

**CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
April 30, 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; Tony Polk; FLEET Transportation (5 minutes each); AOC- Kevin Gilboy at 8:30 p.m.		7:05
IV.	RESIDENTS OPEN FORUM		7:20
V.	APPROVAL OF MINUTES	TAB 1	7:25
	-- CSCA Board Meeting held on March 26, 2019		
	-- CSCA Special Board Meeting held on April 2, 2019		
VI.	FINANCIAL REPORT for March 2019	TAB 2	7:30
VII.	ProFIT March 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. Peloton Bike Proposal #46920	TAB 5	8:05
	b. Ratify Insurance Renewal	TAB 6	8:10
	c. Cameron Station Appraisal Agreement	TAB 7	8:15
	d. ARC Appointment	TAB 8	8:20
	e. CCFC Chair Re- Appointment	TAB 9	8:25
	f. CAC Appointment	TAB 10	8:30
	g. A&E Appointment	TAB 11	8:35
	h. ComCom Appointment	TAB 12	8:40
	i. AD-HOC Charter	TAB 13	8:45
	j. AD-HOC Appointments	TAB 14	8:50
XII.	BOARD DISCUSSION		
	a. Revised Shuttle Schedule (Metro Shut-Down) (5 minutes)		
	b. Updates- John Ticer Gazebo		
XIII.	MATTERS FOR BOARD REVIEW AND INFORMATION		
	a. Management Report - for your review	TAB 15	8:55
XIV.	EXECUTIVE SESSION		
	a. Delinquency and Collection Reports	TAB 16	9:00
	b. Contracts		
XV.	ADJOURNMENT		9:05

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

The regularly scheduled monthly meeting of the Board of Directors for March was held on Tuesday, March 26, 2019. The meeting was called to order at 7:07 p.m. by President Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

BOARD ATTENDANCE

Michael Johnson	President
Martin Menez	Treasurer
Jon Dellaria	Director
Tom Sugrue	Director
Sarah Meyer Walsh	Director

MEMEBERS ABSENT

Margaret Brock	Vice President
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OTHERS ATTENDING

Karen Soles, General Manager, CMC
Deirdre Baldino, Assistant General Manager, Recording Secretary, CMC
Kenya Cooper, Portfolio Manager, CMC
Cameron Station Residents

APPROVE AGENDA

Move To: "Approve the agenda and remove tab 5 Lancaster Proposal #29761 and add funding for the Reserve Study under Board Decision as amended."

Moved by: Jon Dellaria

Seconded by: Martin Menez

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

GUEST SPEAKERS

Sgt. Nick Lion with the Alexandria Police Department reported that the traffic division will be increasing random speed enforcement in effort to safeguard community residents. He mentioned that the local vehicle repair shops have been notified to stop using the community as a "test drive area". Lieutenant Sean Casey with the Alexandria Sheriff's office was present and shared that the department currently has 80 new deputies and always looking for new recruits. Mr. Todd Branson- Cameron Station Parking Enforcement Officer introduced himself to the Board and offered helpful suggestions to the Association's current Parking Policy.

RESIDENTS OPEN FORUM

A Cameron Station Resident inquired about the shuttle schedule during this summer's metro shut-down. He was informed that the topic is on tonight's agenda and a revised schedule has been in discussion with FLEET Transportation to accommodate passengers.

APPROVAL OF MINUTES

Move To: "Approve the minutes from the February 26, 2019 Board of Directors meeting as amended."

Moved by: Tom Sugrue

Seconded by: Sarah Meyer Walsh

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

FINANCIAL REPORT FOR February 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 February 28, 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.

February 2019

EXECUTIVE SUMMARY	Actual	Budget	Variance
Total Cash and Investments	\$2,757,225.30		
YTD Income	\$ 431,806.64	\$ 429,786.00	\$ 2,020.64
YTD Expenses	\$ 384,494.45	\$ 400,266.50	(\$ 15,772.05)
YTD Net Income, surplus/ (loss)	\$ 47,312.19	\$ 29,519.50	\$ 17,792.69

The financial report was included in the BoD packet. Also, to be noted that the delinquency rate for February 2019 on the variance was noted of approximately 2.08% (0.57% after Allowance for Doubtful Accounts) which is below the industry standard of 3%-5% and the delinquency rate. Mr. Menez, Board Treasurer, also discussed the Association's current cash and investments.

PRO-FIT REPORT FOR FEBRUARY 2019

Presented report as provided in BoD packet.

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

Discussed the 2019 pool opening preparations are smoothly and the CCFC will be scheduling the Lifeguard training with American Pools. CCFC is in favor with the pool proposal to open one weekend early in May, ahead of Memorial Day weekend. Also, they are coordinating a security

evaluation for the Cameron Club, soliciting a proposal for a Peloton bike, and Mr. Celeste was re-nominated as Chairperson.

Activities and Events Committee

Currently the A&E has one vacancy and is approximately \$600 over budget. Bingo had a great attendance, Bunco is scheduled for tomorrow night, and the Annual Spring Yard is Saturday, April 27th. The A&E is currently looking into hosting a community Shredding event and the Sponsorship program is now closed for the year and raised \$14,000.

Architectural Review Committee

Completed the Design Maintenance & Standards (DMS) revisions which is on the agenda tonight for Board Decision/Approval. The ARC currently has one vacancy and nominated Ms. Diener as Chairperson and CMC has begun their Annual Comprehensive inspections.

Common Area Committee

None

Communications Committee

Mr. Sugrue – Board Liaison - reported that the ComCom continues working on the Community website updates and are in discussion to begin a welcome wagon for new residents.

Financial Advisory Committee

The FAC will be holding a meeting this week to discuss the Reserve Study proposals.

OLD BUSINESS

- a. City of Alexandria Update- Mr. Menez reported that the Landmark Mall project is moving forward and the storage unit facility on Pickett Street has been approved.

NEW BUSINESS

None.

MATTERS FOR BOARD DISCUSSION

Performance Standards for Pool Management Contract

Move To: "Approve the Minimum Performance Standards for the Pool Contract as amended".

Moved by: Martin Menez

Seconded by: Sarah Meyer Walsh

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

Proposed Design & Maintenance Standards Revisions

Move To: "Approve the Design and Maintenance Standards (DMS) revisions as presented".

Moved by: Jon Dellaria

Seconded by: Sarah Meyer Walsh

Against: Tom Sugrue

Absent: Margaret Brock

MOTION PASSED

Insurance Renewal

Insurance Renewal

Move To: "Table the 2019-2020 Renewal Insurance proposals pending Management and legal consultation on the adequacy of coverage and the motion is prepared for the Board to vote via email".

Moved by: Martin Menez

Seconded by: Tom Sugrue

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

Extended Pool Season Proposal

Move To: "Move to approve the extended pool season proposal in the amount of \$2,468.00 to be expensed to GL6438 Pool Management".

Moved by: Sarah Meyer Walsh

Seconded by: Martin Menez

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

ARC Committee Appointments

Move To: “Approve the Appointments of Karen Diener to serve as the Chairperson and Gayle Hatheway as Vice Person for the Architectural Review Committee”.

Moved by: Jon Dellaria

Seconded by: Tom Sugrue

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

Reserve Study

Move To: “The Board of Directors approve the FAC selection for the 2019 Reserve Study in the amount not to exceed \$5,000.00 to be expensed to GL5105- Reserve Studies”.

Moved by: Martin Menez

Seconded by: Sarah Meyer Walsh

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

MATTERS FOR BOARD DISCUSSION

- a. **Board Vacancy-** The Board discussed the recent vacancy with the term to run until the Annual Meeting in November 2019. Management will advertise the position in the weekly email blast.
- b. **Board Meeting Strategies-** General Manager - Ms. Soles offered a few suggestions that included track and timed agenda and allowing more time for larger items to be discussed and begin the Board meetings earlier with Executive Session first.
- c. **Revised Shuttle Schedule to Accommodate Passengers During the Metro Shut Down (Memorial Day- Labor Day)-** Management has been coordinating with FLEET Transportation and does have a draft schedule to accommodate passengers during the metro shut down. The shuttle will run to and from Pentagon City Metro. Once the schedule is finalized. It will be posted in the weekly email blast.

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report- Included in Board packet for review.

EXECUTIVE SESSION

Move To: “Enter Executive Session at 9:46 p.m. to discuss delinquencies, collection reports, and contracts”.

Moved by: Martin Menez

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

Move To: "Exit Executive Session at 10:55 p.m.".

Moved by: Sarah Meyer Walsh

Seconded by: Martin Menez

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

Move To: "Approve salary increase for Assistant Manager which was discussed in Executive Session".

Moved by: Jon Dellaria

Seconded by: Tom Sugrue

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

Move To: "Adjourn the meeting at 10:56 p.m."

Moved by: Jon Dellaria

Seconded by: Tom Sugrue

For: All

Against: None

Absent: Margaret Brock

MOTION PASSED

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

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
Tuesday, April 2, 2019**

A Special Board of Directors meeting of Cameron Station was held on Tuesday, April 2, 2019. The meeting was called to order at 7:00 p.m. by Michael Johnson, Board of Directors President and acting Chair of the meeting in the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

ATTENDANCE

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

ABSENT

None

EXECUTIVE SESSION

Move To: "Move enter into Executive Session at 7:12 p.m."

Moved by: Jon Dellaria
Seconded by: Martin Menez
For: All
Against: None

MOTION PASSED

Move to: "Exit Executive Session at 8:23 p.m."

Moved by: Sarah Meyer Walsh
Seconded by: Martin Menez'
For: All
Against: None

MOTION PASSED

ADJOURNMENT

Move To: "Adjourn the meeting at 8:25 p.m."

Moved by: Jon Dellaria
Seconded by: Sarah Meyer Walsh
For: All
Against: None

MOTION PASSED



Associa®

Community Management Corporation

MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Karen Soles, General Manager, CMC
Deirdre Baldino, Assistant General Manager, CMC
Kenya Cooper, Portfolio Manager, CMA

DATE: April 18, 2019

RE: March 31, 2019 Financial Statement Summary

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

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 2,729,343.96		
Year to Date Income	\$ 647,162.74		
Year to Date Expense	\$ 586,953.87	\$ 647,031.00	\$ 131.74
Net Income Year to Date, surplus/ (loss)	\$ 60,208.87	\$ 637,560.50	(\$ 50,606.63)
		\$ 9,470.50	\$ 50,738.37

Investments:

On March 31, 2019 the Association had operating and investment funds totaling \$2,729,343.96. The Pacific Premier Bank (PPB) operating account had a balance of \$384,399.55. The Congressional Bank Money Market account reflects a balance of \$706,234.84, and the PPB-Merchant account has a balance of \$1.45. The Morgan Stanley Smith Barney Money Market account had a balance of \$64,937.13. There is also \$1,565,000.00 invested in laddered Certificates of Deposit managed by Morgan Stanley. Additionally, there is Accrued Interest in the amount of \$8,770.99.

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of March 31, 2019, was \$47,496.38. This reflects a delinquency rate of approximately 1.9%. This is below the industry standard of 3% - 5%. This is based on the formula as follows: Residential Assessments Receivable \$47,496.38/Total Annual Assessments: \$2,491,524.79= 1.9%.

Accrued Repair & Replacement Reserves total \$1,895,889.56 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: \$2,729,343.96 minus Liabilities \$333,032.75 minus Repair & Replacement Reserves: \$1,895,889.56 = \$500,421.65 excess capital.)

The Capital Improvement Reserve account totals (\$17,521.26) 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. The transfer of \$23,521.26 from owner's equity into this account will be reflected on the April financials.

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 \$647,162.74 which is \$131.74 more than the budgeted amount of \$647,031.00.

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 – Operating Funds, line item #4900 is under the year-to-date budgeted income of \$3,175.00 by \$2,804.07.

Interest Earned – Reserve Funds, line item #4910 is over the year-to-date budgeted income of \$7,250.00 by \$4,497.68.

Year-to-date expenses total \$586,953.87 which is \$50,606.63 less the budgeted amount of \$637,560.50. 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:

Acct Setup/DD/Coupons, line item #5030 is under the year-to-date budgeted number of \$4,000.00 by \$2,833.50 The FY2019 coupons have been ordered and this line item should balance out in December. We will make this adjustment in the 2020 budget.

Decals & Parking Passes, line item #6422 is under the year-to-date budgeted number of \$4,000.00 by \$2,848.33. The 2019 decals and passes have been ordered and invoices will be reflected in the April financials.

Events & Awards, line item #5200 is under the year-to-date budgeted number of \$5,357.00 by \$3,363.11. This is due to fewer community activities than anticipated.

Administrative Salaries, line item #5302 is under the year-to-date budgeted number of \$74,018.00 by \$3,333.76.

Payroll Taxes/Benefits/Costs, line item #5340 is under the year-to-date budgeted number of \$23,298.00 by \$4,146.48.

Irrigation System Contract, line item #6299 is under the year-to-date budgeted number of \$8,319.00 as there have been no expenses as of yet.

Snow Removal Services, line item #6442 is under the year-to-date budgeted number of \$42,000.00 by \$16,201.00, this can be attributed to a mild winter.

Linear Park Landscape Maintenance, line item #6685 is under the year-to-date budgeted number of \$2,708.50 by \$2,708.50 as there have been no expenses as of yet.

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

Computer Network/C3, line item #5040 which is \$3,577.10 above the year-to-date budgeted number of \$2,000.00. This is due to IT protection and service. However, this is well within the annual budgeted allowance of \$8,000.

Turf Treatment & Enhancements, line item #6155 which is \$7,187.50 above the year-to-date budgeted number of \$1,875.00. This is due to necessary approved landscape enhancements throughout the community. However, this is well within the annual budgeted allowance of \$15,000.

Tree & Shrub Maintenance, line item #6160 which is \$7,355.00 above the year-to-date budgeted number of \$0.00. This is due to the emergency tree work that was conducted in January, and tree maintenance performed in February, storm drain cleanup and hardwood mulch, tree removal and replacement, and tree maintenance performed in March. However, this is well within the annual budgeted allowance of \$33,000.

Pool Management, line item #6438 which is \$3,508.00 above the year-to-date budgeted number of \$5,308.00. This is due to the pool management contract payment. However, this is well within the annual budgeted allowance of \$63,700.00.

Overall there is a positive variance between annual income and expenses in the amount of \$50,738.37 through March 31, 2019. Management will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget. Please let me know if you have any questions regarding this information.

Cameron Station Community Association

March 2019 Financial Report

Statement prepared by: Cheryl Weaver



Investment Listing Report

Cameron Station Community

As of Sun Mar 31, 2019

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Cash & Investments							
1012 - PPB Merchant Pacific Premier Bank	1171003237 Signers: N.Mazzarella / S.Philbin Signers: John Tsitos	Operating/Checking	1.45	0.000%	06/15/2016	0	
1013 - Operating 3336 Pacific Premier Bank	1171000142 Signers: N.Mazzarella / S.Philbin Signers: John Tsitos	Operating/Checking	384,399.55	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	9010515485 Signers: Philbin/Tsitos	Money Market	706,234.84	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	64,937.13	0.750%	09/19/2001	0	
1353 - Morgan Stanley Smith Barney Investments Morgan Stanley Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Certificate of Deposit	1,565,000.00	0.000%	09/19/2001	0	
1730 - Accrued Interest Receivable CMC	0000	Other	8,770.99	0.000%	01/01/1900	0	

Total Cash Investments: 2,729,343.96

Total Cameron Station Community: 2,729,343.96

Cheryl Weaver

Balance Sheet Report Cameron Station Community

As of March 31, 2019

	Balance Mar 31, 2019	Balance Feb 28, 2019	Change
<u>Assets</u>			
Cash & Investments			
1012 - PPB Merchant	1.45	1.45	0.00
1013 - Operating 3336	384,399.55	516,288.62	(131,889.07)
1302 - Congressional Bank - MM 5485	706,234.84	605,323.21	100,911.63
1330 - Morgan Stanley Smith Barney MM	64,937.13	10,970.73	53,966.40
1353 - Morgan Stanley Smith Barney Investments	1,565,000.00	1,615,000.00	(50,000.00)
1730 - Accrued Interest Receivable	8,770.99	9,641.29	(870.30)
Total Cash & Investments	2,729,343.96	2,757,225.30	(27,881.34)
Current Assets			
1500 - Residential Assessments Receivable	47,496.38	51,727.44	(4,231.06)
1530 - Allowance for Doubtful accounts	(37,498.86)	(37,498.86)	0.00
1600 - Prepaid Insurance	3,310.98	4,585.67	(1,274.69)
1640 - Other Prepaid Expenses	29,570.14	22,124.90	7,445.24
1725 - Insurance Receivable	(31,050.00)	(31,050.00)	0.00
1799 - Clearing Account	0.00	(885.00)	885.00
Total Current Assets	11,828.64	9,004.15	2,824.49
Total Assets	2,741,172.60	2,766,229.45	(25,056.85)
<u>Liabilities</u>			
Current Liabilities			
2000 - Accounts Payable	(14,134.68)	(7,051.18)	(7,083.50)
2025 - Transfer Fee Payable	176.07	853.57	(677.50)
2050 - Resident Refunds	3,282.98	1,497.94	1,785.04
2200 - Income Taxes Payable	(1,700.00)	0.00	(1,700.00)
2300 - Accrued Expenses	16,914.66	28,431.63	(11,516.97)
2400 - Accrued Payroll Payable	23,180.68	15,973.00	7,207.68
2550 - Prepaid Assessments	305,313.04	148,890.14	156,422.90

