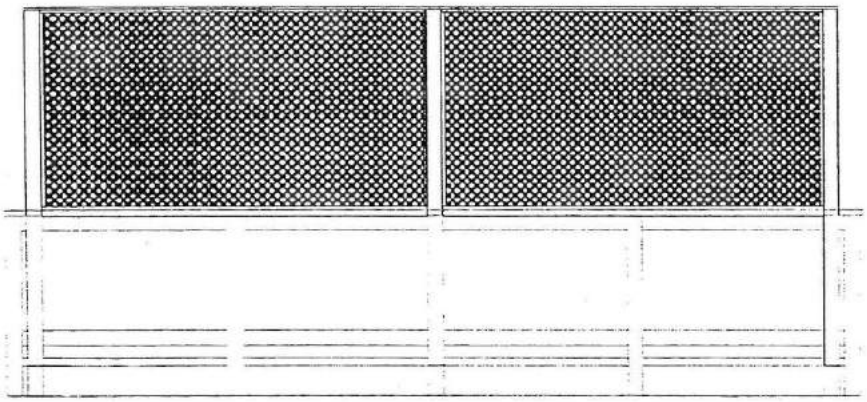
DESIGN & MAINTENANCE STANDARDS (DMS)

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

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

DESIGN & MAINTENANCE STANDARDS (DMS)

APPENDIX C – PRIVACY LATTICE INSTALLATION



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

SECTION I - Acceptable Replacement Trees

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

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

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

SECTION II - Prohibited Replacement Trees

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

Sweet Gum 4. Japanese Zelkova

2. Red Maple 5. Chinese Elm

3. Sycamore / London Plane -26-

2019 INSURANCE (4/15/2019 - 2020)
Cameron Station

Policy Comparison

	M.Stone/Nationwide Rating A+ Expiring 4/15/2018 - 2019	Puffenbarger-Nationwide, Rating A+ Quote	Cascade-Erie Rating A+ Quote	Weaver Declined	CAU Declined	AIAI Requested Quote
General Liability	$1 million/occurrence $2 million aggregate	$1 million/occurrence $2 million aggregate	$1 million/occurrence $2 million aggregate Erie	Loss History	Not Competitive	
Property	$4,661,300 limit (Building & outdoor property) $529,500 limit (Contents) Replacement Cost $1,000 deductible	$4,799,000 limit (Building & outdoor property) $544,900 limit (Contents) Replacement Cost $1,000 deductible	$3,339,300 Bld limit $1,328,438 (Outdoor Property) $936,000 (Lights) $529,500 (Contents) Replacement Cost $1,000 deductible Erie			
Directors & Officers	$1 million limit $10,000 deductible Continental Casualty	$1 million limit $10,000 deductible Continental Casualty	$1 million limit $10,000 deductible Travelers			
Crime (Fidelity)	$2 million limit $1,000 deductible Nationwide	$2 million limit $1,000 deductible Nationwide	$2 million limit $10,000 deductible Great American			
Umbrella	$15 million limit Great American	$15 million limit Great American	$15 million limit Great American			
Workers Comp	Statutory limits & $1 million Employer's Liabililty limits Liberty Mutual	Statutory limits & $1 million Employer's Liabililty limits Liberty Mutual	Statutory limits & $1 million Employer's Liabililty limits Erie			

Cost Comparison

	Nationwide Expiring 4/15/2018 - 2019	Puffenbarger-Nationwide Quote	Cascade Quote			
General Liability	$13,652.00 (package)	$16,938.00 (package)	$8,614.00 (package)			
Property	included in package	included in package	included in package			
Directors & Officers	$4,962.00	$5,202.00	$2,594.00			
Crime (Fidelity)	$1,227.00	included in package	$2,900.00			
Umbrella	$9,262.34	$10,394.60	$9,706.68			
Workers Comp	$661.00	$638.00	$620.00			
TOTAL	$29,764.34	$33,172.60	$24,434.68			

Cameron Station Community Association

Insurance Proposal 04-15-2019 to 04-15-2020

The Board of Cameron Station Community Association

and

Patricia Park
Insurance Administrator
Community Management Corporation

Presented By:

David Dodero
Principal
Cascade Insurance Group
703-551-2000
David@Cascadeig.com

PROPOSAL DISCUSSION

We are pleased to provide this proposal of insurance for your association. To follow is some information on the proposed insurance package.

The company we are using to insure the property and liability is Erie Insurance, which has been in business since 1925 and is one of the largest providers of commercial insurance in the State of Virginia.

The company we are using for your Crime/Employee Dishonesty and Umbrella, is Great American Insurance. They have a program that focuses on this type of coverage for associations.

For the Directors & Officers Coverage we are using Travelers Insurance which has an excellent program for community associations.

Our agency has over 30 years' experience providing insurance to condominium and homeowner associations throughout the area. We have a commercial practice that focuses on this line of insurance. I have been a member of Community Association Institute for this entire time and periodically have articles published on Community Association Insurance.

The following pages provide a detailed description of the coverage offered. We are always available to discuss our proposals in detail.

Thank you for the opportunity to provide this proposal.

Best regards,

David Dodero
Principal
Cascade Insurance Group
Office 703-551-2000
Email – David@Cascadeig.com
www.Cascadeig.com

SUMMARY DESCRIPTION OF COVERAGE

	COVERAGE AMOUNT	
Building Coverage	3,339,300	DED 1,000
Lights	936,000	DED 1,000
Contents	529,500	DED 1,000
Outdoor Property Value	1,328,438	DED 1,000
Coverage	Replacement Cost	
Building Ordinance Coverage	Included	
Mechanical & Electrical Breakdown	Included	
Medical Payments	$5,000	
General Liability – Each Occurrence	$1,000,000	
Personal and Advertising Injury	$1,000,000	
General Aggregate	$2,000,000	
Directors and Officers Liability	$1,000,000	DED 10,000
Hired and Non-Owned Auto	$1,000,000	
Business Umbrella Coverage	$15,000,000	DED -0-
Crime Coverage ** Includes Forgery/Alteration	$2,000,000	DED 10,000
Terrorism	Included	
Workers Compensation	1,000,000/1,000,000/1,000,000	
Additional Insured	CMC & Associa	

LIABILITY

Protects you when you are liable for bodily injury, property damage, or personal and advertising injury arising from your business operations.

This coverage includes:

- **Bodily Injury and Property Damage**
- **Personal and Advertising Injury including Libel, Slander, False Arrest, Wrongful Detention or Imprisonment, Defamation of Character, Malicious Prosecution, Wrongful Entry or Eviction, Invasion of Privacy, or Humiliation caused by any of the above**
- **Employees Covered as Additional Insured's**
- **Products and Completed Operations**
- **Medical Payments**
- **Fire Legal Liability**
- **Blanket Contractual**
- **Broad Form Property Damage**
- **Host Liquor Liability**
- **First Aid Expense**
- **Claims Expense**
- **Independent Contractors**

PREMIUM SUMMARY

Package Policy	**8,614.00**
Umbrella	**9,706.68**
Directors & Officers	**2,594.00**
Crime Coverage	**2,900.00**
Workers Compensation	**620.00**
Total	**24,434.68**

INSURANCE CARRIER SUMMARY

Erie Insurance

Erie Insurance was started in 1925 in Erie, Pennsylvania. A few notes below about the company;

- Over $8.1 Billion In Assets
- Rated A+ Superior Rating from the AM Best
- Local Claims Adjusters on Call 24 Hours a Day for Large Losses
- Size XV - $2 billion or more in capital and surplus and conditional reserves

For more information visit www.ErieInsurance.com

Great American Insurance – Crime/Employee Dishonesty

- Rated A+ Superior by AM Best
- Specialize in D&O, Umbrella, and Crime Coverage for Associations
- Size Rating XIII

Cascade Insurance Group

The principal of Cascade Insurance Group, David Dodero, has over 30 years' experience in the insurance industry. We insure properties in Virginia, Maryland, Washington DC, WVA and PA. David is a long-term member of Community Association Institute and periodically has articles published regarding Community Association Insurance.

We're dedicated to serving the needs of our clients and always welcome the opportunity to discuss our proposals in detail.

Best regards,

David C Dodero

Office

1100 N Glebe RD, Suite 1010
Arlington, VA 22201
703-551-2000
For more information, visit www.Cascadeig.com

Cameron Station Community Association 04-15-19 to 04-15-20

Property:	
Name of Insurance Company:	Erie Insurance
Admitted Rating	A+
Non-Admitted Rating	
Replacement Cost Amount:	3,339,300
Guaranteed Replacemtn Cost (Y/N):	No
Co-insurance (Y/N--list %):	No
Bare Walls, Single Entity or All-In:	All In
Building Limit:	5,603,738
Deductible:	1,000
Personal Property Limit:	529,500
Deductible:	1,000
Loss of Income Limit:	Actual Loss Sustanined
Back up of Sewers and Drains (Y/N):	Yes
Wind Driven Rain (Y/N):	Yes
Wind & Hail (Limits/deductibles):	Same as Policy
Increased Cost of Construction Limit:	
Demolition Limit:	427,530
Contingent Liability Limit:	N/A
Earthquake Limit:	N/A
Deductible:	N/A
Flood Limit:	N/A
Deductible:	
Landscaping (Y/N):	Yes
Sub-Limits:	1000 Per Shrub/5000 per claim
Open or Named Perils:	Open
Glass:	
Sub-Limits:	Same as Bldg Coverage
Open or Named Perils:	Open
Accounts Receivable Limit:	25,000
Valuable Papers and Records Limit:	25,000
Pollution Cleanup Limit:	10,000
Fine Arts (limit):	10,000
Underground Pipes (Y/N):	No
Damage to Gutters & Downspouts	
Due to Weight of Ice, Sleet or Snow (Y/N):	Yes
Mold & Mildew Exclusion (Y/N):	No
Terrorism Exclusion (Y/N):	No
Boiler & Machinery:	
Name of Company:	Erie Insurance
Admitted Rating:	A+
Non-Admitted Rating:	
Limit:	3,339,300
Deductible:	1,000
All Pressure Driven Mechanical & Electrical	
Equipment Covered (Y/N):	Yes
Size or Capacity Restrictions (Y/N):	No

