

CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
August 27, 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		7:00
III.	GUEST SPEAKERS: Lieutenant Casey; Lieutenant Weinert (5 Minutes Each)		7:15
IV.	RESIDENTS OPEN FORUM		7:25
V.	APPROVAL OF MINUTES	TAB 1	7:30
	-- CSCA Board Meeting held on July 30, 2019		
VI.	FINANCIAL REPORT for July 2019	TAB 2	7:35
VII.	ProFIT July 2019 Report	TAB 3	7:45
VIII.	OFFICERS & COMMITTEE MINUTES/REPORTS (CCFC to report first)	TAB 4	7:55
IX.	MANAGEMENT REPORT	TAB 5	8:15
X.	OLD BUSINESS		8:20
	a. City of Alexandria Update (5 minutes)		8:25
XI.	NEW BUSINESS		
XII.	BOARD DECISION		
	a. Draft Audit	TAB 6	8:30
	b. Lancaster Proposal #29978	TAB 7	8:35
	c. Lancaster Proposal #30054	TAB 8	8:40
	d. Lancaster Proposal #30055	TAB 9	8:45
	e. Lancaster Proposal #30060	TAB 10	8:50
	f. Lancaster Proposal #30061	TAB 11	8:55
	g. Lancaster Proposal #30070	TAB 12	9:00
	h. Lancaster Proposal #30071	TAB 13	9:05
	i. CCFC Committee Member Appointment	TAB 14	9:10
	j. A&E Committee Member Appointment	TAB 15	9:15
XIII.	BOARD DISCUSSION		
	a. Basketball Court Floor Replacement (legal input by Thursday)	TAB 16	9:20
	b. Proposed Administrative Resolution Guidelines for Counsel's Management of Delinquent Assessment Accounts	TAB 17	9:25
	c. Proposed Policy Resolution Policies and Procedures Relative to the Collection of Routine and Delinquent Assessment and Other Costs	TAB 18	9:30
IV.	EXECUTIVE SESSION		
	a. Delinquency and Collection Reports	TAB 19	9:35
XV.	ADJOURNMENT		9:40

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, July 30, 2019**

The regularly scheduled monthly meeting of the Board of Directors for July was held on Tuesday, July 30, 2019. The meeting was called to order at 7:09 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
Sarah Meyer Walsh	Director
Brian Sundin	Director
Jon Dellaria	Director
Tom Sugrue	Director

MEMBERS ABSENT

Kimberlee Canter	Director
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OTHERS ATTENDING

Jan Ward, Vice President, HOA Division Director, CMC
 Karen Soles, General Manager, CMC
 Nicole Davis, Administrative Assistant, Recording Secretary, CMC
 Kenya Cooper, Portfolio Manager, CMC
 Kristin Buck, ESQ. Rees Broome LLC.
 Cameron Station Residents

APPROVE AGENDA

Move To: "Approve the Board agenda to move the Committee members appointments from Executive Session to Board Decision with the addition of Board applicants to be discussed in Executive Session when Legal Counsel arrives as amended."

Moved by: Mike Johnson

Seconded by: Sarah Meyers Walsh

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED**GUEST SPEAKERS**

Lt. Casey, with Alexandria Sherriff's Department mentioned the current change of uniform. Lt. Casey will be attending National Night Out. He also mentioned his participation in the Drug Take Back Program. Officer Sanderson, with the Alexandria Police Department went over the monthly crime activities. Officer Sanderson also mentioned that his Division is planning to introduce McGruff the Crime Dog in the Alexandria City Schools. Martin Menez mentioned

some concerns regarding the right-of-way of motorists and pedestrians on Cameron Station Boulevard in non-zebra marked cross walks.

RESIDENTS OPEN FORUM

A resident of Cameron Station mentioned his concerns regarding Donovan Drive Pocket Park and the recent damage to several trees possibly caused by a large truck. The resident suggested that the trees be re-planted in a designated area. Another Cameron Station resident spoke regarding his recent request to the ARC committee for a waiver to not replant the same type of tree in front of his property. The resident is requesting to replace the tree with a tree similar to his neighbors. The resident expressed concerns about the need for constant replacement of the tree, is a result of the proximity of their HVAC units to this tree and the overheating causing the tree to die.

APPROVAL OF MINUTES

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

Moved by: Martin Menez

Seconded by: Sarah Meyers Walsh

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

FINANCIAL REPORT FOR JUNE 2019

This summary reflects the un-audited fiscal year 2019 financial entries. Please be reminded, this is a snapshot of the Association’s financial situation as of June 30, 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.

June 2019

EXECUTIVE SUMMARY	Actual	Budget	Variance
Total Cash and Investments	\$ 2,692,665.26		
YTD Income	\$ 1,313,234.35	\$ 1,291,663.00	\$ 21,571.35
YTD Expenses	\$ 1,251,448.39	\$ 1,303,419.00	\$ (51,970.61)
YTD Net Income, surplus/ (loss)	\$ 61,785.96	\$ (11,756.00)	\$ 73,541.96

The financial report was included in the BoD packet. Also, to be noted is that the delinquency rate for June 2019 was approximately 3.87% without regards to doubtful accounts. Mr. Menez,

Board Treasurer, mentioned working on the revision of the investment policy and his concern regarding the Condominiums late assessments.

PRO-FIT REPORT FOR MAY 2019

Presented report as provided in the BoD packet.

OFFICERS'/COMMITTEE REPORTS

Cameron Club Facilities Committee

The Committee had a few items on the agenda that included the increase cost of resident I.D Badge replacement to \$20 each. The Committee suggested a resident report be run monthly to coincide with the badging system and the current owners. The Committee also mentioned the replacement of the flooring of the facility's indoor basketball court and recommend staying with the wood.

Change of Attendance: Ms. Kristin Buck, ESQ., Rees Broome, joined the meeting 8:13 p.m.

EXECUTIVE SESSION

Move To: "Enter Executive Session at 8:15 p.m. to consult with legal counsel"

Moved by: Mike Johnson

Seconded by: Brian Sundin

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

Move To: "Exit Executive Session at 10:17 p.m."

Moved by: Jon Dellaria

Seconded by: Sarah Meyers Walsh

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

Move To: Have legal counsel proceed with drafting notice of determination as recommended by counsel.

Moved by: Michael Johnson

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Kimberlee Canter

Move To: Table both legal fees and reimbursements to next meeting and delinquent accounts.

Moved by: Tom Sugrue

Seconded by: Martin Menez

For: All

Against: None

Absent: Kimberlee Canter

Change of Attendance: Ms. Kristin Buck, ESQ., Rees Broome exited the meeting at 10:25 p.m.

Activities and Events Committee

The Annual Pool Party is scheduled for August 17th. The Committee has secured all vendors.

Architectural Review Committee

None.

Common Area Committee:

None.

Communications Committee

Welcome Packet will be issued to all new residents to include various items. The Committee also plans to update the community map to include the shopping center and community parks. A draft will be provided for August BoD meeting.

Patricia Hemel Appointed Chairman of the Communications Committee.

Financial Advisory Committee

Contained within the Treasurer's report

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report- Included in Board packet for review.

Management received feedback regarding the ARC letter and will formulate a softer tone for the response. Management is pleased with the outcome of the Gazebo. Management would also like to report that 2 additional tables have been purchased for the pool area. Management would also like to add that, Lancaster Landscape suggested we remove all roses bushes in John Ticer and Donovan Drive Parks due to diseased infestation to the roses. Additional information, the first draft budget will be available the end of the month.

OLD BUSINESS

None.

NEW BUSINESS

None.

MATTERS FOR BOARD DISCISON

Draft Audit and Tax Services

Move To: Approve the proposal from Goldklang & Group CPA's PC to audit financial statements of the Cameron Station Community Association, Inc. as of December 31, 2019 and 2020 for \$6,300 respectively. The fee for tax preparation for the Federal and State income tax return will be \$500 per year to be expensed to GL-7000- Audit and Tax Service

Moved by: Martin Menez

Seconded by: Sarah Meyer Walsh

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

Lancaster Proposal #29930

Move To: "Table the CAC recommendation for Lancaster Landscapes, Inc's proposal #299630 (revised 7/11/2019) to regrade the eroded area at 5150-516 California Lane in rear common area where turf cannot be established and regraded behind homes and install woodchips and West Virginia fieldstone to direct water to existing storm drains in the amount of \$2,175.00 to be expensed to GL-3364- Capital Investment Expenditures".

Moved by: Martin Menez

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

Lancaster Proposal #29964

Move To: "Table the CAC recommendation for Lancaster Landscaper, Inc.'s proposal #29964, to regrade the area and remove existing stepping stones and install 18 stepping stones to create a walkway in the amount of \$1,956.00 to be expensed to expensed to GL-6155- Landscape Enhancement."

Moved by: Martin Menez

Seconded by: Brian Sundin

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

Pothole Repair Proposal #9477910

Move To: Ratify the CAC's recommendation of the pothole repair proposal #9477910 from Pothole Repair Company in the amount of \$5,869.00 and to be expensed to GL-6760- Street Repair and Maintenance".

Moved by: Sarah Meyer Walsh

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

HVAC Repair

Move To: "Ratify the CCFC'S recommendation to repair the HVAC system and accept the Air Plus proposal in the amount of \$5,195.30 to be expensed to GL-6424 – HVAC Services".

Moved by: Martin Menez

Seconded by: Sarah Myers Walsh

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

Badge Replacement Increase

Move To: "Approve to increase the Cameron Station ID Badge Replacement Card fee to \$20.00 based on actual cost.

Moved by: Sarah Myers Walsh

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

Basketball Court Floor Replacement

Move To: "Table the CCFC recommendation to approve the contract with Weyer's Floor Service to install a new hardwood floor in the basketball court in the amount of \$28,568.00 to GL-3280 – Repair & Replacement Reserves.

Moved by: Martin Menez

Seconded by: Brian Sundin

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

Activities and Events Appointment

Move To: “Approve the A & E recommendation to appoint Catherine Ricketson to the Activities and Events Committee.”

Moved by: Sarah Myers Walsh

Seconded by: Brian Sundin

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

Common Area Committee Appointment

Move To: “Approve the CAC recommendation to appoint Melinda Lyle to Common Area Committee.”

Moved by: Brian Sundin

Seconded by: Tom Sugrue

For: Sarah Meyer Walsh, Martin Menez, Jon Dellaria, Tom Sugrue, Brian Sundin

Abstain: Michael Johnson

Absent: Kimberlee Canter

MOTION PASSED

Move To: “Adjourn the meeting at 11:05 p.m.”

Moved by: Martin Menez

Seconded by: Michael Johnson

For: All

Against: None

Absent: Kimberlee Canter

MOTION PASSED

Minutes prepared and respectfully submitted by Nicole Davis, Recording Secretary, CMC



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
Jan Ward, VP & HOA Division Director

DATE: August 15, 2019
Revised: August 19, 2019

RE: July 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 July 31, 2019.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 2,981,935.57		
Year to Date Income	\$ 1,530,895.72	\$ 1,507,408.00	\$ 23,487.72
Year to Date Expense	\$ 1,488,850.36	\$ 1,535,608.50	\$ (46,758.14)
Net Income Year to Date, surplus/ (loss)	\$ 42,045.36	\$ (28,200.50)	\$ 70,245.86

Investments:

On July 31, 2019 the Association had operating and investment funds totaling \$2,981,935.57. The Pacific Premier Bank (PPB) operating account had a balance of \$620,525.29. The Congressional Bank Money Market account reflects a balance of \$710,342.17, and the PPB-Merchant account has a balance of \$1.45. The Morgan Stanley Smith Barney Money Market account had a balance of \$1,968.54. There is also \$1,641,000.00 invested in ladderred Certificates of Deposit managed by Morgan Stanley. Additionally, there is Accrued Interest in the amount of \$8,098.12.

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of July 31, 2019 was \$108,153.22. The Association also maintains for an Allowance for Doubtful Accounts (GL 1530) on the Balance Sheet in the amount of \$37,498.86. This reflects a net delinquency rate of approximately 2.84%, which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable (\$108,153.22 - \$37,498.86)/Total Annual Assessments: \$2,491,524.79= 2.84%.

Accrued Repair & Replacement Reserves total \$1,979,117.94 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: \$2,981,935.57 minus Liabilities \$593,011.05 minus Repair & Replacement Reserves: \$1,979,117.94 = \$409,806.58 surplus capital.)

The Capital Improvement Reserve account totals \$8,966.50 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. (Surplus Capital \$409,806.58 minus Capital Reserves \$8,966.50 = \$400,840.08 remaining capital after funding Capital Reserves.)

Owner's Equity*, which has a balance of \$446,041.42, is supported by cash and investments at 17.9%, which is well within the 10 – 20% recommended by the auditor. $\$446,041.42 / \$2,491,524.79 = 17.9\%$.

**The Association's Unappropriated Prior Year Owner's Equity is the cumulative amount of net income or losses since the inception of the Association. Each year the net income (or loss) is added (or subtracted) to/from this amount. Auditors recommend that it is healthy for Associations to have between 10-20% of the Association's annual assessments in this line item.*

Income Statement Report:

The Income Statement Report reflects a year-to-date income of \$1,530,895.72 which is \$23,487.72 more than the budgeted amount of \$1,507,408.00.

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

Resale Processing Fees, line item #4260 is over the year-to-date budgeted number of \$2,917.00 by \$5,298.90. This is due to the quarterly processing of resale packages. Resale processing fees are \$1,760 in June and \$117 in July. These will be reflected on the August financials and going forward, these fees will be processed and reflected monthly.

Charitable Donations Income, line item #4295 is over the year-to-date budgeted number of \$4,500.00 by \$6,500.00. The A&E has collected charitable donations.

Compliance Fees, line item #4805 is over the year-to-date budgeted number of \$2,042.00 by \$2,908.00. This income is a result of architectural compliance fees.

Interest Earned – Reserve Funds, line item #4910 is over the year-to-date budgeted income of \$16,917.00 by \$4,694.24. This account should include interest from the Morgan Stanley accounts.

Year-to-date expenses total \$1,488,850.36 which is \$46,758.14 less the budgeted amount of \$1,535,608.50. 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 \$8,000.00 by \$5,276.00. This is due to fewer direct debit and new account setups than anticipated. Management anticipates this expense to be more in line with budget once the budget is approved and sent to the Membership.

Events & Awards, line item #5200 is under the year-to-date budgeted number of \$21,428.50 by \$15,656.30. Management anticipates this line item will be more in line with budget has the events move forward with their planned events.

Other Communications, line item #5316 is under the year-to-date budgeted number of \$3,500.00 by \$2,841.08.

Payroll Taxes/Benefits/Costs, line item #5340 is under the year-to-date budgeted number of \$54,362.00 by \$3,773.43.

Electric Service, line item #6000 is under the year-to-date budgeted number of \$25,083.00 by \$2,784.99.

Water Service, line item #6025 is under the year-to-date budgeted number of \$18,571.00 by \$9,308.53. The irrigation system has had less usage due to the heavy rainy seasons.

Tree & Shrub Maintenance, line item #6160 is under the year-to-date budgeted number of \$19,800.00 by \$2,725.00. Management anticipates that this will be more in line with budget as the committee and management identify maintenance needs.

TMP Expenses, line item #6305 is under the year-to-date budgeted number of \$125,417.00 by \$2,917.00.

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 \$13,542.50 as there have been no expenses at the time of this report.

Fire Suppression System, line item #6500 is under the year-to-date budgeted number of \$3,500.00 as there have been no expenses at the time of this report.

Bad Debt, line item #5010 is under the year-to-date budgeted number of \$2,500.00 as there have been no expenses at the time of this report.

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

Computer Network/C3, line item #5040 which is \$7,423.10 above the year-to-date budgeted number of \$4,667.00. This is due to IT protection and service. This exceeds the annual budgeted allowance of \$8,000 by \$4,090.10.

Grounds & Landscaping Contract, line item #6100 which is \$4,440.00 above the year-to-date budgeted number of \$90,069.00. Management will further research this GL to ensure all expenses are coded appropriately.

Flower Rotation & Landscape Enhancements, line item #6150 which is \$9,538.00 above the year-to-date budgeted number of \$11,000.00. This line item is over budget current period as a result of the 8 pool planters, however, this is within the annual budgeted allowance of \$22,000. Management will further research this GL to ensure all expenses are coded appropriately.

Turf Treatment & Enhancements, line item #6155 which is \$4,240.00 above the year-to-date budgeted number of \$9,375.00. This is due to Turf and Restoration performed in October 2018 and will be adjusted after the audit. However, this is within the annual budgeted allowance of \$15,000.

Lighting Supplies/Repair & Maintenance, GL #6640 which is \$4,140.01 above the year-to-date budgeted number of \$20,417.00. However, it is within the annual budgeted allowance of \$35,000.00.

Reserve Studies, line item #5105 which is \$4,819.66 above the year-to-date budgeted number of \$0.00. The reserve study was not included in the 2019 Budget.

Consulting Services, line item #7005 which is \$2,610.00 above the year-to-date budgeted number of \$0.00. This is due to appraisal in preparation of the Reserve Study. This expense was not included in the 2019 budget.

Legal Services – Collections, line item #7030 which is \$2,665.63 above the year-to-date budgeted number of \$12,250.00. This is due to an Increase in cost to collect delinquent accounts. However, this is well within the annual budget allowance of \$21,000.

Legal Services – General Counsel, line item #7030 which is \$4,184.00 above the year-to-date budgeted number of \$17,500.00. This is due to an Increase in communications with Board and Legal. However, this is well within the annual budget allowance of \$30,000.00.

Fire Prevention & Protection, line item #6414 which is \$3,239.40 above the year-to-date budgeted number of \$4,500.00. Management will investigate this line item to ensure we are budgeting properly for the 2020 budget consideration. This exceeds the annual budgeted allowance of \$6,000.00 by \$1,739.40.

Income Tax, line item #9000 which is \$4,778.00 above the year-to-date budgeted number of \$3,222.00. This exceeds the annual budgeted allowance of \$6,443.00 by \$1,557.00. This is due to the timing of taxes being paid and the budget spread.

Overall there is a positive variance between annual income and expenses in the amount of \$70,245.86 through July 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

July 2019 Financial Report

Statement prepared by: Cheryl Weaver



Investment Listing Report

Cameron Station Community

As of Wed Jul 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	620,525.29	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	9010515485 Signers: Philbin/Tsitos	Money Market	710,342.17	1.750%	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	1,968.54	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	1,641,000.00	0.000%	09/19/2001	0	
1730 - Accrued Interest Receivable CMC	0000	Other	8,098.12	0.000%	01/01/1900	0	
Total Cash Investments:			2,981,935.57				
Total Cameron Station Community:			2,981,935.57				

Consists of multiple CDs with varying terms and interest rates. See broker statement for a detailed list of CDs.