Balance Sheet Report **Cameron Station Community**

As of March 31, 2019

	Balance Mar 31, 2019	Balance Feb 28, 2019	Change
<u>Liabilities</u>			
Current Liabilities			
2560 - Future Months Assessments	0.00	207,627.00	(207,627.00)
Total Current Liabilities	<u>333,032.75</u>	<u>396,222.10</u>	<u>(63,189.35)</u>
Total Liabilities	<u>333,032.75</u>	<u>396,222.10</u>	<u>(63,189.35)</u>
<u>Owners' Equity</u>			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	469,562.68	469,562.68	0.00
Total Unappropriated Owners' Equity	<u>469,562.68</u>	<u>469,562.68</u>	<u>0.00</u>
Capital Improvement Reserves			
3015 - Capital Improvement Reserves Beg.Bal.	(23,521.26)	(23,521.26)	0.00
3362 - Capital Improvement Reserves Contr.	6,000.00	4,000.00	2,000.00
Total Capital Improvement Reserves	<u>(17,521.26)</u>	<u>(19,521.26)</u>	<u>2,000.00</u>
Repair & Replacement Reserves			
3102 - Repair & Repl Reserve Beginning Balance	1,832,694.85	1,832,694.85	0.00
3276 - Repair & Repl Reserve Contributions	83,400.00	55,600.00	27,800.00
3280 - Repair & Repl Reserve Expenditures	(20,205.29)	(15,641.11)	(4,564.18)
Total Repair & Replacement Reserves	<u>1,895,889.56</u>	<u>1,872,653.74</u>	<u>23,235.82</u>
Total Owners' Equity	<u>2,347,930.98</u>	<u>2,322,695.16</u>	<u>25,235.82</u>
Net Income / (Loss)	<u>60,208.87</u>	<u>47,312.19</u>	<u>12,896.68</u>
Total Liabilities and Equity	<u>2,741,172.60</u>	<u>2,766,229.45</u>	<u>(25,056.85)</u>

Income Statement Summary **Cameron Station Community** March 01, 2019 thru March 31, 2019

	Current Period			Year to Date (3 months)			Annual	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	
Total Assessment Income	207,627.00	207,627.00	0.00	622,883.72	622,881.00	2.72	2,491,524.79	
Total Other Income	7,729.10	9,618.00	(1,888.90)	24,279.02	24,150.00	129.02	94,200.00	
Total Income	215,356.10	217,245.00	(1,888.90)	647,162.74	647,031.00	131.74	2,585,724.79	
Total Administrative	9,051.50	13,010.00	(3,958.50)	21,925.19	30,407.00	(8,481.81)	111,755.00	
Total Activities	791.39	5,357.00	(4,565.61)	1,993.89	5,357.00	(3,363.11)	37,500.00	
Total Communications	310.13	3,376.00	(3,065.87)	3,523.50	7,542.00	(4,018.50)	25,000.00	
Total Management Services	48,462.98	46,060.00	2,402.98	130,540.67	138,178.00	(7,637.33)	552,707.52	
Total Trash Services	26,304.65	26,174.00	130.65	78,846.71	78,520.00	326.71	314,078.10	
Total Common Area Maint & Services	44,624.50	70,399.50	(25,775.00)	155,726.86	177,017.50	(21,290.64)	683,460.00	
Total Landscaping	0.00	516.00	(516.00)	0.00	516.00	(516.00)	3,612.00	
Total Repair & Maintenance	0.00	631.50	(631.50)	0.00	631.50	(631.50)	5,050.00	
Total Professional Services	4,508.88	4,583.00	(74.12)	14,392.43	13,750.00	642.43	61,700.00	
Total Cameron Club Maint & Operations	36,085.78	31,893.50	4,192.28	83,045.79	85,480.50	(2,434.71)	390,224.48	
Total Taxes & Insurance	2,519.61	4,077.00	(1,557.39)	7,558.83	9,011.00	(1,452.17)	36,043.60	
Total Other Expenses	2,000.00	3,416.50	(1,416.50)	6,000.00	7,750.00	(1,750.00)	31,000.00	
Total Reserve Contributions	27,800.00	27,800.00	0.00	83,400.00	83,400.00	0.00	333,600.00	
Total Expense	202,459.42	237,294.00	(34,834.58)	586,953.87	637,560.50	(50,606.63)	2,585,730.70	
Net Income / (Loss)	12,896.68	(20,049.00)	32,945.68	60,208.87	9,470.50	50,738.37	(5.91)	

Income Statement Report

Cameron Station Community

Consolidated

March 01, 2019 thru March 31, 2019

Income	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Assessment Income								
4001 - Assesemnts - 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	0.00	0.00	0.00	0.00	0.00
4017 - Future Assessments - CONDO	72,681.50	72,681.00	0.50	0.00	0.00	0.00	0.00	0.00
4018 - Future Assessments - COMMERCIAL	2,327.00	2,327.00	0.00	0.00	0.00	0.00	0.00	0.00
4019 - Future Assessments - TMP	12,555.50	12,556.00	(0.50)	0.00	0.00	0.00	0.00	0.00
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	622,883.72	622,881.00	2.72	2,491,524.79	1,868,641.07
Other Income								
4245 - Newsletter Advertising	0.00	1,500.00	(1,500.00)	1,350.00	3,000.00	(1,650.00)	6,000.00	4,650.00
4250 - Facilities Passes/Guest Fess	30.00	0.00	30.00	130.00	0.00	130.00	600.00	470.00
4260 - Resale Processing Fees	0.00	417.00	(417.00)	3,051.62	1,250.00	1,801.62	5,000.00	1,948.38
4265 - Website Income	0.00	83.50	(83.50)	0.00	250.00	(250.00)	1,000.00	1,000.00
4295 - Charitable Donations Income	0.00	1,500.00	(1,500.00)	0.00	1,500.00	(1,500.00)	9,000.00	9,000.00
4400 - Room Rental Fees	350.00	667.00	(317.00)	1,145.00	2,000.00	(855.00)	8,000.00	6,855.00
4405 - Club Cleaning Fees	375.00	500.00	(125.00)	1,125.00	1,500.00	(375.00)	6,000.00	4,875.00
4710 - Late Fees & Interest	6.79	583.00	(576.21)	1,931.79	1,750.00	181.79	7,000.00	5,068.21
4720 - Legal Reimbursements	2,777.00	500.00	2,277.00	2,777.00	1,500.00	1,277.00	6,000.00	3,223.00
4805 - Compliance Fees	60.00	292.00	(232.00)	650.00	875.00	(225.00)	3,500.00	2,850.00
4835 - Miscellaneous Income	0.00	100.00	(100.00)	0.00	100.00	(100.00)	400.00	400.00
4900 - Interest Earned - Operating Funds	122.58	1,058.50	(935.92)	370.93	3,175.00	(2,804.07)	12,700.00	12,329.07
4910 - Interest Earned - Reserve Funds	4,007.73	2,417.00	1,590.73	11,747.68	7,250.00	4,497.68	29,000.00	17,252.32
Total Other Income	7,729.10	9,618.00	(1,888.90)	24,279.02	24,150.00	129.02	94,200.00	69,920.98
Total Income	215,356.10	217,245.00	(1,888.90)	647,162.74	647,031.00	131.74	2,585,724.79	1,938,562.05

Income Statement Report

Cameron Station Community Consolidated

March 01, 2019 thru March 31, 2019

Expense	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Administrative								
5015 - Bank Charges	(10.00)	31.00	(41.00)	(10.00)	94.00	(104.00)	375.00	385.00
5020 - Board Support	677.40	833.00	(155.60)	1,999.70	2,500.00	(500.30)	10,000.00	8,000.30
5025 - Collection Charges	100.00	250.00	(150.00)	360.00	750.00	(390.00)	3,000.00	2,640.00
5030 - Acct Setup/DD/Coupons	467.00	2,000.00	(1,533.00)	1,166.50	4,000.00	(2,833.50)	12,000.00	10,833.50
5035 - Architectural Comprehensives	544.13	688.00	(143.87)	544.13	688.00	(143.87)	6,880.00	6,335.87
5040 - Computer Network/C3	2,330.70	667.00	1,663.70	5,577.10	2,000.00	3,577.10	8,000.00	2,422.90
5070 - Parking Enforcement	720.00	1,333.00	(613.00)	2,640.00	4,000.00	(1,360.00)	16,000.00	13,360.00
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	638.05	417.00	221.05	1,954.37	1,250.00	704.37	5,000.00	3,045.63
5090 - Office Supplies	97.54	584.00	(486.46)	529.49	1,167.00	(637.51)	3,500.00	2,970.51
5210 - Printing & Copying	304.00	625.00	(321.00)	(254.76)	1,875.00	(2,129.76)	7,500.00	7,754.76
5215 - Postage	339.56	833.00	(493.44)	1,905.84	2,500.00	(594.16)	10,000.00	8,094.16
5220 - Courier Service	44.40	83.00	(38.60)	88.80	250.00	(161.20)	1,000.00	911.20
5320 - Temp Desk Coverage	730.24	500.00	230.24	1,369.20	1,500.00	(130.80)	6,000.00	4,630.80
6040 - Bundled Telecom Services	1,072.89	833.00	239.89	2,903.15	2,500.00	403.15	10,000.00	7,096.85
6300 - Permits & Licenses	0.00	1,333.00	(1,333.00)	0.00	1,333.00	(1,333.00)	4,000.00	4,000.00
6422 - Decals & Parking Passes	995.59	2,000.00	(1,004.41)	1,151.67	4,000.00	(2,848.33)	6,000.00	4,848.33
Total Administrative	9,051.50	13,010.00	(3,958.50)	21,925.19	30,407.00	(8,481.81)	111,755.00	89,829.81
Activities								
5200 - Events & Awards	791.39	5,357.00	(4,565.61)	1,993.89	5,357.00	(3,363.11)	37,500.00	35,506.11
Total Activities	791.39	5,357.00	(4,565.61)	1,993.89	5,357.00	(3,363.11)	37,500.00	35,506.11
Communications								
5115 - Web Site Maintenance	0.00	292.00	(292.00)	69.00	875.00	(806.00)	3,500.00	3,431.00
5225 - Newsletter Services	0.00	2,584.00	(2,584.00)	3,095.75	5,167.00	(2,071.25)	15,500.00	12,404.25
5316 - Other Communications	310.13	500.00	(189.87)	358.75	1,500.00	(1,141.25)	6,000.00	5,641.25
Total Communications	310.13	3,376.00	(3,065.87)	3,523.50	7,542.00	(4,018.50)	25,000.00	21,476.50

Income Statement Report

Cameron Station Community Consolidated

March 01, 2019 thru March 31, 2019

Expense	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Management Services								
5302 - Administrative Salaries	26,929.36	24,673.00	2,256.36	70,684.24	74,018.00	(3,333.76)	296,070.00	225,385.76
5340 - Payroll Taxes/Benefits/Costs	7,793.71	7,766.00	27.71	19,151.52	23,298.00	(4,146.48)	93,191.52	74,040.00
7015 - Management Reimbursements	257.00	250.00	7.00	481.00	750.00	(269.00)	3,000.00	2,519.00
7040 - Management Fees	13,482.91	13,371.00	111.91	40,223.91	40,112.00	111.91	160,446.00	120,222.09
Total Management Services	48,462.98	46,060.00	2,402.98	130,540.67	138,178.00	(7,637.33)	552,707.52	422,166.85
Trash Services								
6035 - Trash and Recycling Service	26,304.65	26,174.00	130.65	78,846.71	78,520.00	326.71	314,078.10	235,231.39
Total Trash Services	26,304.65	26,174.00	130.65	78,846.71	78,520.00	326.71	314,078.10	235,231.39
Common Area Maint & Services								
6000 - Electric Service	3,828.05	3,583.00	245.05	10,251.84	10,750.00	(498.16)	43,000.00	32,748.16
6025 - Water Service	455.25	3,714.00	(3,258.75)	1,349.55	3,714.00	(2,364.45)	26,000.00	24,650.45
6100 - Grounds & Landscaping - Contract	12,867.00	12,867.00	0.00	38,601.00	38,601.00	0.00	154,404.00	115,803.00
6150 - Flower Rotation & Landscape Enhancemr	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00	22,000.00
6155 - Turf Treatment & Enhancements	700.00	1,875.00	(1,175.00)	9,062.50	1,875.00	7,187.50	15,000.00	5,937.50
6160 - Tree & Shrub Maintenance	4,470.00	0.00	4,470.00	7,355.00	0.00	7,355.00	33,000.00	25,645.00
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	8,319.00	(8,319.00)	0.00	8,319.00	(8,319.00)	16,638.00	16,638.00
6305 - TMP Expenses	17,500.00	17,917.00	(417.00)	52,500.00	53,750.00	(1,250.00)	215,000.00	162,500.00
6315 - Uniforms	420.43	0.00	420.43	477.76	50.00	427.76	100.00	(377.76)
6434 - Pest Control	0.00	208.00	(208.00)	0.00	625.00	(625.00)	2,500.00	2,500.00
6442 - Snow Removal Services	0.00	14,000.00	(14,000.00)	25,799.00	42,000.00	(16,201.00)	70,000.00	44,201.00
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	500.00	(500.00)	0.00	500.00	(500.00)	1,000.00	1,000.00
6600 - General Repair & Maintenance	1,116.70	416.50	700.20	1,128.37	1,250.00	(121.63)	5,000.00	3,871.63
6605 - General Maintenance Supplies	154.02	666.50	(512.48)	988.22	2,000.00	(1,011.78)	8,000.00	7,011.78
6640 - Lighting Supplies/Repair & Maintenance	2,395.60	2,917.00	(521.40)	6,878.27	8,750.00	(1,871.73)	35,000.00	28,121.73
6685 - Linear Park Landscape Maintenance	0.00	2,708.50	(2,708.50)	0.00	2,708.50	(2,708.50)	21,668.00	21,668.00
6690 - Pet Stations	618.11	708.00	(89.89)	1,236.01	2,125.00	(888.99)	8,500.00	7,263.99

Income Statement Report

Cameron Station Community

Consolidated

March 01, 2019 thru March 31, 2019

Expense	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Common Area Maint & Services								
6760 - Street Repair & Maintenance	99.34	0.00	99.34	99.34	0.00	99.34	6,500.00	6,400.66
Total Common Area Maint & Services	44,624.50	70,399.50	(25,775.00)	155,726.86	177,017.50	(21,290.64)	683,460.00	527,733.14
Landscaping								
6199 - Irrigation Repairs	0.00	516.00	(516.00)	0.00	516.00	(516.00)	3,612.00	3,612.00
Total Landscaping	0.00	516.00	(516.00)	0.00	516.00	(516.00)	3,612.00	3,612.00
Repair & Maintenance								
6755 - Storm Recovery Repair & Maintenance	0.00	631.50	(631.50)	0.00	631.50	(631.50)	5,050.00	5,050.00
Total Repair & Maintenance	0.00	631.50	(631.50)	0.00	631.50	(631.50)	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	300.00	333.00	(33.00)	900.00	1,000.00	(100.00)	4,000.00	3,100.00
7025 - Legal Services - Collections	2,777.88	1,750.00	1,027.88	5,025.43	5,250.00	(224.57)	21,000.00	15,974.57
7030 - Legal Services - General Counsel	1,431.00	2,500.00	(1,069.00)	8,467.00	7,500.00	967.00	30,000.00	21,533.00
Total Professional Services	4,508.88	4,583.00	(74.12)	14,392.43	13,750.00	642.43	61,700.00	47,307.57
Cameron Club Maint & Operations								
5195 - Miscellaneous Expenses	13.17	83.00	(69.83)	50.17	250.00	(199.83)	1,000.00	949.83
5318 - Health Club Management/Staff	13,759.29	13,759.00	0.29	41,277.87	41,278.00	(0.13)	165,111.48	123,833.61
6075 - Clubhouse Utilities	3,234.43	2,833.00	401.43	8,315.72	8,500.00	(184.28)	34,000.00	25,684.28
6408 - Elevator Services	343.36	0.00	343.36	1,099.23	1,125.00	(25.77)	4,500.00	3,400.77
6414 - Fire Prevention & Protection	1,031.86	1,500.00	(468.14)	1,909.60	1,500.00	409.60	6,000.00	4,090.40
6424 - HVAC Services	0.00	1,000.00	(1,000.00)	1,233.00	2,000.00	(767.00)	6,000.00	4,767.00
6430 - Janitorial Services	3,414.54	3,534.00	(119.46)	10,243.62	10,603.00	(359.38)	42,413.00	32,169.38
6436 - Special Cleanings	0.00	667.00	(667.00)	600.00	2,000.00	(1,400.00)	8,000.00	7,400.00
6438 - Pool Management	8,816.00	5,308.00	3,508.00	8,816.00	5,308.00	3,508.00	63,700.00	54,884.00
6440 - Safety & Security	355.00	250.00	105.00	1,030.00	750.00	280.00	3,000.00	1,970.00

Income Statement Report

Cameron Station Community

Consolidated

March 01, 2019 thru March 31, 2019

Expense	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Cameron Club Maint & Operations								
6500 - Fire Suppression System	0.00	500.00	(500.00)	0.00	1,500.00	(1,500.00)	6,000.00	6,000.00
6515 - Building Repair & Maintenance	1,587.00	1,167.00	420.00	3,805.45	3,500.00	305.45	14,000.00	10,194.55
6525 - Community Center Improvement	0.00	167.00	(167.00)	0.00	500.00	(500.00)	2,000.00	2,000.00
6570 - Fitness Equipment Repair & Maintenance	1,008.00	792.00	216.00	1,225.00	2,375.00	(1,150.00)	9,500.00	8,275.00
6575 - Fitness Center Supplies	593.60	0.00	593.60	1,585.76	1,625.00	(39.24)	6,500.00	4,914.24
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	0.00	0.00	(440.00)	166.50	(606.50)	1,000.00	1,440.00
6700 - Pool Repair & Maintenance	725.00	0.00	725.00	725.00	0.00	725.00	4,000.00	3,275.00
6710 - Pool Supplies	1,204.53	0.00	1,204.53	1,204.53	0.00	1,204.53	5,000.00	3,795.47
9934 - Recreation Equipment	0.00	333.50	(333.50)	364.84	1,000.00	(635.16)	4,000.00	3,635.16
Total Cameron Club Maint & Operations	36,085.78	31,893.50	4,192.28	83,045.79	85,480.50	(2,434.71)	390,224.48	307,178.69
Taxes & Insurance								
5390 - Fidelity/Workman's Comp	157.33	183.00	(25.67)	471.99	551.00	(79.01)	2,205.00	1,733.01
5415 - D&O Insurance Premiums	413.50	438.00	(24.50)	1,240.50	1,313.00	(72.50)	5,252.00	4,011.50
5420 - Umbrella	807.70	838.00	(30.30)	2,423.10	2,514.00	(90.90)	10,056.00	7,632.90
5445 - General Liability Insurance Premiums	1,141.08	1,007.00	134.08	3,423.24	3,022.00	401.24	12,087.60	8,664.36
9000 - Income Tax	0.00	1,611.00	(1,611.00)	0.00	1,611.00	(1,611.00)	6,443.00	6,443.00
Total Taxes & Insurance	2,519.61	4,077.00	(1,557.39)	7,558.83	9,011.00	(1,452.17)	36,043.60	28,484.77
Other Expenses								
5010 - Bad Debt	0.00	1,250.00	(1,250.00)	0.00	1,250.00	(1,250.00)	5,000.00	5,000.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	6,000.00	6,000.00	0.00	24,000.00	18,000.00
9946 - Signs Expenses	0.00	166.50	(166.50)	0.00	500.00	(500.00)	2,000.00	2,000.00
Total Other Expenses	2,000.00	3,416.50	(1,416.50)	6,000.00	7,750.00	(1,750.00)	31,000.00	25,000.00