General Liability:	
Name of Company:	Erie Insurance
Admitted Rating:	A+
Non-Admitted Rating:	
Limits:	
Per Occurrence:	1,000,000
Annual Aggregate:	2,000,000
Medical Payments Limits:	
Per Person:	5,000
Per Accident:	Per Person is $5,000 no per accident limit
Personal Injury Limit:	1,000,000
Advertising Injury Limit:	1,000,000
Host Liquor (Y/N):	Yes
Liquor Liability (Y/N):	No
Products (Y/N):	Yes
Employee Benefits Liability (Y/N):	No
Independent Contractors Protective (Y/N):	Yes
Pollution (Y/N):	Yes
Mold & Mildew Exclusion (Y/N):	No
Terrorism Exclusion (Y/N):	No
Managing (Y/N):	Yes
Crime & Fidelity Bond:	
Name of Company:	Great American
Admitted Rating:	A +
Employee Theft:	
Limit:	2,000,000
Deductible:	10,000
Forgery or Alterations:	
Limit:	2,000,000
Deductible:	10,000
Theft, disappearance & Destruction:	
Limit:	2,000,000
Deductible:	10,000
Computer Fraud & Wire Transfer:	
Limit:	2,000,000
Deductible:	10,000
Directors & Officers (Y/N):	Yes
Board & Committee Members (Y/N):	Yes
Employees (Y/N):	Yes
Managing Agent (Employees & Owners) (Y/N):	Yes
Automobile:	
Name of Company:	Erie Insurance
Admitted Rating:	A+
Owned Automobile Limit:	N/A
Non Owned and Hired Car Limit:	1,000,000
Garagekeeper's Legal Liability Limit:	N/A
Deductibles:	
Comprehensive:	N/A
Collision:	N/A

Directors & Officers Liability:	
Name of Company:	Travelers Insurance
Admitted Rating:	A +
Limit:	1,000,000
Deductible:	10,000
Participating Clause (Y/N):	No
Claims Made or Occurrence:	Claims Made
Prior Acts Coverage (Y/N):	Yes
Non Money Damages (Y/N):	Yes
Appointed Board Members (Y/N):	Yes
Employees (Y/N):	Yes
Committee Members (Y/N):	Yes
Discrimination (Y/N):	Yes
Employment Practices Liability (Y/N):	Yes
Fairlure to Procure or Maintain	
Adequate Insurance (Y/N):	Yes
Managing Agent (Y/N):	Yes
Umbrella Liability:	
Name of Company:	Great American
Admited Rating:	A +
Non-Admitted Rating	
Limit:	15,000,000
Self Insured Retention:	0
Extends over GL, Auto, D&O & WC (Y/N):	Yes
Excess EPLI (Y/N):	N/A
Mold & Mildew Exclusion (Y/N):	No
Terrorism Exclusion (Y/N):	No
Workers Compensation:	
Name of Company:	Erie Insurance
Admitted Rating:	A+
All States (Y/N):	Yes
Voluntary Compensation (Y/N):	Yes
Special Provisions:	
Owners are Additional Insured (Y/N):	Yes
No Contribution Provision (Y/N):	Yes
No Subrogation Provision (Y/N):	Yes
No Control Provision (Y/N):	Yes
We certify that the proposed coverage fully conforms and complies with all statutory requirements and the Asociation's recorded coument insurance requirements.	
Signature:	**Date:**
David Dodero	
Cascade Insurance Group	3/8/2019
Company:	

Nationwide®
is on your side

NATIONWIDE MUTUAL INSURANCE CO
ONE NATIONWIDE PLAZA
COLUMBUS, OH 43215-2220

45 05016
RENEWAL

PREMIER BUSINESSOWNERS POLICY

PREMIER HABITATIONAL

COMMON DECLARATIONS

Policy Number: ACP BPHM 2456062659

Named Insured: CAMERON STATION COMMUNITY ASSOCIATION, INC

Mailing Address: 4840 WESTFIELDS BLVD STE 300
CHANTILLY, VA 20151-4219

Agency: PUFFENBARGER INS & FIN SVCS
Address: WARRENTON VA 20186-2149
Agency Phone Number: (540)347-7322

Policy Period: Effective From 04-15-19 To 04-15-20
12:01 AM Standard Time at your principal place of business.

Form of your business entity: CORPORATION

Description of your business: HOMEOWNERS ASSOCIATION

IN RETURN FOR THE PAYMENT OF THE PREMIUM AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE TO PROVIDE THE INSURANCE STATED IN THIS POLICY.

CONTINUATION PROVISION: If we offer to continue your coverage and you or your representative do not accept, this policy will automatically terminate on the expiration date of the current policy period stated above. Failure to pay the required premium when due shall mean that you have not accepted our offer to continue your coverage. This policy will terminate sooner if any portion of the current policy period premium is not paid when due.

RENEWAL POLICY NOTICE: In an effort to keep insurance premiums as low as possible, we have streamlined your renewal policy by not including printed copies of policy forms or endorsements that have not changed from your expiring policies, unless they include variable information that is unique to you. Refer to your prior policies for printed copies of these forms. If you have a need for any form, they are available by request from your agent.

FLOOD EXCLUSION: The General Assembly of Virginia mandates we advise you that your property insurance policy does not provide coverage for flood, surface water, waves, tidal water or other overflow of a body of water. You will not have coverage for damage to your property from floods unless you take steps to purchase a seperate flood insurance policy. Such a policy, which can also provide contents coverage, may be available from the National Flood Insurance Program. Please contact your agent for information about obtaining flood coverage under the National Flood Insurance Program.

TOTAL POLICY PREMIUM $ 15,711.00

Previous Policy Number				
ACP BPHM 2446062659	ENTRY DATE	03-15-19	Countersignature	Date

These Common Policy Declarations, together with the Common Policy Conditions, Coverage Form Declarations, Coverage Forms and any endorsements issued to form a part thereof, complete the Policy numbered above.

PREMIER BUSINESSOWNERS POLICY

PREMIER HABITATIONAL
STATEMENT OF VALUES

Policy Number: **ACP BPHM2456062659**

Policy Period:
From **04-15-19** To **04-15-20**

The values shown on this Statement of Values reflect the values you have requested or agreed to for each individual item that was included in the Blanket Limit of Insurance shown in the Declarations of your policy.

By your acceptance of this policy in the payment of the premium due, you are acknowledging that the values shown below are correct to the best of your knowledge and belief.

BLANKET BUILDINGS

Loc. Bldg.	Description/Coverage Type	Value	Valuation of Property
01 01	BUILDING	223,500	Replacement cost
01 02	BUILDING	752,300	Replacement cost
01 03	BUILDING	3,439,500	Replacement cost
01 04	BUILDING	247,700	Replacement cost
01 05	BUILDING	136,000	Replacement cost

PREMIER BUSINESSOWNERS POLICY

PREMIER HABITATIONAL
PROPERTY DECLARATIONS

Policy Number: **ACP BPHM2456062659**

Policy Period:
From **04-15-19** To **04-15-20**

Description of Premises Number: **001** Building Number: **001** Construction: **FRAME**
Premises Address **200 CAMERON STATION BLVD** **ALEXANDRIA** **VA** **22304-8684**
Premises ID
Occupancy **OO** Classification: **HOMEOWNERS ASSOCIATIONS**

Described as: **2 GAZEBOS / RETAINING WALL / 50 SIGNS**

WE PROVIDE INSURANCE ONLY FOR THOSE COVERAGES INDICATED BY A LIMIT OR BY "INCLUDED".

The Property Coverage provided at this premises is subject to a **$ 1,000** Deductible, unless otherwise stated.

COVERAGES			**LIMITS OF INSURANCE**
Building - Blanket Limit - Replacement cost			**$4,799,000**
Business Personal Property -			**NOT PROVIDED**
ADDITIONAL COVERAGES - the Coverage Form Includes other Additional Coverages not shown.			
Business Income - ALS - 12 Months - NO Hour Waiting Period - 60 Day Ordinary Payroll Limit			**INCLUDED**
Extra Expense - Actual Loss Sustained (ALS) - 12 Months - NO Hour Waiting Period			**INCLUDED**
Equipment Breakdown			**INCLUDED**
Automatic Increase in Insurance - Building			**3%**
Automatic Increase in Insurance - Business Personal Property			**NOT PROVIDED**
Back Up of Sewer and Drain Water (limit shown per Building, subject to $25,000 policy aggregate)			**$5,000**
Appurtenant Structures - 10% of Building Limit of Insurance - maximum $50,000 any one structure			**INCLUDED**
Increased Cost of Construction			**$25,000**
OPTIONAL INCREASED LIMITS	**Included Limit**	**Additional Limit**	
Account Receivable	$25,000		**$25,000**
Valuable Papers and Records (At the Described Premises)	$25,000		**$25,000**
Forgery and Alteration	$10,000		**$10,000**
Money and Securities - Inside the Premises	$10,000		**$10,000**
Outside the Premises (Limited)	$10,000		**$10,000**
Outdoor Signs	$2,500	$75,000	**$77,500**
Outdoor Trees, Shrubs, Plants and Lawns	$10,000		**$10,000**
Business Personal Property Away From Premises	$15,000		**$15,000**
Business Personal Property Away From Premises - Transit	$15,000		**$15,000**
Electronic Data	$10,000		**$10,000**
Interruption of Computer Operations	$10,000		**$10,000**
Building Property of Others	$10,000		**$10,000**
OPTIONAL COVERAGES - Other frequently purchased coverage options.			
Employee Dishonesty			**NOT PROVIDED**
Ordinance or Law - 1 - Loss to Undamaged Portion			**NOT PROVIDED**
2 - Demolition Cost and Broadened Increased Cost of Construction			**NOT PROVIDED**
Virginia (Broad)			**NOT PROVIDED**
Ordinance or Law Broadened			**NOT PROVIDED**
Scheduled Property Floater			**$6,438**
ADVANTAGE - Blanket Additional Limit			**$100,000**