Cheryl Weaver

Balance Sheet Report Cameron Station Community

As of July 31, 2019

	Balance Jul 31, 2019	Balance Jun 30, 2019	Change
<u>Assets</u>			
Cash & Investments			
1012 - PPB Merchant	1.45	1.45	0.00
1013 - Operating 3336	620,525.29	335,464.88	285,060.41
1302 - Congressional Bank - MM 5485	710,342.17	709,296.24	1,045.93
1330 - Morgan Stanley Smith Barney MM	1,968.54	22,465.83	(20,497.29)
1353 - Morgan Stanley Smith Barney Investments	1,641,000.00	1,618,000.00	23,000.00
1730 - Accrued Interest Receivable	8,098.12	7,436.86	661.26
Total Cash & Investments	2,981,935.57	2,692,665.26	289,270.31
Current Assets			
1500 - Residential Assessments Receivable	108,153.22	96,462.86	11,690.36
1530 - Allowance for Doubtful accounts	(37,498.86)	(37,498.86)	0.00
1600 - Prepaid Insurance	13,547.31	14,894.20	(1,346.89)
1640 - Other Prepaid Expenses	19,634.16	33,153.88	(13,519.72)
1725 - Insurance Receivable	(23,050.00)	(23,050.00)	0.00
1799 - Clearing Account	6,460.87	0.00	6,460.87
Total Current Assets	87,246.70	83,962.08	3,284.62
Total Assets	3,069,182.27	2,776,627.34	292,554.93
<u>Liabilities</u>			
Current Liabilities			
2025 - Transfer Fee Payable	469.48	0.00	469.48
2050 - Resident Refunds	1,952.78	1,190.95	761.83
2200 - Income Taxes Payable	(1,700.00)	(1,700.00)	0.00
2300 - Accrued Expenses	56,595.25	17,375.81	39,219.44
2400 - Accrued Payroll Payable	5,195.27	16,319.00	(11,123.73)
2550 - Prepaid Assessments	115,244.27	265,605.76	(150,361.49)

Balance Sheet Report Cameron Station Community

As of July 31, 2019

	Balance Jul 31, 2019	Balance Jun 30, 2019	Change
<u>Liabilities</u>			
Current Liabilities			
2560 - Future Months Assessments	415,254.00	0.00	415,254.00
Total Current Liabilities	593,011.05	298,791.52	294,219.53
Total Liabilities	593,011.05	298,791.52	294,219.53
<u>Owners' Equity</u>			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	446,041.42	446,041.42	0.00
Total Unappropriated Owners' Equity	446,041.42	446,041.42	0.00
Capital Improvement Reserves			
3362 - Capital Improvement Reserves Contr.	14,000.00	12,000.00	2,000.00
3364 - Capital ImprovementReserves Expend.	(5,033.50)	(5,033.50)	0.00
Total Capital Improvement Reserves	8,966.50	6,966.50	2,000.00
Repair & Replacement Reserves			
3102 - Repair & Repl Reserve Beginning Balance	1,832,694.85	1,832,694.85	0.00
3276 - Repair & Repl Reserve Contributions	194,600.00	166,800.00	27,800.00
3280 - Repair & Repl Reserve Expenditures	(48,176.91)	(36,452.91)	(11,724.00)
Total Repair & Replacement Reserves	1,979,117.94	1,963,041.94	16,076.00
Total Owners' Equity	2,434,125.86	2,416,049.86	18,076.00
Net Income / (Loss)	42,045.36	61,785.96	(19,740.60)
Total Liabilities and Equity	3,069,182.27	2,776,627.34	292,554.93

Income Statement Summary

Cameron Station Community

July 01, 2019 thru July 31, 2019

	Current Period			Year to Date (7 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	207,629.72	207,627.00	2.72	1,453,397.16	1,453,390.00	7.16	2,491,524.79
Total Collections Income	(44.02)	0.00	(44.02)	(44.02)	0.00	(44.02)	0.00
Total Other Income	10,075.67	8,118.00	1,957.67	77,542.58	54,018.00	23,524.58	94,200.00
Total Income	217,661.37	215,745.00	1,916.37	1,530,895.72	1,507,408.00	23,487.72	2,585,724.79
Total Administrative	9,250.37	9,676.00	(425.63)	57,811.03	63,949.00	(6,137.97)	111,755.00
Total Activities	4,431.74	5,357.00	(925.26)	5,772.20	21,428.50	(15,656.30)	37,500.00
Total Communications	2,743.63	3,375.00	(631.37)	10,560.05	15,875.00	(5,314.95)	25,000.00
Total Management Services	48,525.23	46,060.00	2,465.23	322,180.07	322,414.00	(233.93)	552,707.52
Total Trash Services	26,365.35	26,173.00	192.35	184,549.08	183,212.00	1,337.08	314,078.10
Total Common Area Maint & Services	57,123.88	54,210.50	2,913.38	375,633.15	401,462.50	(25,829.35)	683,360.00
Total Utilities	0.00	0.00	0.00	13.96	0.00	13.96	0.00
Total Landscaping	0.00	516.00	(516.00)	2,100.00	2,580.00	(480.00)	3,612.00
Total Repair & Maintenance	0.00	0.00	0.00	900.00	2,525.00	(1,625.00)	5,050.00
Total Professional Services	15,727.77	11,283.00	4,444.77	52,529.29	38,783.00	13,746.29	61,700.00
Total Cameron Club Maint & Operations	40,664.61	43,106.50	(2,441.89)	241,090.17	250,624.00	(9,533.83)	390,324.48
Total Taxes & Insurance	2,769.39	2,466.00	303.39	26,579.10	20,489.00	6,090.10	36,043.60
Total Other Expenses	2,000.00	2,166.50	(166.50)	14,532.26	17,666.50	(3,134.24)	31,000.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	194,600.00	194,600.00	0.00	333,600.00
Total Expense	237,401.97	232,189.50	5,212.47	1,488,850.36	1,535,608.50	(46,758.14)	2,585,730.70
Net Income / (Loss)	(19,740.60)	(16,444.50)	(3,296.10)	42,045.36	(28,200.50)	70,245.86	(5.91)

Income Statement Report Cameron Station Community Consolidated

July 01, 2019 thru July 31, 2019

	Current Period			Year to Date (7 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Assessment Income								
4001 - Assesemnts - SFD/TH	360,193.83	360,188.00	5.83	1,080,581.49	1,080,566.00	15.49	1,440,755.18	360,173.69
4002 - Assessments - CONDO	218,044.77	218,044.00	0.77	654,134.31	654,134.00	0.31	872,179.10	218,044.79
4016 - Future Assessments - SFD/TH	(240,126.00)	(240,125.00)	(1.00)	(240,126.00)	(240,125.00)	(1.00)	0.00	240,126.00
4017 - Future Assessments - CONDO	(145,363.00)	(145,363.00)	0.00	(145,363.00)	(145,363.00)	0.00	0.00	145,363.00
4018 - Future Assessments - COMMERCIAL	(4,654.00)	(4,654.00)	0.00	(4,654.00)	(4,654.00)	0.00	0.00	4,654.00
4019 - Future Assessments - TMP	(25,111.00)	(25,111.00)	0.00	(25,111.00)	(25,111.00)	0.00	0.00	25,111.00
4130 - Commercial Assessments	6,981.20	6,982.00	(0.80)	20,943.60	20,944.00	(0.40)	27,924.78	6,981.18
4135 - TMP Assessments	37,663.92	37,666.00	(2.08)	112,991.76	112,999.00	(7.24)	150,665.73	37,673.97
Total Assessment Income	207,629.72	207,627.00	2.72	1,453,397.16	1,453,390.00	7.16	2,491,524.79	1,038,127.63
Collections Income								
4701 - Credit Bureau Filing Fee	(44.02)	0.00	(44.02)	(44.02)	0.00	(44.02)	0.00	44.02
Total Collections Income	(44.02)	0.00	(44.02)	(44.02)	0.00	(44.02)	0.00	44.02
Other Income								
4245 - Newsletter Advertising	150.00	0.00	150.00	3,210.00	3,000.00	210.00	6,000.00	2,790.00
4250 - Facilities Passes/Guest Fess	210.00	0.00	210.00	650.00	600.00	50.00	600.00	(50.00)
4260 - Resale Processing Fees	0.00	417.00	(417.00)	8,215.90	2,917.00	5,298.90	5,000.00	(3,215.90)
4265 - Website Income	100.00	83.50	16.50	625.00	583.50	41.50	1,000.00	375.00
4295 - Charitable Donations Income	0.00	1,500.00	(1,500.00)	11,000.00	4,500.00	6,500.00	9,000.00	(2,000.00)
4400 - Room Rental Fees	775.00	667.00	108.00	5,095.00	4,667.00	428.00	8,000.00	2,905.00
4405 - Club Cleaning Fees	625.00	500.00	125.00	4,125.00	3,500.00	625.00	6,000.00	1,875.00
4710 - Late Fees & Interest	1,525.00	583.00	942.00	5,231.79	4,083.00	1,148.79	7,000.00	1,768.21
4720 - Legal Reimbursements	862.00	500.00	362.00	5,585.00	3,500.00	2,085.00	6,000.00	415.00
4805 - Compliance Fees	1,550.00	292.00	1,258.00	4,950.00	2,042.00	2,908.00	3,500.00	(1,450.00)
4835 - Miscellaneous Income	0.03	100.00	(99.97)	0.03	300.00	(299.97)	400.00	399.97
4900 - Interest Earned - Operating Funds	1,114.67	1,058.50	56.17	7,243.62	7,408.50	(164.88)	12,700.00	5,456.38

Income Statement Report

Cameron Station Community

Consolidated

July 01, 2019 thru July 31, 2019

	Current Period			Year to Date (7 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Other Income								
4910 - Interest Earned - Reserve Funds	3,163.97	2,417.00	746.97	21,611.24	16,917.00	4,694.24	29,000.00	7,388.76
Total Other Income	10,075.67	8,118.00	1,957.67	77,542.58	54,018.00	23,524.58	94,200.00	16,657.42
Total Income	217,661.37	215,745.00	1,916.37	1,530,895.72	1,507,408.00	23,487.72	2,585,724.79	1,054,829.07
Expense								
Administrative								
5015 - Bank Charges	(10.00)	31.00	(41.00)	127.69	219.00	(91.31)	375.00	247.31
5020 - Board Support	0.00	833.00	(833.00)	3,743.41	5,833.00	(2,089.59)	10,000.00	6,256.59
5025 - Collection Charges	595.00	250.00	345.00	1,730.00	1,750.00	(20.00)	3,000.00	1,270.00
5030 - Acct Setup/DD/Coupons	304.50	2,000.00	(1,695.50)	2,724.00	8,000.00	(5,276.00)	12,000.00	9,276.00
5035 - Architectural Comprehensives	458.35	688.00	(229.65)	2,109.16	3,440.00	(1,330.84)	6,880.00	4,770.84
5040 - Computer Network/C3	1,620.00	667.00	953.00	12,090.10	4,667.00	7,423.10	8,000.00	(4,090.10)
5070 - Parking Enforcement	1,087.50	1,333.00	(245.50)	7,207.50	9,333.00	(2,125.50)	16,000.00	8,792.50
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	0.00	417.00	(417.00)	3,704.33	2,917.00	787.33	5,000.00	1,295.67
5090 - Office Supplies	222.26	583.00	(360.74)	1,659.00	2,333.00	(674.00)	3,500.00	1,841.00
5210 - Printing & Copying	1,293.07	625.00	668.07	3,039.11	4,375.00	(1,335.89)	7,500.00	4,460.89
5215 - Postage	1,810.86	833.00	977.86	4,838.71	5,833.00	(994.29)	10,000.00	5,161.29
5220 - Courier Service	0.00	83.00	(83.00)	222.00	583.00	(361.00)	1,000.00	778.00
5320 - Temp Desk Coverage	120.00	500.00	(380.00)	3,355.13	3,500.00	(144.87)	6,000.00	2,644.87
6040 - Bundled Telecom Services	1,283.63	833.00	450.63	7,025.91	5,833.00	1,192.91	10,000.00	2,974.09
6300 - Permits & Licenses	465.20	0.00	465.20	490.20	1,333.00	(842.80)	4,000.00	3,509.80
6422 - Decals & Parking Passes	0.00	0.00	0.00	3,744.78	4,000.00	(255.22)	6,000.00	2,255.22
Total Administrative	9,250.37	9,676.00	(425.63)	57,811.03	63,949.00	(6,137.97)	111,755.00	53,943.97
Activities								
5200 - Events & Awards	4,431.74	5,357.00	(925.26)	5,772.20	21,428.50	(15,656.30)	37,500.00	31,727.80
Total Activities	4,431.74	5,357.00	(925.26)	5,772.20	21,428.50	(15,656.30)	37,500.00	31,727.80

Income Statement Report

Cameron Station Community

Consolidated

July 01, 2019 thru July 31, 2019

Expense	Current Period			Year to Date (7 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Communications								
5115 - Web Site Maintenance	276.00	292.00	(16.00)	1,242.00	2,042.00	(800.00)	3,500.00	2,258.00
5225 - Newsletter Services	2,467.63	2,583.00	(115.37)	8,659.13	10,333.00	(1,673.87)	15,500.00	6,840.87
5316 - Other Communications	0.00	500.00	(500.00)	658.92	3,500.00	(2,841.08)	6,000.00	5,341.08
Total Communications	2,743.63	3,375.00	(631.37)	10,560.05	15,875.00	(5,314.95)	25,000.00	14,439.95
Management Services								
5302 - Administrative Salaries	26,838.63	24,673.00	2,165.63	176,713.59	172,708.00	4,005.59	296,070.00	119,356.41
5340 - Payroll Taxes/Benefits/Costs	8,172.10	7,766.00	406.10	50,588.57	54,362.00	(3,773.43)	93,191.52	42,602.95
7015 - Management Reimbursements	144.00	250.00	(106.00)	1,172.00	1,750.00	(578.00)	3,000.00	1,828.00
7040 - Management Fees	13,370.50	13,371.00	(0.50)	93,705.91	93,594.00	111.91	160,446.00	66,740.09
Total Management Services	48,525.23	46,060.00	2,465.23	322,180.07	322,414.00	(233.93)	552,707.52	230,527.45
Trash Services								
6035 - Trash and Recycling Service	26,365.35	26,173.00	192.35	184,549.08	183,212.00	1,337.08	314,078.10	129,529.02
Total Trash Services	26,365.35	26,173.00	192.35	184,549.08	183,212.00	1,337.08	314,078.10	129,529.02
Common Area Maint & Services								
6000 - Electric Service	4,008.40	3,583.00	425.40	22,298.01	25,083.00	(2,784.99)	43,000.00	20,701.99
6025 - Water Service	2,724.51	3,714.00	(989.49)	9,262.47	18,571.00	(9,308.53)	26,000.00	16,737.53
6100 - Grounds & Landscaping - Contract	15,907.00	12,867.00	3,040.00	94,509.00	90,069.00	4,440.00	154,404.00	59,895.00
6150 - Flower Rotation & Landscape Enhancer	3,800.00	0.00	3,800.00	20,538.00	11,000.00	9,538.00	22,000.00	1,462.00
6155 - Turf Treatment & Enhancements	0.00	1,875.00	(1,875.00)	13,615.00	9,375.00	4,240.00	15,000.00	1,385.00
6160 - Tree & Shrub Maintenance	5,775.00	6,600.00	(825.00)	17,075.00	19,800.00	(2,725.00)	33,000.00	15,925.00
6200 - Watering & Supplies	0.00	30.00	(30.00)	0.00	120.00	(120.00)	150.00	150.00
6299 - Irrigation System Contract	0.00	0.00	0.00	9,627.00	8,319.00	1,308.00	16,638.00	7,011.00
6305 - TMP Expenses	17,500.00	17,917.00	(417.00)	122,500.00	125,417.00	(2,917.00)	215,000.00	92,500.00
6434 - Pest Control	184.00	208.00	(24.00)	1,110.00	1,458.00	(348.00)	2,500.00	1,390.00
6442 - Snow Removal Services	0.00	0.00	0.00	25,799.00	42,000.00	(16,201.00)	70,000.00	44,201.00
6585 - Fountain/Pond/Lake Repair & Maintenance	0.00	0.00	0.00	0.00	500.00	(500.00)	1,000.00	1,000.00

Income Statement Report

Cameron Station Community

Consolidated

July 01, 2019 thru July 31, 2019

Expense	Current Period			Year to Date (7 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Common Area Maint & Services								
6600 - General Repair & Maintenance	(453.73)	416.50	(870.23)	3,936.59	2,916.50	1,020.09	5,000.00	1,063.41
6605 - General Maintenance Supplies	528.86	666.50	(137.64)	3,002.00	4,666.50	(1,664.50)	8,000.00	4,998.00
6640 - Lighting Supplies/Repair & Maintenance	6,513.51	2,917.00	3,596.51	24,557.01	20,417.00	4,140.01	35,000.00	10,442.99
6685 - Linear Park Landscape Maintenance	0.00	2,708.50	(2,708.50)	0.00	13,542.50	(13,542.50)	21,668.00	21,668.00
6690 - Pet Stations	636.33	708.00	(71.67)	5,064.73	4,958.00	106.73	8,500.00	3,435.27
6760 - Street Repair & Maintenance	0.00	0.00	0.00	2,739.34	3,250.00	(510.66)	6,500.00	3,760.66
Total Common Area Maint & Services	57,123.88	54,210.50	2,913.38	375,633.15	401,462.50	(25,829.35)	683,360.00	307,726.85
Utilities								
6055 - Internet Service	0.00	0.00	0.00	13.96	0.00	13.96	0.00	(13.96)
Total Utilities	0.00	0.00	0.00	13.96	0.00	13.96	0.00	(13.96)
Landscaping								
6199 - Irrigation Repairs	0.00	516.00	(516.00)	2,100.00	2,580.00	(480.00)	3,612.00	1,512.00
Total Landscaping	0.00	516.00	(516.00)	2,100.00	2,580.00	(480.00)	3,612.00	1,512.00
Repair & Maintenance								
6755 - Storm Recovery Repair & Maintenance	0.00	0.00	0.00	900.00	2,525.00	(1,625.00)	5,050.00	4,150.00
Total Repair & Maintenance	0.00	0.00	0.00	900.00	2,525.00	(1,625.00)	5,050.00	4,150.00
Professional Services								
5105 - Reserve Studies	425.66	0.00	425.66	4,819.66	0.00	4,819.66	0.00	(4,819.66)
7000 - Audit & Tax Services	6,200.00	6,700.00	(500.00)	6,200.00	6,700.00	(500.00)	6,700.00	500.00
7005 - Consulting Services	2,610.00	0.00	2,610.00	2,610.00	0.00	2,610.00	0.00	(2,610.00)
7020 - Legal Services	300.00	333.00	(33.00)	2,300.00	2,333.00	(33.00)	4,000.00	1,700.00
7025 - Legal Services - Collections	2,571.11	1,750.00	821.11	14,915.63	12,250.00	2,665.63	21,000.00	6,084.37
7030 - Legal Services - General Counsel	3,621.00	2,500.00	1,121.00	21,684.00	17,500.00	4,184.00	30,000.00	8,316.00
Total Professional Services	15,727.77	11,283.00	4,444.77	52,529.29	38,783.00	13,746.29	61,700.00	9,170.71