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

March 01, 2019 thru March 31, 2019

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Reserve Contributions								
9800 - Repair & Replacement Expenses	27,800.00	27,800.00	0.00	83,400.00	83,400.00	0.00	333,600.00	250,200.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	83,400.00	83,400.00	0.00	333,600.00	250,200.00
Total Expense	202,459.42	237,294.00	(34,834.58)	586,953.87	637,560.50	(50,606.63)	2,585,730.70	1,998,776.83
Net Income / (Loss)	12,896.68	(20,049.00)	32,945.68	60,208.87	9,470.50	50,738.37	(5.91)	(60,214.78)

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

Product or Service	Line Item	FY2019 Budgeted Amount	Expense Amount (March)	Remaining Amount	FY2018 Budgeted Amount	YTD Expense Amount (March) 2019
Safety and Security	6440	\$3,000.00	\$355.00	\$1,970.00	\$2,500.00	\$1,030.00
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	\$1,167.00	\$10,194.55	\$14,000.00	\$3,805.45
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	\$1,008.00	\$8,275.00	\$8,000.00	\$1,225.00
Fitness Center Supplies	6575	\$6,500.00	\$593.60	\$4,914.24	\$6,000.00	\$1,585.76
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	\$725.00	\$3,275.00	\$4,000.00	\$725.00
Pool Supplies	6710	\$5,000.00	\$1,204.53	\$3,795.47	\$5,000.00	\$1,204.53
Pool Management	6438	\$63,700.00	\$8,816.00	\$54,884.00	\$59,900.00	\$8,816.00
Health Club Management	5318	\$165,111.48	\$13,759.29	\$123,833.61	\$169,189.00	\$41,277.87
Recreation equipment	9934	\$4,000.00	\$0.00	\$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	\$60,034.45 YTD

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 (March)	Remaining Amount	FY2018 Budgeted Amount	YTD Expense Amount (March)
Grounds & Landscaping-Contract	6100	\$154,404.00	\$12,867.00	\$115,803.00	\$155,196.00	\$38,601.00
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	\$4,470.00	\$25,645.00	\$28,000.00	\$7,355.00
Turf Treatment Enhancements	6155	\$15,000.00	\$700.00	\$5,937.50	\$15,000.00	\$9,062.50
Watering/Supplies	6200	\$150.00	\$0.00	\$150.00	\$750.00	\$0.00
Snow Removal	6442	\$70,000.00	\$0.00	\$44,201.00	\$70,000.00	\$25,799.00
Street Repair/Maintenance	6760	\$6,500.00	\$99.34	\$6,400.66	\$6,500.00	\$99.34
Pet Stations	6690	\$8,500.00	\$618.11	\$7,263.99	\$8,500.00	\$1236.01
General Repair & Maintenance	6600	\$5,000.00	\$1,116.70	\$3,871.63	\$5,000.00	\$1,128.37
General Maintenance Supplies	6605	\$8,000.00	\$154.02	\$7,011.78	\$6,500.00	\$988.22
Maintenance Uniforms	6315	\$100.00	\$420.43	(\$377.76)	\$100.00	\$477.76
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 Station
Replacement Reserves 504-xxx344

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 16,088	0.75%	\$ 120.66	-
SYNCHRONY BANK - UT	\$ 50,000	2.05%	\$ 1,025.00	07/11/19
CAPITAL ONE NA - MCLEAN, VA	\$ 100,000	2.00%	\$ 2,000.00	09/30/19
BANK OF AMERICA - NC	\$ 100,000	2.70%	\$ 2,700.00	12/05/19
WELLS FARGO BANK - SD	\$ 100,000	2.75%	\$ 2,750.00	01/14/20
MS BANK - UT	\$ 75,000	2.50%	\$ 1,875.00	03/16/20
JP MORGAN BANK - OH	\$ 75,000	2.40%	\$ 1,800.00	04/30/20
MS PRIVATE BANK - NY	\$ 90,000	2.85%	\$ 2,565.00	06/08/20
JP MORGAN BANK - OH	\$ 100,000	1.35%	\$ 1,350.00	06/24/20
COMENITY BANK - UT	\$ 100,000	2.90%	\$ 2,900.00	10/13/20
DISCOVER BANK - DE	\$ 100,000	1.90%	\$ 1,900.00	12/21/20
DISCOVER BANK - DE	\$ 75,000	2.70%	\$ 2,025.00	03/15/21
SALLIE MAE BANK - UT	\$ 75,000	2.80%	\$ 2,100.00	04/19/21
SYNCHRONY BANK - UT	\$ 100,000	1.50%	\$ 1,500.00	06/17/21
CAPITAL ONE NA - MCLEAN, VA	\$ 100,000	2.25%	\$ 2,250.00	12/29/21
GOLDMAN SACHS - NY	\$ 100,000	2.35%	\$ 2,350.00	03/15/22
AMERICAN EXPRESS BANK - UT	\$ 75,000	2.35%	\$ 1,762.50	05/03/22
TOTAL	\$ 1,431,088		\$ 32,973.16	

as of 4/22/19

Cameron Station
Operating Reserves 504-xxx163

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 3,300	0.75%	\$ 24.75	-
PACIFIC WESTERN BANK - CA	\$ 50,000	2.25%	\$ 1,125.00	05/13/19
COMPASS BANK - AL	\$ 50,000	2.25%	\$ 1,125.00	06/17/09
HINGHAM BANK - MA	\$ 50,000	2.30%	\$ 1,150.00	07/17/19
HOME EXCHNAGE BANK - MO	\$ 50,000	2.25%	\$ 1,125.00	08/26/19
TOTAL	\$ 203,300		\$ 4,549.75	

as of 4/22/19

This information and data is being provided at your request and is from sources considered reliable, but their accuracy and completeness is not guaranteed. It has been prepared for illustrative purposes only and is not intended to be used as a substitute for the transaction statements you receive from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your transaction statements to verify its accuracy. This information is based upon the market value of your account as of the close of business on April 18, 2019 and is subject to daily market fluctuation.

Prices and yields are as of April 22, 2019 and subject to change and availability.

Morgan Stanley Smith Barney. Member SIPC.



Cameron Club Monthly Report

March 2019

Attendance and Usage

March – 5,776

- Average usage per day- 186

Previous month:

- February – 6,023
- Average usage per day- 215

Facility & Operations

Group Exercise Class Program

- Vinyasa Yoga was the most attended classes this month, with Total Body Weights coming in second.
- We saw an increase in 5 out of 10 classes from last month.

Exercise and Facilities Equipment

- The Stairmaster has failed both of its test done by Heartline in association with Core Fitness. The Stairmaster needs a new motor. This part is on back order and we were told that the part should arrive by March 22nd.

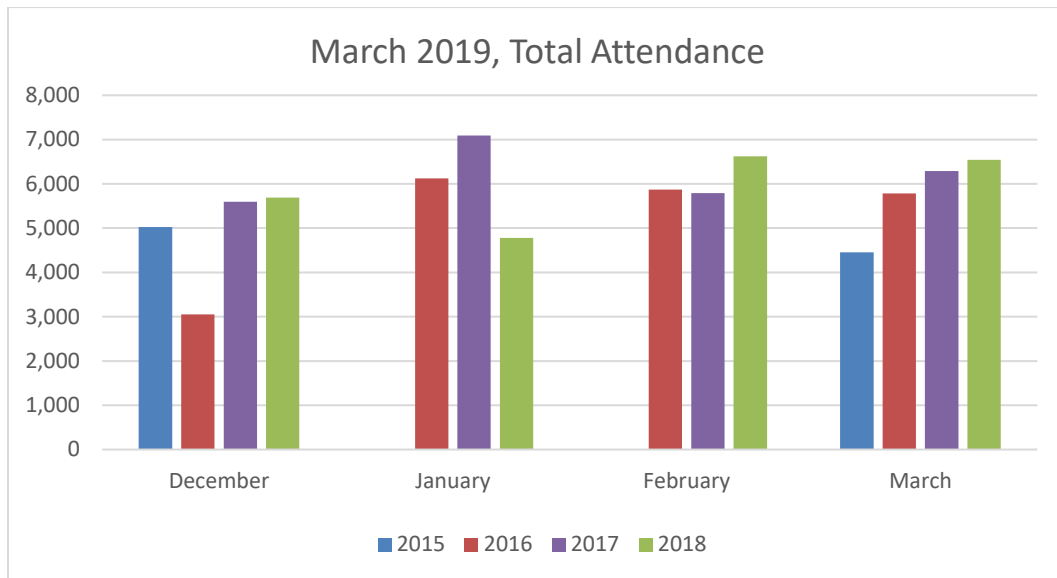
Personal Training

- We had 1 new client this month.

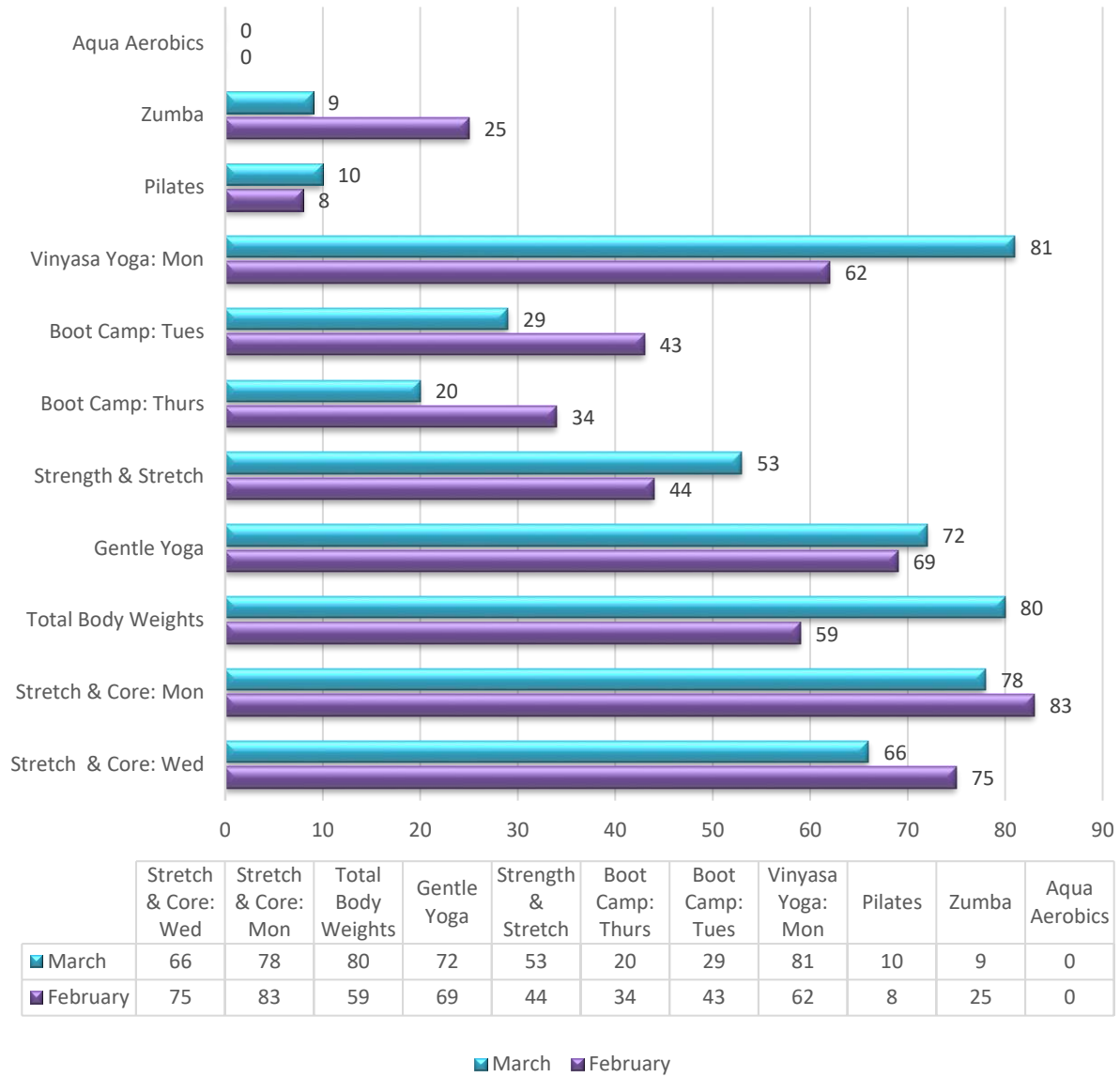
Upcoming Goals & Events

- The next workshop will be a Tai Chi workshop on April 19th at 6pm with Riley Smith. The nutrition workshop with our house trainer Vicki Gravini, according to residents was not the at the most opportune time. We had one resident show up for the workshop. Residents have asked for a Saturday workshop or early morning to midday workshop during the week. We are looking to host another workshop in order to accommodate those times. We would also like to propose taking a look at the class schedule with the possibility of adjusting the classes that are being offered.

Graphs



Class Attendance February 2019/March 2019





A&E Committee Meeting Minutes

Call to order

A meeting of [Cameron Station Activities & Events Committee](#) was held at Clubhouse on April 3, 2019.

Attendees

Attendees included [Andrew Yang](#), [Ritah Karera](#), [Megan Porter](#), [Rebecca Stalnaker](#), and [Jessica Curtis](#) (approved new member)

Members not in attendance

Amanda Wilkinson

Approval of minutes

Last month's Minutes were approved.

Upcoming Events

Sponsorship Program Signage:

- Rebecca will order 10 realtor signs plus stands for \$14 each, including Bunco, Bingo, Movie Night, Pool Party, Casino Night, Holiday Party, Egg Roll, Fourth of July Parade, Halloween Party, Adult Happy Hour
- Rebecca will order one foam core or heavy cardboard sign with all 2019 sponsors to go on easel

No Additional Kid's Event for This Month:

- Decided Easter event would take up a lot of time and resources

Easter/Egg Hunt (Saturday, April 20, 11am-1pm):

- Decided to advertise check for id "please have your id ready"
- Mindy Lyle has the Easter Bunny Costume and volunteers lined up for it
- Andy will check to make sure face painter/balloon artist have received payment
- Megan has purchased eggs, bags, will purchase 6 prizes for ages <2, 3-5, and 6+ for "golden ticket" found in egg hunt, 2 prizes for Sack Race, 1 for Spoon Relay, and 1 for Hula Hoop contest *need age division? *
- Fill only a few eggs with slips of paper for redeemable prizes
- Have "Egg Recycling" bin (empty plastic tub) at event to reuse eggs for next year

- Rebecca ordered 260 sandwiches from Silver Diner for \$700, send request COI and W-9 to Karen Soles and Deidre to setup new vendor
- Rebecca will purchase plates, napkins from Costco, only provide napkins for event
- Megan will purchase additional water, Andy will purchase more juice boxes
- Sarah: flyer with events, first egg drop at 11:15, stagger by groups, advertise games: Sack Race, Hula Hoop, Egg on Spoon Relay, ask for volunteers from 8 am - 2 pm
- Need to purchase additional Cupcakes/cookies, ice for event, Andy?
- Volunteers for event: Ritah, Rebecca, Andy

Bunco (Wednesday, April 24, 7-9 pm):

- Decided to continue Bunco on the last Wednesday of every month, last month was an anomaly, Andy can email reminder to previous attendees

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

- Andy contacted shredding company willing to provide services for \$510, but might not be worth it if we cannot secure contract, due to lack of use, others in the area may use shredding in addition to Cameron Station residents
- Andy will advertise on nextdoor, craigslist, Washington Post, patch
- *when to put up signs?*
- Megan Purchase Party City balloons, borrow Irina Babb van to transport

Little Free Library (Saturday, May 4, 3 pm):

- Ritah and Andy will secure 20 balloons for the event on May 3

Vineyard Tour:

- Megan will ask about May 18 and pricing for Barrel Oak and other nearby location

Children's Book Reading:

- Decided against for now, because promotional opportunity

Past Events

Bingo:

- Event went smoothly, 47 people, good alternative to movie nights

Bunco:

- Had 8 attendees, which was abnormally low, but decided to continue as usual this month

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

Monday, April 8, 2019

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, April 8, 2019. The meeting was called to order at 7:01 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 S. Hockley Walsh, CAC Member
 Wendy Ulmer, CAC Member

Members Absent: Linda Greenberg, CAC Member

Others in Attendance: Karen Soles, CMC
 Carlos Rios, Lancaster Landscapes
 Curt Cummins, Lancaster Landscapes
 Mark Haase, Miller and Dodson Associates
 Mindy Lyle, 5235 Tancreti
 Kyle Geron, 150 Martin Lane
 Stephanie Vogelzang, 5081 Minda Court

OLD BUSINESS:

Move to: Approve Meeting Minutes - March 2019

Moved by: McCollom

Seconded By: Walsh

For: All

Against: None

Motion Passed

Updates:

Pot Hole Repairs: CMC verified that all previous pot hole repairs were complete and signed the contract to complete additional pot hole repairs identified throughout the community.