PROTECTIVE SAFEGUARDS
This premise has Protective Safeguards identified by symbols below. Insurance for Fire or Burglary and Robbery at this premise will be excluded if you do not notify us immediately if any of these safeguards are impaired. See **PB 04 30** for a description of each symbol. APPLICABLE SYMBOLS: **NOT APPLICABLE**

PREMIER BUSINESSOWNERS POLICY

PREMIER HABITATIONAL
PROPERTY DECLARATIONS

Policy Number: **ACP BPHM2456062659**

Policy Period:
From **04-15-19** To **04-15-20**

Description of Premises Number: **001** Building Number: **002** Construction: **MODIFIED FIRE RESISTIVE**
Premises Address **200 CAMERON STATION BLVD** **ALEXANDRIA** **VA** **22304-6684**
Premises ID
Occupancy **OO** Classification: **SWIMMING POOLS (HABITATIONAL)**

Described as: **POOL**

WE PROVIDE INSURANCE ONLY FOR THOSE COVERAGES INDICATED BY A LIMIT OR BY "INCLUDED".

The Property Coverage provided at this premises is subject to a **$ 1,000** Deductible, unless otherwise stated.

COVERAGES	**LIMITS OF INSURANCE**
Building - Blanketed - Replacement cost	**INCLUDED**
Business Personal Property -	**NOT PROVIDED**
ADDITIONAL COVERAGES - the Coverage Form Includes other Additional Coverages not shown.	
Business Income - ALS - 12 Months - NO Hour Waiting Period - 60 Day Ordinary Payroll Limit	**INCLUDED**
Extra Expense - Actual Loss Sustained (ALS) - 12 Months - NO Hour Waiting Period	**INCLUDED**
Equipment Breakdown	**INCLUDED**
Automatic Increase in Insurance - Building	**5%**
Automatic Increase in Insurance - Business Personal Property	**NOT PROVIDED**
Back Up of Sewer and Drain Water (limit shown per Building, subject to $25,000 policy aggregate)	**$5,000**
Appurtenant Structures - 10% of Building Limit of Insurance - maximum $50,000 any one structure	**INCLUDED**
Increased Cost of Construction	**$25,000**

OPTIONAL INCREASED LIMITS	**Included Limit**	**Additional Limit**
Account Receivable	$25,000	**$25,000**
Valuable Papers and Records (At the Described Premises)	$25,000	**$25,000**
Forgery and Alteration	$10,000	**$10,000**
Money and Securities - Inside the Premises	$10,000	**$10,000**
Outside the Premises (Limited)	$10,000	**$10,000**
Outdoor Signs	$2,500	**$2,500**
Outdoor Trees, Shrubs, Plants and Lawns	$10,000	**$10,000**
Business Personal Property Away From Premises	$15,000	**$15,000**
Business Personal Property Away From Premises - Transit	$15,000	**$15,000**
Electronic Data	$10,000	**$10,000**
Interruption of Computer Operations	$10,000	**$10,000**
Building Property of Others	$10,000	**$10,000**

OPTIONAL COVERAGES - Other frequently purchased coverage options.	
Employee Dishonesty	**NOT PROVIDED**
Ordinance or Law - 1 - Loss to Undamaged Portion	**NOT PROVIDED**
2 - Demolition Cost and Broadened Increased Cost of Construction	**NOT PROVIDED**
Virginia (Broad)	**NOT PROVIDED**
Ordinance or Law Broadened	**NOT PROVIDED**
ADVANTAGE - Blanket Additional Limit	**$100,000**

PROTECTIVE SAFEGUARDS
This premise has Protective Safeguards identified by symbols below. Insurance for Fire or Burglary and Robbery at this premise will be excluded if you do not notify us immediately if any of these safeguards are impaired. See **PB 04 30** for a description of each symbol. APPLICABLE SYMBOLS: **NOT APPLICABLE**

PREMIER BUSINESSOWNERS POLICY

PREMIER HABITATIONAL
PROPERTY DECLARATIONS

Policy Number: **ACP BPHM2456062659**

Policy Period:
From **04-15-19** To **04-15-20**

Description of Premises Number: **001** Building Number: **003** Construction: **FRAME**
Premises Address **200 CAMERON STATION BLVD** **ALEXANDRIA** **VA** **22304-8684**
Premises ID
Occupancy **OO** Classification: **CLUBHOUSES (HABITATIONAL)**

Described as: **CLUBHOUSE**

WE PROVIDE INSURANCE ONLY FOR THOSE COVERAGES INDICATED BY A LIMIT OR BY "INCLUDED".

The Property Coverage provided at this premises is subject to a **$ 1,000** Deductible, unless otherwise stated.

COVERAGES	**LIMITS OF INSURANCE**
Building - Blanketed - Replacement cost	**INCLUDED**
Business Personal Property - Replacement cost	**$544,900**
ADDITIONAL COVERAGES - the Coverage Form Includes other Additional Coverages not shown.	
Business Income - ALS - 12 Months - NO Hour Waiting Period - 60 Day Ordinary Payroll Limit	**INCLUDED**
Extra Expense - Actual Loss Sustained (ALS) - 12 Months - NO Hour Waiting Period	**INCLUDED**
Equipment Breakdown	**INCLUDED**
Automatic Increase in Insurance - Building	**3%**
Automatic Increase in Insurance - Business Personal Property	**2.9%**
Back Up of Sewer and Drain Water (limit shown per Building, subject to $25,000 policy aggregate)	**$5,000**
Appurtenant Structures - 10% of Building Limit of Insurance - maximum $50,000 any one structure	**INCLUDED**

OPTIONAL INCREASED LIMITS	**Included Limit**	**Additional Limit**
Account Receivable	$25,000	**$25,000**
Valuable Papers and Records (At the Described Premises)	$25,000	**$25,000**
Forgery and Alteration	$10,000	**$10,000**
Money and Securities - Inside the Premises	$10,000	**$10,000**
Outside the Premises (Limited)	$10,000	**$10,000**
Outdoor Signs	$2,500	**$2,500**
Outdoor Trees, Shrubs, Plants and Lawns	$10,000	**$10,000**
Business Personal Property Away From Premises	$15,000	**$15,000**
Business Personal Property Away From Premises - Transit	$15,000	**$15,000**
Electronic Data	$10,000	**$10,000**
Interruption of Computer Operations	$10,000	**$10,000**
Building Property of Others	$10,000	**$10,000**

OPTIONAL COVERAGES - Other frequently purchased coverage options.	
Employee Dishonesty	**NOT PROVIDED**
Ordinance or Law - 1 - Loss to Undamaged Portion	**INCLUDED**
2 - Demolition Cost and Broadened Increased Cost of Construction	**$150,000**
Virginia (Broad)	**NOT PROVIDED**
Ordinance or Law Broadened	**NOT PROVIDED**
ADVANTAGE - Blanket Additional Limit	**$100,000**

PROTECTIVE SAFEGUARDS
This premise has Protective Safeguards identified by symbols below. Insurance for Fire or Burglary and Robbery at this premise will be excluded if you do not notify us immediately if any of these safeguards are impaired. See **PB 04 30** for a description of each symbol. APPLICABLE SYMBOLS: **P-1; P-2; P-7;**

PREMIER BUSINESSOWNERS POLICY

PREMIER HABITATIONAL
PROPERTY DECLARATIONS

Policy Number: **ACP BPHM2456062659**

Policy Period:
From **04-15-19** To **04-15-20**

Description of Premises Number: **001** Building Number: **004** Construction: **NON-COMBUSTIBLE**
Premises Address **200 CAMERON STATION BLVD** **ALEXANDRIA** **VA** **22304-8684**
Premises ID
Occupancy **OO** Classification: **FENCES (HABITATIONAL)**

Described as: **SPRINKLERS SYSTEM**

WE PROVIDE INSURANCE ONLY FOR THOSE COVERAGES INDICATED BY A LIMIT OR BY "INCLUDED".

The Property Coverage provided at this premises is subject to a **$ 1,000** Deductible, unless otherwise stated.