Income Statement Report

Cameron Station Community

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July 01, 2019 thru July 31, 2019

Expense

	Current Period			Year to Date (7 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining

Cameron Club Maint & Operations

5195 - Miscellaneous Expenses	0.00	83.00	(83.00)	434.17	583.00	(148.83)	1,000.00	565.83
5318 - Health Club Management/Staff	13,759.29	13,759.00	0.29	96,315.03	96,315.00	0.03	165,111.48	68,796.45
6075 - Clubhouse Utilities	4,244.29	2,833.00	1,411.29	22,396.98	19,833.00	2,563.98	34,000.00	11,603.02
6315 - Uniforms	0.00	0.00	0.00	571.26	50.00	521.26	100.00	(471.26)
6408 - Elevator Services	343.36	1,125.00	(781.64)	2,472.67	3,375.00	(902.33)	4,500.00	2,027.33
6414 - Fire Prevention & Protection	686.86	1,500.00	(813.14)	7,739.40	4,500.00	3,239.40	6,000.00	(1,739.40)
6424 - HVAC Services	125.00	0.00	125.00	1,908.00	3,000.00	(1,092.00)	6,000.00	4,092.00
6430 - Janitorial Services	5,229.54	3,534.00	1,695.54	25,716.78	24,741.00	975.78	42,413.00	16,696.22
6436 - Special Cleanings	1,200.00	667.00	533.00	3,700.00	4,667.00	(967.00)	8,000.00	4,300.00
6438 - Pool Management	9,480.67	13,271.00	(3,790.33)	56,480.67	58,392.00	(1,911.33)	63,700.00	7,219.33
6440 - Safety & Security	0.00	250.00	(250.00)	1,555.00	1,750.00	(195.00)	3,000.00	1,445.00
6500 - Fire Suppression System	0.00	500.00	(500.00)	0.00	3,500.00	(3,500.00)	6,000.00	6,000.00
6515 - Building Repair & Maintenance	0.00	1,167.00	(1,167.00)	5,817.20	8,167.00	(2,349.80)	14,000.00	8,182.80
6525 - Community Center Improvement	529.27	167.00	362.27	529.27	1,167.00	(637.73)	2,000.00	1,470.73
6570 - Fitness Equipment Repair & Maintenance	1,008.00	792.00	216.00	3,289.18	5,542.00	(2,252.82)	9,500.00	6,210.82
6575 - Fitness Center Supplies	598.86	1,625.00	(1,026.14)	5,412.50	4,875.00	537.50	6,500.00	1,087.50
6590 - Access System Supplies	0.00	1,500.00	(1,500.00)	660.47	3,000.00	(2,339.53)	4,500.00	3,839.53
6595 - Access System Repairs	877.08	0.00	877.08	437.08	500.00	(62.92)	1,000.00	562.92
6700 - Pool Repair & Maintenance	1,865.50	0.00	1,865.50	2,590.50	2,666.50	(76.00)	4,000.00	1,409.50
6710 - Pool Supplies	716.89	0.00	716.89	2,511.75	1,667.00	844.75	5,000.00	2,488.25
9934 - Recreation Equipment	0.00	333.50	(333.50)	552.26	2,333.50	(1,781.24)	4,000.00	3,447.74
Total Cameron Club Maint & Operations	40,664.61	43,106.50	(2,441.89)	241,090.17	250,624.00	(9,533.83)	390,324.48	149,234.31

Taxes & Insurance

5390 - Fidelity/Workman's Comp	160.42	183.00	(22.58)	1,269.09	1,286.00	(16.91)	2,205.00	935.91
5415 - D&O Insurance Premiums	433.50	438.00	(4.50)	2,954.50	3,064.00	(109.50)	5,252.00	2,297.50
5420 - Umbrella	866.22	838.00	28.22	5,829.40	5,866.00	(36.60)	10,056.00	4,226.60
5445 - General Liability Insurance Premiums	1,309.25	1,007.00	302.25	8,526.11	7,051.00	1,475.11	12,087.60	3,561.49

Income Statement Report

Cameron Station Community

Consolidated

July 01, 2019 thru July 31, 2019

Expense	Current Period			Year to Date (7 months)			Annual	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget Remaining
Taxes & Insurance								
9000 - Income Tax	0.00	0.00	0.00	8,000.00	3,222.00	4,778.00	6,443.00	(1,557.00)
Total Taxes & Insurance	2,769.39	2,466.00	303.39	26,579.10	20,489.00	6,090.10	36,043.60	9,464.50
Other Expenses								
5010 - Bad Debt	0.00	0.00	0.00	0.00	2,500.00	(2,500.00)	5,000.00	5,000.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	14,000.00	14,000.00	0.00	24,000.00	10,000.00
9946 - Signs Expenses	0.00	166.50	(166.50)	532.26	1,166.50	(634.24)	2,000.00	1,467.74
Total Other Expenses	2,000.00	2,166.50	(166.50)	14,532.26	17,666.50	(3,134.24)	31,000.00	16,467.74
Reserve Contributions								
9800 - Repair & Replacement Expenses	27,800.00	27,800.00	0.00	194,600.00	194,600.00	0.00	333,600.00	139,000.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	194,600.00	194,600.00	0.00	333,600.00	139,000.00
Total Expense	237,401.97	232,189.50	5,212.47	1,488,850.36	1,535,608.50	(46,758.14)	2,585,730.70	1,096,880.34
Net Income / (Loss)	(19,740.60)	(16,444.50)	(3,296.10)	42,045.36	(28,200.50)	70,245.86	(5.91)	(42,051.27)

JULY FY19 Financial Budget Report – Cameron Station Facilities

Product or Service	Line Item	2019 Budgeted Amount	Expenses (JULY)	YTD Expenses	Remaining Amount	2018 Budgeted Amount
Safety and Security	6440	\$3,000.00	\$0.00	\$1,555.00	\$1,445.00	\$2,500.00
Fire Suppression System	6500	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
Building Repair and Maintenance	6515	\$14,000.00	\$0.00	\$5,817.20	\$8,182.80	\$14,000.00
Community Center Improvements	6525	\$2,000.00	\$529.27	\$529.27	\$1,470.73	\$2,000.00
Fitness Equipment Repair/Maint	6570	\$9,500.00	\$1,008.00	\$3,289.18	\$6,210.82	\$8,000.00
Fitness Center Supplies	6575	\$6,500.00	\$598.86	\$5,412.50	\$1,087.50	\$6,000.00
Access System Supplies	6590	\$4,500.00	\$0.00	\$660.47	\$3,839.53	\$4,500.00
Access Center Repairs	6595	\$1,000.00	\$877.08	\$437.08	\$562.92	\$500.00
Pool Repair and Maintenance	6700	\$4,000.00	\$1,865.50	\$2,590.50	\$1,409.50	\$4,000.00
Pool Supplies	6710	\$5,000.00	\$716.89	\$2,511.75	\$2,488.25	\$5,000.00
Pool Management	6438	\$63,700.00	\$9,480.67	\$56,480.67	\$7,219.33	\$59,900.00
Health Club Management	5318	\$165,111.48	\$13,759.29	\$96,315.03	\$68,796.45	\$169,189.00
Recreation Equipment	9934	\$4,000.00	\$0.00	\$552.26	\$3,447.74	\$4,000.00
Total in Operating Budget		\$288,311.48	\$28,835.56	\$176,150.91	\$112,160.57	\$285,589.00

Reserve Expenditures						
Exercise Equipment	3280	\$30,900.00	\$0.00	\$13,999.52	\$16,900.48	\$33,400.00

Note, the line item highlighted in YELLOW is the RESERVES NOT OPERATING

JULY FY19 Financial Budget Report – Common Area

Product or Service	Line Item	2019 Budgeted Amount	Expenses (JULY)	YTD Expenses	Remaining Amount	2018 Budgeted Amount
Grounds & Landscaping Contract	6100	\$154,404.00	\$17,307.00	\$95,909.00	\$58,495.00	\$155,196.00
Flower Rotation & Landscape Enhancement	6150	\$22,000.00	\$660.00	\$17,398.00	\$4,602.00	\$25,000.00
Turf Treatment & Enhancements	6155	\$15,000.00	\$0.00	\$13,615.00	\$1,385.00	\$15,000.00
Tree & Shrub Maintenance	6160	\$33,000.00	\$4,375.00	\$15,675.00	\$17,325.00	\$28,000.00
Watering & Supplies	6200	\$150.00	\$3,800.00	\$3,800.00	-\$3,650.00	\$750.00
Irrigation System Contract	6299	\$16,638.00	\$0.00	\$9,627.00	\$7,011.00	\$18,000.00
Uniforms	6315	\$100.00	\$93.50	\$571.26	-\$471.26	\$100.00
Snow Removal Services	6442	\$70,000.00	\$0.00	\$25,799.00	\$44,201.00	\$70,000.00
Fountain/Repair/Maintenance	6585	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$2,200.00
General Repair & Maintenance	6600	\$5,000.00	\$1,215.63	\$5,605.95	-\$605.95	\$5,000.00
General Maintenance & Supplies	6605	\$8,000.00	\$528.86	\$3,002.00	\$4,998.00	\$6,500.00
Linear Park Landscape Maintenance	6685	\$21,668.00	\$0.00	\$0.00	\$21,668.00	\$21,668.00
Pet Stations	6690	\$8,500.00	\$636.33	\$5,064.73	\$3,435.27	\$8,500.00
Street Repair & Maintenance	6760	\$6,500.00	\$0.00	\$2,739.34	\$3,760.66	\$6,500.00
Total in Operating Budget		\$361,960.00	\$28,616.32	\$198,806.28	\$163,153.72	\$362,414.00

Note, Management has researched GL6200 and GL6600 and found several invoices will be re-classed and will reflect in the August financials

Cameron Station
Replacement Reserves 504-xxx344

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 366	0.75%	\$ 2.75	-
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
SALLIE MAE BANK - UT	\$ 73,000	2.05%	\$ 1,496.50	07/19/21
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	\$ 1,438,366		\$ 33,326.75	

as of 7/18/19

Cameron Station
Operating Reserves 504-xxx163

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 1,480	0.75%	\$ 11.10	-
HOME EXCHANGE BANK - MO	\$ 50,000	2.25%	\$ 1,125.00	08/26/19
21st CENTURY BANK - MN	\$ 53,000	2.30%	\$ 1,219.00	09/17/19
21st CENTURY BANK - MN	\$ 50,000	2.30%	\$ 1,150.00	10/21/19
FIDELITY BANK - KS	\$ 50,000	1.90%	\$ 950.00	11/29/19
TOTAL	\$ 204,480		\$ 4,455.10	

as of 7/18/19

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 July 17, 2019 and is subject to daily market fluctuation.

Prices and yields are as of July 18, 2019 and subject to change and availability.

Morgan Stanley Smith Barney. Member SIPC.



Cameron Club Monthly Report
July 2019

Attendance and Usage

July – 11,790

- Average usage per day- 380

Previous month:

- June– 9,119
- Average usage per day- 303

Facility & Operations

Group Exercise Class Program

- Vinyasa Yoga was the most attended classes this month, with Stretch and Core coming in second.
- We saw an increase in 6 out of 11 classes from last month.

Exercise and Facilities Equipment

- We have 1, Star Trac treadmill that is down. Heartline has been called in and parts are on order. Confirmation was given that repairs to the treadmill should be completed shortly.

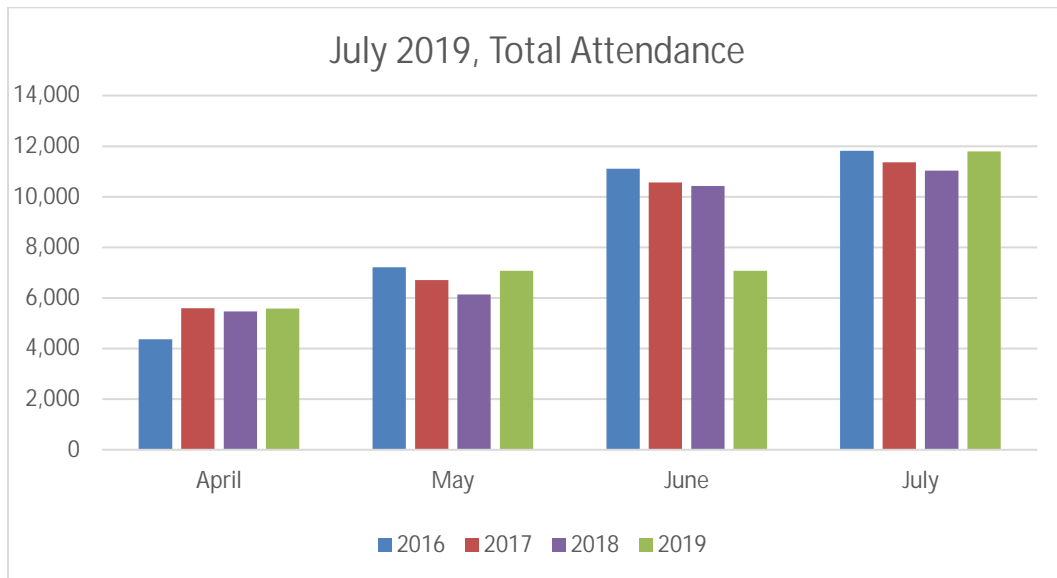
Personal Training

- For the month of July, we didn't receive new clients for that month.

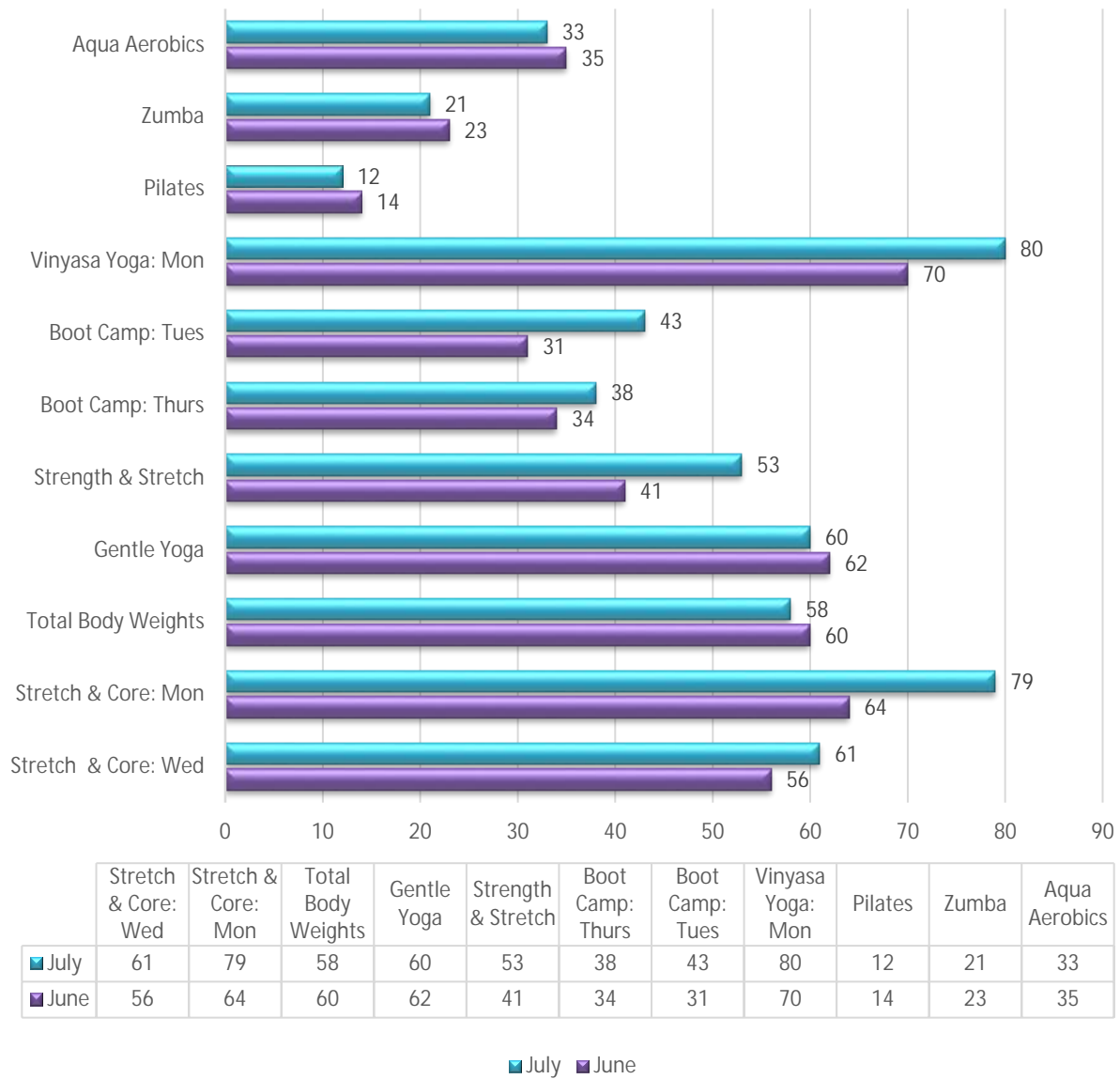
Upcoming Goals & Events

- The next challenge which started July 6th, was the Pull-up/Chin-up challenge. It was based on who can do the most pull-ups or Chin-ups. The winner of the challenge will receive 2 movie tickets to the Hoffman theater. This challenge ended August 3rd. The winner of that challenge was Dan Grove with a record of 18 pull-ups. The next workshop will be a Tai Chi workshop, which is scheduled for September 14th. The time will be announced as soon as we can receive confirmation from the instructor. We are also planning and CPR/AED class. We will have more information on date and time as soon and we can confirm with the instructor and all arrangements have been made.