Lancaster Landscapes Proposal Tracker: The CAC requested a tracker to identify pending proposals, approved proposals, and completed projects. Lancaster Landscapes have a tracker ready to be demonstrated at the April 11 meeting with community management.

Street Signs: Lancaster Landscapes took realigning street signs for action. New brackets are on order. The street signs should be realigned by the end of the month.

Duke Street Bus Stop Light: CMC took for action and will address this month ensuring that the lighting in the area is workings.

Sidewalk Cleaning: Numerous sidewalks in the community require a good cleaning to address moss and grime build-up. CMC will work with both in-house maintenance and Lancaster Landscapes to address this issue.

NEW BUSINESS:

Resident Open Forum: Mr. Kyle Gerron and Ms. Stephanie Vogelzang attended the meeting as candidates to fill the vacancy on the CAC. Both candidates and CAC members were able to have an informative Q & A session to help select the best candidate.

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.

Irrigation Improvement along Duke Street (Proposal LI19-001):

The total cost is: \$2,100.00 (Budget Line: 6199)

- Raise and install 20 new 4" spray heads to replace existing spray heads that are compacted in soil and/or non-functional. Additionally, replace 30 4" spray heads with 12" spray heads to better irrigate taller, more mature plants.

Move to: Approve Irrigation Improvements

Moved by: McCollom

Seconded By: Ulmer

For: All

Against: None

Motion Passed

The following proposals were held pending more information or potential bundling for additional cost saving:

Proposal 29761, Proposal 29762, Proposal 29763, & Proposal 29764: All deal with adjusting pavers, regrading and/or adding swales or mulch to address water pooling or erosion issues. The CAC would like to see photos and more detailed explanations of required work. Additionally, the CAC would like these proposals bundled into a larger overall proposal that would be eligible for a 10-15% discount for volume.

Proposal 28143: Irrigation installation along 4924 Donovan Drive. The CAC would like all additional proposed irrigation installations to be submitted as one package. This proposal will be held until all proposals can be consolidated into one submission. The irrigation will also be researched during the Reserve Study and areas like this can be considered for inclusion in the overall framework for irrigation.

Proposal LI10-002: New fountain in Donovan Pocket Park. The CAC would like to see other quotes before approving a new fountain.

Street Sweeping: The CAC would like to see additional quotes before selecting a service provider. Additionally, on the quote submitted by Reilley Sweeping, the CAC would like to know where the dumpsite would be for the material collected and how much water will be required to fill the sweepers for dust control.

Discussion:

Lancaster Landscapes: Lancaster Landscapes will be mulching the north side of the linear park around the trees the week of 15 April. The mulch should be complete throughout the community by April 24. Pending the weather, mowing will begin throughout the community on April 16. Sidewalk brick repairs along Brawner, Tancreti and Cameron Station Boulevard will continue throughout the month of April. Turf restoration will begin after the first mowing is complete. Numerous benches are being replaced throughout the community. CMC is determining if old hardware can be refurbished and reused with new slats to decrease future cost of replacement.

Reserve Study: The CAC identified three areas of concern with regard to the new Reserve Study: irrigation system; brick sidewalk replacement/overhaul; and street repaving. As the community ages, these items will require attention. Better long term planning will help the community better budget and address these looming issues. Further work will be considered in common areas as the study commences and as further input is received from CAC.

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

Move to: Enter Executive Session at 2050

Moved by: Brasseur

Seconded By: Walsh

For: All

Against: None

Motion Passed

Move to: Exit Executive Session at 2055

Moved by: Brasseur

Seconded By: Ulmer

For: All

Against: None

Motion Passed

Move to: Select Kyle Gerron as new CAC member

Moved by: Brasseur

Seconded By: McCollom

For: All

Against: None

Motion Passed

Kyle Gerron will be forwarded to the CS Board to fill the vacancy on the CAC.

The next meeting will be on May 13, 2019 in the Cameron Club.

The meeting adjourned at 9:12 PM.

**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday, April 2, 2019**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for April was held on Tuesday, April 2, 2019. The meeting was called to order at 7:00 p.m. by ARC Chair, Karen Diener, located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

ARC MEMBERS IN ATTENDANCE

Karen Diener- ARC Chair
Gayle Hatheway- ARC Vice Member
Craig Schuck- ARC Member
Kevin Devaney- ARC Member
Sharon Wilkinson- ARC Member
Jeremy Drislane- ARC Member

MEMBERS ABSENT

None

OTHERS IN ATTENDANCE

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

APPROVE AGENDA

MOVE TO: "Approve the agenda as presented."

Moved By: Gayle Hatheway
Seconded By: Sharon Wilkinson
For: All
Against: None
Absent: None

MOTION PASSED

RESIDENTS OPEN FORUM

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

MOVE TO: "Approve the March 5, 2019 ARC meeting minutes as amended."

Moved By: Kevin Devaney

Seconded By: Craig Schuck

For: All

Against: None

Absent: None

MOTION PASSED

APP #	ADDRESS	MODIFICATION REQUEST	ARC ACTION/VOTE
19-15	5029 Murtha Street	Camera Installation-Location at top of garage door	APPROVED: as submitted Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: None MOTION PASSED
19-16	258 Medlock Lane	Ring Camera Installation- Location on window railing	APPROVED: as submitted Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: None MOTION PASSED
19-17	258 Medlock Lane	Roof Replacement	APPROVED: as submitted Moved By: Kevin Devaney Seconded By: Gayle Hatheway For: All Against: None Absent: None MOTION PASSED
19-18	5101 Gardner Drive	Repair Dormer windows and paint other facades on house	APPROVED: as submitted Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: None MOTION PASSED
19-19	4918 Donovan Drive	Roof Replacement	APPROVED: as submitted Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: None MOTION PASSED

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19-20	4917 Donovan Drive	Roof Replacement	APPROVED: as submitted Moved By: Gayle Hatheway Seconded By: Kevin Devaney For: All Against: None Absent: None MOTION PASSED
19-21	4922 Donovan Drive	Roof Replacement	APPROVED: as submitted Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: None MOTION PASSED
19-24	4924 Donovan Drive	Roof Replacement	APPROVED: as submitted Moved By: Gayle Hatheway Seconded By: Kevin Devaney For: All Against: None Absent: None MOTION PASSED
19-22	256 Murtha Street	Awing on Deck	APPROVED: as submitted Moved By: Sharon Wilkinson Seconded By: Gayle Hatheway For: All Against: None Absent: None MOTION PASSED
19-23	132 Tull Place	Camera Installation	APPROVED: with stipulation that homeowner hides all visible wiring. Moved By: Sharon Wilkinson Seconded By: Gayle Hatheway For: All Against: None Absent: None MOTION PASSED
19-25	371 Livermore Lane	Roof Replacement	APPROVED: with the color Black Morrie and based on that the homeowner clarifies that the gutters and downspouts are the same. Moved By: Gayle Hatheway Seconded By: Kevin Devaney For: All Against: None Absent: None MOTION PASSED

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19-27	4904 Donovan Drive	Landscaping	APPROVED: as submitted Moved By: Gayle Hatheway Seconded By: Sharon Wilkinson For: All Against: None Absent: None MOTION PASSED
19-28	4904 Donovan Drive	Back Patio Brick Hardscaping/Replacement	APPROVED: as submitted Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: None MOTION PASSED
19-29	381 Livermore Lane	Replacement of Front Door	DISAAPPROVED: The door does not match the approved criteria in the DMS. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: None MOTION PASSED
19-30	244 Murtha Street	Fence Replacement	APPROVED: as submitted Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: None MOTION PASSED
19-31	240 Murtha Street	Fence Replacement	APPROVED: as submitted Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: None MOTION PASSED
19-32	238 Murtha Street	Fence Replacement	APPROVED: as submitted Moved By: Sharon Wilkinson Seconded By: Gayle Hatheway For: All Against: None Absent: None MOTION PASSED

MATTERS FOR DISCUSSION, INFORMATION & ACTION TOPICS

Mr. Pearson applied, and he expressed his interest in joining the Architectural Review Committee. He shared that he's motivated to give back to the community.

MOVE TO: "Recommend to the Board of Directors the Appointment Stephen Pearson to the Architectural Review Committee".

Moved By: Kevin Devaney

Seconded By: Craig Schuck

For: All

Against: None

Absent: None

MOTION PASSED

NEW BUSINESS

None.

Covenants Report – March 2019

- The number of Comprehensive Inspections conducted in March was 82.
- The number of Resale Inspections conducted in March was 16.
- The number of Exterior Modification Applications reviewed in March was 5.
- For the month of March, no vehicles were towed.
- For the month of March 63 violation letters were sent, of this, 62 notices were for Property Maintenance and 1 notice was sent for Parking violation.
- The next meeting of the Architectural Review Committee will be on May 7, 2019. Application due date for this meeting is April 28, 2019.

EXECUTIVE SESSION

MOVE TO: "Enter Executive Session at 8:31 p.m. to discuss delinquencies and fines."

Moved By: Gayle Hatheway

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: None

MOTION PASSED

MOVE TO: "Exit Executive Session at 8:40 p.m."

Moved By: Gayle Hatheway

Seconded By: Craig Schuck

For: All

Against: None

Absent: None

MOTION PASSED

ADJOURNMENT

MOVE TO: "Adjourn the meeting at 8:44 p.m."

Moved By: Sharon Wilkinson

Seconded By: Gayle Wilkinson

For: All

Against: None

Absent: None

MOTION PASSED

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

DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, APRIL 11, 2019

The following individuals attended the meeting:

Ray Celeste, CCFC Chair

Dick Shea, Vice Chair

Dan Ogg, CCFC Recording Secretary

Brendan Hanlon, CCFC Member

Jon Dellaria, BODs Representative to the CCFC

Karen Soles, CMC Management

Rich Mandley, ProFIT President

PsyniiGianni Scott, ProFIT Fitness Center Manager/Activities Director

The following individuals were absent:

John Burton, CCFC Member

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:03 p.m.
2. Dick Shea made a motion to approve the meeting agenda. The motion was seconded by Dan Ogg 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 March. The motion was seconded by Dick Shea and it passed unanimously.
5. BOD's Update. Brendan Hanlon provided the BODs update.
 - a) Pool Contract. The Board discussed at length the pool contract and the Service Level Agreement (SLA). The Board approved the contract.
 - b) CMC Management is waiting to get more bids on the basketball floor replacement.
 - c) The Board discussed the replacement of the pool furniture. The replacement will be considered as part of the updated reserve study.
6. Update from Reserve Specialist, Mark Haase. Mark Haase could not attend in person, but introduced himself by phone. He has worked for seven years at Miller Dodson and Associates (Capital Reserve Consultants). Mr. Haase will tour the common areas of the clubhouse, including the gym equipment and the exterior of the clubhouse on Saturday, April 13, 2019, to assess what updates and upgrades may be needed.
7. CMC Management report. Karen Soles provided the CMC Management update.

- a) CMC Management continues to work to obtain bids for replacement of the basketball court floor. However, some bids are for a wood floor and some are for a synthetic floor, so the bids cannot be directly compared to one another. CMC Management will work to obtain additional bids, have the bids evaluated with the assistance of Associa Online, and give their recommendations to the CCFC by the May CCFC meeting.
- b) The pool schedule now includes opening on the weekend of May 18-19. Power-washing of the pool deck continues.
- c) The management office coverage on Saturdays will not be adequate to accommodate the surge in updated badge requests in May. CMC Management will add 2 hours of coverage per day on each Saturday in May. This will add \$182.50 to the expenditures from line item GL 5320, Temp. Desk Coverage, which has \$6,000.00 budgeted for 2019.
- d) New power outlets were installed in the gym to power the treadmills and the power cables were well-secured.

8. ProFIT Report:

- a) Psy Scott provided the ProFIT monthly report. Attendance in March was 5,776 (186 per day), compared to February's attendance of 6,023 (215 per day).
- b) The Stairmaster has failed to operate even after repairs. Heartline has agreed to replace the Stairmaster at no cost to the community.
- c) There will be a Tai Chi workshop on April 19, at 6:00 pm, with Riley Smith.
- d) ProFIT is planning another nutrition workshop for a Saturday midday. The date is TBD.
- e) The Pilates class has been experiencing low attendance. The time slot for the class may be changed to see if the attendance improves. Also, ProFIT will identify new classes, such as Tai Chi, that may be popular with residents and ProFIT will make a recommendation at the next CCFC Meeting.
- f) ProFIT provided bicycle usage information to the CCFC and there are older upright bikes that do not get a lot of usage. One of these bikes (a Star Trac bike) could be replaced by a new Peloton bike.
- g) **Dan Ogg made a motion for Board approval to direct CMC Management to purchase one new Peloton bike for \$4315.74 from Reserve Account, GL 3280, Exercise Equipment. After this purchase, GL 3280 will have \$20,863.42 remaining. Dick Shea seconded the motion and it passed unanimously.**

h) ProFIT provided an updated 5-Year Capital Equipment Plan that addressed upgrades to the gym and replacement of the gym equipment. The CCFC discussed the needed funding in the Reserve Account for gym equipment replacement and concluded that the following funding was needed:

- a. 2020 – \$40,000 (includes \$20,000 to replace the gym floor)
- b. 2021 – \$30,000
- c. 2022 – \$30,000
- d. 2023 – \$30,000
- e. 2024 – \$36,000
- f. 2025 – \$36,000

i) ProFIT committed to use new signage for all non-working equipment. The new signs will be more informative to our customers, indicating the initial date of failure of the equipment, the date service was requested and the expected date of resolution.

9. Old Business: There was no old business.

10. New Business: There was no new business.

11. Adjournment: Dick Shea made a motion to adjourn the meeting. Dan Ogg seconded the motion and it passed unanimously. The meeting was adjourned at 9:05 p.m.

**Cameron Station Communications Committee
Meeting Minutes
April 16, 2019**

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

Subcommittee Members Present: Pat Sugrue (Compass) & Marian Cavanagh (Compass)

Others Present: Tom Sugrue (Board Liaison) & Mary Rulin (New Member)

Call to Order: The meeting was called to order at 7:03pm with Sali Hama seconding the motion.

March Meeting Minutes

Approved.

Member Vacancies

Both Barbra Bolin and Sali Hama announced they would be leaving the committee due to their future moving plans.

Megan Skinner (Editor of *The Compass*) has also announced her departure, leaving a need for a new editor for The Compass newsletter.

New Member

Mary Rulin was voted in unanimously as a new ComCom Member. Mary has a strong background in public relations and will be a welcome addition to our committee.

Email Blasts

It was discussed and decided that, working with Lisa Keyser (Our Web Developer creating the new web page for e-blast overflow copy would simplify and shorten the content each week, in turn making the Blasts more inviting.

Little Free Library

David Thorpe reported that a Ribbon Cutting Ceremony will be held at 3pm on Saturday, May 4, with a “May the Fourth Be with You” theme, featuring the Mayor, Vice Mayor, and most of the Alexandria City Council in attendance.

The event activity includes the Mayor reading a short chapter of a book to the children in attendance. Molly Hall of the Alexandria Tutoring Consortium will be at a table representing her organization, while David will provide a PA system with music and microphone.

Website Review

Kimberly Dillon spoke of difficulties on the backend of our www.CameronStation.org. When given the passcode and permitted to access the site, she found it difficult to navigate to make some of the needed changes we have planned for our PR initiatives. She plans on meeting with Karen Soles (CS Community Manager) in the office to explain how our present site works, and

DRAFT

learn the backend navigation. David Thorpe brought up the idea of an updatable photo page that he could go in and update with fresh new CS photos from time to time. All is on hold until Kimberly, Lisa, and Karen discuss the edits the committee has made to the body copy and navigation, and whose responsibility it will be to make them now and in the future.

Miscellaneous

Due to the departure of two of our active members and the Editor of our *Compass* newsletter, it was decided that we need to get the word out for an Editor replacement via the newsletter, email blasts, social media, etc.

Meeting Adjourned

The meeting was adjourned at 7:49pm.

Respectfully Submitted,
David Thorpe

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

MEETING MINUTES

- I. Call to Order
 - a. The meeting was called to order at 7:04 p.m.
 - b. Members Present: Chairman Takis Taousakis; Joan Lampe; Bill Blumberg; Alex Cebotari; Fred Blum; Jeff Gathers
 - c. Others Present: Martin Menez, Board Treasurer and Board Liaison; Karen Soles, Community Manager, and Kenya Cooper, Community Portfolio Manager
 - d. Guest Present: Mr. David Hotle, Treasurer, Woodland Hall (“WH”) Condominium Association
- II. Approval of Agenda and Previous Month’s Minutes
 - a. The agenda was approved unanimously.
 - b. The February 21, 2019 meeting minutes were approved unanimously.
 - c. Mr. Menez noted one additional agenda item for tonight’s meeting:
 - ✓ Mr. David Hotle, the Treasurer from WH is attending the FAC meeting to present a proposal from the WH Condominium Association and to observe the FAC meeting practices. See Resident Open Forum below.
- III. Resident Open Forum
 - a. David Hotle from WH Condominium Association was the only resident present.
 - b. Mr. Hotle, Treasurer from WH Condominium Association, provided Committee members with background information on the dues structure for WH Condominium Association. The WH Association consists of 60 units and the Association members are interested in exploring different options to increase the value for its residents and share services with Cameron Station Community Association (“CSCA”).
 - c. The WH Association proposes that CSCA assume WH services include landscaping, the brick walkway in front of WH, and one private street and in return, the WH Condominium owners would pay 100% of the CSCA assessment instead of the 80% paid at the present time.
 - d. Ms. Soles recommended that the WH Association submit a written proposal to the FAC and CMC Management for preliminary review, since outside legal counsel would be required to review the Associations’ records.
 - e. Mr. Hotle also had questions concerning the numerical values for WH Association’s payment for HOA and TMP fees, and certain differences between the amounts actually due versus amounts paid.