COVERAGES	**LIMITS OF INSURANCE**
Building - Blanketed - Replacement cost	**INCLUDED**
Business Personal Property -	**NOT PROVIDED**
ADDITIONAL COVERAGES - the Coverage Form includes other Additional Coverages not shown.	
Business Income - ALS - 12 Months - NO Hour Waiting Period - 60 Day Ordinary Payroll Limit	**INCLUDED**
Extra Expense - Actual Loss Sustained (ALS) - 12 Months - NO Hour Waiting Period	**INCLUDED**
Equipment Breakdown	**INCLUDED**
Automatic Increase in Insurance - Building	**5%**
Automatic Increase in Insurance - Business Personal Property	**NOT PROVIDED**
Back Up of Sewer and Drain Water (limit shown per Building, subject to $25,000 policy aggregate)	**$5,000**
Appurtenant Structures - 10% of Building Limit of Insurance - maximum $50,000 any one structure	**INCLUDED**
Increased Cost of Construction	**$25,000**

OPTIONAL INCREASED LIMITS	**Included Limit**	**Additional Limit**
Account Receivable	$25,000	**$25,000**
Valuable Papers and Records (At the Described Premises)	$25,000	**$25,000**
Forgery and Alteration	$10,000	**$10,000**
Money and Securities - Inside the Premises	$10,000	**$10,000**
Outside the Premises (Limited)	$10,000	**$10,000**
Outdoor Signs	$2,500	**$2,500**
Outdoor Trees, Shrubs, Plants and Lawns	$10,000	**$10,000**
Business Personal Property Away From Premises	$15,000	**$15,000**
Business Personal Property Away From Premises - Transit	$15,000	**$15,000**
Electronic Data	$10,000	**$10,000**
Interruption of Computer Operations	$10,000	**$10,000**
Building Property of Others	$10,000	**$10,000**

OPTIONAL COVERAGES - Other frequently purchased coverage options.	
Employee Dishonesty	**NOT PROVIDED**
Ordinance or Law - 1 - Loss to Undamaged Portion	**NOT PROVIDED**
2 - Demolition Cost and Broadened Increased Cost of Construction	**NOT PROVIDED**
Virginia (Broad)	**NOT PROVIDED**
Ordinance or Law Broadened	**NOT PROVIDED**
ADVANTAGE - Blanket Additional Limit	**$100,000**

PROTECTIVE SAFEGUARDS
This premise has Protective Safeguards identified by symbols below. Insurance for Fire or Burglary and Robbery at this premise will be excluded if you do not notify us immediately if any of these safeguards are impaired. See **PB 04 30** for a description of each symbol. APPLICABLE SYMBOLS: **NOT APPLICABLE**

PREMIER BUSINESSOWNERS POLICY

PREMIER HABITATIONAL
PROPERTY DECLARATIONS

Policy Number: **ACP BPHM2456062659**

Policy Period: From **04-15-19** To **04-15-20**

Description of Premises Number: **001** Building Number: **005** Construction: **FRAME**
Premises Address **200 CAMERON STATION BLVD** **ALEXANDRIA** **VA** **22304-8684**
Premises ID
Occupancy **OO** Classification: **FENCES (HABITATIONAL)**

Described as: **WOOD FENCING - 3,170 LINEAR FT**

WE PROVIDE INSURANCE ONLY FOR THOSE COVERAGES INDICATED BY A LIMIT OR BY "INCLUDED".

The Property Coverage provided at this premises is subject to a **$ 1,000** Deductible, unless otherwise stated.

COVERAGES	**LIMITS OF INSURANCE**
Building - Blanketed - Replacement cost	**INCLUDED**
Business Personal Property -	**NOT PROVIDED**
ADDITIONAL COVERAGES - the Coverage Form includes other Additional Coverages not shown.	
Business Income - ALS - 12 Months - NO Hour Waiting Period - 60 Day Ordinary Payroll Limit	**INCLUDED**
Extra Expense - Actual Loss Sustained (ALS) - 12 Months - NO Hour Waiting Period	**INCLUDED**
Equipment Breakdown	**INCLUDED**
Automatic Increase in Insurance - Building	**3%**
Automatic Increase in Insurance - Business Personal Property	**NOT PROVIDED**
Back Up of Sewer and Drain Water (limit shown per Building, subject to $25,000 policy aggregate)	**$5,000**
Appurtenant Structures - 10% of Building Limit of Insurance - maximum $50,000 any one structure	**INCLUDED**
Increased Cost of Construction	**$25,000**

OPTIONAL INCREASED LIMITS	**Included Limit**	**Additional Limit**
Account Receivable	$25,000	**$25,000**
Valuable Papers and Records (At the Described Premises)	$25,000	**$25,000**
Forgery and Alteration	$10,000	**$10,000**
Money and Securities - Inside the Premises	$10,000	**$10,000**
Outside the Premises (Limited)	$10,000	**$10,000**
Outdoor Signs	$2,500	**$2,500**
Outdoor Trees, Shrubs, Plants and Lawns	$10,000	**$10,000**
Business Personal Property Away From Premises	$15,000	**$15,000**
Business Personal Property Away From Premises - Transit	$15,000	**$15,000**
Electronic Data	$10,000	**$10,000**
Interruption of Computer Operations	$10,000	**$10,000**
Building Property of Others	$10,000	**$10,000**

OPTIONAL COVERAGES - Other frequently purchased coverage options.	
Employee Dishonesty	**NOT PROVIDED**
Ordinance or Law - 1 - Loss to Undamaged Portion	**NOT PROVIDED**
2 - Demolition Cost and Broadened Increased Cost of Construction	**NOT PROVIDED**
Virginia (Broad)	**NOT PROVIDED**
Ordinance or Law Broadened	**NOT PROVIDED**
ADVANTAGE - Blanket Additional Limit	**$100,000**

PROTECTIVE SAFEGUARDS
This premise has Protective Safeguards identified by symbols below. Insurance for Fire or Burglary and Robbery at this premise will be excluded if you do not notify us immediately if any of these safeguards are impaired. See **PB 04 30** for a description of each symbol. APPLICABLE SYMBOLS: **NOT APPLICABLE**

PREMIER BUSINESSOWNERS POLICY

PREMIER HABITATIONAL

LIABILITY DECLARATIONS

Policy Number: **ACP BPHM 2456062669**

Policy Period: From **04-15-19** To **04-15-20**

LIMITS OF INSURANCE

Each Occurrence Limit of Insurance	Per Occurrence	**$1,000,000**
Medical Payments Coverage Sub Limit	Per Person	**$5,000**
Tenants Property Damage Legal Liability Sub Limit	Per Covered Loss	**$300,000**
Personal and Advertising Injury	Per Person Or Organization	**$1,000,000**
Products – Completed Operations Aggregate	All Occurrences	**$2,000,000**
General Aggregate (Other than Products – Completed Operations)	All Occurrences	**$2,000,000**

AUTOMATIC ADDITIONAL INSUREDS STATUS

The following persons or organizations are automatically insureds when you and they have agreed in a written contract or agreement that such person or organization be added as an additional insured on your policy.

Co-Owners of Insured Premises
Controlling Interest
Grantor of Franchise or License
Lessors of Leased Equipment
Managers or Lessors of Leased Premises
Mortgagee, Assignee or Receiver
Owners or Other Interest from Whom Land has been Leased
State or Political Subdivisions - Permits Relating to Premises

PROPERTY DAMAGE DEDUCTIBLE

NONE

OPTIONAL COVERAGES

Hired Auto Liability Coverage	**Included In Each Occurrence Limit of Insurance**
Nonowned Auto Liability Coverage	**Included in Each Occurrence Limit of Insurance**

PREMIER BUSINESSOWNERS POLICY

PREMIER HABITATIONAL

FORMS AND ENDORSEMENTS SUMMARY

Policy Number: **ACP BPHM 2456082669**

Policy Period: From **04-15-19** To **04-15-20**

FORM NUMBER		TITLE
EN7281	0706	IMPORTANT INFORMATION REGARDING YOUR INS
LI0021	0101	NUCLEAR ENERGY LIABILITY EXCLUSION
PB0002	1114	PREMIER BUSINESSOWNERS
PB0006	1114	PREMIER BUSINESSOWNERS LIABILITY COVERAG
PB0009	1114	PREMIER BUSINESSOWNERS COMMON POLICY CON
PB0404	0101	HIRED AUTO AND NON-OWNED AUTO LIABILITY
PB0412	0101	LIMITATION OF COVERAGE TO DESIGNATED PREMISES
PB0430	0917	PROTECTIVE SAFEGUARDS
PB2099	0411	BUSINESSOWNERS ADVANTAGE
PB2998	0908	EXCLUSION - VIOLATION OF CONSUMER PROTEC
PB2999	0215	EXCLUSION - FUNGI OR BACTERIA
PB6005	1109	ADDITIONAL INSURED - HOMEOWNERS ASSOCIAT
PB9045	1216	VIRGINIA AMENDATORY ENDORSEMENT
PB1504	1114	ACCESS OR DISCLOSURE OF CONFIDENTIAL OR
PB0523	0715	CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
PB5800	0411	SCHEDULED PROPERTY FLOATER

IMPORTANT NOTICES

IN7280	0904	IMPORTANT NOTICE - AVAIL OF ORDINANCE OR LAW COVERAGE - VIRG
IN7672	0113	VIRGINIA EARTHQUAKE EXCLUSION
IN7253	0704	FLOOD EXCLUSION NOTICE
IN7809	1115	DATA BREACH & IDENTITY RECOVERY SERVICES
IN7854	0717	PROTECTIVE SAFEGUARDS ENDORSEMENT ADVISORY NOTICE TO POLICYH

RENEWAL

DECLARATIONS

COMMERCIAL CRIME
INSURANCE POLICY
NATIONWIDE MUTUAL INSURANCE CO
ONE NATIONWIDE PLAZA
COLUMBUS OH 432152220

Policy Number: **ACP CRM 2456062659**

Named Insured: **CAMERON STATION COMMUNITY ASSOCIATION, INC**

Mailing Address: **4840 WESTFIELDS BLVD STE 300**
CHANTILLY VA 201514219

Agent: **PUFFENBARGER INS & FIN SVCS**
Address: **WARRENTON VA 20186 32 45 05016 0035**
PRODUCER: **PUFFENBARGER INSURANCE & FINAN**
Policy Period: This policy is effective from **04/15/19** to **04/15/20** 12:01 AM Standard time at the above mailing address.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONTAINS A $1,000 DEDUCTIBLE UNLESS OTHERWISE STATED.