Graphs



Class Attendance June 2019/July 2019



**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday, August 6, 2019**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for August was held on Tuesday, August 6, 2019. The meeting was called to order at 7:00PM 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 Chair
Sharon Wilkinson – ARC Member
Stephen Pearson – ARC Member
Jeremy Drislane – ARC Member
Kevin Devaney – ARC Member
Craig Schuck – ARC Member

MEMBERS ABSENT

None

OTHERS IN ATTENDANCE

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

APPROVE AGENDA

MOVE TO: “Approve the agenda as amended (add application 19-64 to the Agenda).”

Moved By: Sharon Wilkinson

Seconded By: Kevin Devaney

For: All

Against: None

MOTION PASSED

RESIDENTS OPEN FORUM

Residents were present at this meeting to discuss their applications and answer any questions that the ARC may have regarding their application they were not present to speak in an open forum.

MOVE TO: "Approve the ARC meeting minutes as amended."

Moved By: Kevin Devaney

Seconded By: Sharon Wilkinson

For: All

Against: None

MOTION PASSED

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
5054 Kilburn St.	Waiver for Tree Replacement	DISAPPROVED: ARC can not approve removal without replacement. Recommend that you submit an application to replace the tree perhaps use the same tree as 5050 Kilburn. Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None MOTION PASSED
5036 Grimm Dr.	Repair bay window roof/ratify only	APPROVED as submitted: Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None MOTION PASSED
5012 Waple Ln	Fence Replacement	APPROVED provided that as stated on the application the fence will be installed in the exact same location as existing. Moved By: Stephen Pearson Seconded By: Kevin Devaney For: All Against: None MOTION PASSED
5248 Bessley Pl	Garage Door Replacement	APPROVED as submitted: Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED
5248 Bessley Pl	Window and Door Replacements	APPROVED as submitted: Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED

142 Cameron Station Blvd.	Roof Replacement	APPROVED as submitted Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED
162 Cameron Station Blvd.	Retroactive Application for front door light fixture	APPROVED as submitted: Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
122 Cameron Station	Replace out door light fixture	APPROVED as submitted: Moved By: Gayle Hatheway Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED
206 Martin Ln	Deck Staining	APPROVED as submitted: Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None MOTION PASSED
118 Cameron Station Blvd.	Brick front porch replacement	APPROVED as submitted – (note- Construction debris to be cleaned up within 7 days): Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None MOTION PASSED
184 Cameron Station Blvd.	Tree Replacement	APPROVED as submitted: Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
184 Cameron Station Blvd.	Landscaping	APPROVED as submitted: Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
350 Cameron Station Blvd.	Roof Replacement/Ratify	Approved as submitted: Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None MOTION PASSED

154 Martin Ln	Tree Replacement	Approved as submitted: Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None MOTION PASSED
351 Livermore Ln	Deck Construction	Return For More Information: “The building permit from the City”. Moved By: Stephen Pearson Seconded By: Kevin Devaney For: All Against: None MOTION PASSED
113 Cameron Station Blvd.	Landscaping	Disapprove: Moved By: Stephen Pearson Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED

MATTERS FOR INFORMATION

There was a brief report made on matters that were discussed at the previous Board meeting. An ARC Member is scheduled to attend the August 27th Board meeting.

HEARINGS OPEN SESSION

There was one household present to discuss their hearing in this open session. The ARC discussed and listened to the matters presented by the homeowner regarding their hearing.

COVENANTS REPORT – JULY 2019

- The number of Comprehensive Inspections conducted in July is 99.
- The number of Resale Inspections conducted in July is 6.
- The number of Exterior Modification Applications reviewed in July is 12.
- In July there were no vehicles towed.
- In July 249 violation letters were sent, most of these notices are from the comprehensive inspections and a few others are for parking violations and findings from routine inspections.
- The next meeting of the Architectural Review Committee is on September 10, 2019, application due date for this meeting is August 31, 2019.

EXECUTIVE SESSION

MOVE TO: “Enter Executive Session at 8:40PM for hearing deliberations”

Moved By: Stephen Pearson

Seconded By: Kevin Devaney

For: All

Against: None

MOTION PASSED

MOVE TO: “Exit Executive Session at 8:55PM”

Moved By: Gayle Hatheway

Seconded By: Kevin Devaney

For: All

Against: None

MOTION PASSED

MOVE TO: “Waive the fine for account 00435-0196”

Moved By: Stephen Pearson

Seconded By: Kevin Devaney

For: All

Against: None

MOTION PASSED

MOVE TO: “Approve to assess fines for account 00238-9949 for failure to comply with the Association’s Policies.”

Moved By: Craig Schuck

Seconded By: Stephen Pearson

For: All

Against: None

MOTION PASSED

MOVE TO: “Disapprove appeal requesting to waive fines for account 00269-2005”

Moved By: Gayle Hatheway

Seconded By: Craig Schuck

For: All

Against: None

MOTION PASSED

ADJOURNMENT

MOVE TO: “Adjourn the meeting at 9:00 p.m.”

Moved By: Stephen Pearson

Seconded By: Sharon Wilkinson

For: All

Against: None

MOTION PASSED

Minutes prepared and submitted by: Bethlehem Kebede, Covenants Administrator, CMC.



A&E Committee Meeting Minutes

Call to order

A meeting of [Cameron Station Activities & Events Committee](#) was held at the Cameron Station Clubhouse on August 9, 2019.

Attendees

Attendees included [Andrew Yang](#), [Ritah Karera](#), [Rebecca Stalnaker](#), and [Amanda Wilkinson](#)

Members not in attendance

none

Approval of minutes

Last month's minutes were approved.

Upcoming Events

Approved New Member (Catherine Ricketson)

Pool Party (Saturday, August 17, noon-3 pm):

- Fire and Noise Permits approved, but will still avoid using gazebo area
- All goods/services paid or payments sent as of 8/9
- ~500 Plates - Rebecca, done
- ~240 soda, ~300 water, ~120 juice in storage closet
- Ice - Andy will buy on day of event, but could use coolers to store ice
- Napkins - have over 1000, should be enough
- Tablecloths - Rebecca will purchase 20 more in black, red, blue, green, etc. to supplement tablecloth rolls in storage
- Forks, put inside foil tray on day of event
- Put all games and activities inside gym and face painter/balloon artist on opposite corners inside gym, use remaining space for additional seating
- DJ outside on pool deck if kitchen access is closed
- Scratch pool activities, not enough volunteers worth the trouble to organize
- Signup genius done, waiting for volunteers
- Fill pool bags - Amanda, Ritah
- Coordinate with food vendor day of event and outdoor setup, Rebecca
- Setup games, tables, etc., Andy
- Irina Babb van for drinks, done

- 10 tents, 2 Tables each tent, 14 chairs each tent, outside in parking lot
- Ice cream between tables and Mission BBQ like last year
- Stop checking for food tickets after 2 pm
- Need to post GOLD sponsors sign near ticket signup
- Save pool bag for each volunteer

Outdoor Adult HH (Friday, August 30, 6:30-8:30 pm):

- Similar to last month
- Andy will purchase either Chick-Fil-A nuggets or pizza
- Use drinks from storage closet
- Bring cornhole and connect 4 games, round tables

Future Events:

- Yard Sale 9/21, rain date 9/28
- Casino night 10/5
- Halloween 10/26
- Holiday Party 12/8 or 12/15 (was 12/13 last year, carriage event scheduled for 12/15)

Past Events

Patriotic Parade:

- Much higher turnout than last year, consider lower cost giveaway (bubbles solution with custom label)
- Suggest larger flags to place along Cameron Station Blvd, primarily

Outdoor HH:

- About 35 people showed, good attendance, decided to hold again this month

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

Monday, August 12, 2019

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, June 10, 2019. The meeting was called to order at 7:00 PM by Robert Burns, CAC Chairman in the club's second floor meeting room.

Members Present:	Robert Burns, CAC Chairman	Kathy McCollom, CAC Vice Chairman
	Hockley Walsh, CAC Member	Mindy Lyle, CAC Member
	Kyle Gerron, CAC Member	Wendy Ulmer, CAC Member
	Linda Greenberg, CAC Member	

Others in Attendance: Karen Soles, CMC, Brian Sundin, Cameron Station Board Liason
Carlos Rios, Lancaster Landscapes, Adrienne Zaleski, Lancaster Landscapes
Residents: Robert Dannucci and Mary Cooper, 285 Murtha Street, Michael Meldon, 162 Cameron Station Blvd

OLD BUSINESS:

Move to: Approve Meeting Minutes – Monday, July 8, 2019
Moved by: McCollom
Seconded By: Gerron
For: All
Against: None
Motion Passed

Updates from Last Meeting:

NEW BUSINESS:

Resident Open Forum: Dannucci and Cooper followed up on last month's discussion regarding concrete wheel-stoppers vs bollard stoppers. CMC provided pricing of \$55/per stopper and noted CAC would not be responsible for damage to vehicles backing into bollards. CAC prefers the aesthetic appearance of wheel stops but requested CMC to obtain proposals for both options. The request included all 12 parking spaces in the area for continuity.

Meldon, a resident since 1999, was in attendance to observe and noted interest in the Lancaster contract with the CAC. The resident forum was reopened after the Board Update with Meldon asking if the Board comments implied recommendations are outside of budget. Burns responded that CAC will question anything outside budget and realign accordingly.

Board Update: Sundin appreciated the necessity of the CAC for the community and expressed the importance of descriptive details included in proposals submitted to the CAC, similar to those required by other Committees. In addition, he advised a priority/necessity assessment for proposals not budgeted.

Lancaster Update: After review with the City's new supervisor we have been advised that bricks and maintenance on city streets are the responsibility of the CAC. The City was previously doing this maintenance.

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.

Capital Improvement: (L119-009):

The total cost is: \$2,800 (Budget Line: 3364)

- Resident Request to install irrigation on Common Area property, city will pay for water.

Move to: Deny Request; CAC does not extend irrigation for the benefit of private property. Owners are welcome to install their own irrigation.

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

Motion Passed

Capital Improvement: (28143):

The total cost is: \$11,293 (Budget Line: 3364)

- Resident Request to install irrigation on Common Area property adjacent to private property. Cameron Station HOA would pay for water.

Move to: Deny Request; CAC does not extend irrigation currently unless looking at a number of areas .

Moved by: McCollom

Seconded By: Gerron

For: All

Against: None

Motion Passed

Landscape Enhancements (29978): Proposal to cut back tree roots from residence and install hardwood mulch.

The total cost is: \$1,005 (Budget Line: 6160)

Move to approve Landscape Enhancements:

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

Motion Passed

Landscape Improvements (30061): Duke Street Wall Planting.

The total cost is: \$631.60 (Budget Line : 3280)

- Install 8 Azaleas in two different locations.

Move to: Approve Landscape Improvements

Moved by: Burns

Seconded By: Gerron

For: All

Against: None

Motion Passed

Landscape Enhancements (30070): In conjunction with proposal #30061.
The total cost is: \$1,280 (Budget Line: 3280)

- Remove concrete pads, backfill with top soil and install hardwood mulch.
- Install fieldstone along sidewalk and create a walkway with stepping stones in remaining bare area
-

Move to: Approve Landscape Improvements

Moved by: Burns
Seconded By: Gerron
For: All
Against: None
Motion Passed

Flower Rotation & Landscape (30060): Fall Flowers
The total cost is not to exceed \$4,665 (Budget Line: 3364)

Move to approve: Flower Rotation & Landscape

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

Landscape Enhancement (30054): Water erosion leading into homeowner's property
The total cost is \$2,602 (Budget Line: 3280)

- Regrade water eroded area, remove surface roots, ivy and weeds from trees
- Install river stone and pine needles to prevent future erosion

Move to approve: Landscape Enhancement

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

Turf Treatment (30055): Regrade for drainage and erosion
The total cost is not to exceed \$710.50 (Budget Line: 6155)

- Raise grade to direct water to existing storm drain
- Install grass seed and grass seed/mulch pellets at regraded area

Move to approve: Turf Treatment

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

The following proposals are tabled pending revision and additional information:

Watering Supplies, on CSB in front of 240 CSB (L119-010): This proposal requests split/isolate declining Hydrangea bed and install irrigation. This is the 2nd attempt with Hydrangeas; suggested a new proposal to replace with sturdier Liriope without irrigation and CAC to examine area during upcoming walk through

Turf Restoration in various locations (30071): This proposal is to restore turf at several locations throughout the community. CAC requested to identify priority areas vs areas that can be addressed as needed. The question was raised as to why this is not included in the Lancaster contract. Lancaster indicated willingness to work with CAC and CAC to examine areas during the upcoming walk through. Revised proposal will be distributed to the CAC for consideration before the upcoming Board meeting.

Irrigation System (29594): This proposal is to replace the irrigation system throughout the community. This is pending a budget discussion and subject to the reserve study. CAC proposed to bring Curt back to the CAC to discuss issues and areas of concern.

Discussion:

2020 Budget: CAC budget is in process. Walsh and Ulmer are reviewing current and upcoming requirements with a commitment to have a draft to CAC for review prior to the FAC meeting by August 22. FAC meeting is set to occur at 7 pm on August 26 and both Walsh and Ulmer are planning to attend.

John Ticer Park Plans: Lancaster met with CAC members earlier in August to discuss park plans. Concepts were presented to the CAC and proposals are pending.

Light Replacements: CAC members identified community lights in need of replacement: Pocket park on Brenman, Donovan, Martin. Some trees need trimming around lights for visibility.

Cameron Station Landscape Status: CAC reviewed the status of recommended actions

Updates for Compass: McCollom will write about fall gardening

Community Walkthrough: The next community walkthrough is scheduled for August 15th. Meet at the clubhouse at 8am.

The next meeting will be September 9th at the Cameron Club. Gerron indicated he would not be able to make that meeting and all others believed they would

The meeting adjourned at 9:10 PM.

Cameron Station Communications Committee

Meeting Minutes - August 20, 2019

Members Present: Tricia Hemel, Susan Klejst, Rebecca Pipkins, David Thorpe

Absent: Kimberly Dillon, Mary Rulien

Sub-Committee Present: Pat Sugrue, Marian Cavanagh

Board Liason Present: Tom Sugrue

Call to Order

Meeting was called to order at 7:08pm by Committee Chair, Tricia Hemel

Previous Meeting Minutes

July 2019 minutes approved

Discussion

BUDGET

- Tricia received 2019 budget from Karen – now she is working on where we are YTD to see what we have left for 2019. The 2019 budget for ComCom was \$25,000 total (\$3500 for website, \$15,500 for Compass, \$6000 for other communications). We are likely going to request a 10% increase after looking at the numbers; the costs for printing The Compass are increasing (tbd).
- Tom confirmed that if there is a project that a committee wants to work on, they can move forward without Board approval if it's less than \$2500. We also confirmed that the budgets are for a calendar year.

COMMUNITY MAP

- Tricia checked with the management office and it was confirmed that new maps for the community and new folders for residents come out of the administrative budget, not the ComCom budget.
- ComCom will likely start revising the maps soon instead of waiting for the park construction to be completed. By the time its complete that can be the last thing we revise.

WELCOME COMMITTEE PROJECT

- Tricia brought 4 sample bags for our opinion on which we liked best. We were unanimous on liking the ivory linen bag with holders for two bottles inside. Tricia will check with Sarah about the bag she provided at the pool party to compare prices.
- We discussed how all branding in Cameron Station should be uniform (font, logo, colors, etc).
- We discussed trying to keep the same printer for all items so we don't pay set-up fees each time we switch.
- Tricia let us know that someone is able to bake Cameron Station logo cookies to put in each welcome bag (\$3.50 each cookie). She will go for a taste test next week.
- We will be putting out a notice in an email blast to ask residents for help with the Welcome Committee.
- Pat was able to speak to some Cameron Station retailers about menus and possible one time coupons/discounts to put in the welcome committee bag. Other members of ComCom will continue asking around to other restaurants that we like to include in the packet.

TOWNSQ

- The Board/Management is considering adding TownSq to Cameron Station. It will offer real time info on the community and a great way to communicate with those on committees and the board.

WEBSITE/SOCIAL MEDIA

- Susan suggested looking into a Flickr account to upload photos and add a link to them on the website (since most websites won't support adding that many photos).

- David will look into all the Facebook pages are out there for Cameron Station so we can assess how to manage that a bit better.

COMPASS

- Marian is trying to make sure that the message we send out to residents is all unified. She feels that The Compass is going well so far! We spoke of adding a box on one page in The Compass to remind residents where they can find the board meeting minutes.

Next Meeting

The next meeting is currently scheduled for Tuesday, 17 September at London Curry House.

Adjournment

The meeting was adjourned at 8:28pm.

Minutes submitted by,
Rebecca Pipkins

CAMERON STATION COMMUNITY ASSOCIATION
Ad Hoc Management Search Committee

Meeting Minutes – Monday May 20, 2019

The following individuals attended the meeting:

Marty Menez
Mindy Lyle
Robert Burns
Joan Lampe
Dick Shea

Not attending

Andrew Hill

The meeting was called to order by Marty Menez at 1:00 PM.

This was a meeting to organize the Management Search Committee pursuant to CSCA Administrative Resolution 19-04

After short introductory remarks, Mr. Menez briefed the Committee on procedures for meetings held in Executive Session.

Following a motion by Mindy Lyle, seconded by Robert Burns and unanimously approved, the Committee adjourned to Executive Session at 1:09 PM to discuss confidential management company staffing, rates and other proprietary information.

Following Executive Sessions discussions, the Committee reentered open session at 1:40 PM

The following decisions were approved during open session.

1. The Committee elected these officers:
Chairperson – Mindy Lyle
Vice Chair – Joan Lampe
Secretary – Dick Shea
2. A work schedule was established with a goal of providing a recommendation to the Board of Directors for its August meeting. The schedule includes a delay in the submission of responses to the RFP from June 15 to June 21 and interviews of finalists will be postponed until after July 4.
3. In addition to the date changes noted above, the Committee will be requesting the following changes to the RFP:

- A requirement for bidders to identify both an On-Site Manager and an Assistant Manager including a brief summary of their qualifications.
 - A change to the transition plan so that it will be accomplished in 60-90 days, vice 30 as indicated in the draft RFP.
4. Joan Lampe will be doing a matrix of bidder proposals against RFP requirements to assist the Committee in their review.