These discrepancies will be reviewed further by Ms. Cooper and the accounting office at CMC.

IV. Review of Financial Results

- a. Chairman Taousakis reviewed the results of the February 28, 2019 Financial Statements and Variance Report. The financial statements for the two-month period showed an actual year to date net income (surplus) of \$47,312 as compared to a budgeted amount of \$29,519. Significant variances discussed by the Committee members included
 - ✓ Turf Treatment (Account 6155) reflects an invoice for services performed in October 2018. This expense will be an audit adjustment at the end of the year. Committee members commented that if possible, a reminder to vendors for timely submittal of invoices is helpful to avoid these types of situations in the future. Committee members also inquired whether Ms. Soles has previous experience with vendors in requesting invoices after work is completed and whether further interaction between larger vendors will be helpful in the future.
 - ✓ Committee members reviewed the objectives and process for funding the Capital Improvement Reserves (Account 3015). The current reserve balance is negative, primarily due to the renovation of the “Cambria Gate” area on Knapp place. The Committee requested that Ms. Cooper explain the negative balance in account 3015 and methods of correcting this imbalance. Ms. Cooper’s first pointed to the option of doing nothing, and as a result have no Capital Improvement Projects in 2019. Ms. Cooper also outlined an alternative ongoing approach by which the balance could be restored to zero at the beginning of each fiscal year, if negative, by transferring money from Unappropriated Owners Equity (UOE). FAC members agreed with the recommendation of transferring money from UOE (Account 3000) subject to the balance of the UOE account remaining at the auditor recommended range of 10% to 20% of assessment income (presently stands at 18.85%).
 - ✓ Mr. Menez reviewed the balances in the Operating Account and discussed the requirements to maintain approximately two months of operating expenses (\$400,000). Any excess balances will be moved to the Congressional Money Market Account for higher earnings. Mr. Menez will coordinate the transfers of any excess funds.
 - ✓ Committee members reviewed the variance in Administrative Salaries and Benefits (Accounts 5302 and 5340) and requested the Community Manager to follow up on positive variance.
 - ✓ Committee members reviewed the balance sheet accounts for balances shown in Accounts Payable (Account 2000) and Insurance Receivable (Account 1725). Ms. Cooper from CMC Accounting will follow up on the differences in these accounts.
 - ✓ Committee members noted there will be a final accounting of the CSCA 20th anniversary celebration to determine the net costs, including donations,

sometime in the next week.

- ✓ Resale Processing Fees (Account 4260) is used to record the fees associated with real estate transfers within the Cameron Station community. Ms. Soles and the CMC Chantilly office were directed to investigate the accounting for fee income and report its findings to the Committee members.

V. Old Business

a. Repair & Replacement Reserve: Project Update and Forecasts

- ✓ The Committee members requested Ms. Soles to provide the FAC with a summary of projects to include the status, invoice cost or estimated cost, estimated start date, and information helpful to determine future funding. If the committee members could see the summary monthly, it would be helpful to track progress and match funding.

b. Repair & Replacement (R & R) Reserve Study:

- ✓ Ms. Soles reviewed the updated Matrix of vendors that submitted proposals to complete the R & R Study for CSCA this year. The matrix includes Miller Dodson, a vendor that was mentioned at the February FAC meeting, for Level I study. Miller Dodson (“MD”) also submitted its fee as the same price for a Level II study.
- ✓ Mr. Gathers mentioned the CSCA Main Street used MD, and any allocation of responsibilities between condominiums and Master Association needs careful attention, specific to sidewalks and other boundaries.
- ✓ Ms. Soles stated the FAC needs to have one special meeting before the next committee meeting to select a vendor for the R & R study.
- ✓ The Committee members determined two vendors should be selected for presentations, especially due to the timing of the approval process. A decision to include Miller Dodson and one other firm, such as the Falcon Group, was made.

VI. “New” Business

- a. Capital Improvement Reserves- See Item IV. above
- b. Volunteers to attend Board meeting- The FAC Chairman will not be able to attend the Board meeting next week. Messrs. Blumberg and Menez indicated they would both be in attendance.

VII. The meeting was adjourned at 9: 03 p.m.

Cameron Station Community Association, Inc.

Board Decision

April 30, 2019

Motion:

"I move to approve the CCFC recommendation for the Heartline proposal #46920 for the Peloton Commercial Bike in the amount of \$4,165.32 to be expensed to GL3280- Repair & Replacement Reserves Expenditures".

Second:

Summary:

The CCFC made the recommendation at their April 2019 meeting to purchase the Commercial Peloton Bike and this piece of equipment will be included in the 2019 reserve/ replacement program.

The Heartline proposal is included in the Board packet for review.

CMC Recommendation:

The Board to approve the CCFC recommendation to purchase the Commercial Peloton Bike for the Fitness Center.

Budget Consideration:

GL3280- Repair & Replacement Reserves Expenditures".

Vote:

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

Quote #46920

Date: 03/13/2019
Expires: 04/30/2019



"The Fitness & Wellness Experts!"

Heartline Fitness Systems
7520 Standish Place, Suite 250
Rockville, MD 20855
Phone (301) 921-0661 | Fax (301) 330-5479

Bill To
Cameron Station
200 Cameron Station Blvd
Alexandria VA 22304-8684
United States

Ship To
Cameron Station
200 Cameron Station Blvd
Alexandria VA 22304-8684
United States

Customer Info
Psy Scott
(703) 567-4881
cameronclubfitness@gmail.com

Sales Rep		Customer PO		Terms	
87 Geoff Vogel				50%Deposit/50%N30	
Quantity	Item	Description	Rate	Amount	
1	Peloton	Peloton Commercial Bike The Multi-User Software: Multi-user software allows for easier account creation and profile management. Subscription: \$468/year, the subscription is good for unlimited rides & unlimited riders Requirements: Each bike requires one 110 v electrical outlet as well as some form of internet (be it hardwire or wifi).	\$3,145.50	\$3,145.50	
1	PelotonSub	Peloton Commercial Bike - 1st Year Subscription	\$468.00	\$468.00	
1	Install & Delivery	White Glove Delivery & Installation Including Debris Removal	\$200.00	\$200.00	
				Subtotal	\$3,813.50
				Discount	
				Shipping	\$135.00
				Tax Total (6%)	\$216.82
				Total	\$4,165.32

Quote Details

Email Approved quotes to: approved@heartlinefitness.com

Please remit 50% deposit to initiate order. ~Thank you for your business!~

Standard Terms and Conditions:

Service labor is estimated and may vary depending on underlying issues, customer approval will be requested if additional service labor is required. All unit prices are F.O.B. Destination. These prices are subject to change after 30 days from document date. Post-installation entertainment (television) requirements will be handled as a billable service visit. The above quotation is computed to be performed during regular business hours. Clerical errors subject to correction. All prices and agreements are contingent upon strikes, accidents, and other causes unavoidable or beyond our control. Buyer agrees to promptly file claim for all goods damaged in transit. There will be a 20% restocking charge on all merchandise ordered but not accepted. A preventative Maintenance Agreement is available for all equipment. Equipment lease is available with approved credit. We accept all major credit cards for payment, however there is nominal 3% processing fee for invoices over \$1000.00. Proposals must be signed and email to approved@heartlinefitness.com or faxed to (301)330-5479 to be processed.

Approval Signature: Name: _____ Date: _____

Heartline Fitness Site Survey (To be completed and returned with signed approval)

Heartline Fitness will contact customer 24 to 48 hours prior to delivery & installation.

Please provide two contact names and numbers.

Primary contact name & number: _____ (____) _____

Secondary contact name & number: _____ (____) _____

Facility Name: _____

Complete ship to address: _____

City: _____ State: _____ Zip Code: _____

Is this location under construction? **Yes / No** If Yes: When is the construction scheduled for completion? _____

Can the location accommodate a 28' box truck? **Yes / No**

On what floor level will the equipment be installed? _____

Is there an elevator available for the delivery? **Yes / No** If Yes: Weight limit: _____ Door dimensions: _____

Will the equipment need to be carried through any stairs? (Please include both inside & outside stairs) **Yes / No**

What is the narrowest measurement of the stairs? _____

What is the narrowest width of the door the equipment must pass through? _____

Does the ceiling height meet or exceed the minimum required 94"? **Yes / No**

Please describe anything unusual about your facility that could affect delivery

What are the best days/hours for delivery? Days: **M T W T F** Hours: _____

Deliveries can take up to several hours to complete depending on the amount of equipment and challenges of the facility

All equipment is shipped directly from our manufacture's factory

Our warehouses specialize in delivery & installation of all commercial fitness equipment.

You Should receive your shipment in approximately 7 - 10 business days from ship date.

Requirements:

110/120V Power supply (Dedicated circuit and NEMA 5-20R outlet receptacle required for treadmills)



Acknowledgement of power requirement

Initials: _____

Site Survey Completed by: _____

2019 INSURANCE (4/15/2019 - 2020)

Cameron Station

Policy Comparison

	M.Stone-Nationwide, Continental Casualty, Great American, Liberty Mutual	Puffenbarger-Nationwide, Continental Casualty, Great American, Liberty Mutual	Cascade-Erie, Travelers, Great American	Weaver	CAU	AIAI
	Rating A+ Expiring 4/15/2018 - 2019	Rating A+ Quote	Rating A+ Quote	Declined	Declined	Requested Quote
General Liability	\$1 million/occurrence \$2 million aggregate Nationwide	\$1 million/occurrence \$2 million aggregate Nationwide	\$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 Nationwide	\$4,799,000 Blanket Limit * (Building & outdoor property) \$544,900 limit (Contents) Replacement Cost \$1,000 deductible Nationwide	\$3,339,300 Bld limit \$1,328,438 (Outdoor Property) \$936,000 (Lights) \$529,500 (Contents) Blanket limit* Replacement Cost \$1,000 deductible Erie			
Cyber Liability	not quoted	Compromise Coverage Response \$50k limit, \$1k deductible Defense & Liability \$50k limit, \$1k deductible Identity Recovery \$25k limit Cyberone Coverage Computer Attack \$50k, \$5k deductible	Declined to quote due general liability claims			
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 Liability limits Liberty Mutual	Statutory limits & \$1 million Employer's Liability limits Liberty Mutual	Statutory limits & \$1 million Employer's Liability 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			
Cyber Liability	\$0.00	Estimated yearly increase of \$191	na			
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	\$33,363.60	\$24,434.68			

* Instead of scheduling each coverage for each location, the Blanket limit provides coverage that applies to all locations.

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PROGRAMS****Distinguished Programs Insurance Brokerage LLC
Distinguished Express Division**1180 Avenue of the Americas, 16th Floor, New York, NY 10036
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Were there any casualty losses with an incurred amount over \$250,000 during the past 4 years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5.	Is the data in the attached Schedule of Locations and the Other Named Insured Schedule, when applicable, correct?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
7.	Is 50% or more of any scheduled location occupied as Student Housing? If yes, please contact your underwriter immediately.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> 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 may 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.

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

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.

- 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	Comm'l 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: Van:	0 0	Pick Up/Light Truck: Heavy Truck:	0 0	Medium Truck:	0
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*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

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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

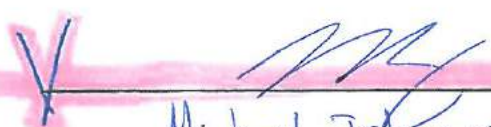
Proposed Effective Date: 04/15/2019

Proposed Expiration Date: 04/15/2020

Applicant's Signature:

Date:

Name & Title:


Michael Johnson / President Cameron Station HOA

4/15/19

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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

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- 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 ☒ 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.

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- 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. Launching
- vii. Fueling

By checking this box I acknowledge that I have read items 3 and 4 above and agree that all locations comply ☒ 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

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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

☒ 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

☒ 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 ☒ 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 ☒ No

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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) *See Form 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

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.

☒ 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	

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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:

CHANTILLY

STATE:

VA

ZIP CODE:

20151

SECTION IV: Policy Details – Insured

POLICY TERM:

1 Year

EFFECTIVE DATE:

04-15-2019

EXPIRATION DATE:

04-15-2020

Policy limit requested: ☐ \$1 million ☐ \$2 million (\$1 and \$2 million for association business only)☐ \$5,000,000 ☐ \$10,000,000 ☒ \$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:

ALEXANDRIA

STATE:

VA

ZIP CODE:

22304-8684

OF STORIES:

2

CONSTRUCTION TYPE:

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 EXPOSE 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

Cathy Powell

DATE

01-28-2019

Cameron Station Community Association, Inc.

Board Decision

April 30, 2019

Motion:

"I move to Ratify the Nationwide Insurance proposal in the amount of \$33,363.60 to be expensed from GL-5545 General Liability \$16,938, D&O GL-5415 \$5,202, (Crime included) Umbrella GL-5420 \$10,394.60, and Workman's Comp GL-5390 \$638.

Second:

Summary:

Currently with Nationwide. Nationwide proposed total is \$33,363.60, an increase of \$3,599.26 from the existing policy of \$29,764.34.

The Board conducted a unanimous electronic vote on Friday, April 12, 2018. Please see attached.

CMC Recommendation:

Per legal counsel review, CMC recommends the Board proceed with the quote from Puffenbarger-Nationwide in the amount of \$33,363.60.

Budget Consideration:

Budget for 2019-2020 \$29,660. Nationwide proposal will be overbudget \$3,703.60.

Vote:

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

Cameron Station Community Association

APPRAISAL AGREEMENT

April 3, 2019



Two Gateway Center
603 Stanwix Street, Suite 1500
Pittsburgh, Pennsylvania 15222
800-245-2718 / 412-471-1758 FAX
www.indappr.com

John Pfeffer, National Sales Manager
Phone 412-208-1730, Fax 412-471-1758, Email jpfeffer@indappr.com



TWO GATEWAY CENTER, 603 Stanwix St., Suite 1500, Pittsburgh, Pennsylvania 15222
Phone 800-245-2718 Fax 412-471-1758 www.indappr.com

April 3, 2019

Email to: ksoles@cmc-management.com

Ms. Karen Soles, General Manager
Cameron Station Community Association
200 Cameron Boulevard
Alexandria, Virginia 22304

Dear Ms. Soles:

We welcome the opportunity to submit our proposal to provide an appraisal for the Cameron Station Community Association for insurance valuation purposes.

Under the terms of our agreement, we will conduct an on-site inspection and appraisal of the *buildings and equipment/contents* associated with the common areas and property in the open listed in the Addendum of our agreement.

Our completed certified appraisal report will set forth the cost of reproduction new and sound value (actual cash value) of the properties appraised.

When our proposal is accepted, please sign and date the Acceptance Page (Page 4 of the Agreement), Initial the Verification of Property Listing as shown in the Addendum (Page 5 of the Agreement) and return the signed, dated and initialed Agreement to me. Upon receipt, we will proceed promptly in making arrangements to schedule the on-site inspection.

If you wish to have us furnish your insurance agent or broker with a copy of the appraisal summary, please complete and return the attached Form 311, agent authorization (Page 6). Due to the confidential nature of these figures, they will be released only with your written consent.

Should you have any questions, concerns, or if I can be of assistance in any way, do not hesitate to contact me at 412-208-1730, fax 412-471-1758 or email jpfeffer@indappr.com.

Thank you for considering the professional appraisal services of Industrial Appraisal Company. We look forward to being of service to you in your important valuation requirements.

Very truly yours,

INDUSTRIAL APPRAISAL COMPANY

John Pfeffer

John Pfeffer
National Sales Manager

JP/mg



TWO GATEWAY CENTER, 603 Stanwix St., Suite 1500, Pittsburgh, Pennsylvania 15222
Phone 800-245-2718 Fax 412-471-1758 www.indappr.com

APPRAISAL AGREEMENT

The Industrial Appraisal Company hereby proposes to provide professional appraisal services for:

Cameron Station Community Association
200 Cameron Boulevard
Alexandria, Virginia 22304

Properties to be Appraised

The properties to be appraised under this agreement will include the **Buildings and Equipment/Contents** associated with the common areas and property in the open listed in the Addendum to this agreement.

Provisions and Scope of Appraisal

The appraisal services and report are to consist of an on-site inspection and certified appraisal of the properties for the purpose of establishing current insurance valuation.

The *buildings and equipment/contents* under appraisement will receive an investigation which will record, as of the date of the appraisal, description and location of the property as well as a depreciation study based upon observed condition and other pertinent influencing factors.

We will provide an impartial statement of **Cost of Reproduction New** and **Sound Value** based upon the following:

Cost of Reproduction New is defined as the cost to reproduce the entire property at one time, in new condition of like kind and quality at current market prices for material, labor, cost of freight and installation, contractor's overhead and profit, but without provision for overtime, bonuses and premiums of any kind.

Sound Value is defined as the Cost of Reproduction New less Accrued Depreciation resulting from observed conditions involving age, utility and remaining serviceable life. Sound Value is often referred to as Actual Cash Value within the insurance industry.

Report Presentation

The report will be arranged in well-defined property classifications.

A. Buildings

The appraisal of the Buildings will be rendered in condensed form providing description of the components of construction and valuation for the overall structure. The building items excluded in the insurance policy will be segregated for each building appraised. A plat plan of the building outline and general location as well as a color photograph of each major building will be included.

B. Equipment/Contents

The appraisal of the Equipment/Contents, having a **replacement cost of \$500.00 and above**, will include detailed description, location and valuation by item. Assets below the unit cost threshold will be included and valued by group classification.

We care about the environment. All Industrial Appraisal Company reports are provided in electronic format. An additional charge will apply for hard copy reports. Please contact Industrial Appraisal Company if a hard copy is required.

Professional Fee

The **total (discounted) fee** for the appraisal services outlined herein is:

Total Fee.....	\$2,900.00
<i>Less 10% Miller Dodson/CAI Discount</i>	
Discounted Fee.....	\$2,610.00
FEE IS INCLUSIVE OF ALL EXPENSES	

This fee covers work under this contract only, and such items as legal conferences, depositions, court testimony or expansion of the appraisal for purposes not specified in this agreement will be billed at a per diem rate to be determined.