SCHEDULE

DESCRIPTION	PREMIUM
LOCATION 001 **200 CAMERON STATION BLVD** **ALEXANDRIA VA 223048684** **CR0308 EMPLOYEE DISHONESTY COVERAGES**	**$1,227.00**
POLICY FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION: **CL0101 0413 CR0100 0699 CR0330 0310 EN7281 0706 CR0308 0699** **CRA514 0806 IN7281 1215 CRA515 0715**	
LOSS PAYEE: Each loss will be adjusted with the insured. Losses are payable to the insured and: — TOTAL ANNUAL PREMIUM	**$1,227.00**

PREVIOUS POLICY NUMBER

ACP CRM 2446062659

Countersignature

Date

CRM - D (10-98) 03
DIRECT BILL **L6C8 19078** **INSURED** **ZZ** **32 04037**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EMPLOYEE DISHONESTY COVERAGE

(The information required below may be shown on the Declarations or on a separate schedule)

SCHEDULE

	Limit of Insurance	Deductible
The most that "we" will pay in any occurrence is:	$ 2,000,000	$ 1,000

Described Buildings

1. 200 CAMERON STATION BLVD ALEXANDRIA, VA 22304-8684
2.
3.
4.
5.
6.
7.
8.

AGREEMENT

In return for "your" payment of the required premium, "we" provide the Employee Dishonesty Coverage described below, subject to the "terms" of the General Conditions Part -- Crime Coverage. This coverage is also subject to the "declarations" and additional conditions that relate to assignment, cancellation, change, modification or waiver of policy "terms", inspections, and examination of books and records.

ADDITIONAL DEFINITIONS

The following additional definitions apply to the coverage provided by this coverage part:

1. "Employee" means any natural person:

   a. "you" have the right to direct and control while performing services, whom "you" compensate directly by salary, wages, or commissions; or

   b. employed by an employment contractor while that person is subject to "your" direction and control and performing services for "you"; however such a person is not an "employee" while such a person has care and custody of property outside a described building.

   c. who is a trustee, an officer, an employee, an administrator, or a manager who is an independent contractor, of any "employee benefit plan"; or

   d. who is "your" director or trustee while that person is handling funds or other property of any "employee benefit plan".

Any person who is an "employee", as described in a. through d. above, is an "employee" for 30 days after termination of service.

"Employee" does not mean any agent, broker, contractor, commission merchant, consignee, independent contractor, or representative of the same general character; or any director or trustee, except while performing acts falling within the scope of the usual duties of an "employee" or while performing duties in the management of any "employee benefit plan".

LM INSURANCE CORPORATION
Workers Compensation Assigned Risk
P.O. Box 66400
London KY 40742-6400
Telephone: (800) 653-7893
Fax: (603) 334-8162
Email: IMS@LibertyMutual.com

February 4, 2019

CAMERON STATION COMMUNITY ASSOCIATION INC
4840 WESTFIELDS BLVD STE 300
CHANTILLY VA 20151-4219

RE: Workers Compensation Renewal Quote
Quote Number: 01321490-01

Dear CAMERON STATION COMMUNITY ASSOCIATION INC,

We value your business and would like to continue your coverage. That's why we are writing to inform you that your current workers compensation policy is about to expire. We are required by law to notify the applicable bureau in your state that your coverage will terminate on April 15, 2019.

Your policy WC5-35S-540797-038 is set to expire on April 15, 2019 at 12:01 a.m. Your quote of $638 is based on the latest available rates, classifications, payrolls and any applicable modifiers, and may be subject to change. You can renew your policy now by sending a deposit of $638 along with the bottom portion of this letter in the enclosed envelope. *Note: You may now qualify for different payment plans than you have in the past. Please review this packet in its entirety to decide the option that best fits your needs (subject to premium qualification).*

A renewal policy will not be issued and all coverage will cease on the expiration date noted above if the deposit premium is not postmarked or electronically submitted to Liberty Mutual Insurance at the address below before April 14, 2019. If you send your premium postmarked (not metered) on the proposed renewal policy effective date or within 60 days following the proposed renewal policy effective date, this will result in a policy issued with a lapse of coverage.

To Allow For Timely Processing of Your Payment, Carefully Detach and Return Original with Payment in the Enclosed Envelope

Current Payment Plan: $638.00
Premium and Surcharges: $638

OR
Other amount based on new Payment Plan
(Subject to Premium Qualification)
New Payment Plan: _____

Payment Amount: $ _____

Account Number: 5540797-0000

Payment Due Date: 04/14/2019

Please Forward Remittance Only To:
**See reverse for overnight mailing address

CAMERON STATION COMMUNITY ASSOCIATION INC
4840 WESTFIELDS BLVD STE 300
CHANTILLY VA 20151-4219

LIBERTY MUTUAL INSURANCE
PO BOX 1449
NEW YORK NY 10116-1449

7050054079700000000999999990000000014490000000000000000000006380002

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Distinguished Express Division

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888.355.4626 service@distinguished.com www.distinguished.com

Umbrella Quote

Atten: Cathy Powell
Email: powellc2@nationwide.com
Company: Puffenbarger Insurance & Financial Services Inc

Date: 01-28-2019

Regarding: Cameron Station HOA

DBA:
Mailing Address: c/o CMC
4840 Westfields Blvd #300
CHANTILLY, VA 20151

Effective Date: 04-15-2019 **Expiration Date:** 04-15-2020
Reference Number: UM30130938

Dear Cathy,
Based upon the application received and the exposure information attached, we are pleased to offer you the following for the captioned Named Insured.

Please contact us immediately if you note any discrepancy in the information to follow.

Umbrella:	**Lead Carrier: Great American Alliance Ins Co**	**A.M. Best Rating: A+ XIII**
Umbrella Limit: $15,000,000	**Crisis Response Limit: $300,000**	
Term Premium:	$8,894.60	
Fees:	$1,500.00	
State Surcharges and/or Taxes:	$0.00	
Total Cost:	**$10,394.60**	

This proposal is subject to receipt and favorable review of the following information/documents:

1.	Does the Underlying Insurance meet the Underlying Insurance Requirements as shown in this attachment, including the min. limits shown, specified insurers and/or insurer's A.M. Best rating of A-VI or better?		☐ Yes	☐ No
2.	Were there any casualty losses with an incurred amount over $250,000 during the past 4 years?		☐ Yes	☑ No
3.	Were there any losses involving violence during the past 5 years? **If yes** to question 2 or 3, submit Hard Copy Loss Runs with details with your bind order.		☐ Yes	☑ No
4.	Does the lead insured and/or any other named insured's own/lease autos: **If yes**, is the separately attached auto supplement accurate? If not, please submit an updated Supplemental Auto Application for re-underwriting.		☐ Yes	☑ No
5.	Is the data in the attached Schedule of Locations and the Other Named Insured Schedule, when applicable, correct?		☑ Yes	☐ No
6.	Is 20% or more of **any** scheduled location occupied as Senior Housing? **If yes**, is the separately attached Senior Housing supplement accurate? If not, please submit an updated Senior Housing Application for re-underwriting.		☐ Yes	☑ No
7.	Is 50% or more of **any** scheduled location occupied as Student Housing? **If yes**, please contact your underwriter immediately.		☐ Yes	☑ No
8.	Do all commercial LRO tenants still meet the eligibility criteria listed in Section I: Eligibility of the separately attached umbrella application? **If no,** please submit an updated rent roll for re-underwriting.	☑ N/A	☐ Yes	☐ No

*Any person, who knowingly and with intent to defraud any insurance company or other person, file an application for insurance of state of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material hereto, commits a fraudulent act, which is a crime, and my subject such person to criminal and civil penalties.

This Quote is valid for 90 days or until the proposed effective date, whichever comes first. Please refer questions or send binding instructions to

Insurance cannot be backdated and should not be considered bound until you receive written confirmation from our office.

PAYMENT IS DUE WITHIN 30 DAYS OF THE EFFECTIVE DATE.

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Service and Underwriting Team (service@distinguished.com or 8883554626)

Bind Order
If there are no material changes to the exposure as shown in the Quote, email your Bind Order request directly to **BindOrder@distinguished.com.** Include the above Quote Number in your email.

Coverage is not considered bound until confirmation is received from our office via the Policy and the Invoice. Refer to the policy contract for specifics regarding terms, conditions and exclusions

Please see attached:

- Umbrella coverage highlights, location schedule and Schedule of Additional Interests

Insurance cannot be backdated and should not be considered bound until you receive written confirmation from our office.

PAYMENT IS DUE WITHIN 30 DAYS OF THE EFFECTIVE DATE.

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Umbrella Coverage Highlights

IMPORTANT COVERAGE NOTES:

- Coverage is limited to **Cameron Station HOA,** as a member of Distinguished Properties Umbrella Managers, Inc. Risk Purchasing Group, and where applicable, those entities listed on the Other Named Insureds Schedule attached hereto.
- Uninsured/Underinsured Motorist coverage is excluded, unless required by law. If any insured owns/leases vehicles and desires this coverage, contact your account representative to request an alternative quote. The additional cost for UM/UIM is estimated at $1,100 per million.
- Review this proposal carefully as insurance is only afforded per our Purchasing Group Master Policy as outlined herein. The terms and conditions may vary from those in the application/specifications. **In the event of a conflict between this proposal and the actual policy or policies, the provisions of the actual policies will govern.**
- Coverage is limited to real estate risks only and covers exposures usual and customary to the ownership, and/or management. Risks with structural/ground up construction, and/or real estate development operations are not eligible for our purchasing group. As respects commercial properties, coverage is limited to the lessor's risk ownership exposure only.
- Insurance is afforded for designated premises and specified named insureds. Newly acquired locations must meet our Program's eligibility requirements and must be reported to our office prior to their desired effective date. Coverage cannot be backdated. Please submit our Application and any required Supplemental Applications. All Applications can be found on our website www.distinguished.com. Any change requests submitted is not bound unless written confirmation is received from our office.
- **THIS PROPOSAL IS VALID FOR 90 DAYS OR UNTIL THE PROPOSED EFFECTIVE DATE, WHICHEVER COMES FIRST.**

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Master Policy Named Insured: Distinguished Properties Umbrella Managers, Inc., A Purchasing Group and its members.