Following a motion by Joan Lampe, seconded by Dick Shea and unanimously approved, the Committee adjourned at 1:41 PM to prepare for the Bidders Conference. The next meeting dates are tentatively set for July 11 and 25, to be confirmed following receipt of proposals.

CAMERON STATION COMMUNITY ASSOCIATION
Ad Hoc Management Search Committee

Meeting Minutes – Thursday July 11, 2019
Cameron Station Clubhouse – Great Room

The following members attended the meeting:

Mindy Lyle (Chair)
Robert Burns
Joan Lampe
Dick Shea
Andrew Hill
Marty Menez (Board Liaison)

The meeting was called to order by Mindy Lyle at 8:03 AM.

The purpose of the meeting was to narrow the list of companies which submitted proposals from six to two or three in preparation for subsequent oral presentations.

Since the committee was to discuss confidential management company staffing, rates and other proprietary information, a motion was made by Mindy Lyle, seconded by Dick Shea and unanimously approved to adjourn into Executive Session at 8:04 AM.

Following Executive Session discussions, the Committee reentered Open Session at 8:50 AM

The following decisions were approved unanimously during Open Session.

1. Motion by Robert Burns and seconded by Joan Lampe to establish the short list of companies to make presentation to the AD Hoc Committee for further consideration as: Cardinal Management, CMC and Legum/Norman.
2. Motion by Robert Burns and seconded by Dick Shea to invite the foregoing companies to make an independent presentation to the Committee on July 29 commencing at 6:30 PM. Each individual session to consist of not more than a 30 minute oral presentation followed by 15 minutes of Q & As from the Committee. The presentations will be open to membership, but any questions will come only from the Committee. The order of presentations to be determined.
3. Motion made by Joan Lampe and seconded by Dick Shea that all committee members are to forward their list of questions for the three management companies requested to present as finalists to Mindy Lyle as soon as possible. Mindy will forward the information to CSCA attorney Todd Sinkins by July 19 (ten days prior to the presentation date) for Todd to send to the management companies for further comment.

Following a motion by Joan Lampe, seconded by Dick Shea and unanimously approved, the Committee adjourned at 8:56 AM

DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, AUGUST 15, 2019

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Recording Secretary
Brendan Hanlon, CCFC Member
John Burton, CCFC Member
Karen Soles, CMC Management, Manager
Jon Dellaria, BODs Representative to the CCFC
Ben Rogers, American Pool, Regional Vice President
Rich Mandley, ProFIT President
Carolyn Holloway, resident
Donna Gathers, resident

The following individuals were absent:

NOTE: Dick Shea, previous CCFC Vice-chair, resigned from the CCFC in July.

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:00 p.m.
2. Dan Ogg moved that the agenda be approved with an amendment to add to New Business a discussion about the Vice Chairman position. The motion was seconded by John Burton and it passed unanimously.
3. Residents' Open Forum: Donna Gathers, resident, raised an issue regarding pool access and the community policy for allowing guests and extended family to use the pool. Ms. Gathers asked if there can be a larger allowance for guests during weekdays when the pool is not crowded (not on weekends or holidays). She would like to have a larger allowance for guests without having to purchase extra guest passes. The CCFC will consider Ms. Gathers request and discuss possible accommodations.
4. John Burton made a motion to approve the CCFC's meeting minutes for July. The motion was seconded by Brendan Hanlon and it passed unanimously.
5. The CCFC interviewed resident Carolyn Holloway, who applied to be a member of the CCFC. Ms. Holloway stated that she is primarily interested in getting seniors (over 55) more involved in the community. Ray Celeste gave Ms. Holloway the contact information for Ms. Means, in the community, who is very active with senior activities and could advise Ms. Holloway. Karen Soles also suggested that Ms. Holloway contact the Activities Committee to discuss activities for seniors.
6. Community Pool Status. Ben Rogers provided the update.
 - a) Pool party – the staff is ready for the pool party Saturday, August 17.

- b) New pool tables have tabletops that have cracked. CMC Management has contacted the supplier about replacing the damaged tables.
- c) Ray Celeste suggested that the community host a lifeguard appreciation party one Sunday night towards the end of the pool season, and provide pizza and soft drinks for the lifeguards. CMC agreed that a small party was a good idea and would work to support it. Jon Dellaria supported the request and stated funding could be allocated by the Association to support the event.

7. BOD Update. John Burton provided the BOD update.

- a) John said that the BOD is supportive of the proposal to contract with Weyer to replace the basketball court floor and the process is moving forward.
- b) Regarding replacement ID cards, the Board decided to approve the CCFC's motion that the fee for all replacement cards will be \$25.00 (an increase from \$5.00 for the second and subsequent replacements). This was based upon the **actual expense** the Cameron Station Homeowners' Association was paying per each ID card.

8. CMC Management report. Karen Soles provided the CMC Management update.

- a) CMC Management is working to answer BOD questions regarding the basketball court floor replacement.
- b) Sound system. John Burton suggested that we need to define what the community really needs in a sound system, and then put together a formal Request For Proposals (RFP). John Burton will meet with Psy Scott and Karen Soles to discuss the music needs of the clubhouse and then develop a more formal needs statement that can be converted into an RFP. We will target a total cost of less than \$3,000.00.
- c) HVAC maintenance. CMC is obtaining a third quote for an HVAC service contract.
- d) Badging system update. The system has a limit of 7,000 users. Recent updates to remove users who are no longer residents have reduced the number of users in the system to approximately 6,600. This work is ongoing, but great progress is being made.

9. ProFIT Report:

- a) Rich Mandley provided the ProFIT monthly report. Attendance in July was 11,790 (380 per day) this is the second highest recorded amount for the month of July. As a comparison, June's attendance was 9,119 (303 per day).
- b) All equipment is up and running.

- c) ProFIT is planning a Tai Chi workshop for September 14. The time is to be announced. ProFIT is also working to plan a CPR and Automatic External Defibrillator (AED) class.
- d) Capital Equipment Plan. Rich Mandley provided recommendations and quotes for replacement of gym equipment that has been scheduled for replacement in 2019 and 2020. Rich and the CCFC discussed the items that are oldest and the most in need of replacement.

John Burton made a motion for the Board to approve the purchase of the following new gym equipment (to replace existing equipment):

**Freemotion treadmill, with incline
Precor EFX 833 cross-trainer, without moving arms
Concept 2 Model E rower with PM5**

**The total cost is \$13,691.07 and will be paid from Reserve Expenditure, Exercise Equipment (GL 3280). As of July 2019, there was \$16,900.00 in GL 3280.
Brendan Hanlon seconded the motion and it passed unanimously.**

10. Old Business.

- a) Security audit. John Burton explained that the audit recommendations include locking some doors, ensuring 100% coverage at the front desk, and installing cameras. The overall cost to implement all these options would be approximately \$50,000.00 to \$75,000.00.

Jon Dellaria suggested that we explore more cost-effective options and implementing just the security features we believe are the most important. John Burton committed to make some new recommendations, that are smaller in scope, with the associated costs so that the CCFC could consider the most cost-effective options.

- b) Sound system. The sound system was discussed in item 8, above.
- c) Cover for TV in the Great Room. The cover has been ordered.
- d) American Pool recommendations. (details were discussed last month)
 - 1) Chair lift.
 - 2) Pool vacuum system.
 - 3) Pool chemical controller.

The CCFC discussed these three proposals and decided not to pursue any of them. This decision was unanimous for the vacuum system and the chemical control system. The decision on the chair lift was not unanimous, with one CCFC member disagreeing.

11. New Business.

- a) Basketball Court. CMC suggested that the basketball court floor replacement, if approved by the BOD, could start early – in September, with all work completed by October 15. This will ensure that the basketball court floor is ready in time for activities scheduled in the fall and winter, such as the community holiday party. The CCFC agreed with this timing.
 - b) Vice Chair. Ray Celeste named Dan Ogg the Vice Chair, since Dick Shea resigned from the CCFC last month.
 - c) **Brendan Hanlon made a motion for the Board to have Tim Regan become a member of the CCFC. John Burton seconded the motion and it passed unanimously.** If the Board approved the CCFC's recommendation, Tim Regan would become the Recording Secretary.
12. Adjournment: Dan Ogg made a motion to adjourn the meeting. John Burton seconded the motion and it passed unanimously. The meeting was adjourned at 9:12 p.m.

CAMERON STATION COMMUNITY ASSOCIATION
Ad Hoc Management Search Committee

Meeting Minutes – Monday July 29, 2019
Cameron Station Clubhouse – Great Room

The following members attended the meeting:

Mindy Lyle (Chair)
Robert Burns
Joan Lampe
Dick Shea
Marty Menez (Board Liaison)

Andrew Hill was unable to attend

The meeting was called to order by Mindy Lyle at 6:39 PM.

The purpose of the meeting was to hear oral presentations from and provide an opportunity for committee members to question each of the three short listed of companies: Cardinal Management, CMC and Legum & Norman. Each company was given up to 30 minutes for presentations and 15 minutes were allocated for questions.

The first presenter was Legum & Norman, represented by: Hilary Lape, EVP; John Halfhill, VP; Wanda Powell, Business Development; and Lynne Moore, Community Manager.

Second was Cardinal management represented by Victoria Garner, VP; Tom Markell, AVP; and Katie Phillips, Accounting Supervisor.

Third was CMC, represented by John Tsitos, President; Steve Philbin, VP; Jan Ward VP; Karen Soles, CSCA Community Manager; and Kenya Cooper, Portfolio manager.

A resident's open forum followed the presentations. No residents came forward.

Following a motion by Robert Burns and seconded by Dick Shea, the committee unanimously voted to adjourn at 9:20 PM

The next meeting will be sometime the first two weeks of August once schedules are determined.

Cameron Station Community Association General Manager's Report August 27, 2019

Prepared by Karen Soles – General Manager, Next Board Meeting: Tuesday, September 24, 2019

City of Alexandria: Management met with Mindy and City representatives to review flooding concerns on city property adjacent to Cameron Station, along Linear Park. Management has reached back out to Chris Watson, with the city, for an update on this request. More to follow.

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

Management: Met with Jessica Lawless, with collections to review collection status. Management would like the CAC and Board to replace all remaining old benches to match existing new ones. Management has obtained a proposal from the prior vendor, Victor Stanley. Management is researching the same quality benches at a much lower cost. More to follow. Attended the TownSq presentation by Associa CMC. Assistant GM candidates have been interviewed and meet and greet has been scheduled for 6:15pm, August 27, 2019. Prepared for and attended CCFC/CAC/FAC/BOD Meeting and prepared draft budget.

Lancaster Landscaping & CAC: Regular meetings are held every week. CAC members and management performed the August common area inspection. Management met with Lancaster Landscape to review pocket park designs for consideration and discussed future planning. We also discussed fountain ideas. Prepared for and attended the CAC meeting and created a summary sheet for all pending landscape projects for easy committee reference. Management continues to use the landscape tracking log for easy reference and to track pending and completed community wide landscape projects. These matters include irrigation, lighting, street signs, drainage concerns and other common area matters. Lancaster has provided proposals that have been recommended by CAC and are included in this package for Board action.

Cameron Club: Prepared for and attended the CCFC committee meeting. Proposals for the basketball court floor replacement were reviewed by CCFC and are included in this package for Board consideration. The proposed timeframe would be ceiling repair in gym 9/16-20, painting 9/23-30 and the floor replacement 10/1-24. If Board agrees to proceed with the floor repairs, we will proceed with scheduling. CMC is having the badging system updated. Management is obtaining one additional proposal for HVAC preventive maintenance. Request has been made for a proposal to insulate the gym facility. Three sets of facility drawings have been made and are onsite. Management is obtaining 2 additional proposals for outdoor lighting for the exterior of the Cameron Clubhouse. The front doors need to be re-stained when temperatures are more conducive. Management has arranged a meeting with 2 audio companies to meet with a CCFC member to address our audio needs, NTE \$3,000. Leak in men's room has been contained. Repairs to be done after pool season. The pool continues to be well managed and maintained. Many residents are bringing refreshments to our guard staff. Ray continues to treat them like family. Two additional tables have been ordered for the wading pool area. A second table top has been broken and will be replaced at no charge.

Communicaitons/Activities: Management worked with Tricia Hemel, our Communications volunteer and now Chair, on her request for welcoming new residents to the Cameron Station Community. We discussed revising the Cameron Station map to include trails and community amenities that would be a helpful resource for new residents. The Communications Committee is anxious to get the map project completed, NTE \$600. We also discussed "Welcome Package" ideas i.e. total bags, handouts, local coupons etc. Holiday hayride has been set up for 12/15 from 12:30-2:30 pm. More to follow. Management would like to consider having holiday wreaths hung on light posts along a portion of CSB to include the circle.

Fitness Club: Psy to provide update. New cubbies, chosen by Ray, have been installed in the fitness facility. They look great! Management will reach out for gently used magazines for the fitness center.

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Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

June 25, 2019

Board of Directors
Cameron Station Community Association, Inc.

Dear Board Members:

Enclosed, please find the draft audit for Cameron Station Community Association, Inc. for the years ended December 31, 2018 and 2017.

- Please sign and date the enclosed representation letter. The letter should be signed by either the President or Treasurer of the Association and the management agent representative. **This letter needs to be returned to our office before the audit can be finalized.**
- Please send the Association's most recent financial statements (which should include the balance sheet and income statement) to our office with the signed representation letter. We are requesting this information to comply with auditing standards.
- **Please return the signed representation letter and most recent financial statements to our office within 60 days from the date of this letter.** This information can be mailed, faxed or emailed to our office. Our email address is RLs@GGroupCPAs.com.

If we do not receive the above information within 60 days from the date of this letter, we may need to perform additional audit procedures to satisfy ourselves that no material events have occurred from the date that we completed our audit fieldwork through the date that we receive the signed representation letter. These additional procedures would include examining the bank statements, minutes, financial statements, general ledger and would also include inquiries of management and the board of directors. **We will bill the Association for these additional audit procedures at our hourly rates.**

Please do not hesitate to contact us if there are any questions regarding the draft audit.

Sincerely,

Goldklang Group CPAs, P.C.

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INFORMATION INCLUDED WITH THE AUDIT

COVER LETTER - The audit report is issued in draft for the Association to review. The cover letter explains what information must be returned to our office before the audit report (and other letters) can be finalized.

INDEPENDENT AUDITOR'S REPORT - This is our report on the Association's financial statements. Once finalized, the Association may distribute this document, along with the audited financial statements, notes to financial statements and any supplementary information in its entirety to members, potential members, etc.

MANAGEMENT LETTER - The management letter is not a required communication under auditing standards, but is a by-product of the audit. We generally issue a management letter to communicate our comments and recommendations. Use of this letter is restricted to the board of directors and management.

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE UNDER AU-C §260 - Under the Clarified Statements of Auditing Standards AU-C §260 we are required to communicate audit matters that, in our professional judgment, may be significant and relevant to those charged with governance of the Association. Use of this letter is restricted to the board of directors and management.

COMMUNICATION OF SIGNIFICANT DEFICIENCIES AND/OR MATERIAL WEAKNESSES UNDER AU-C §265 - Under the Clarified Statements of Auditing Standards AU-C §265, we are required to communicate in writing any significant deficiencies and/or material weaknesses in the Association's internal controls. Use of this letter is restricted to the board of directors and management. If we did not note any significant deficiencies or material weaknesses, no letter will be issued.

REPRESENTATION LETTER - The representation letter is a letter from the Association to us confirming that to the best of your knowledge and belief all information was provided or disclosed to us. This letter needs to be signed by the President or Treasurer of the Association and the management agent representative. The letter needs to be returned to our office before the audit can be finalized.

ADJUSTED TRIAL BALANCE AND ADJUSTING JOURNAL ENTRIES - These are the proposed audit adjustments for the period under audit.

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Sheila M. Lewis, CPA

Independent Auditor's Report

To the Board of Directors of
Cameron Station Community Association, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of Cameron Station Community Association, Inc., which comprise the balance sheets as of December 31, 2018 and 2017, and the related statements of income, members' equity and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cameron Station Community Association, Inc. as of December 31, 2018 and 2017, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Disclaimer of Opinion on Required Supplementary Information

Accounting principles generally accepted in the United States of America require that information on future major repairs and replacements on page 11 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Reston, Virginia

CAMERON STATION COMMUNITY ASSOCIATION, INC.