Billing Procedure

The fee quoted for services to be provided currently will be progressively billed as follows:

- 60% of Appraisal Service Fee due upon completion of the on-site fieldwork
- Balance due upon delivery of the completed appraisal report

Unless special arrangements have been made all progressive payments must be in hand before the appraisal results are released for delivery.

This agreement may be terminated by either party at any time given 10 days written notice, however, accumulated fees and costs incurred to the point of termination will be billed through the active period.

Annual Revaluation Service

The Industrial Appraisal Company will maintain an Annual Revaluation Service for the original appraisal to keep current from year to year the statement of insurable values. This service will provide summary office repricing, redepreciation and revaluation once each year for the property covered by the original appraisal to keep current additions, deletions and transfers that have been reported to the Industrial Appraisal Company. The Industrial Appraisal Company will prepare a new certified appraisal summary containing its opinion of the current Cost of Reproduction New and Sound Insurable Value.

The fee for the Annual Revaluation and Maintenance Service is **\$180.00**. This charge will due on the first anniversary of the completed appraisal and annually thereafter at the beginning of each appraisal protection service year.

Proof of Loss Service

In the event of a loss covered by insurance, provided immediate written notice is given to our Corporate Office, and our Annual Revaluation Service is in effect, the Industrial Appraisal Company will provide updated values, for preparation of proof of loss, of the appraised property as of the date of the loss.

Terms and Conditions

General

In the event Industrial Appraisal Company's services are requested to include items not covered by this agreement, these services shall be negotiated between Cameron Station Community Association and Industrial Appraisal Company.

Fee stated in this agreement are predicated on property as indicated to us without benefit of independent verification. Should the results of our investigation indicate that the scope of the project or the amount of assets to be appraised is greater than indicated, we reserve the right to adjust our fee based on the additional work effort. Correspondingly, if we are requested to include other properties not listed in the information provided, we will identify the cost to provide those additional services in a separate notification.

Performance of this contract and fees developed hereunder are predicated upon reasonable free access to the property and required information and available data to be provided promptly as requested. When formulating our conclusions, we may rely on information provided by Cameron Station Community Association or others. Should new information become available after a draft or final report has been submitted, we reserve the right to amend or modify our report and the conclusions therein. The fee quoted is contingent upon the on-site inspection being conducted during normal business hours, Monday through Friday. Should it be necessary to conduct the on-site inspection other than during normal business hours, an additional fee may apply.

Limitation on Damages

Cameron Station Community Association agrees that the Industrial Appraisal Company officers, directors, employees, shareholders, agents and subsidiary or related entities shall not be liable to Cameron Station Community Association for any claims, liabilities, causes of action, losses, damages (whether compensatory, consequential, special, direct, indirect, incidental, punitive, exemplary, or of any other type), costs and expenses (including, but not limited to reasonable attorneys' fees and expert witness fees and the reasonable time and expenses of Industrial Appraisal Company's personnel involved) in any way arising out of this engagement in any amount greater than the total amount of fees paid by Cameron Station Community Association to the Industrial Appraisal Company, except to the extent finally and judicially determined to have been the result of bad faith, gross negligence, or intentional or willful misconduct of the Industrial Appraisal Company. This provision shall survive the termination of this agreement for any reason, and shall apply to the fullest extent of the law, whether in contract, statute, tort, strict liability or otherwise.

Force Majeure

Neither Party shall be liable for or deemed to be in default for any delay or failure to perform any act under this Agreement (other than the payment of money) resulting, directly or indirectly, from Acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquake, flood, failure of transportation, strikes or other work stoppages by either Party's employees, or any other cause beyond the reasonable control of such Party.

Confidentiality

To the extent Industrial Appraisal Company, its employees or agents is provided, has access to or comes into possession of, any protected proprietary and/or confidential information of Cameron Station Community Association (collectively, "Confidential Information"), the Industrial Appraisal Company, its employees and agents shall not, directly or indirectly, acting alone, or with others: (i) disclose to any other person or entity any Confidential Information (unless required by law); or (ii) use any Confidential Information other than for performance of this contract.

Industrial Appraisal Company agrees that upon completion and delivery of the appraisal reports, whether physically or electronically, the appraisals shall be the property of Cameron Station Community Association. Industrial Appraisal Company agrees to maintain the confidentiality of this Agreement and the information contained in the appraisals unless compelled to disclose such information by judicial process from a court of competent jurisdiction. Industrial Appraisal Company agrees that prior to any disclosure pursuant to judicial process, Industrial Appraisal Company shall notify, and provide a copy of such process to, Cameron Station Community Association.

Property Exclusions

The appraisal will not include land, landscaping, licensed vehicles, consumable supplies, valuable papers, intangible assets, property of third parties, or properties other than those indicated in this agreement.

Acceptance and Authorization to Proceed

Neither party to this agreement is bound by any promise, term nor condition, either oral or written, not incorporated in this instrument. Acceptance of this Appraisal Agreement indicates acceptance of the Addendum. This offer for appraisal services **expires after thirty (30) days** at which time it may be renegotiated.

SUBMITTED this 3rd day of **April 2019**

**INDUSTRIAL APPRAISAL COMPANY
TWO GATEWAY CENTER
603 STANWIX STREET, SUITE 1500
PITTSBURGH, PENNSYLVANIA 15222**



John Pfeffer
National Sales Manager

ACCEPTED:

**CAMERON STATION COMMUNITY ASSOCIATION
200 CAMERON BOULEVARD
ALEXANDRIA, VIRGINIA 22304**

Signature

Date

Print Name

ADDENDUM

APPRAISAL AGREEMENT

Cameron Station Community Association

200 Cameron Boulevard
Alexandria, Virginia 22304



Appraisal of the Common Areas and PITO Only

PROPERTY LOCATION

1. Clubhouse
200 Cameron Boulevard
To Include: Meeting Rooms, Offices, Basketball Court, Fitness Center,
Pump House and Outdoor Pool

(The Appraisal will not include the attached Building located on Brenman Park Drive)

2. Yard and Outside Insurables
at Property Location/Units Listed on this Addendum
To Include: Gazebo, Trellises, Fountain, Lighting, Signage,
Fencing, Property in the Open, Etc.

THE FEE QUOTED IN THIS AGREEMENT IS FOR THE APPRAISAL OF THE LOCATION AS INDICATED ON THIS ADDENDUM ONLY. LOCATIONS NOT LISTED ON THIS ADDENDUM OR SIGNIFICANT INCREASE IN SQUARE FOOTAGE WILL RESULT IN ADDITIONAL CHARGES.

Please Initial Verification of Property Listing _____




Industrial Appraisal COMPANY

FORM 311

Corporate Office

Two Gateway Center
603 Stanwix Street, Suite 1500
Pittsburgh, PA 15222
800-245-2718
412-471-2566
Fax: 412-471-1758
www.indappr.com

Please forward a copy of the Appraisal Summary to our Advisor Listed Below:

Advisor's Email:			
	Please indicate if you wish to have a copy forwarded to your advisor electronically each year: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name:			
Company:			
Address:			
Name of Appraised Property:			
Signature:			
Print Name:		Date:	
Telephone:			
<div> Form 311</div>			

Cameron Station Community Association, Inc.

Board Decision

April 30, 2019

Motion:

"I move to approve the Appraisal Agreement with Industrial Appraisal Company to be expensed to GL7005- Consulting Services in the amount of \$2,610.00".

Second:

Summary:

The properties to be appraised will include buildings and equipment/contents associated with the common areas and property in the open listed in the Addendum.

The Cameron Station Community Association Appraisal Agreement is included in the Board packet for review.

CMC Recommendation:

The Board to approve the Appraisal Agreement with Industrial Appraisal Company.

Budget Consideration:

GL7005- Consulting Services

Vote:

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



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: Stephen Pearson
Home Address: 5036 Grimm Dr Alexandria VA 22304
Email Address: stephen.f.pearson@gmail.com
Telephone Number: 703 786-5403 (Cell) 703 566-6941 (Home)

Condominium Owners please check the appropriate box:

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

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

- ☒ Architectural Review Committee ← 1st Choice
- ☐ Activities & Events Planning Committee
- ☐ Cameron Club Facilities Committee
- ☒ Common Area Committee
- ☐ Communications Committee
- ☐ Financial Advisory Committee

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

I've lived in Cameron Station for over 18 years, living in a condo and a townhome. And I've submitted plans to the architectural Review Committee before - I'd like the chance to give back to my neighborhood!

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

I've lived in Northern Virginia working as a national security consultant for over 25 years - I'm familiar with the local design aesthetic and want an opportunity to give back to my community

Thank you for your time and interest.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: William Brett Stauffer ("Brett")
Home Address: 5078 Donovan Dr (until 4/19); 5101 Gardner Dr. (after 4/19)
Email Address: BSTAUFFER79@GMAIL.COM
Telephone Number: 901-830-4568 (Cell) 901-830-4568 (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

I am a registered patent attorney, while ^{my experience} ~~that~~ may not provide me with architectural expertise, I believe my experience in advising clients on numerous issues of regulatory compliance will benefit me in reviewing and acting on ARC applications.

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

I am a first-time homeowner in Cameron Station and would like to become involved in CSCA. I understand the ARC has a vacancy, and I feel I may be of service.

Thank you for your time and interest.

Cameron Station Community Association, Inc.

Board Decision

April 30, 2019

Motion:

"I move to approve the ARC recommendation to appoint Stephen Pearson to the Architectural Review Committee".

Second:

Summary:

The ARC had a vacancy on the Committee and at their April meeting they made a recommendation to appoint Stephen Pearson.

Mr. Pearson's application is included in the Board packet for review.

CMC Recommendation:

The Board to approve the ARC recommendation to appoint Stephen Pearson to the Architectural Review Committee.

Budget Consideration:

None

Vote:

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

Cameron Station Community Association, Inc.

Board Decision

April 30, 2019

Motion:

"I move to approve the CCFC recommendation to Re-Appoint Raymond Celeste as Chairperson to the Cameron Club Facilities Committee".

Second:

Summary: CCFC March Meeting Minutes

1. 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.**

CMC Recommendation:

The Board to approve the CCFC recommendation to re-appoint Ray Celeste as Chairperson to the Cameron Club Facilities Committee.

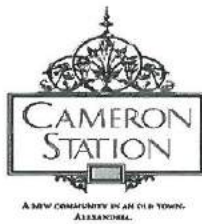
Budget Consideration:

None

Vote:

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

Approved April 8, 2019



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: L. Kyle Gerron

Home Address: 150 Martin Ln. Alexandria, VA 22304

Email Address: kyle.gerron@gmail.com

Telephone Number: (972) 935-6964 (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

I am quite proud to have previously served in volunteer capacities overseeing grounds maintenance/beautification.
I.E. Sitting on the board of a cemetery assn. and initiating a revitalization project, seeing it through completion,
then applying & receiving an official TX State Historical Marker.

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

I feel as though I could serve this committee well in that I have a genuine appreciation
for the beauty that is, and surrounds, Cameron Station and wish to see it maintained and
enhanced! This is something we all share and should benefit from.

Thank you for your time and interest.

Cameron Station Community Association, Inc. 200 Cameron Station Boulevard, Alexandria, Virginia 22304
Phone (703) 567-4881 Fax (703) 567-4883 communitymanager@cameronstation.org.

Updated: September 3, 2010

Cameron Station Community Association, Inc.

Board Decision

April 30, 2019

Motion:

"I move to approve the CAC recommendation to appoint Kyle Gerron to the Common Area Committee".

Second:

Summary:

The CAC had a vacancy on the Committee and at their April meeting they made a recommendation to appoint Kyle Gerron.

Mr. Gerron's application is included in the Board packet for review.

CMC Recommendation:

The Board to approve the CAC recommendation to appoint Kyle Gerron to the Common Area Committee.

Budget Consideration:

None

Vote:

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



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: Jessica Curtis
Home Address: 463 Cameron Station Blvd
Email Address: Curtischickie@gmail.com
Telephone Number: 914.424.6470 (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

I am the executive director of a national non profit. I handle the management of all staff, which includes an events team that puts on five major conferences a year around the country.

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

Further, I am fun, creative and I think most people would say I'm enjoyable to be around. I'd like to join the committee to get involved more as I just moved in a few weeks ago, from Arlington (NY originally) and would love to interact with members of this lovely little community.

Thank you for your time and interest.

Cameron Station Community Association, Inc.

Board Decision

April 30, 2019

Motion:

"I move to approve the A&E recommendation to appoint Jessica Curtis to the Activities and Events Committee".

Second:

Summary:

The A&E had a vacancy on the Committee and at their April meeting they made a recommendation to appoint Jessica Curtis.

Ms. Curtis's application is included in the Board packet for review.

CMC Recommendation:

The Board to approve the A&E recommendation to appoint Jessica Curtis to the Activities & Events Committee.

Budget Consideration:

None

Vote:

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



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: Mary H. Rulien
Home Address: 237 Somerville Street
Email Address: mghoutmann@gmail.com
Telephone Number: 484-757-8064 (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

I am a previous communications specialist working with families in the Air Force Special Operations community.

I am currently in graduate school studying Public Relations and Corporate Communications

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

I would love to bring awareness to the beauty of Cameron Station, in addition to increase resident involvement.

Also, I am new to Cameron Station (May 2018) and thought it would be a great way to get involved.

Thank you for your time and interest.

Cameron Station Community Association, Inc.

Board Decision

April 30, 2019

Motion:

"I move to approve the ComCom. recommendation to appoint Mary Rulien to the Communications Committee".

Second:

Summary:

The Communications Committee had a vacancy and at their April meeting they made a recommendation to appoint Mary Rulien.

Ms. Rulien's application is included in the Board packet for review.

CMC Recommendation:

The Board to approve the ComCom's recommendation to appoint Mary Rulien to the Communications Committee.

Budget Consideration:

None

Vote:

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

Cameron Station Community Association, Inc.

Administrative Resolution No. _____

(Creation of Ad Hoc Management Search Committee)

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

WHEREAS, the Board of Directors desires to create an ad hoc committee to provide the Board with assistance in the solicitation and evaluation of proposals from companies bidding to serve as the Association's management agent.

NOW THEREFORE, BE IT RESOLVED that the Board hereby establishes an Ad Hoc Management Search Committee which shall operate according to the following guidelines:

1. RESPONSIBILITIES

1. Receive and review management proposals from the companies from whom the Association chooses to solicit proposals.
2. Contact references to obtain opinions regarding the bidders.
3. Analyze the management proposals and submit recommendations to the Board for review and consideration. The recommendations must include the rationale for the Committee's recommendations.
4. Perform other duties as assigned by the Board of Directors.

II ELIGIBILITY

Committee candidates and members shall be property owners in good standing. "Good standing" shall be defined as the absence of any liens, privilege penalties, assessment delinquency, architectural or covenants violation, or legal action enacted by the Association.

III NUMBER OF MEMBERS & LENGTH OF TERM

1. The Board of Directors shall appoint five (5) members to the Committee.
2. Each member of the Committee shall serve until they are removed from the Committee, they resign, or the Committee is disbanded by the Board.
Notwithstanding any provisions in other committee charters, a person can serve

simultaneously on this Committee and one other committee of the Association.

IV APPOINTMENT

1. Owners interested in being appointed must submit their request for appointment, in writing, to the Community Manager.
2. Once the management office has determined that the owner is eligible to be appointed, the Community Manager shall forward a copy of the written request to the Board.
3. The Board shall, in its sole discretion, appoint persons to serve on the Committee to fill any existing vacancy. Any person appointed to the Committee to fill a vacancy created by the removal or resignation of a Committee member shall serve the remainder of the predecessor member's term.
4. No owner shall continue to serve as a Committee member if such owner is more than sixty (60) days delinquent in meeting financial obligations of the Association.
5. The Board may remove a Committee member who fails to attend three (3) consecutive meetings without the prior knowledge and approval of the Committee Chairperson.
6. The Board of Directors may appoint or remove Committee members, including the Chairperson, with or without cause.

V MEETINGS

1. The Committee shall meet as frequently as necessary to perform the responsibilities delegated to it by this Charter. Since the purpose of the Committee is to evaluate contract proposals, the Committee shall conduct its meetings in executive session.
2. The Chairperson may call special meetings of the Committee if three (3) business days notice is provided to the Committee members stating the purpose of the meeting. Advanced notice of a special meeting is deemed waived if consented to by all members of the Committee or if all members of the Committee are present at such special meeting.
3. A quorum of members must be present in order to convene a meeting or conduct business. A quorum shall be present if the majority of the current Committee members are present at any regularly scheduled or special Committee meeting. If the Committee is unable to convene a meeting due to lack of a quorum, the Committee Chairperson may do one of the following:

- 1) Reschedule the meeting provided that a minimum of three (3) business days' notice can be provided to Committee members and interested parties;
- 2) Cancel the meeting and hold the meeting on the next regularly scheduled date.
4. The vote of a majority of Committee members present at a meeting with a quorum present shall constitute the decision of the Committee. All voting shall be conducted in open session.
5. Minutes shall be taken at every meeting of the Committee. Minutes shall show attendance, issues raised, and any decision of the Committee. Minutes shall be forwarded to the Community Manager for inclusion in the monthly report to the Board of Directors. Approved meeting minutes will be kept on file for review by owners.

VI DUTIES OF THE CHAIRPERSON

The duties of the Chairperson shall include, but may not be limited to, the following:

1. Monitor and track and maintain Committee membership roster;
2. Develop the meeting calendar;
3. Prepare meeting agendas;
4. Preside over meetings;
5. Provide each Committee member an opportunity for input;
6. Ensure Committee members and those attending the meeting are treated fairly and with respect;
7. Assign Committee members tasks as necessary;
8. Serve as the liaison to the Board and represent the Committee to the Board on any matters;
9. Ensure Committee is performing duties as detailed in this resolution and requested by the Board of Directors.