Lead Carrier: Great American Alliance Insurance Company (Admitted)

Lead Policy Form: Great American Protector Commercial Umbrella GAI 6002 04/10 (a specimen policy available upon request)

Excess Carrier(s): See Participating Insurance Carrier Schedule. Each insurance company issues its own form and may not follow form.

Insuring Agreements: Umbrella and Excess Liability (Following Form except as specified in the policy terms and conditions)

Self Insured Retention: None

Forms & Endorsements: *Including but not limited to the following, please refer to the policy for full list.*

The Protector Commercial Umbrella Coverage Form - GAI 6002 04/10 *including, but not limited to: Auto Liability – Following Form; Amendment of Insuring Agreement – Known Injury or Damage; Unintentional Errors or Omissions; Contractual Liability - Following Form; No Fault, Uninsured Motorist or Underinsured Motorist Exclusion; Maintenance of Underlying Insurance.*	
Schedule A – Schedule of Underlying Insurance	Named Insured Endorsement (Purchasing Group wording)
Limitation of Coverage to Specified Locations Endorsement	*Risk Purchasing Group Endorsement
Crisis Response Coverage Endorsement	Underlying Claims-Made Coverage Form
Limitation of Coverage for Underlying Sublimits	Personal Injury – Following Form
Advertising Injury – Following Form	Directors and Officers Liability – Following Form
Punitive or Exemplary Damages – Following Form	Employee Benefit Liability – Following Form
Amendment of Liquor Liability Exclusion	Professional Liability Exclusion
Fungi, Mold or Spores Exclusion (Except NY)	Non-Business Activities Exclusion
**Exclusion – Liability Arising out of Lead	Exclusion Of Claims And Suits Alleging Infringement of Intellectual Property Or Unfair Competition
Amendment of Pollution Exclusion – Exception for Named Peril of Hostile Fire; Building Heating, Cooling and Dehumidifying Equipment and Water Heating Equipment	Silica or Related Dust Exclusion
Broad Named Insured	Supplementary Payments – Interest
Exclusion – Access or Disclosure of Confidential or Personal Information and Data-Related Liability – Limited Bodily Injury Exception Not Included	Cap on Losses from Certified Acts of Terrorism
Exclusion- Nuclear, Biological, or Chemical	Act of Terrorism Retained Limit
Exclusion of Punitive Damages Related to a Certified Act of Terrorism	In Witness Clause
***Risk Purchasing Group Endorsement, including but not limited to:**	
Application of Limits of Liability for Purchasing Group Members	Real Property Construction or Development Exclusion
Earthquake or Flood Coverage Omission Exclusion	Builder, Developer or Sponsor Wrongful Act Exclusion
Swimming Pool Fencing Conditional Exclusion	Care, Custody, or Control Exclusion - Real & Personal Property Exclusion with Garakagekeepers Legal Liability Exception
Discrimination against Non-Employees Follow Form	Application of the Coverage Period for Purchasing Group Members
Amendments Attached to Certificate of Coverage	
**Exclusion – Liability Arising out of Lead: New York Only - Lead buy-back option for the limit you've selected is available - contact your underwriter for more information.	

**Exclusion – Liability Arising out of Lead: New York Only - Lead buy-back option for the limit you've selected is available - contact your underwriter for more information.

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Umbrella Coverage Highlights

Schedule of Eligible Underlying Insurance: (These are Minimum Underlying Limits required)

Commercial General Liability (CGL):	$1,000,000 Per Occurrence $2,000,000 General Aggregate (per location) including Products/Completed Operations $1,000,000 Personal & Advertising Injury
Commercial Auto Liability (AL):	$1,000,000 Combined Single Limit
Employer's Liability (EL):	$500,000 Each Accident $500,000 Each Policy $500,000 Each Employee
Employee Benefits Liability (EBL):	$1,000,000 Each Occurrence (Occurrence Form) or Each Claim (Claims Made Form) $1,000,000 Aggregate
Directors & Officers Liability (D&O) – (Not for Profit Community Associations Only): *See Requirements Below	$1,000,000 Each Claim (Indemnity) $1,000,000 Each Claim (Defense) $1,000,000 Aggregate each Association OR $2,000,000 Each Claim (Defense inside the limit) $2,000,000 Aggregate each Association ($1MM Aggregate per Association with Defense inside the limit is acceptable in NY & NJ when approved by an Underwriter)

All primary insurers must have an AM Best rating of A-VI or better. However, we will provide coverage over Employers Liability placed with certified state funds and/or carriers with an AM Best Rating of B++ VI or better.

* Endorsement form Directors & Officers Liability on the Commercial General Liability policy is eligible only if the D&O coverage has its own separate unimpeded limit.
* Underlying Directors and Officers Liability must include Duty to Defend wording.
* Granite State Form 101140 (04/09) is acceptable only when written in conjunction with the DPG City Homes Program.
* New Hampshire Form NH74321 (9/99) is acceptable only when written in conjunction with the DPG New York Brick & Brownstone Program.

Garagekeepers Legal Liability (GKLL):	$1,000,000 Each Occurrence $1,000,000 Aggregate

- It is warranted by the Purchasing Group Member and/or their producer that the underlying insurance meets or exceeds the above minimum requirements.
- It is warranted by Purchasing Group Member and/or their producer that all underlying insurers have an AM Best rating of A- VI or better at the time the underlying insurance became effective and when it is renewed or replaced. However, we will provide coverage over Employers Liability placed with **Certified** State Funds, and/or carriers with AM Best Rating of B+++ VI or better.
- Supplemental Payments (defense cost) must apply outside the limit. An additional limit of $1Mil for defense cost is acceptable for D&O Liability.
- The minimum $2Mil CGL General Aggregate Limit must apply per Location when there are multiple locations in a single primary policy.

Cancellation Provisions: Ten (10) Days for non-payment of premium/fees
Cancellation or Non-Renewal - as per State requirements

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THIS PARTICIPATION AGREEMENT AND DISCLOSURE STATEMENT MUST BE PROVIDED BY YOU TO THE INSURED PRIOR TO BINDING ANY COVERAGE.

PARTICIPATION AGREEMENT AND DISCLOSURE STATEMENT

Distinguished Properties Umbrella Managers Inc. ("Purchasing Group") is a purchasing group as defined in the federal Risk Retention Act Amendments of 1986, and is organized under the laws of the state of Delaware. Purchasing Group, through its authorized brokers, is authorized to purchase insurance for its members (apartments, condominium(s), cooperatives, homeowner associations, office buildings, strip shopping centers, stand-alone retail and light industrial and museums, together with various interest holders). Purchasing Group's retained broker purchases master policies of insurance on behalf of its members in the Purchasing Group. The cost of obtaining these policies includes premiums, commissions paid to agents or brokers, fees to third-party claims adjusters and claims payment services, and general administration fees and expenses, including fees paid to Distinguished Programs Manager, which performs various services, including clerical, accounting and statistical services. Purchasing Group's officers or designees may at their discretion allocate such costs associated with obtaining and administering these policies among the members of the Purchasing Group. All such premiums, commission, fees and expenses are non-auditable. By accepting the insurance offered in the Proposal for Insurance, incorporated into this document by reference, the entity(s) identified in the "Named Insured" Proposal schedule (hereafter, "Member") becomes a Member of Purchasing Group and agrees to participate in the insurance program offered by Purchasing Group through its authorized insurance broker.

Member hereby acknowledges that the cost to Purchasing Group for securing the insurance policies on behalf of its members includes the premiums, commissions, and the administrative and management fees and expenses referred to above ("Program Costs"). Member (i) understands that the quoted amount payable by the Member includes its share of these Program Costs, as allocated by Purchasing Group's officers or designees, and (ii) agrees to pay its share of these Program Costs, included in the quotation, as a condition of membership in Distinguished Properties Umbrella Managers Inc. Member further acknowledges that the Program Costs may also include taxes and fees assessed by individual states.

As a member of Purchasing Group, Member shall be entitled to participate in the insurance program offered by Purchasing Group, through its authorized broker, and shall have an opportunity with all other members to apply for and purchase insurance coverages offered on behalf of Purchasing Group. Except as otherwise specified in this document, Member shall have no rights regarding the general governance of Purchasing Group and shall not have or succeed to any voting rights with respect to the corporate affairs of Purchasing Group.

Commercial Umbrella and Excess Liability Insurance
Schedule of Locations

Issue Date:04-15-2019

Attached to and forming part of Certificate of Coverage Number: **UM30130938**

For Distinguished Properties Umbrella Managers, Inc. Purchasing Group Member:

Cameron Station HOA

Coverage Effective Date: 04-15-2019
Coverage Expiration Date: 04-15-2020

Location No.	Bldg No.	Covered As Part of Building Number		Address and Description
1	662444	662444		200 CAMERON STATION BLVD, ALEXANDRIA, VA 22304-8684
Construction	**Occupancy**	**# Hab Units**	**Comml Sq Ft**	
FRM	PUD	1,769	0	
No of Floors**	**Parking Sq Ft**	**# Pools**	**Vacant Land Acres**	
2	N/A	1		

Number of Vehicles Scheduled:	Private Passenger:	0	Pick Up/Light Truck:	0	Medium Truck:	0	
	Van:	0	Heavy Truck:	0			

*Separate location records on this schedule may not constitute a separate limit of insurance. All record ID's which are part of the same record are considered to be one location

**Of Tallest Building at Location

DP001 (04/09)

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Optional Insured Signature Page

Lead Name Insured: Cameron Station HOA

Insured Mailing Address: c/o CMC,4840 Westfields Blvd #300 CHANTILLY VA 20151

Proposed Effective Date: 04/15/2019 **Proposed Expiration Date:** 04/15/2020

Applicant's Signature: _____ **Date:** _____

Name & Title: _____

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UMBRELLA APPLICATION – For Community Associations, Apartment Rentals, Lessor-Risk Office, Light Industrial Rental.