BALANCE SHEETS

DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 982,749	\$ 1,098,820
Interest-Bearing Deposits	1,615,000	1,275,000
Assessments Receivable - Net	6,159	10,128
Income Taxes Receivable	-	87
Accrued Interest	5,538	5,212
Prepaid Expenses	<u>26,643</u>	<u>41,363</u>
Total Assets	<u>\$ 2,636,089</u>	<u>\$ 2,430,610</u>
<u>LIABILITIES AND MEMBERS' EQUITY</u>		
Accounts Payable	\$ 106,744	\$ 72,222
Income Taxes Payable	1,552	112
Deferred Insurance Proceeds	30,050	2,958
Prepaid Assessments	<u>237,610</u>	<u>219,582</u>
Total Liabilities	<u>\$ 375,956</u>	<u>\$ 294,874</u>
Replacement Reserves	\$ 1,804,610	\$ 1,767,084
Unappropriated Members' Equity	<u>455,523</u>	<u>368,652</u>
Total Members' Equity	<u>\$ 2,260,133</u>	<u>\$ 2,135,736</u>
Total Liabilities and Members' Equity	<u>\$ 2,636,089</u>	<u>\$ 2,430,610</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF INCOME
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
<u>INCOME:</u>		
Assessments	\$ 2,318,226	\$ 2,239,291
Transportation Management Plan	147,732	143,923
Interest	33,899	22,789
Newsletter	6,080	6,300
Resale Packages	5,574	6,012
Legal Fees	8,869	12,359
Other	33,063	32,842
Total Income	<u>\$ 2,553,443</u>	<u>\$ 2,463,516</u>
<u>EXPENSES:</u>		
Management Fees	\$ 160,446	\$ 160,823
Management Reimbursements	2,090	3,089
Legal, Audit and Tax Preparation	55,278	60,260
Engineer/Consulting	-	3,521
Insurance	28,350	26,952
Community Activities	64,783	30,885
Payroll and Related Costs	341,462	336,222
Communications	16,795	16,587
Administrative	113,925	102,233
Trash Removal	306,425	285,172
Health Club	216,907	213,367
Shuttle Bus	212,083	215,000
Landscaping	264,013	257,732
Janitorial	50,145	45,468
Pool	69,577	60,871
Utilities	92,387	107,061
Common Area Maintenance	113,688	87,225
Bad Debt	7,069	8,840
Income Taxes	6,352	2,725
Total Expenses	<u>\$ 2,121,775</u>	<u>\$ 2,024,033</u>
Net Income before Contribution to Reserves	\$ 431,668	\$ 439,483
Contribution to Reserves	<u>(344,797)</u>	<u>(332,500)</u>
Net Income	<u>\$ 86,871</u>	<u>\$ 106,983</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF MEMBERS' EQUITY
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	Replacement Reserves	Unappropriated Members' Equity	Total Members' Equity
Balance as of December 31, 2016	\$ 1,603,222	\$ 261,669	\$ 1,864,891
Additions:			
Contribution to Reserves	332,500		332,500
Net Income		106,983	106,983
Deductions:			
Benches	(6,915)		(6,915)
Brick Repair	(56,761)		(56,761)
Drainage	(10,977)		(10,977)
Electric	(11,013)		(11,013)
Fire Hydrants	(5,825)		(5,825)
Fitness Equipment	(34,908)		(34,908)
Irrigation	(11,180)		(11,180)
Landscaping	(5,350)		(5,350)
Painting	(17,000)		(17,000)
Pet Stations	(2,329)		(2,329)
Pool	(5,450)		(5,450)
Windows	(930)		(930)
Balance as of December 31, 2017	\$ 1,767,084	\$ 368,652	\$ 2,135,736
Additions:			
Contribution to Reserves	344,797		344,797
Net Income		86,871	86,871
Deductions:			
Asphalt	(13,109)		(13,109)
Benches	(35,431)		(35,431)
Brick Repair	(43,530)		(43,530)
Drainage	(49,856)		(49,856)
Electric	(17,460)		(17,460)
Fences	(13,755)		(13,755)
Fitness Equipment	(25,790)		(25,790)
Gazebo	(29,192)		(29,192)
HVAC	(12,350)		(12,350)
Irrigation	(15,152)		(15,152)
Landscaping	(8,579)		(8,579)
Office	(11,267)		(11,267)
Pool	(7,600)		(7,600)
Signage	(24,200)		(24,200)
Balance as of December 31, 2018	<u>\$ 1,804,610</u>	<u>\$ 455,523</u>	<u>\$ 2,260,133</u>

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>		
Net Income	\$ 86,871	\$ 106,983
Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities:		
Bad Debt Expense	7,069	8,840
Decrease (Increase) in:		
Assessments Receivable	(3,100)	(5,923)
Accounts Receivable - Other	-	1,668
Income Taxes Receivable	87	(87)
Accrued Interest	(326)	(231)
Prepaid Expenses	14,720	5,304
Increase (Decrease) in:		
Accounts Payable	12,019	(21,262)
Income Taxes Payable	1,440	(999)
Deferred Insurance Proceeds	27,092	-
Prepaid Assessments	18,028	(58,730)
Net Cash Flows from Operating Activities	<u>\$ 163,900</u>	<u>\$ 35,563</u>

CASH FLOWS FROM INVESTING ACTIVITIES:

Received from Assessments (Reserves)	\$ 344,797	\$ 332,500
Disbursed for Reserve Expenditures	(284,768)	(158,233)
Received from Interest-Bearing Deposits	1,230,000	225,000
Disbursed for Interest-Bearing Deposits	(1,570,000)	(175,000)
Net Cash Flows from Investing Activities	<u>\$ (279,971)</u>	<u>\$ 224,267</u>

Net Change in Cash and Cash Equivalents \$ (116,071) \$ 259,830

Cash and Cash Equivalents at Beginning of Year 1,098,820 838,990

Cash and Cash Equivalents at End of Year \$ 982,749 \$ 1,098,820

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:

Cash Paid for Income Taxes \$ 5,025 \$ 5,700

See Accompanying Notes to Financial Statements

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017

NOTE 1 - NATURE OF OPERATIONS:

The Association is organized under the laws of the Commonwealth of Virginia for the purposes of maintaining and preserving the common property of the community. The Association is located in Alexandria, Virginia. The Association's Board of Directors administers the operations of the community. The Association consists of the following types of members:

Single-family and Townhomes	1,007 members
Cameron Station Condominium	120 members
Woodland Hall Condominium	60 members
Oakland Hall at Cameron Station	92 members
Carlton Place	144 members
Main Street Condominium	198 members
Residences at Cameron Station	148 members
Commercial Units	1 member

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES:

A) Method of Accounting - The financial statements are presented on the accrual method of accounting in which revenues are recognized when earned and expenses recognized when incurred, not necessarily when received or paid.

B) Member Assessments - Association members are subject to assessments to provide funds for the Association's operating expenses, future capital acquisitions, and major repairs and replacements. Assessments receivable at the balance sheet date represent fees due from homeowners. The Association's policy is to assess late and interest charges and to retain legal counsel and place liens on the properties of owners whose assessments are delinquent. Any excess assessments at year-end are retained by the Association for use in future years. The Association utilizes the allowance method to account for bad debt.

C) Common Property - Real property and common areas acquired from the declarant and related improvements to such property are not recorded in the Association's financial statements since the property cannot be disposed of at the discretion of the Board of Directors. Common property includes, but is not limited to, land, recreational facilities and site improvements.

D) Estimates - The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions. Such estimates affect the reported amounts of assets and liabilities. They also affect the disclosure of contingent assets and liabilities, at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017
(CONTINUED)

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

E) Cash Equivalents - For purposes of the statement of cash flows, the Association considers all highly liquid interest-bearing deposits and investments with an original maturity date of three months or less to be cash equivalents.

NOTE 3 - REPLACEMENT RESERVES:

The Association's governing documents require that funds be accumulated for future major repairs and replacements. Accumulated funds are generally not available for expenditures for normal operations.

The Association had a reserve study conducted by Reserve Advisors, Inc. during 2016. The table included in the Supplementary Information on Future Major Repairs and Replacements is based on this study.

The study recommends a contribution of \$344,200 for 2018. For 2018, the Association budgeted for and contributed \$344,797 to replacement reserves.

Funds are being accumulated in replacement reserves based on estimates of future needs for repair and replacement of common property components. Actual expenditures may vary from the estimated future expenditures and the variations may be material; therefore, amounts accumulated in the replacement reserves may or may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.

As of December 31, 2018 and 2017, the Association had designated \$1,804,610 and \$1,767,084, respectively, for replacement reserves. These designated reserves were funded by cash and interest-bearing deposits.

NOTE 4 - INCOME TAXES:

For income tax purposes, the Association may elect annually to file either as an exempt homeowners association or as an association taxable as a corporation. As an exempt homeowners association, the Association's net assessment income would be exempt from income tax, but its interest would be taxed. Electing to file as a corporation, the Association is taxed on its net income from all sources (to the extent not capitalized

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017
(CONTINUED)

NOTE 4 - INCOME TAXES: (CONTINUED)

or deferred) at normal corporate rates after corporate exemption, subject to the limitation that operating expenses are deductible only to the extent of income from members. For 2018 and 2017, the income taxes were calculated using the corporate method.

The Association's policy is to recognize any tax penalties and interest as an expense when incurred. The Association's federal and state tax returns for the past three years remain subject to examination by the Internal Revenue Service and the Commonwealth of Virginia.

NOTE 5 - CASH AND INTEREST-BEARING DEPOSITS:

As of December 31, 2018, the Association maintained its funds in the following manner:

<u>Institution</u>	<u>Cash and Cash Equivalents</u>	<u>Interest-Bearing Deposits</u>
Pacific Premier	\$ 370,092	\$ -
Congressional	603,740	
Morgan Stanley		
(Various Institutions)	8,917	1,615,000
Totals	<u>\$ 982,749</u>	<u>\$ 1,615,000</u>

As of December 31, 2018 and 2017, the Association had \$279,291 and \$903,134, respectively, in the Pacific Premier Bank repurchase agreement sweep account. The funds in the sweep account are backed by U.S. Government Securities; however, the account is not covered by FDIC insurance, or any other insurance. The funds are subject to investment risk, including possible loss of principal.

Cash and securities held at a SIPC member brokerage firm are insured by the SIPC for up to \$500,000, which includes \$250,000 limit for cash. The Association maintains funds in a brokerage account which are subject to SIPC limits.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017
(CONTINUED)

NOTE 6 - ASSESSMENTS RECEIVABLE - NET:

The Association utilizes the allowance method of accounting for bad debt. Individual receivables are written off as a loss when a determination is made that they are non-collectible. Under the allowance method, collection efforts may continue and recoveries of amounts previously written off are recognized as income in the year of collection.

	<u>2018</u>	<u>2017</u>
Assessments Receivable	\$43,658	\$42,218
Less: Allowance for Doubtful Assessments	(37,499)	(32,090)
Assessments Receivable - Net	<u>\$ 6,159</u>	<u>\$10,128</u>

NOTE 7 - RELATED PARTY TRANSACTIONS:

The Association is managed by Community Management Corporation (CMC). CMC is owned by Associa. Officers of Associa are stockholders in Pacific Premier Bank. In addition, the President/Chief Executive Officer of Associa serves on the bank's board of directors. The Association maintains funds at Pacific Premier Bank.

Associa also owns Associa OnCall, which provides general repairs and maintenance services. During 2018 and 2017, the Association paid Associa OnCall \$58,360 and \$4,736, respectively, for general repairs and maintenance services. No amounts were owed to Associa OnCall as of December 31, 2018 and 2017 for these services.

In addition, for 2018 and 2017, the Association paid CMC \$6,025 and \$4,725, respectively, for recording meeting minutes.

NOTE 8 - SUBSEQUENT EVENTS:

In preparing these financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through [date to be inserted upon finalization], the date the financial statements were available to be issued.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR
REPAIRS AND REPLACEMENTS
DECEMBER 31, 2018
(UNAUDITED)

The Association had a replacement reserve study review conducted by Reserve Advisors, Inc. during 2016 to estimate the remaining useful lives and the replacement costs of the components of common property. Replacement costs were based on the estimated costs to repair or replace the common property components at the date of the study. The estimated replacement costs presented below do not take into account the effects of inflation between the date of the study and the date the components will require repair or replacement; however, the Association's replacement reserve study does take inflation into consideration when evaluating future expenditures and recommended contribution to reserves.

The following has been extracted from the Association's replacement reserve study and presents significant information about the components of common property.

<u>Component</u>	<u>2016 Estimated Remaining Useful Life (Years)</u>	<u>2016 Estimated Replacement Cost</u>
Property Site Elements	0-30+	\$ 6,746,195
Pool Elements	0-10	91,300
Reserve Study Update	2	4,500
Exterior Building Elements	1-25	197,020
Interior Building Elements	0-22	432,045
Building Service Elements	2-30	228,500

Goldklang & Group[®]

CPAs, PC.

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Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Management Letter

This communication is intended solely for the information and use of management and the board of directors and is not intended to be and should not be used by anyone other than these specified parties.

June 25, 2019

Board of Directors
Cameron Station Community Association, Inc.

Dear Board Members:

In planning and performing our audit of the financial statements of Cameron Station Community Association, Inc. as of December 31, 2018 and for the year then ended, in accordance with auditing standards generally accepted in the United States of America, we considered the Association's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

However, during our audit, we became aware of matters that are opportunities for strengthening internal controls and improving operating efficiency. This letter summarizes our comments and suggestions regarding those matters.

Association Specific Comments

Financial Analysis

Associations budget their income evenly over a twelve-month period. When assessments become delinquent, cash flow problems develop and the Association may have problems paying its monthly expenses. Assessments receivable at a level of 3% or less of annual assessments indicates good collection procedures and has a positive impact on cash flow, whereas a balance of more than 3% of annual assessments suggests the Association may have future cash flow problems. As of December 31, 2018, the Association's assessments receivable balance of \$43,658 (before deducting the allowance for doubtful assessments of \$37,499) was equal to 2% of annual assessments. We recommend the Association continue to aggressively pursue all delinquent accounts.

As of December 31, 2018, the Association had a surplus of \$455,523 in unappropriated members' equity (excess operating funds). This represents 20% of annual assessments. We commend the Association for accumulating excess operating funds to a level of 10% to 20% of annual assessments. This procedure will decrease the chance that potential operating deficits will consume funds designated for replacement reserves.

The designated replacement reserves of \$1,804,610 as of December 31, 2018 were funded by cash and interest-bearing deposits.

Income Taxes

For 2018, we recommend the Association file using the corporate method.

Credit Cards

During 2018, the Association incurred late fees and interest on the Mastercard credit card. We recommend the Association make every effort to pay the balance in a timely manner. We also recommend the Association maintain the following internal controls regarding the use of the credit card:

- Purchases using the credit card should be limited to situations where payment cannot be made by check. Using the credit card bypasses the Association's established internal control procedures.
- Original receipts should be submitted with the statements.
- The original statements should be mailed to the management company's office and a copy should be sent to the property manager to reconcile.
- The credit card should be kept in a secure location and used only by authorized individuals.
- The Association should periodically review the credit limit and should keep the credit limit at a minimum amount.

Deferred Insurance Proceeds

The Association received reimbursement from its insurance company in 2017, 2018 and early 2019 for damage repairs. To date, \$31,050 of the reimbursement has not been spent on repairs and remains as a liability. It is our understanding that this amount will be used for repairs. Insurance proceeds can only be deferred for two years from the date received. After the two years have expired, the remaining insurance proceeds will be recognized as income and will be taxable.

Industry Standard Comments

Insurance

We recommend the Association meet with its insurance agent at least annually to discuss insurance coverage. The Association should make sure the insurance policies provide the necessary and appropriate protection. In addition to all of the standard coverage that is usually recommended, the Association should maintain appropriate crime and directors & officers (D&O) coverage. At a minimum, the Association should maintain crime coverage that equals or exceeds the total of its funds or as required by state law. It should be structured to include a defalcation or misappropriation committed by a Board member, an employee of the Association, or employees of the management company, including principals.

Investment Policy

The Association should have a conservative investment policy, which is structured around three elements, in order of importance 1) safety, 2) liquidity and 3) yield. Because safety and liquidity are of prime importance to any association, we recommend investments be limited to instruments of the federal government, which are backed by its full faith and credit, and money market accounts and certificates of deposit at insured institutions.

Periodically, the Association should monitor its accounts for FDIC and SIPC coverage. The FDIC insurance limit is \$250,000 per financial institution. Cash and securities held at a SIPC member brokerage firm are insured by the SIPC for up to \$500,000, which includes \$250,000 limit for cash. The Association should also periodically check the ratings for all financial institutions used by the Association.

Monitoring Activities

The Board of Directors is an integral part of the Association's internal controls. Each month the individual board members should be performing monitoring activities. When performed routinely, these monitoring activities strengthen the Association's internal controls and are essential to ensuring the financial security of the Association's resources.

The Board of Directors should obtain and read the monthly financial statements as prepared and presented by management. At a minimum, the financial statements should include a balance sheet, income statement with budget to actual comparisons, a check register, a general ledger, and bank statements with reconciliations. Variances and unusual transactions should be discussed with management and resolved in a timely manner.

The Board of Directors should consider periodically reviewing randomly selected copies of paid invoices to ensure that the appropriate level of approval has occurred and that the approval is appropriately documented. The Board of Directors should also consider selecting invoices from vendors not recognized or not used on a regular basis.

We shall be pleased to discuss our comments and recommendations in greater detail and we are always available to give advice on any financial matter. Please do not hesitate to contact us if there are any questions regarding proper accounting procedures or the implementation of our suggested changes.

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.

Goldklang & Group[®]

CPAs, P.C.

Principals

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Communication with Those Charged with Governance under AU-C §260

This communication is intended solely for the information and use of management and the board of directors and is not intended to be and should not be used by anyone other than these specified parties.

June 25, 2019

Board of Directors
Cameron Station Community Association, Inc.

Dear Board Members:

We have audited the financial statements of Cameron Station Community Association, Inc. as of December 31, 2018 and for the year then ended and have issued our report thereon. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility for the supplementary information required by the Financial Accounting Standards Board, as described by professional standards, is to apply certain limited procedures to the information about management's methods of preparing the information; however, we will not express an opinion or any assurance on the information.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Association and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Association are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Association during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Allowance for Doubtful Assessments

The Association's estimate of the allowance for doubtful assessments was established by reviewing the receivables for collectability. We evaluated key factors and assumptions used to develop the allowance for doubtful assessments in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no significant disclosures to the financial statements for the year under audit.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The adjusting journal entries have been provided to the Association and will be posted to the Association's

accounts, if appropriate. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Association's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Association's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Required Supplementary Information

With respect to the supplementary information required by the Financial Accounting Standards Board, we applied certain limited procedures to the information, including inquiring of management about their methods of preparing the information; comparing the information for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements; and obtaining certain representations from management, including about whether the required supplementary information is measured and presented in accordance with prescribed guidelines.

Very truly yours,

GOLDKLANG GROUP CPAs, P.C.

Representation Letter

This letter needs to be signed by the Board President or Treasurer and management representative, if applicable, and returned to our office within 60 days.

Cameron Station Community Association, Inc.

GOLDKLANG GROUP CPAs, P.C.
1801 Robert Fulton Drive, Suite 200
Reston, Virginia 20191

Dear Auditors:

The representation letter is provided in connection with your audits of the financial statements of **Cameron Station Community Association, Inc.** which comprise the balance sheets as of **December 31, 2018 and 2017**, and the related statements of income, members' equity and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, **to the best of our knowledge and belief**, the following representations made to you during your audits:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements. In regard to the non-attest services outlined in our engagement letter to be performed by you, we have –
 - Assumed all management responsibilities.
 - Designated an individual with suitable skill, knowledge, or experience to oversee the services.
 - Evaluated the adequacy and results of the services performed.
 - Accepted responsibility for the results of the services.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

- We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Association's accounts, if appropriate.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning pending litigation, claims, or assessments.
- Material concentrations have been properly disclosed in accordance with U.S. GAAP.
- Guarantees, whether written or oral, under which the Association is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- Transfers or designations of equity balance or inter-equity borrowings have been properly authorized and approved and have been properly recorded or disclosed in accordance with U.S. GAAP.
- Uncollectible inter-equity loans have been properly accounted for and disclosed in accordance with U.S. GAAP.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
- We have provided you with minutes of meetings of the Board of Directors.
- We have provided you with communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, if any.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the Association and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the Association's financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.

- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning pending litigation, claims, or assessments.
- We have disclosed to you the identity of the Association's related parties and all the related party relationships and transactions of which we are aware.
- Except as made known to you and disclosed in the notes to the financial statements, the Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral. If applicable, we have reviewed our long lived assets for impairment whenever events or changes in circumstances have indicated that the carrying amount of assets might not be recoverable and have appropriately recorded the adjustment.
- Assessments receivable recorded in the financial statements represent valid claims against debtors for assessments or other charges arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
- We have reviewed with our insurance agent the adequacy of our insurance coverage, including compliance with any statutory or documentary requirements.
- We acknowledge our responsibilities for presenting the required supplementary information (RSI) in accordance with U.S. GAAP. The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI. The Association had a study conducted in 2016. Amounts accumulated in the replacement reserves may or may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Board of Directors, on behalf of the Association may increase regular assessments, pass special assessments, or delay major repairs and replacements until funds are available.
- We understand that the Association is responsible for the choice of income tax filing method and the consequences thereof. The Association's allocation of expenses against membership and non-membership income conforms to IRS rules, which require that the allocation be made "on a reasonable and consistently applied basis." We have adequately documented such allocation. If the Association has excess membership income in the current year the Association, for tax purposes, has elected to either (a) offset it against next year's assessments or (b) refund it to members. We have adequately documented such election in the current year.
- We have disclosed to you all material events, if any, that would require adjustments to, or disclosure in, the financial statements. In addition, we represent that no other material events have occurred since you completed your audit fieldwork on June 4, 2019 and through the date of this letter. Examples of material events include, but are not limited to, contracts for replacement reserve expenditures, losses due to a fire, changes in ongoing litigation or new litigation and approval of special assessments. Material events that have occurred are:

Cameron Station Community Association, Inc.
December 31, 2018 and 2017

Management Representative:

Signature

Printed Name

Date

President/Treasurer:

Signature

Printed Name

Date

06/24/2019

03:14 PM

Adjusted Trial Balance
for the period ended December 31, 2018

Reviewed by _____

Page 1

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp: Refere
1012 PPB Merchant	1,001.45	1.45			1.45	B-5
1013 PPB Operating	909,097.34	375,196.32	AJE-1	(5,105.15)	370,091.17	B-1
1014 PPB Google Account	2,115.65					
1100 PPB MM	66,494.69					
1302 Congressional Bank - MM 5485		603,739.86			603,739.86	B-6
1330 Smith Barney Money Fund	120,110.72	8,917.49			8,917.49	B-4
1353 Smith Barney Investments (CDs)	1,275,000.00	1,615,000.00			1,615,000.00	B-4
1500 A/R Residential Assessments	42,218.16	43,658.35			43,658.35	E-1
1530 Allowance for Doubtful Accounts	(32,090.07)	(37,498.86)			(37,498.86)	F-1
1600 Prepaid Insurance	5,064.08	6,497.05			6,497.05	G-1
1635 Prepaid Taxes	87.00					
1640 Prepaid Expense	36,299.19	21,478.12	AJE-3	(1,332.08)	20,146.04	G-2
1725 Insurance Receivable	(2,957.61)	(30,050.00)			(30,050.00)	N-3
1730 Interest Receivable	5,212.38	5,537.93			5,537.93	Y-2
1799 Clearing Account	1,177.92	(1,349.28)			(1,349.28)	
2000 A/P Trade	(42,895.06)	(1,332.08)	AJE-3	(16,157.77)	(17,489.85)	N-1
2015 Unclaimed Funds	(322.74)					
2025 Transfer Fee Payable	(501.91)	(528.17)			(528.17)	
2050 Resident Refunds	225.00	(28.23)			(28.23)	
2200 A/P Income Taxes	(112.00)		AJE-4	(1,552.00)	(1,552.00)	T-1
2300 Accrued Expenses	(15,364.00)	(76,525.78)	AJE-1 AJE-2	5,105.15 440.00	(70,980.63)	N-2
2400 Accrued Payroll	(14,540.56)	(16,368.00)			(16,368.00)	O-1
2550 Prepaid Residential Assessments	(219,581.73)	(237,609.90)			(237,609.90)	E-1
3000 Prior Year Owner's Equity	(261,668.92)	(368,653.87)			(368,653.87)	***
3015 Capital Reserve Beg Balance	(11,918.68)	23,521.26			23,521.26	R-1

06/24/2019

Adjusted Trial Balance

Reviewed by _____

03:14 PM

for the period ended December 31, 2018

Page 2

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp: Refere
3102 Repair & Repl Reserve Beginning Balance	(1,755,165.35)	(1,832,694.85)	AJE-3	4,564.18	(1,828,130.67)	R-1
(Profit) Loss	(106,984.95)	(100,908.81)		14,037.67	(86,871.14)	
	0.00	0.00		0.00	0.00	

06/24/2019

03:14 PM

Adjusted Trial Balance
for the period ended December 31, 2018

Reviewed by _____

Page 3

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp: Refere
4001 Residential Assessments - SFD/TH	(1,377,898.24)	(1,426,717.60)			(1,426,717.60)	Y-1
4002 Assessments - Condo	(834,116.28)	(863,675.16)			(863,675.16)	Y-1
4018 Future Assessments - COMMERCIAL	(0.03)					
4130 Assessments - Commercial	(27,277.04)	(27,833.40)			(27,833.40)	Y-1
4135 TMP Assessments	(143,923.04)	(147,731.64)			(147,731.64)	Y-1
4245 Newsletter Advertising	(6,300.00)	(6,080.00)			(6,080.00)	
4250 Facilities Passes/Guest Fees	(630.00)	(842.00)			(842.00)	
4260 Resale Processing Fees	(6,012.05)	(5,573.51)			(5,573.51)	
4265 Website Income	(1,200.00)	(1,700.00)			(1,700.00)	
4295 Charitable Donations Income	(11,031.99)	(3,686.97)			(3,686.97)	
4400 Room Rental Fees	(6,880.00)	(7,570.00)			(7,570.00)	
4405 Club Cleaning Fees	(5,000.00)	(6,600.00)			(6,600.00)	
4710 Late Fees	(7,770.62)	(7,456.17)			(7,456.17)	
4720 Legal Fees	(12,358.50)	(8,869.29)			(8,869.29)	
4805 Compliance Fees	(284.23)	(3,075.12)			(3,075.12)	
4835 Miscellaneous Income	(45.00)	(2,133.27)			(2,133.27)	
4910 Interest Income	(22,789.03)	(33,899.49)			(33,899.49)	Y-2
5010 Bad Debt	8,840.04	7,068.68			7,068.68	F-1
5015 Bank Charges	45.00	68.09			68.09	
5020 Board/Committee Expenses	8,666.39	9,633.59			9,633.59	
5025 Cost of Collections	3,688.65	3,290.00			3,290.00	
5030 Acct Setup/DD/Coupouns	9,434.50	10,157.00			10,157.00	
5035 Architechtrual Comprehensives	3,696.44	1,036.43			1,036.43	
5040 Computer Network/C3	6,865.00	19,718.70			19,718.70	X-1
5070 Parking Enforcement	14,059.52	20,970.00			20,970.00	

06/24/2019

Adjusted Trial Balance

Reviewed by _____

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for the period ended December 31, 2018

Page 4

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp Refere
5080 Annual Meeting Expenses	1,938.51	1,915.42			1,915.42	
5085 Office Equipment Lease	5,792.35	6,618.20			6,618.20	
5090 Office Supplies	2,977.30	5,694.06			5,694.06	
5115 Website Maintenance	809.50	932.35			932.35	
5195 Miscellaneous	595.05	872.38			872.38	
5200 CAC Events & Awards	30,884.54	64,782.93			64,782.93	X-1
5210 Printing/Copying	14,161.27	8,573.70			8,573.70	
5215 Postage	10,976.31	8,019.15			8,019.15	
5220 Courier/Delivery Service	500.47	889.78			889.78	
5225 Newsletter	13,236.82	15,024.41			15,024.41	
5302 Administrative Payroll	264,706.19	266,147.61			266,147.61	X-2
5316 Other Communications	2,540.14	838.81			838.81	
5318 Health Club Management/Staff	159,720.46	161,874.50			161,874.50	X-1
5320 Temp Desk Coverage	4,751.05	3,579.15			3,579.15	
5340 Payroll Taxes/Benefits/Costs	71,515.82	75,313.77			75,313.77	X-2
5390 Fidelity/Workman's Comp	2,072.76	1,584.55			1,584.55	G-1
5415 D & O Insurance	4,843.43	4,714.12			4,714.12	G-1
5420 Umbrella Insurance	9,553.49	9,538.56			9,538.56	G-1
5445 Liability/Property Insurance	10,483.45	12,512.14			12,512.14	G-1
6000 Electric Service	42,706.23	43,778.78			43,778.78	X-1
6025 Water Service	22,616.25	9,931.27			9,931.27	
6035 Trash and Recycling Service	285,172.14	306,425.36			306,425.36	X-1
6040 Bundled Telecom Services	11,104.92	7,861.26			7,861.26	
6075 Clubhouse Utilities	41,739.03	38,677.30			38,677.30	X-1
6100 Grounds & Landscaping - Contract	154,399.00	156,065.50			156,065.50	X-1

06/24/2019

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Adjusted Trial Balance
for the period ended December 31, 2018

Reviewed by _____

Page 5

Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp: Refere
6150 Flower Rotation & Landscape Enhancements	21,082.20	20,794.50			20,794.50	
6155 Turf Treatment and Enhancements	14,683.50	14,237.50	AJE-3	8,362.50	22,600.00	
6160 Tree and Shrub Maintenance	31,482.00	36,880.00			36,880.00	X-1
6299 Irrigation System Contract	15,019.00	13,475.50			13,475.50	
6300 Permits and Licenses	2,121.51	2,097.16			2,097.16	
6305 TMP Expenses	214,999.92	212,083.30			212,083.30	X-1
6315 Uniforms		89.03			89.03	
6408 Elevator Contract	4,233.83	4,141.68			4,141.68	
6414 Fire Prevention & Protection	1,247.09	1,347.99			1,347.99	
6422 Decals & Parking Passes	858.24	2,934.39			2,934.39	
6424 HVAC Contract	3,932.20	4,604.04			4,604.04	
6430 Janitorial Services	41,042.96	42,719.64			42,719.64	X-1
6434 Pest Control Contract	1,989.00					
6436 Special Cleanings	4,425.00	7,425.00			7,425.00	
6438 Pool Management Contract	55,000.00	62,318.75			62,318.75	X-1
6440 Safety & Security	2,384.62	4,036.63			4,036.63	
6442 Snow Removal Contract	26,371.25	16,046.00			16,046.00	
6500 Fire Supression System	6,240.21	7,419.25			7,419.25	
6515 Building Repair/Maint	10,695.26	4,986.59			4,986.59	
6525 Community Center Improvement	939.00	888.73			888.73	
6570 Fitness Equipment Repair & Maintenance	9,284.51	11,739.22			11,739.22	
6575 Fitness Center Supplies	6,684.67	8,774.19	AJE-3	496.08	9,270.27	
6585 Fountain/Pond/Lake Repair & Maintenance	240.00					
6590 Access System Supplies	4,953.59	4,055.11			4,055.11	
6595 Access System Repairs		1,310.00	AJE-2	(440.00)	870.00	

06/24/2019

Adjusted Trial Balance

Reviewed by _____

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for the period ended December 31, 2018

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Account # / Description	Prior Period (Adjusted) 12/31/2017	Unadjusted Balance Dr (Cr)	Ref #	Adjustments Dr (Cr)	Adjusted Balance Dr (Cr)	Workp Refere
6600 General Repairs/Maint	6,251.65	27,628.95			27,628.95	X-1
6605 General Maintenance Supplies	9,250.79	6,267.62	AJE-3	747.09	7,014.71	
6640 Lighting Supplies/Repair & Maintenance	32,394.57	42,538.28			42,538.28	X-1
6685 Linear Park Landscape Maintenance	21,066.00	14,196.00			14,196.00	
6690 Pet Stations	10,726.94	14,907.31			14,907.31	
6700 Pool Equipment Repair/Maint	1,460.00	2,750.50			2,750.50	
6710 Pool Supplies	4,411.46	4,506.88			4,506.88	
6760 Street/Curb/Gutter Repair & Maint		5,440.00			5,440.00	
7000 Audit/Tax Returns	6,500.00	6,600.00			6,600.00	X-1
7010 Engineering Services	3,521.44					
7015 Management Reimbursements	3,089.15	2,090.04			2,090.04	
7020 Legal Services	6,259.50	3,756.00	AJE-3	300.00	4,056.00	X-1
7025 Legal Fees - Collections	31,499.60	18,751.22			18,751.22	X-1
7030 Legal Fees - General Counsel	15,999.50	22,850.80	AJE-3	3,020.00	25,870.80	X-1
7040 Management Fees	160,823.00	160,446.00			160,446.00	X-1
9000 Income Taxes	2,725.00	4,800.00	AJE-4	1,552.00	6,352.00	T-1
9106 Capital Improvements Reserve	24,000.00	24,000.00			24,000.00	R-1
9800 Repair/Repl Reserves	308,500.00	320,797.00			320,797.00	R-1
9934 Recreation Equipment	3,050.92	1,672.02			1,672.02	
9946 Signs Expenses		24.44			24.44	
(Profit) Loss	(106,984.95)	(100,908.81)		14,037.67	(86,871.14)	

06/24/2019
03:14 PMAdjusting Journal Entries
for the period ended December 31, 2018

Page 1

Account #	Account Name / Description	Debits	Credits
12/31/2018	AJE 1		
2300	Accrued Expenses	5,105.15	
1013	PPB Operating		5,105.15
To record card payment made by phone on 12/21/18.			
12/31/2018	AJE 2		
2300	Accrued Expenses	440.00	
6595	Access System Repairs		440.00
To reverse client accrued expense.			
12/31/2018	AJE 3		
2000	A/P Trade		16,157.77
1640	Prepaid Expense		1,332.08
3102	Repair & Repl Reserve Beginning Balance	4,564.18	
6155	Turf Treatment and Enhancements	8,362.50	
6575	Fitness Center Supplies	496.08	
6605	General Maintenance Supplies	747.09	
7020	Legal Services	300.00	
7030	Legal Fees - General Counsel	3,020.00	
To adjust client accounts payable per auditor's search.			
12/31/2018	AJE 4		
9000	Income Taxes	1,552.00	
2200	A/P Income Taxes		1,552.00
To record 2018 income tax expense and amount payable.			
Totals		24,587.00	24,587.00

Board Decision

August 27, 2019

Motion:

"I move to approve the CAC recommendation for Lancaster Landscape, Inc.'s proposal #29978 (revised), to cut back tree roots approx. 3-5' away from back yard wall and fill with soil and rear of property install hardwood mulch at 4916 Donovan Drive- Side of Residence in the amount of \$1,005.00 to be expensed to GL6160- Tree & Shrub Maintenance."

Second:

Summary:

The CAC made the recommendation at their July 2019 meeting to approve the necessary work at Common Area at 4916 Donovan Drive. This area includes cutting existing tree roots and filling the areas with soil and hardwood mulch. It has also been determined that this is a Common Area issue not Homeowners.

CMC Recommendation:

The Board to approve the CAC recommendation to cut back the tree roots and fill with soil. Also, regrade area in the rear of 4916 Donovan and install hardwood mulch.

Budget Consideration:

GL6160- Tree & Shrub Maintenance.

Vote:

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



June 6, 2019 (Revised 6/18/2019)

Stepping stones removed.

CUSTOMER # 229

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

Dear Karen,

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

LANDSCAPE ENHANCEMENTS

1. 4916 Donovan Drive - Side of Residence

Cut back tree roots approx. 3-5' away from back yard wall

Back fill with soil

Define bare area and install hardwood mulch

Labor

(6) hours @ \$55.00 each.....\$330.00

Installation of hardwood mulch - (3) yds @ \$85.00 each..... \$255.00

2. At Rear of Property

Regrade area and install hardwood mulch

Install 2x2' stepping stones

Labor

(3) hours @ \$55.00 each.....\$165.00

Installation of hardwood mulch - (3) yds @ \$85 each..... \$255.00

Install (20) 2x2' stepping stones @ \$48 each..... \$960.00

OLD PROPOSAL TOTAL: \$1,965.00

UPDATE PROPOSAL TOTAL: \$1005.00

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

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

SIGNATURE: _____

fax 703-567-4883

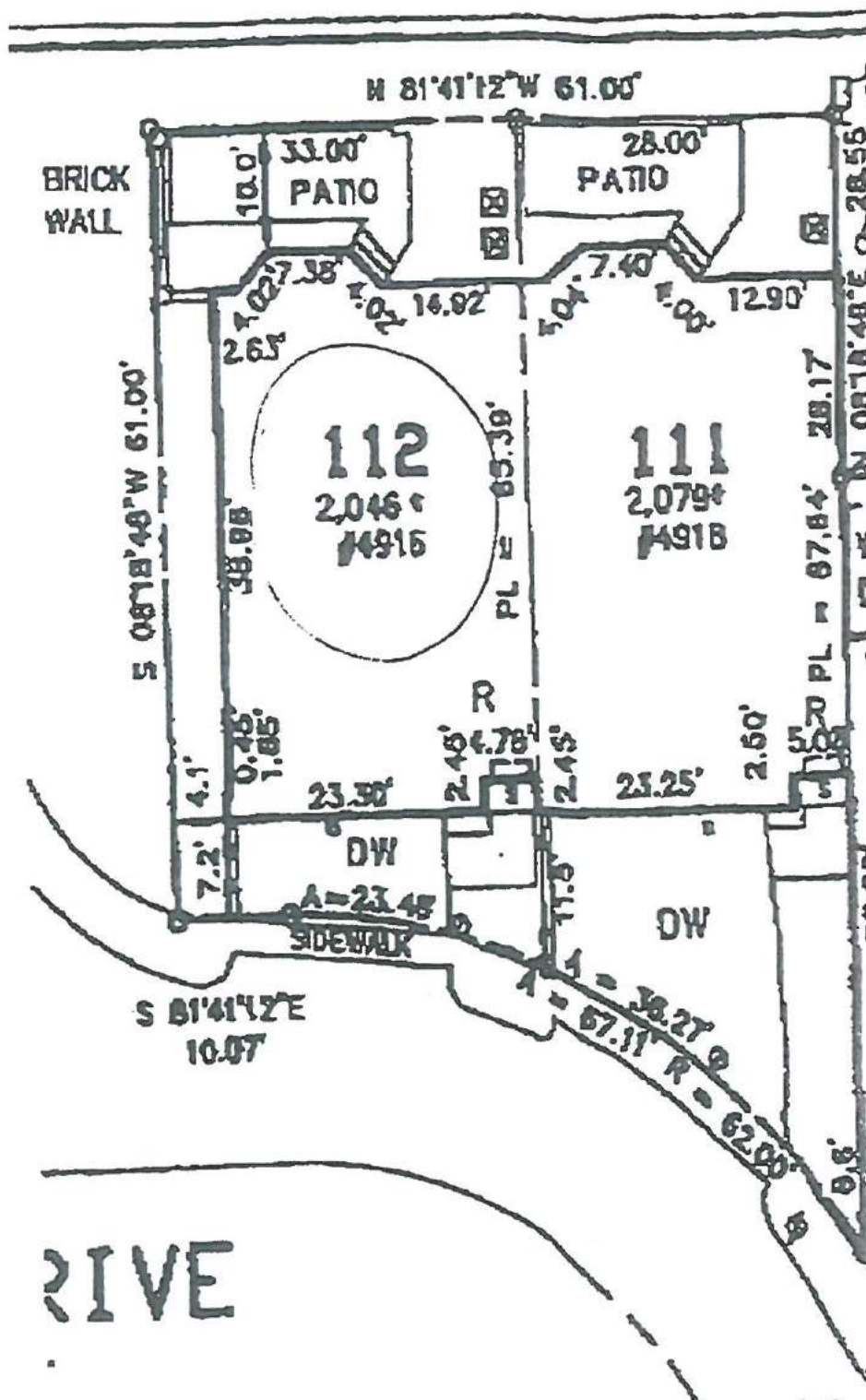
Philip & Cindy Duvall
4916 Danvers Dr.
Lot 112

4916 DONOVAN DR.

4.