VII COMMITTEE OFFICERS

1. The Committee shall elect, at a minimum, the Chairperson, a Vice Chair who shall serve in the absence of the Chairperson or at the request of the Chairperson, and a Secretary who will be responsible for recording the Committee's minutes.
2. Other officers as needed may be elected by a majority vote to the Committee members.

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

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

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATION RESOLUTION NO. ____

Duly adopted at a meeting of the Board of Directors held _____, 2019.

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
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_____ President	_____	_____	_____	_____
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_____ Vice President	_____	_____	_____	_____
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_____ Treasurer	_____	_____	_____	_____
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_____ Secretary	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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Cameron Station Community Association, Inc.

Board Decision

April 30, 2019

Motion:

"I move to approve Administrative Resolution 19-04 Creation of Ad Hoc Management Search Committee".

Second:

Summary:

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

CMC Recommendation:

The Board to approve Administrative Resolution 19-04.

Budget Consideration:

None

Vote:

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



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: Richard Shea
Home Address: 191 Somerville St, unit 404
Email Address: RSHEA1@AOL.COM
Telephone Number: 703-597-5471 (Cell) _____ (Home)

Condominium Owners please check the appropriate box:

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

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

- ☐ Architectural Review Committee
- ☐ Activities & Events Planning Committee
- ☐ Cameron Club Facilities Committee
- ☐ Common Area Committee
- ☐ Communications Committee
- ☐ Financial Advisory Committee
- ☒ AD HOC COMMITTEE FOR REVIEW OF MGMT. CONTRACT

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

PARTICIPATED IN REVIEW AND SELECTION COMMITTEE FOR MANAGEMENT CONTRACT
AT MAIN STREET CONDOS (3X)
PART OF GROUP WHICH DEVELOPED MANAGEMENT CONTRACT CRITERIA FOR
LOTS OF EXPERIENCE (15 YRS) WORKING WITH MGMT COMPANIES. MAIN STREET

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

MAKING SURE OUR COMMUNITY IS WELL-MANAGED IS IMPORTANT AND
I BELIEVE I CAN CONTRIBUTE TO THE PROCESS OF REVIEWING THE
CONTRACT AND ANY SUBSEQUENT BIDS WE MAY RECEIVE.

Thank you for your time and interest.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: GREG HILLSON

Home Address: 440 FERDINAND DAY DR 22304

Email Address: GHILLSON@YAHOO.COM

Telephone Number: 518-281-4709 (Cell) SAME (Home)

Condominium Owners please check the appropriate box:

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

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

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

AD-HOC CMTE TO EVALUATE MGMT CONTRACT

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

SEE ATTACHED

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

SEE ATTACHED

Thank you for your time and interest.

ATTACHMENTS TO COMMITTEE APPLICATION FORM – Greg Hillson

Question #2:

I believe that my diverse experience and perspective would benefit the committee. First, although I would not be able to provide legal advice to the committee, the Board, or the HOA, I am an experienced attorney with expertise in general business law, contract law, and corporate governance. Second, I have an MBA, as well as corporate consulting experience advising executives on strategy, operations, and cost savings. Finally, as a former Naval officer, I have significant experience leading and managing complex projects and teams of people. See below for abbreviated CV.

Question #3:

Management has a wide array of important responsibilities — including executing the Board's policies, controlling finances, overseeing vendors, enforcing the rules, and responding to resident concerns. I believe that management is therefore critical to the success and well-being of our HOA. I would like to be a part of the important process of evaluating our management contract.

EDUCATION

UNIVERSITY OF VIRGINIA SCHOOL OF LAW

Charlottesville, VA

Juris Doctor

- Order of the Coif (top 10-percent of class); *Virginia Law Review*, Editorial Board; Pro Bono Service Award.

THE WHARTON SCHOOL, University of Pennsylvania

Philadelphia, PA

Master of Business Administration; Dual Major in Finance and Strategic Management

- Navy MBA Scholarship (full scholarship).

UNIVERSITY OF MICHIGAN

Ann Arbor, MI

Bachelor of Arts, Economics and Political Science

- High Honors; High Distinction; Naval ROTC Scholarship (full scholarship).
-

EXPERIENCE

UNITED STATES SECURITIES AND EXCHANGE COMMISSION

Senior Counsel, Division of Enforcement

~Four Years - Present
Washington, D.C.

- Investigate potential violations of the federal securities laws.
- Recipient of Ellen B. Ross Award for exceptional performance.

WILLIAMS & CONNOLLY LLP

Associate

~Five Years
Washington, D.C.

- Litigated complex business cases in federal and state courts; focus on securities law, antitrust law, and corporate governance.
- Washington D.C. *Super Lawyers* "Rising Star" in General Litigation (2014, 2015); Capital Pro Bono Honor Roll.

BOOZ & COMPANY

Associate, Commercial Strategy Consulting

~One Year
McLean, VA

- Advised corporations on business strategy and cost-savings.

UNITED STATES NAVY

Surface Warfare Officer, Lieutenant (Top Secret clearance)

~Five Years
Norfolk, VA

- Led division of 20 technicians in maintenance and operation of weapons systems aboard AEGIS destroyer.

OKAZAKI INSTITUTE FOR INTERNATIONAL STUDIES

Henry Luce Scholar

~One Year
Tokyo, Japan

- Recipient of one of eighteen scholarships awarded nationally for \$50,000 to work and study in Asia.
- Research assistant to Japan's former ambassador to Saudi Arabia at Tokyo-based, public policy think tank.

CENTRAL INTELLIGENCE AGENCY

Analyst-Intern, Directorate of Intelligence (TS/SCI clearance with polygraph)

Four Summers
Langley, VA

- Authored intelligence reports for top policymakers.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: JOHN F. LAMPE
Home Address: 174 MORTON LN
Email Address: joanflampe@gmail.com
Telephone Number: 703-888-7472 (Cell) 703-888-7472 (Home)

Condominium Owners please check the appropriate box:

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



AD-HOC Committee to evaluate the
Management Contract

- 1) Check the name of the Committee you would like to join (please include a 2nd choice as well):
- ☐ Architectural Review Committee
 - ☐ Activities & Events Planning Committee
 - ☐ Cameron Club Facilities Committee
 - ☐ Common Area Committee
 - ☐ Communications Committee
 - ☐ Financial Advisory Committee

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

See Attached

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

See Attached

Thank you for your time and interest.

Cameron Station Community Association, Inc. 200 Cameron Station Boulevard, Alexandria, Virginia 22304
Phone (703) 567-4881 or communitymanager@cameronstation.org.

CSCA Registration Form

AD-HOC Committee to Evaluate the Management Contract

Supplemental Information

Item 2- Qualifications

As a former Senior Vice President of Finance and Chief Financial Officer of two large organizations with for-profit and not-for-profit subsidiaries, I am experienced with structuring and negotiating third-party management agreements related to operations managements. Most of these third-party management agreements contained performance-based metrics based on outcomes measured either semi-annually or annually. In addition, compliance monitoring methods were implemented to enhance accountability and ensure third-parties adhered to terms of the contracts.

Item 3- Reasons for Joining Committee

As a member of the Financial Advisory Committee, I am familiar with the terms of the existing Management Agreement between CSCA and CMC. During my first year as a member of FAC, I prepared a summary of the key terms of the CMC Management Agreement for the FAC and CSCA Board members to create a better understanding of expectations between the two parties. Based on my level of knowledge of the existing contract and past experience in the area of management agreements, my participation in the Ad-Hoc Committee will support the review, evaluation and final negotiation of a new contract for CSCA. As a resident of CSCA, the community expects and deserves a third-party management company that will deliver service on a consistent basis under the terms of a contract agreement.



CAMERON STATION COMMUNITY ASSOCIATION, INC.

Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: Elliott M. Waters

Home Address: 325 Cameron Station Blvd, Alexandria, VA 22314

Email Address: waters325@comcast.net

Telephone Number: 703 303 5477 (Cell) 703 823 2431 (Home)

Condominium Owners please check the appropriate box:

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

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

- ☐ Architectural Review Committee
- ☐ Activities & Events Planning Committee
- ☐ Cameron Club Facilities Committee
- ☐ Common Area Committee
- ☐ Communication Committee
- ☐ Financial Advisory Committee
- ☐ Ad Hoc Committee to Evaluate Management Contract

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

I desire to serve as a member of the Committee to Evaluate the Management Contract to provide agreed to services to the Cameron Station Community. I submit my education & training, experience and desire as my primary qualifications evidenced as follows:

- (a) Decades of education & training in leadership & management
- (b) Experience: Stakeholder for 17 years; former board member; former member, activities & events planning Committee; former member, Ad Hoc Pool Committee
- (c) Resident Stakeholder for over 17 years

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

- a. I have the skills and experience [cited in para. 2] to make a significant contribution in the evaluation of a Management Contract
- b. If I can help in a matter, my sense of duty informs my desire to volunteer

Thank you for your time and interest.

Cameron Station Community Association, Inc. 200 Cameron Station Boulevard,
Alexandria, Virginia 22304 Phone (703) 567-4881 or
communitymanager@cameronstation.org .

Cameron Station Community Association, Inc.
Homeowner Association (HOA) Committees

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

Activities & Events Planning Committee (Events) – Meets the first Monday of the month. Its primary responsibility is to advise the Board of Directors on the planning of the community events. The A&E can be reached directly at events@cameronstation.org

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

The ARC can be reached directly at arc@cameronstation.org

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

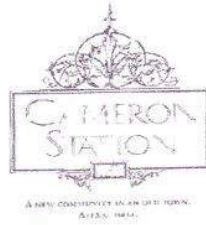
The CCFC can be reached directly at facilities@cameronstation.org

Common Area Committee (CAC) – Meets the second Monday of the month. Its primary responsibility is to advise the Board of Directors on issues affecting common area services and maintenance (excepting the Cameron Club). The CAC can be reached directly at commonarea@cameronstation.org

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

The subcommittees usually meet at members' homes, and meeting times vary. The Newsletter Subcommittee can be reached directly at thecompass@cameronstation.org.

Financial Advisory Committee (FAC) – Meets the third Thursday of the month. Its primary responsibility is to advise the Board of Directors on issues affecting the financial position of the HOA. The FAC can be reached directly at fac@cameronstation.org



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

Please submit the completed form to the Cameron Station Management office for review by the individual Committee Chairs and the Board of Directors:

Name: David Hotle
Home Address: 459, Cameron Station Blvd
Email Address: davidhotle@gmail.com
Telephone Number: 703-731-2851 (Cell) 571-377-8287 (Home)

Condominium Owners please check the appropriate box:

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

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

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

☒ AD-HOC Committee to evaluate Management Contract

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

I'm the Treasurer for Woodland Hall. I run my own contracting business and am good at evaluating contracts financial. I have extensive knowledge of Woodland Hall's current contract and am dedicated to providing the best value to Cameron Station and Woodland Hall.

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

CMC is Woodland Hall's Management Company and our contract is up at the end of the year. We'd be interested in being part of the conversation and potentially piggybacking off of what Cameron Station does to get a better deal for both Woodland Hall and Cameron Station.

Cameron Station Community Association, Inc.

Board Decision

April 30, 2019

Motion:

"I move to approve and appoint" "to the AD-HOC Management Search Committee".

Second:

Summary:

AD-HOC applications are included in the Board packet for review.

CMC Recommendation:

Recommends that the Board review all applications for the AD-HOC Management Search Committee.

Budget Consideration:

None.

Vote:

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

BOARD DISCUSSION

- 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).
- Updates on the John Ticer Gazebo and Engineer Report.

CAMERON STATION TO AND FROM PENTAGON CITY METRO

Temp. Schedule May 24-Aug. 30th

AM RUN	BRENMAN	DONOVAN	KILBURN	MURTHA	CALIFORNIA/ 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/TANC RETI	CALIFORNI A/GRIMM	MURTHA	KILBURN	DONOVAN	BERNMAN
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>

Engineering and Technical Consultants, Inc.

7165 Columbia Gateway Drive, Suite B; Columbia, Maryland 21046

t410.312.4761 f410.312.0482

April 17, 2019

Cameron Station Condominium
200 Cameron Station Boulevard
Alexandria, Virginia 22304

ATTENTION: Ms. Karen Soles

Subject: Report of Professional Engineering and Consulting Services
Gazebo Structural Inspection
Cameron Station Condominium
John Ticer Circle
Alexandria, Virginia
ETC Project: M9-3747

Dear Ms. Soles:

Engineering and Technical Consultants, Inc. (ETC) respectfully submits this brief report of our professional engineering services for the above referenced project. Our services were performed in accordance with your email request.

This report includes a brief summary of applicable background information, observations from our survey and discussions of recommendations for remedial work. We have attached photographs (Appendix A) to help document certain conditions discussed in the report.

BACKGROUND INFORMATION

Cameron Station Condominium consists of numerous single-family, townhome, and condominium residences. A gazebo, which features concrete columns that support a fiberglass dome located on John Ticer Circle. A structural engineering consultant assessed the structure and produced a report, dated August 11, 2017 in which the condition of the columns was the primary focus and various repairs were recommended. We understand that beginning in 2018 a restoration project was undertaken that included salvaging the original dome and precast concrete ring beam and installing new precast concrete columns. This project is currently nearing completion.

We understand that the condominium association has concerns with the aesthetics of the new columns, as well as regarding the overall structural adequacy of the restored structure. Therefore, the Board retained ETC to investigate the existing conditions and provide a structural assessment of the gazebo as well as recommendations for necessary repairs.

Professional Relationships That Endure....Over 30 Years!

Water Intrusion ♦ Roofing ♦ Structural ♦ Architectural ♦ Pavement ♦ Warranty/Reserve Studies ♦ Mechanical

SCOPE OF SERVICES

Our findings are based on physical inspections of the gazebo on April 5 and 10, 2019 conducted by representatives of our staff. Our scope of services included the following:

1. Discussed the history and various construction details of the gazebo repair project with representatives of the Board, Management, Contractor, and Soils and Structures Consulting, Inc. (structural engineer of record). We reviewed four photographs taken during the repair work provided by the structural engineer.
2. Reviewed a Condition Assessment Report authored by Building Envelope Consultants and Scientists, LLC, dated August 11, 2017 and spoke with the author of the report.
3. Performed a visual examination of the physically and visually accessible interior and exterior of the dome structure to observe the structural elements and their general condition.
4. Evaluated the condition of the concrete portions of the gazebo ring beam with Ground Penetrating Radar (GPR) equipment, Impact Echo testing, borescope inspection, and sounding (i.e. hammer tap) by way of ladder access.

No repair or building plans were provided to us and our work was limited to visual inspections of the physically accessible gazebo surfaces and non-destructive sampling. Consequently, some evaluations/opinions expressed in this report are based on assumptions regarding such matters as concealed details, construction profile, condition of internal components, etc.

OBSERVATIONS AND COMMENTS

The roughly nine (9) foot diameter ring beam is composed of three layers of solid, precast, concrete elements bolted together (original construction) and supported by precast concrete columns (new material) positioned at the mid-point of the largest ring beam segments. The following is a summary of our findings and comments.

1. Our review of provided documents and our discussions with those involved in the repair project indicated that no previous evaluation of the ring beam or dome had been performed, yet it was lifted off the original gazebo supports and placed on the ground for reuse (Photograph 2). We could not attribute any damage to the ring beam by this operation.
2. We understand that based on the soil conditions encountered, a new foundation support system of helical piers and a thick structural slab was designed by the structural engineer and building permits were obtained to provide a new support for the repaired gazebo. This type of foundation should provide a lifetime of support to the structure.
3. Eight (8) new columns were sourced from a precast concrete facility in Arizona and delivered to the job site. The columns are secured to the foundation and ring beam

with epoxy set steel rods. This is a standard approach to connect these types of structural elements (Photograph 3)

- a. There are several aesthetic defects that exist, which are not indicative of a structural load carrying defect in the columns and are typical of precast concrete elements.
 - i. Numerous "bugholes" in the surface of the columns (Photograph 4). These are typically filled by rubbing patching mortar into the holes.
 - ii. Longitudinal seams between the two halves of the column molds are prevalent (Photograph 5). This issue can be addressed by grinding the protruding concrete off the column.
 - iii. Patches to the concrete, presumably made in the factory, do not match the color of the columns and are obvious to an untrained eye from a distance (Photograph 6). We understand that the columns will be painted/stained, which should cover the patches.
 - iv. No specifications for the precast elements were provided for our review. Therefore, we have assumed that the appearance of the new precast columns was to be in accordance with industry standards. Bugholes, seams, and patches are typically acceptable in precast elements unless the appearance is specified otherwise. The presence of these types of aesthetic issues are not typically considered to render the element defective as they do not compromise the structural load carrying capacity.
 - b. At least one column capital was cracked and became dislodged from the column (Photograph 7). We understand that it was secured to the parent column and ring beam surface with structural epoxy. This is an industry standard method to remedy this type of damage.
4. Our inspections revealed that the ring beam is composed of solid concrete blocks with embedded steel reinforcement. It also appears that welded steel plates span across the joints of the large rectangular blocks, which secure the adjacent blocks together. Each of the three layers of the ring beam blocks have offset ends that do not align with joint in the layer below and since the three layers are bolted to each other, the layers help tie the ring together (Photograph 8).