SECTION I: Eligibility

BUILDINGS / EXPOSURES:

The following buildings/exposure are either *not eligible* or *eligible with restrictions:*

**The below Building and Exposures guidelines are for new submissions and additional locations effective 11/30/2018 and later only. Renewal policies will remain subject to the eligibility guidelines as required at policy inception.*

1. NOT ELIGIBLE:

A. Buildings with an effective age over 25 years that have not had the roof, HVAC, plumbing, and electrical systems updated. Effective age means the last complete renovation or replacement of the above components.

B. Individual residential buildings with occupancy of less than 75% of the total units. Unless new construction or gut rehabbed within one year of the proposed effective date of coverage. A certificate of occupancy must be issued prior to the effective date of coverage. No single individual buildings can be completely vacant.

C. Commercial complexes occupancy less than 75% of the total square footage. Unless new construction or gut rehabbed within one year of the proposed effective date of coverage. A certificate of occupancy must be issued prior to the effective date of coverage. No single individual buildings can be completely vacant.

D. Apartment buildings where building ownership is less than 5 years.

- **i.** The 5 year ownership requirement does not apply to:
  - a. Commercial locations such as Office Buildings, Outdoor Shopping Centers, or Strip Malls
  - b. New Construction

E. Buildings with any rental apartment or commercial retail exposure located in the state of Georgia.

F. Any location with more than 50% of the total units occupied by undergraduate students.

- **i.** Exception: May be eligible when written in conjunction with the primary General Liability

G. Aluminum wiring unless repaired through "pig-tailing", CO/ALR devices, or COPALUM crimp connector.

H. Armed security - exception for courtesy police officers who reside at the property.

I. Buildings and / or garages with man lifts.

J. Any building with the following tenants:

- **i.** Adult entertainment
- **ii.** Bars without restaurant exposure
- **iii.** Bars and restaurants without Ansul systems

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iv. Check cashing

v. Churches/Religious Institutions

vi. Firearm sales/ operations

vii. Food processing plants

viii. Governmental or political offices

ix. Hospitals or health care clinics other than doctor's offices

x. Hotels or resorts

xi. Nightclubs, dance halls, or any occupancy with a cabaret license

xii. Schools

xiii. Day cares that:

a. Are owned and/or managed by the Insured

b. Are in home day cares

c. Are located in a building of Frame or Joisted Masonry Construction

d. All overnight stays

K. Assisted Living

L. Boarding / rooming houses

M. Single room occupancy (SRO)

N. Mobile home parks, trailer parks, RV parks

O. Enclosed malls

P. Heavy industrial complexes

Q. Self-storage buildings

R. Commercial public warehouses or insured operated warehouses (not LRO)

S. Flea markets, amusement rides, concerts or other special events.

T. Drivers under the age of 21 for any auto

U. Single-family dwelling rentals

V. Buildings in receivership or bankruptcy

W. Marinas

X. Buildings over 50 stories

Y. Buildings 4+ stories that have combustible core exterior panels (cladding) and are not fully sprinklered

Z. Any locations with one or more of the following types of claims or known incidents within the past 5 years:

i. Murder

ii. Rape
iii. Shooting
iv. Stabbing
v. Class Action
vi. Habitability
vii. Tenantability

2. ELIGIBLE WITH RESTRICTIONS:

A. Buildings with **commercial occupancies** may not be **operated by the insured** other than property management offices

B. The following risk transfer requirements must be required through written contract for the following parties: commercial tenants, 3rd party vendors, contractors and sub-contractors (including but not limited to Security Guards and Elevator Contractors).

i. Insured is provided with certificates of insurance as proof of liability Insurance

ii. Minimum underlying limits: $1 million occurrence / personal injury and advertising Injury and $2 million general / products aggregate

iii. Insured is to be added as additional Insured and held harmless by all applicable parties

C. Community Associations with short term rentals are eligible if the minimum rental age is 24 years of age.

D. Vacant land – If within city limits it must be fenced. If outside city limits signs must be posted: no hunting, no trespassing, and no parking.

By checking this box I acknowledge that I have read items 1 and 2 above and agree that all locations comply [X] Yes [ ] No [ ] Unknown

AMENITIES - The following amenities are either *not eligible* or *eligible with restrictions:*
** The below Amenities guidelines are for new submissions and additional locations effective 11/30/2018 and later only. Renewal policies will remain subject to the eligibility guidelines as required at policy inception.*

3. NOT ELIGIBLE:

A. Golf courses (if owned and / or managed by the insured)

B. Aircraft and Aviation exposures, airports and landing strips

C. Saddle animals and/or equestrian trails

D. Ski trails

E. Sponsored athletic events, such as swim teams.

F. Tanning beds that are owned, operated, or maintained by the insured.

G. Passenger transportation services whether provided by the insured or contracted out to a third party

i. Exception for senior housing / independent living. Must complete senior living supplement to determine eligibility.

H. Community associations that:

i. Rent their common facilities to non-unit owners

ii. Serve liquor other than host liquor

4. ELIGIBLE WITH RESTRICTIONS:

A. Pools

i. Any scheduled pool that has been inoperable and/or closed for 40 consecutive days at the time of this application or renewal is not eligible. Inoperable and/or closed does not include seasonally winterized pools.

ii. Indoor pools or rooftop pools must have restricted access through a self-closing and self-locking door.

iii. Outdoor pools must be completely fenced with a self-closing and self-latching gate.

iv. The design or operation of all scheduled pools must comply with the Virginia Graeme Baker Act and meet or exceed all federal, state and local governing codes and regulations.

v. No pool with diving boards, lazy rivers or slides.

B. Bodies of water, owned by the insured, such as lakes, ponds, retention ponds that meet the following guidelines:

i. No watercraft with more than 15 horsepower engines may be permitted.

ii. No watercraft used for transport of passengers

iii. No personal watercraft (i.e. waver runners, jet skis, sea doos, etc...) and no water skiing

C. Boat slips are eligible when the following are not provided by the Insured

i. Repair

ii. Alterations

iii. Maintenance

iv. Storage

v. Hauling

vi. Launchihng

vii. Fueling

By checking this box I acknowledge that I have read items 3 and 4 above and agree that all locations comply [X] Yes [ ] No [ ] Unknown

5. LIFE SAFETY – Buildings must be compliant with the following life safety guidelines to qualify for this program:
**The below Life Safety guidelines are for new submissions and additional locations effective 11/30/2018 and later only. Renewal policies will remain subject to the eligibility guidelines as required at policy inception.*

Buildings 1 to 6 stories and containing 16 units or less must have:

- Smoke detectors

Buildings 1 to 6 stories with more than 16 units must have:

- Smoke detectors
- Two means of egress

Buildings 7 – 15 stories must:

- Be fully sprinklered or have a standpipe system
- Have central station alarm

Buildings 16+ stories must:

- Be fully sprinklered
- Have central station alarm
- Smoke detectors
- Two means of egress
- Emergency lighting in all common areas
- Illuminated exit signs

Light industrial complexes with any one building > 5,000 sq. ft.

- Smoke detectors
- Two means of egress

New York risks only buildings that do not have emergency lighting / illuminated exit signs

- All building personnel have been trained and instructed on actions to take in the event of a fire or other emergency

including calling the fire department.

- Building management has distributed and posted fire safety information to all residents regarding fire safety as required by RCNY 43-02.
- Must otherwise meet requirements as outlined per number of stories above.

By checking this box I acknowledge that I have read item 5 above and agree that all locations comply	[X] Yes [ ] No [ ] Unknown

6. BUILDING PROTECTION SYSTEMS

By checking this box I acknowledge that all code required fire protection systems and building life safety features are in place and function as intended	[X] Yes [ ] No [ ] Unknown

7. PRIOR LOSS HISTORY

**The below Loss History guidelines are for new submissions and additional locations effective 11/30/2018 and later only. Renewal policies will remain subject to the eligibility guidelines as required at policy inception.*

If Yes is checked to A or B below, please provide 5 years currently valued hard copy carrier loss runs along with full description including cause of loss and corrective action taken.

A. In the past 5 years, have there been aggregate liability losses incurred exceeding $250,000 at any one location within a single policy year? [ ] Yes [X] No

B. In the past 5 years, have there been any of the following types of claims or known incidents at any location?

- Assault
- Burn or Fire Related Injuries
- Construction Defect or New York Labor Law
- Death
- Illegal Drug Trafficking
- Mold or Fungus [ ] Yes [X] No

8. UNDERLYING CARRIER INFORMATION

We require that all underlying insurance for which you want the umbrella to provide coverage, meet the following minimum requirements. Listed below are the only coverages that qualify as underlying insurance. In addition, coverage for defense costs on the underlying general liability, auto liability, and employer's liability policies must be in addition to the limits of liability.

Commercial general liability (CGL)	$1,000,000	Per occurrence
	$2,000,000	General aggregate per location
	$1,000,000	Personal & advertising injury
Bronx County, NY risks only: Commercial General Liability (CGL):	$2,000,000	Per Occurrence
	$4,000,000	General Aggregate Per Location
	$2,000,000	Personal & Advertising Injury
Commercial auto liability	$1,000,000	Combined single limit
Employer's liability:	$500,000	Each accident
	$500,000	Each policy
	$500,000	Each employee
Garage keepers legal liability	$1,000,000	Each occurrence / aggregate
Directors & offices liability (D&O)	$1,000,000	Each claim (indemnity)
*See Form requirements below	$1,000,000	Each claim (defense)
	$1,000,000	Aggregate each association
	OR	
	$2,000,000	Each claim (defense inside the limit)
	$2,000,000	Aggregate each association

All primary insurers must have an AM Best rating of A-VI or better. However, we will provide coverage over Employers Liability placed with certified state funds and/or carriers with an AM Best Rating of B++ VI or better.