Additionally, the original supports seem to have been attached to the ring beam segments with steel reinforcement that was connected to the original column and embedded in cementitious grout placed in the ring beam, most likely from above. The cut off ends of the original steel rods can be seen on the surface of the grout on the bottom of the ring beam (Photograph 9). These steel ends will corrode and result in damage to the grout, if not properly addressed.\

- a. We understand that a decision was made by the design/construction team to offset the new support columns from the location of the original supports due to concerns with connecting to the old grout filled securement locations.
 - b. Since it appears that the ring beam is a solid concrete block and the ring beam segments are well secured to each other, it is our opinion, that support of the ring beam between segment ends should be acceptable in the long term.
5. Some cracks in the ring beam were observed and were sounded using a hammer tap method. These areas were found to be hollow sounding and thus debonded from the parent element (Photograph 10 and 11). The past report mentioned that the ring beam was sounded and a few hollow areas were detected. This seems to indicate that the ring beam has continued to deteriorate in the last two years and needs some structural repairs. The structural repairs will also need to be aesthetically pleasing (color and texture match) so that the paint/stain will cover them.
6. Cracks were also found in the mortar joints between the ring beam elements. It is unknown if these developed during the lifting process or pre-existed the repair work (Photograph 12).
7. We measured the diameter of the ring beam and found a variance of 5/8-inch, which indicates that the original ring was not perfectly circular. In our opinion, this variance is within generally accepted construction tolerances for this type of structure. We also measured the distance between the interior edges of the column capitals and found a variance of 3/4-inch.

However, the extension of the column capitals beyond the inner surface of the ring beam varied by up to 1-1/8-inch, which we believe is outside of generally accepted tolerances (Photograph 13). This can be also observed when comparing the position of the column mold seam with the center of the ring beam. Therefore, it seems that the center of the dome ring beam and the center point between all columns do not align.

It seems that an economic approach to adjust the extension of the column capitals will be to extend the short sections using industry standard precast stone repair methods to provide a more uniform appearance. Otherwise the gazebo dome will need to be removed from the columns and the columns will need to be repositioned on the foundation accordingly.

RECOMMENDATIONS

Based on our visual observations while on site, as well as our experience with similar projects and conditions, it is our opinion that the structure of the gazebo is structurally stable and will reach its expected service life, with typical periodic maintenance.

A qualified contractor under the guidance of a qualified engineer should perform future repair work. A repair design package should be developed by the Engineer and made part of any future

restoration work. Such a package would generally include and address the work items listed below.

1. Perform aesthetic repairs to the concrete elements to provide a planar and matching texture surface in accordance with the National Precast Concrete Association and the Mid-Atlantic Precast Association guidelines.
2. Adjust the extension of the column capitals (by adding patching material) beyond the surface of the ring beam so that the short projections are extended to match the others using industry standard precast stone repair materials and methods.
3. Cut out and tuckpoint all cracked mortar joints,
4. Identify and perform structural repairs to all debonded concrete ring beam elements in accordance with the International Concrete Repair Institute recommendations.

We strongly recommend a qualified engineer (such as ETC) should be retained to:

- Develop the needed repair specifications, details, bid documents, etc.
- Solicit and/or review bids from qualified contractors; and
- Inspect the work as it is performed to help assure that it complies with the contract documents and applicable industry standards.

CLOSING COMMENTS

Although our evaluation was confined to visual examination of exposed surfaces, as well as limited non-destructive testing (concrete sounding, etc.) we believe it was sufficient for us to form a reasonable judgment of the existing general conditions. In addition, our findings regarding specific defects do not include locations of all similar conditions throughout the property.

Due to the general nature of our scope of work, no responsibility can be assumed for latent defects that may appear in the future, for items that were not examined, or for differing opinions of others. We have performed our services using that degree of skill and care ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality. No other warranty, expressed or implied, is made or intended.

We appreciate this opportunity to be of service. If any questions arise regarding the information in this report, please feel free to contact us.

Very truly yours,

ENGINEERING AND TECHNICAL
CONSULTANTS, INC.

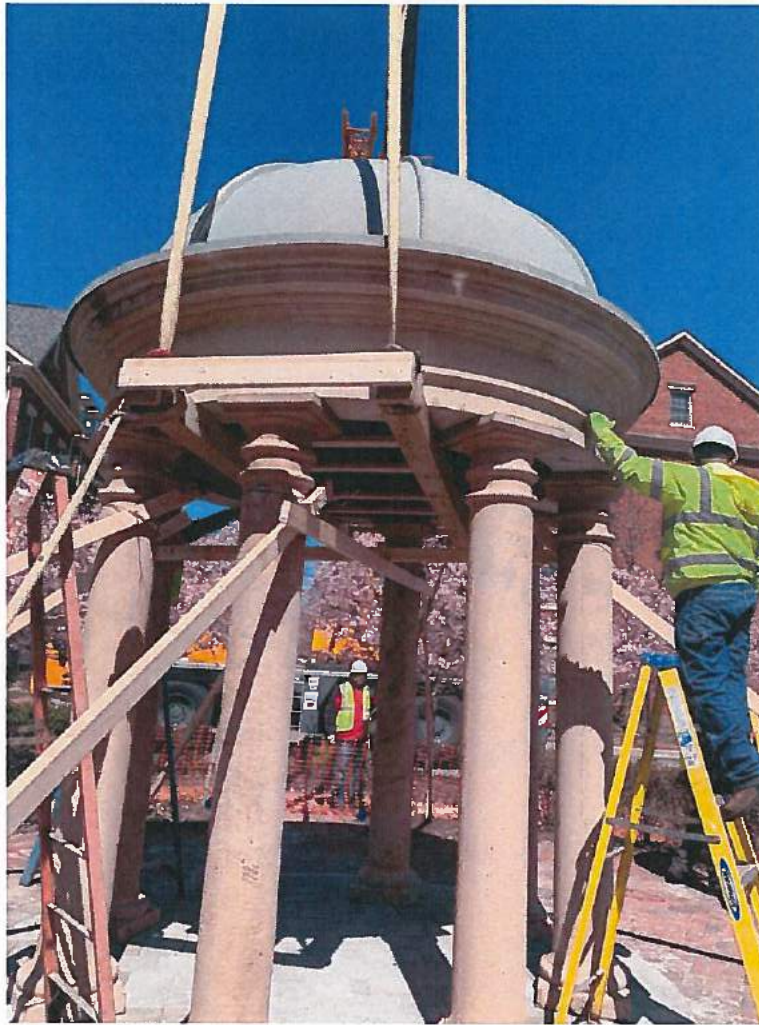
A handwritten signature in blue ink, appearing to read 'C. W. Carlson', with a long horizontal flourish extending to the right.

Christopher W. Carlson, P.E., SECB
Chief Structural Engineer

ATTACHMENTS: Photographs (8 pages, 13 photographs)



Photograph 1 – Gazebo with new concrete columns and original dome.



Photograph 2 – The dome was removed and reinstalled with a crane. Photograph provided by Soils and Structures, Inc.



Photograph 3 – Base of the columns with steel bars projecting from the foundation for installation of the new columns. Photograph provided by Soils and Structures, Inc.



Photograph 4 – Typical bugholes in column surfaces that need to be filled prior or painting/staining.



Photograph 5 – Typical seam where halves of column molds met and requires smoothing.



Photograph 6 – Typical factory applied patches that do not match and appear to be separating from the substrate.



Photograph 7 – Broken section of column capital repaired with epoxy.



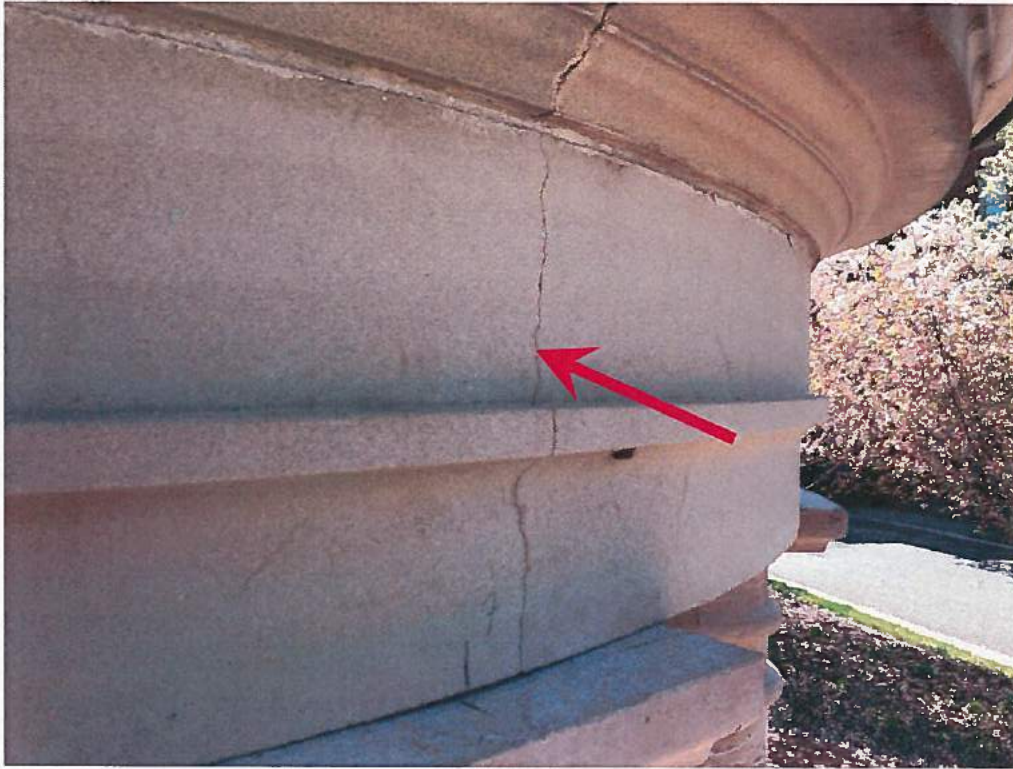
Photograph 8 – Offset joints of ring beam elements.



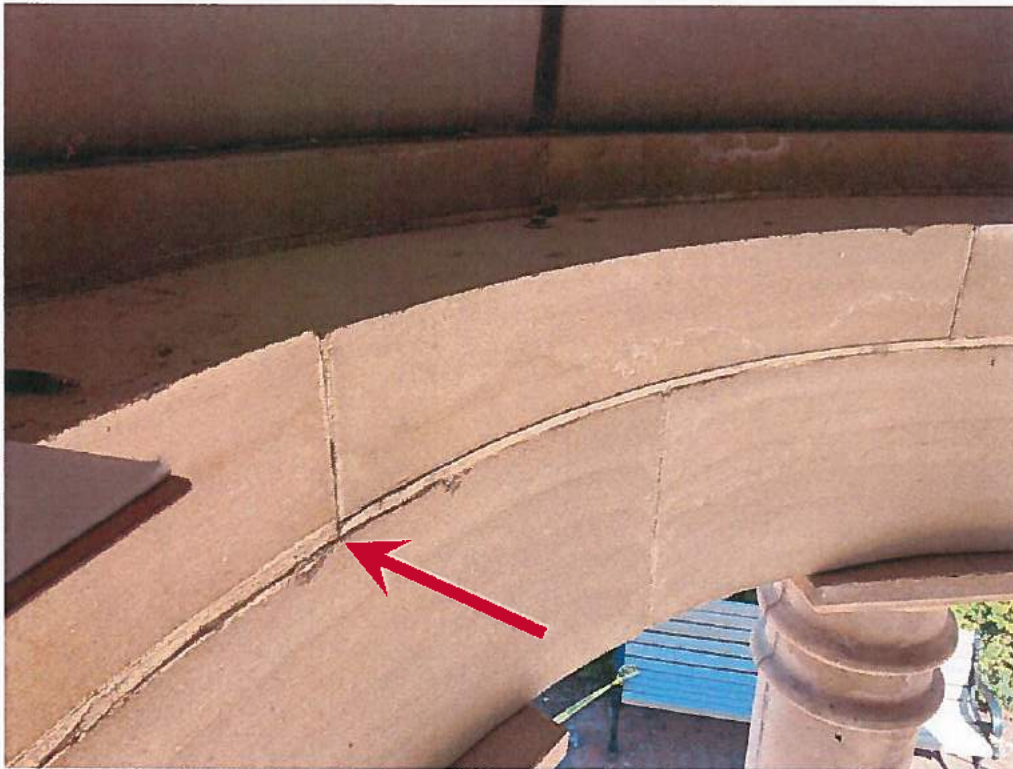
Photograph 9 – Grout filled connection point for original columns with exposed ends of steel bars.



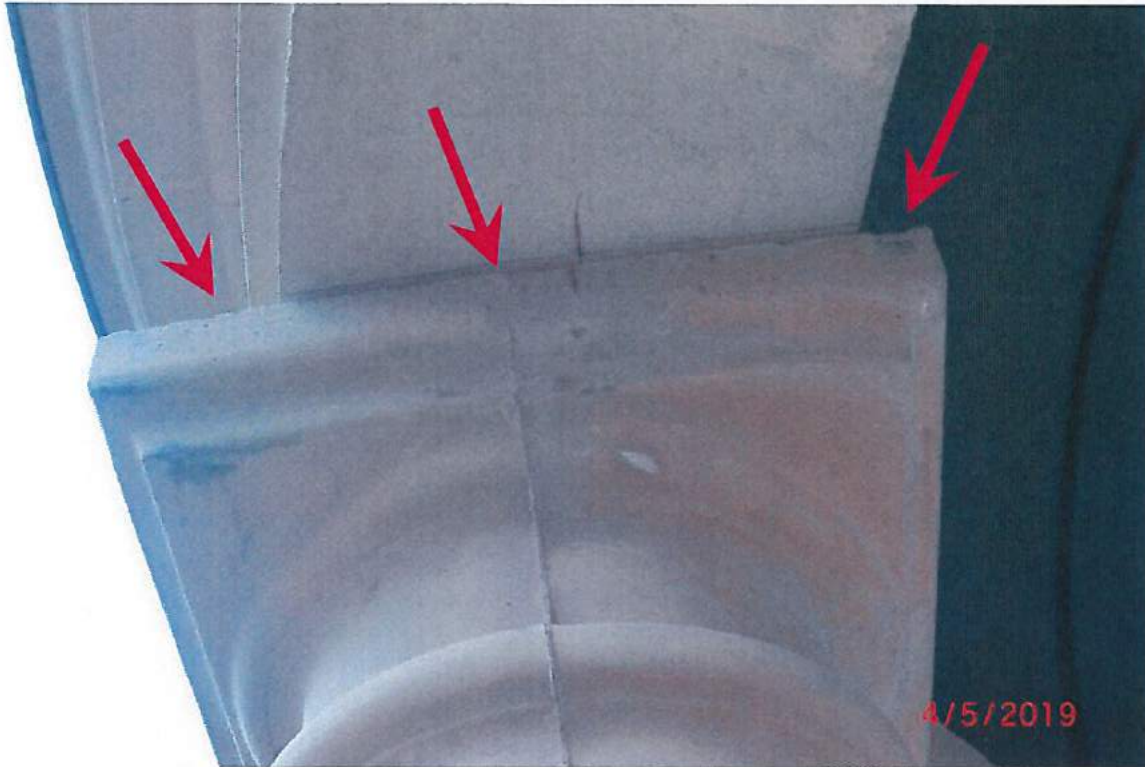
Photograph 10 – Cracks in ring beam at debonded concrete sections.



Photograph 11 – Vertical crack in ring beam segment.



Photograph 12 – Cracks in mortar joints between ring beam segments.



Photograph 13 – Uneven extension of column capital beyond ring beam surfaces. Note the column seam is offset from the centerline pencil mark on the ring beam.

Cameron Station Community Association General Manager's Report
April 30, 2019 -- Prepared by Karen Soles – General Manager

Next Board Meeting: Tuesday, May 28, 2019

Alexandria Police Liaison: Ring Video of individual attempting to break into car. Request for any additional incidents.

Monthly Financial Report: The March financial report is included in the Board package. This information has been reviewed by the FAC and Board Treasurer.

Lancaster Landscaping: Regular weekly meetings are held every Thursday. A new tracking log has been created to better track all pending landscape matters. These matters include irrigation, lighting, street signs, drainage concerns, mulching, fountain repairs, power washing, irrigation repairs on Duke Street, tree replacements, flowers, flowers for pots on pool deck to include their watering and fertilization, street sweeping, walkways, weeds, and pending proposals. Lancaster met with interested CAC members to review pending proposals Saturday, April 13th. They were able to clarify SOW's to clarify pending proposals. Management feels this is helpful and Lancaster has agreed to make themselves available to reviewing pending landscape matters once a month on Saturdays prior to the CAC meetings. This will be helpful in making clear prompt thought out decisions CAC will be comfortable making.

John Ticer Gazebo: The structural engineers report is included in the package. Management awaits direction from the Board on how to proceed.

Cameron Club: Roof drains were clogged and have been cleared. This has now been added to be inspected and cleared on their regular quarterly inspections. Roof cracks on roof seems and UV paint is peeling off the roof membrane. Membrane patches have failed in many locations. Roofers will be contacted to perform all necessary maintenance/repairs.

Fitness equipment is being repaired, audio has been working intermittently and has been scheduled for inspection/repair. New incline stretch board has been purchased. Emergency contact information has been posted, and legal has confirmed that we are following Fair Housing requirements.

We have extended registration hours on Saturday's to 8 a.m.-2 p.m. rather from 9 a.m. -1 a.m. through May. This will be helpful during this busy season. This was approved by BoD President, Mike Johnson. 2 additional hours each weekend at \$22.82 per hour. (GL 5320) Temp desk coverage \$6,000 budgeted.

The pool will open a weekend early, May 18-19 and we are ahead of schedule with preparations for the 2019 pool season. Guard meeting has been scheduled with Management and CCFC. New pots have been purchased for the pool deck.

2 chairs in fitness lobby need to be replace. Wire framing coming out of the bottom.

The Facilities Committee members have been evaluating the locker rooms. Issues being considered are reducing the number of lockers in both the locker rooms. Also, installing lockers in a way that it would provide some privacy. Damaged partitions have been painted as an interim solution before replacement/renovation. Toilet in locker rooms has been repaired.

ProFIT: ProFIT and AOC have been given the sow for basketball court repairs for CCFC and Board consideration at their June meetings.

Maintenance: Our Maintenance Tech. Alberto continues to work hard, cleaning common areas, repairing common areas and power washing the pool deck. Alberto is proactive and takes initiative.

Activities: Egg Hunt Event was a huge success. Grass in this pocket park was cut extremely short as requested by the Events Committee. Delighted the rain did not come as predicted.

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