* Endorsement form Directors & Officers Liability on the Commercial General Liability policy is eligible only if the D&O coverage has its own separate unimpeded limit.
* Underlying Directors and Officers Liability must include Duty to Defend wording.
* Granite State Form 101140 (04/09) is acceptable only when written in conjunction with the DPG City Homes Program.
* New Hampshire Form NH74321 (9/99) is acceptable only when written in conjunction with the DPG New York Brick & Brownstone Program.

By checking this box I acknowledge that I have read the above and agree that all primary insurance either currently comply or will be placed and / or amended to be in compliance with the underlying requirements prior to binding the Umbrella insurance.	[X] Yes [ ] No [ ] Unknown

SECTION II: Broker Details

BROKER NAME: Puffenbarger Insurance & Financial Services, Inc.		
ADDRESS: 73 W. Lee Hwy		
CITY: Warrenton	STATE: VA	ZIP CODE: 20186
PHONE: (703) 352-0707	CONTACT NAME: Cathy Powell	
CONTACT PHONE: (703) 352-0707	CONTACT E-MAIL: powellc2@nationwide.com	

Distinguished Programs Insurance Brokerage LLC
Distinguished Express Division

DISTINGUISHED.
PROGRAMS

1180 Avenue of the Americas, 16th Floor, New York, NY 10036
888.355.4626 service@distinguished.com www.distinguished.com

SECTION III: Insured Information

NAME INSURED:		
Cameron Station HOA		
ADDRESS:		
c/o CMC 4840 Westfields Blvd #300		
CITY:	STATE:	ZIP CODE:
CHANTILLY	VA	20151

SECTION IV: Policy Details – Insured

POLICY TERM:	EFFECTIVE DATE:	EXPIRATION DATE:
1 Year	04-15-2019	04-15-2020

Policy limit requested: [ ] **$1 million** [ ] **$2 million ($1 and $2 million for association business only)**

[ ] **$5,000,000**	[ ] **$10,000,000**	[X] **$15,000,000**	[ ] **$25,000,000**	[ ] **$50,000,000**	[ ] **$100,000,000**	[ ] **$200,000,000**

SECTION VI: Exposures

The following are subject to further underwriting.

Day care tenant on site? If yes, complete day care supplement	No
Owned or leased vehicles? If yes, complete auto supplement	No
Community Associations with more than 50% of the total units are short term rentals? If yes, complete the Short Term Rental supplement	No
Timeshare Associations? If yes, complete Timeshare/Short Term Rental Supplement.	No
Warehouse and/or light industrial exposures on the schedule of locations? If yes, complete Warehouse/Light Industrial supplement	No
Are more than 20% of the units at any rental building age restricted?	No
Are more than 50% of the units at any location occupied by undergraduate students?	No
NY ONLY - Include follow form bodily injury coverage for lead paint? If yes, complete lead-based paint supplement.	No

You must complete Section VII (1- 4) for every location requesting coverage. For multiple location schedules, submit a COPE spreadsheet.

For risks with multiple buildings in a single complex, please include the building numbers and street address of all buildings. Attach a separate list if additional space is needed.

SECTION VII: Location Information

ADDRESS:		
200 CAMERON STATION BLVD		(ID: 662444)
CITY:	STATE:	ZIP CODE:
ALEXANDRIA	VA	22304-8684
# OF STORIES:	CONSTRUCTION TYPE:	
2	Frame	
NAME OF OWNER / NAMED INSURED (IF OTHER THAN LEAD NAMED INSURED)		

1. Please provide all occupancies and exposures for this location

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PRIMARY OCCUPANCY	EXPOSURE	NON-RESIDENTIAL EXPORE IF MIXED-USE OCCUPANCIES
Condominium association (residential or mixed-use)	# of units: 0	Merc. or office sq. ft. only: 0
Co-op	# of units: 0	Merc. or office sq. ft. only: 0
Homeowners association / residential planned Unit development / master association	# of units: 1769	Merc. or office sq. ft. only: 0
Timeshare Association	# of units: 0	Merc. or office sq. ft. only: 0
Rental apartments	# of units: 0	Merc. or office sq. ft. only: 0
Sponsor / investor units	# of units: 0	
Commercial planned unit development / multi-building not for profit office park	# of units: 0	
Office building / commercial condominium	Comml sq. ft.: 0	
Shopping center	Comml sq. ft.: 0	
Stand alone retail	Comml sq. ft.: 0	
Light industrial complex	Comml sq. ft.: 0	
General warehouse (LRO)	Comml sq. ft.: 0	
Ponds / retention ponds / lakes	# of bodies of water: 0	
Acres of vacant land	# of acres: 0	

2. How many pools are at this location? 1 pools (see Section I 4a)
3. Was this building newly constructed or gut rehabbed in the past year? No

SECTION VIII: Signature

Any person, who knowingly and with intent to defraud any insurance company or other person, file an application for insurance of state of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material hereto, commits a fraudulent act, which is a crime, and my subject such person to criminal and civil penalties.

[X] **By checking this box I agree that I have read this entire application and have, or will have reviewed the restriction herein with my client prior to binding coverage.**

BROKER SIGNATURE:	DATE:
Cathy Powell	01-28-2019

MINIMUM PERFORMANCE STANDARDS FOR THE POOL CONTRACT

1. The pool company will ensure all employees assigned to be a lifeguard at the Cameron Station pool will be familiar with:

- https://www.cameronstation.org/website-documents/organization/policies-govdocs/ 1294-cameron-club-operating-rules-procedures/file
- The Cameron Club Operating Rules and Procedure, specifically Section VII: Pools. It can be found at this web address:

2. The CCFC Chair/Cameron Station Management will give a briefing on these rules before the season starts and how to address issues as they arise. It will be make made clear the timely process of issues that need to be escalated to Management.

3. Upon request by Cameron Station Management, the pool company will replace any employee within 24 hours or immediately for cause.

4. All cellphones MUST be left in lifeguard room, no exceptions. Cellphone use for personal reasons is not permitted during a lifeguard's shift, apart from scheduled breaks.

5. A formal report of the prior week's activity will be submitted to Cameron Station Management no later than noon every Tuesday. A copy will be sent to the CCFC.

- Cameron Station Management will add to their CCFC report a section on the pool activity.

6. Management will ensure the pool company sends a management representative to the following BODs' meetings: April, May, June, July, August, and September.

7. The required number of lifeguards must be on the pool deck and actively engaged at all time apart from scheduled breaks.

Michael Johnson, Board President
Cameron Station

Date:

Phil Carter, Vice President
American Pool LLC

Date: 3/20/19

Cameron Station Community Association, Inc.

Board Decision Request

March 26, 2019

Motion:
"I move to approve the Appointment of Karen Diener to serve as a Chairperson for the Architectural Review Committee."

2nd:

Summary: The Architectural Review Committee has appointed Karen Diener to serve as a Chair for the ARC. The Committee recommends that the Board approves this Appointment.

CMC Recommendation:
Board to approve the Committee's recommendation.

Budget Consideration:
None

Vote:

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

Cameron Station Community Association, Inc.

Board Decision Request

March 26, 2019

Motion:
"I move to approve the Appointment of Gayle Hatheway to serve as a Vice Chair for the Architectural Review Committee."

2nd:

Summary: The Architectural Review Committee has appointed Gayle Hatheway to serve as a Vice Chair for the ARC. The Committee recommends that the Board approves this Appointment.

CMC Recommendation:
Board to approve the Committee's recommendation.

Budget Consideration:
None

Vote:

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

CAMERON STATION TO AND FROM PENTAGON CITY METRO

Temporary schedule runs May 28th - Augsut 30

AM RUN	BRENMAN	DONOVAN	KILBURN	MURTHA	CAL./GRIMM	POCOSIN/TANCRETI	HAROLD	*PENTAGON CITY METRO
BUS-1	5:54	5:55	5:56	5:57	5:58	5:59	6:00	6:45
BUS-2	6:15	6:16	6:17	6:18	6:19	6:20	6:21	7:00
BUS-1	7:30	7:31	7:32	7:33	7:34	7:35	7:36	8:15
BUS-2	7:45	7:46	7:47	7:48	7:49	7:50	7:51	8:30
BUS-1	9:00	9:01	9:02	9:03	9:04	9:05	9:06	9:45
BUS-2	9:15	9:16	9:17	9:18	9:19	9:20	9:21	10:00

PM RUN	*PENTAGON CITY METRO	HAROLD	POCOSIN/TANCRETI	CAL./GRIMM	MURTHA	KILBURN	DONOVAN	BERMAN
BUS-1	4:45	5:30	5:31	5:32	5:33	5:34	5:35	5:36
BUS-2	5:00	5:45	5:46	5:47	5:48	5:49	5:50	5:51
BUS-1	6:16	7:01	7:02	7:03	7:04	7:05	7:06	7:07
BUS-2	6:31	7:16	7:17	7:18	7:19	7:20	7:21	7:22
BUS-1	7:47	8:32	8:33	8:34	8:55	8:36	8:37	8:38
BUS-2	8:02	8:47	8:48	8:49	8:50	8:51	8:52	8:53

*PENTAGON CITY METRO LOCATED AT 1250 SOUTH HAYES ST, ARLINGTON VA 22202

https://www.google.com/maps/place/Pentagon+City+Station/@38.8627083,-77.0595123,15z/data=!4m5!3m4!1s0x0:0xc7c52b78c63b82c!8m2!3d38.8627083!4d-77.059512

BOARD DISCUSSION

- BOARD VACANCY
- BOARD MEETING STRATEGIES
- REVISED SHUTTLE SCHEDULE TO ACCOMMODATE PASSENGERS DURING THE METRO SHUT DOWN THAT'S SLATED FOR Memorial Day- Labor Day 2019 (See enclosure revised shuttle schedule to and from Pentagon City Metro Station)