P. 2

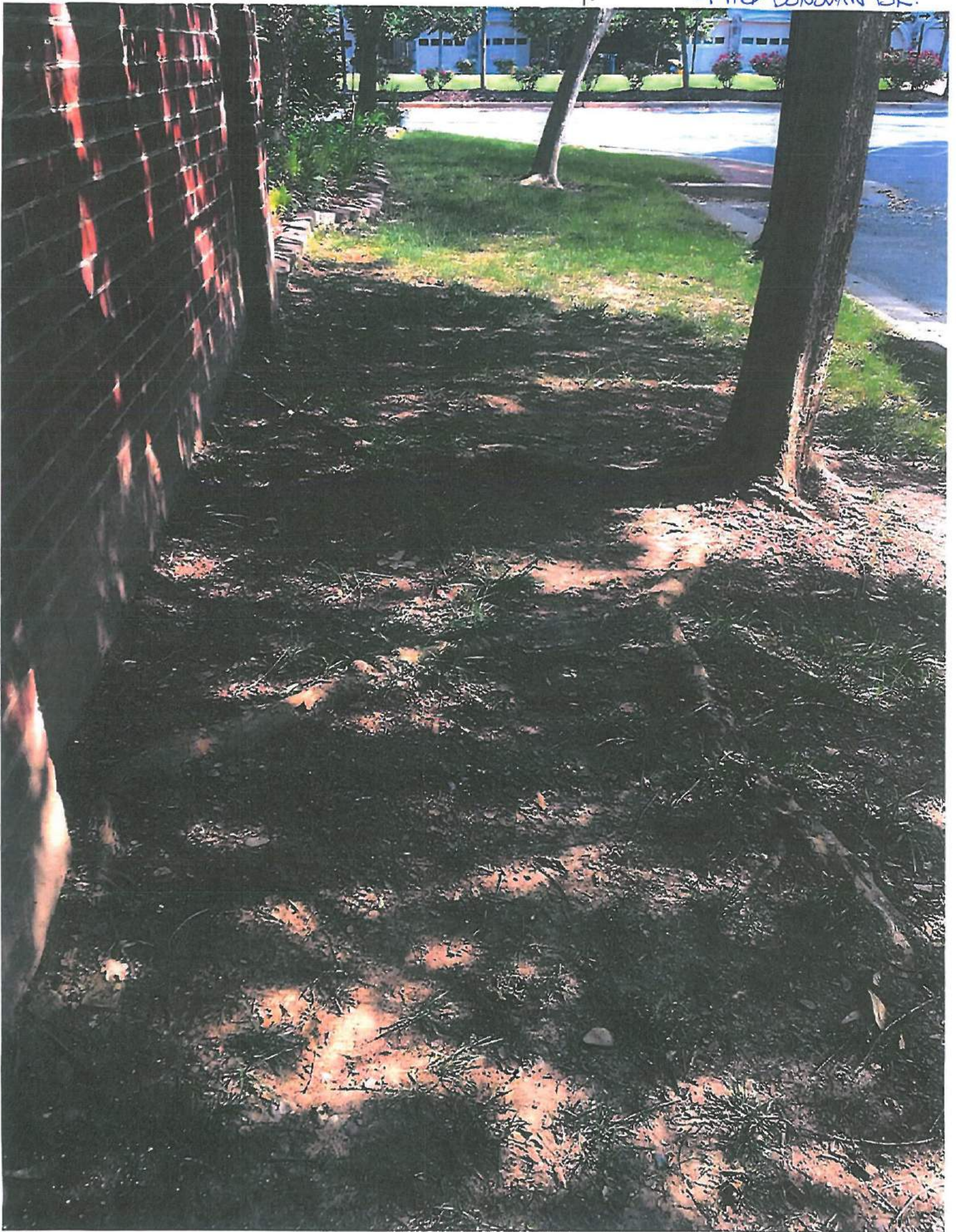
352-243-8971



12

4.

4916 DONOVAN DR.



4. 4916 DONOVAN DR



Board Decision

August 27, 2019

Motion:

"I move to approve the CAC recommendation for Lancaster Landscape, Inc.'s proposal #30054, to regrade eroded area, remove surface tree roots, remove ivy and weeds from trees, and install river stone and pine needles to prevent erosion, located at the rear common area at 266-268 Medlock Lane in the amount of \$2,602.00 to be expensed to GL3364- Capital Improvements."

Second:

Summary:

The CAC made the recommendation at their July 2019 meeting to approve the landscape enhancements located at the rear common area at 266-268 Medlock Lane.

CMC Recommendation:

The Board to approve the CAC recommendation that is outlined in proposal #30054.

Budget Consideration:

GL3364- Capital Improvements

Vote:

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



July 29, 2019 (REVISED 8.7.2019)

CUSTOMER # 229

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

Dear Karen,

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

LANDSCAPE ENHANCEMENTS

266-268 MEDLOCK - REAR COMMON AREA:

1. REGRADE ERODED AREA, REMOVE SURFACE TREE ROOTS, REMOVE IVY AND WEEDS FROM TREES.

LABOR -

(3) 1 HOUR @ \$55.00/PER HOUR.....\$165.00

2. INSTALL RIVER STONE TO PREVENT EROSION.

INSTALL PINE NEEDLES (UNDER PINE TREES) TO PREVENT EROSION.

LABOR -

(29) HRS. OF LABOR @ \$55.00/PER HR.....\$1,760.00

MATERIAL-

- (1) TON OF RIVER STONE\$325.00

- LANDSCAPE FABRIC 20 X 3'\$125.00

- (14) PINE NEEDLES @ \$28/EA.....\$392.00

bales

PROPOSAL TOTAL: \$ 2,602.00

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

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

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

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

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

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

DATE OF ACCEPTANCE: _____

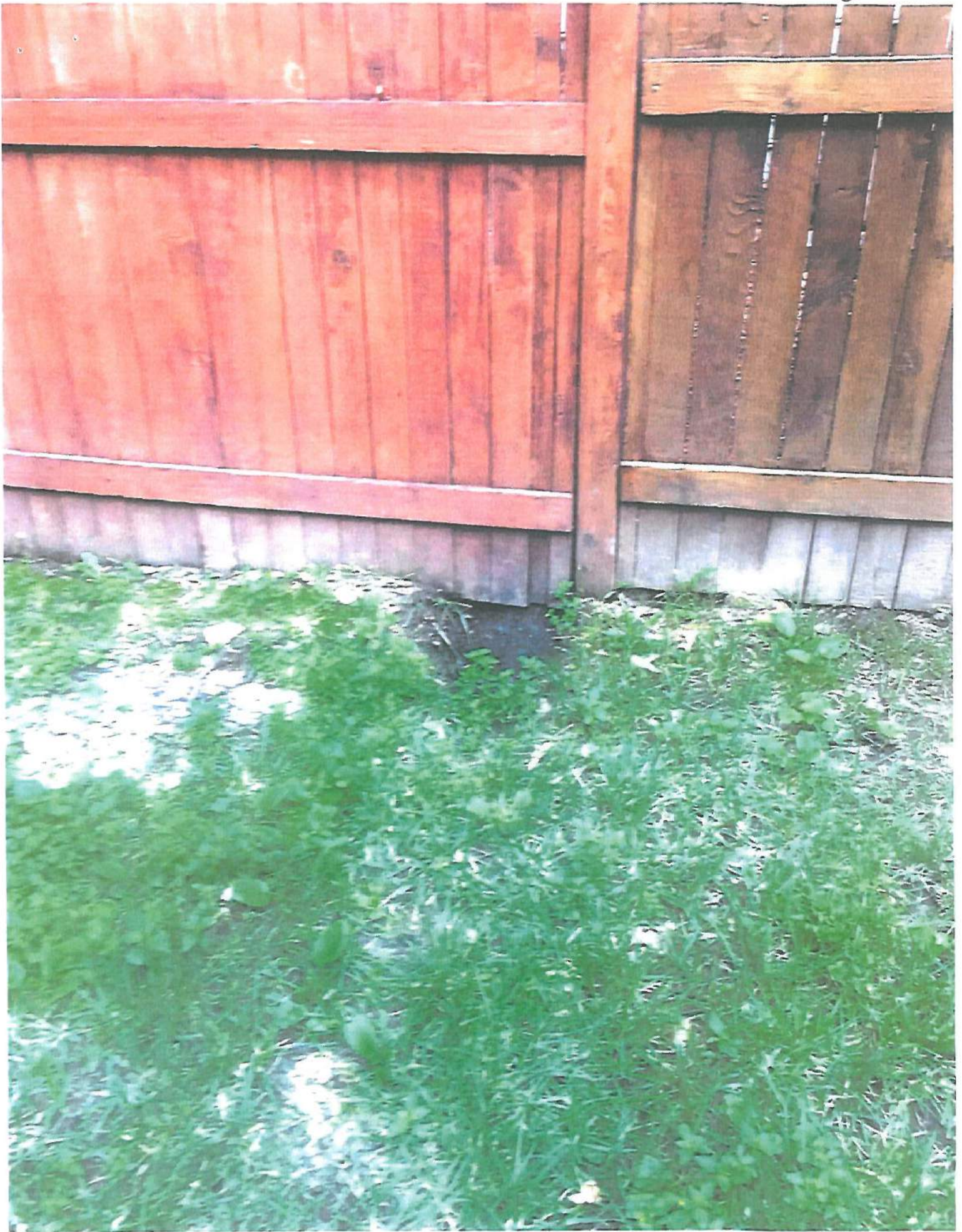
SIGNATURE: _____

25









Board Decision

August 27, 2019

Motion:

"I move to approve the CAC recommendation for Lancaster Landscape, Inc.'s proposal #30055 (Revised 8/13/19), to regrade low grade around tree to raise grade and direct water to existing storm drain and install grass seed and cover with Penn mulch pellets located in the rear common area at 260-262 Medlock Lane, in the amount of \$710.50 to be expensed to GL6155 - Turf Treatments & Enhancements."

Second:**Summary:**

The CAC made the recommendation at their July 2019 meeting to approve the drainage and erosion repairs located at the rear common area at 260-262 Medlock Lane.

CMC Recommendation:

The Board to approve the CAC recommendation that is outlined in proposal #30055.

Budget Consideration:

GL6155 - Turf Treatments & Enhancements.

Vote:

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



July 29, 2019 (Revised 8.13.2019)

CUSTOMER # 229

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

Dear Karen,

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

DRAINAGE AND EROSION

260-262 MEDLOCK - REAR COMMON AREA:

- *REGRADE LOW GRADE AROUND TREE TO RAISE GRADE AND DIRECT WATER TO THE EXISTING STORM DRAIN.*
- *AT REGRADED AREA, INSTALL GRASS SEED AND COVER WITH PENN MULCH PELLETS.*

LABOR AND MATERIALS:

- (6) HRS. OF LABOR @ \$55/PER HR. \$330.00
- (3) YDS. OF TOP SOIL @ \$95/PER YD. \$285.00
- (1) LB. OF GRASS SEED \$5.50
- (15) LBS. OF PENN MULCH PELLETS @ \$6/EA..... \$90.00

PROPOSAL TOTAL: \$ 710.50

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

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

Board Decision

August 27, 2019

Motion:

"I move to approve the CAC recommendation for Lancaster Landscape, Inc.'s proposal #30060, to purchase and install the fall flowers for 2019 located at the Cameron Station entrance, Cameron Station circle, and at the Management office in the amount of \$4,665 to be expensed to GL6150- Flower Rotation and Landscape Enhancements."

Second:**Summary:**

The CAC made the recommendation at their July 2019 meeting to approve the purchase and installation for the fall flowers.

CMC Recommendation:

The Board to approve the CAC recommendation that is outlined in proposal #30060.

Budget Consideration:

GL6150- Flower Rotation and Landscape Enhancements.

Vote:

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

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



PROPOSAL NO.

30060

7. Fall Flowers

Consider purple + yellow only?

August 2, 2019

CUSTOMER # 229

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

Dear Karen,

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

2019 FALL FLOWERS 2019

ALL FLOWERS IN 4 1/2" POTS.

ENTRANCE:

- (100) PENNY CLEAR YELLOW
- (100) PENNY WHITE
- (100) PENNY ORANGE

CAMERON STATION CIRCLE:

- (750) PENNY CLEAR YELLOW
- (450) PENNY ORANGE

MANAGEMENT OFFICE:

- (100) PENNY CLEAR YELLOW
- (100) PENNY WHITE
- (100) PENNY ORANGE

- (1,350) TOTAL OF VIOLAS @ \$1.50/EA..... \$2,025.00

- (48) HRS. OF LABOR @ \$55/EA..... \$2,649.00

PROPOSAL TOTAL: \$ 4,665.00

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

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

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

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

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

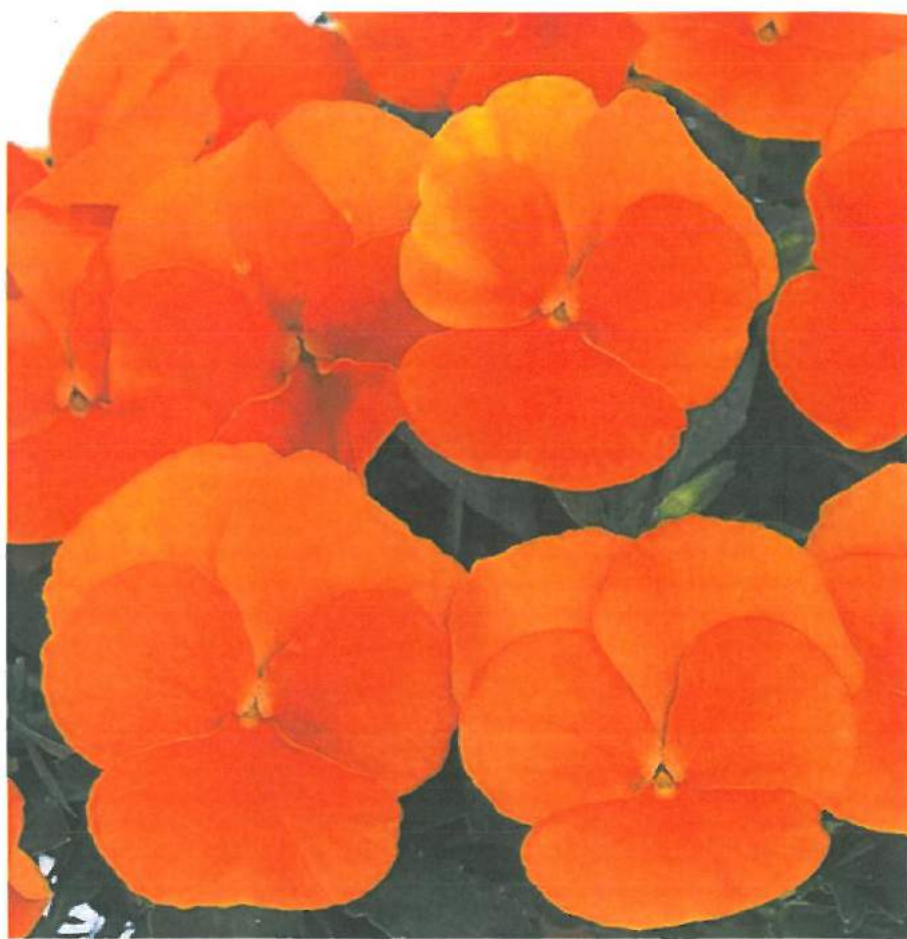
ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

21







Board Decision

August 27, 2019

Motion:

"I move to approve the CAC recommendation for Lancaster Landscape, Inc.'s proposal #30061, to install Azaleas at the gates located at 5101 Gardner and 100 Cameron Station Blvd. in the amount of \$631.60 to be expensed to GL3280- Repair & Replacement Reserve Expenditures."

Second:**Summary:**

The CAC made the recommendation at their July 2019 meeting to approve the installation of Azaleas at the gates along Duke Street.

CMC Recommendation:

The Board to approve the CAC recommendation to install the Azaleas located at the Duke Street gates.

Budget Consideration:

GL3280- Repair & Replacement Reserve Expenditures.

Vote:

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

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



5. Duke Street
wall planting

PROPOSAL NO.

30061

August 2, 2019

CUSTOMER # 229

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

Dear Karen,

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

LANDSCAPE ENHANCEMENTS

DUKE STREET GATES (2) LOCATIONS

5101 GARDNER AND 100 CSB:

- IN FRONT OF GATES, INSTALL (4) 3 GAL. AZALEAS AT EACH LOCATIONS

(TOTAL OF 8) @ \$51.45/EA. \$411.60

- (4) HRS. OF LABOR @ \$55/EA. \$220.00

PROPOSAL TOTAL \$ 631.60

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

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

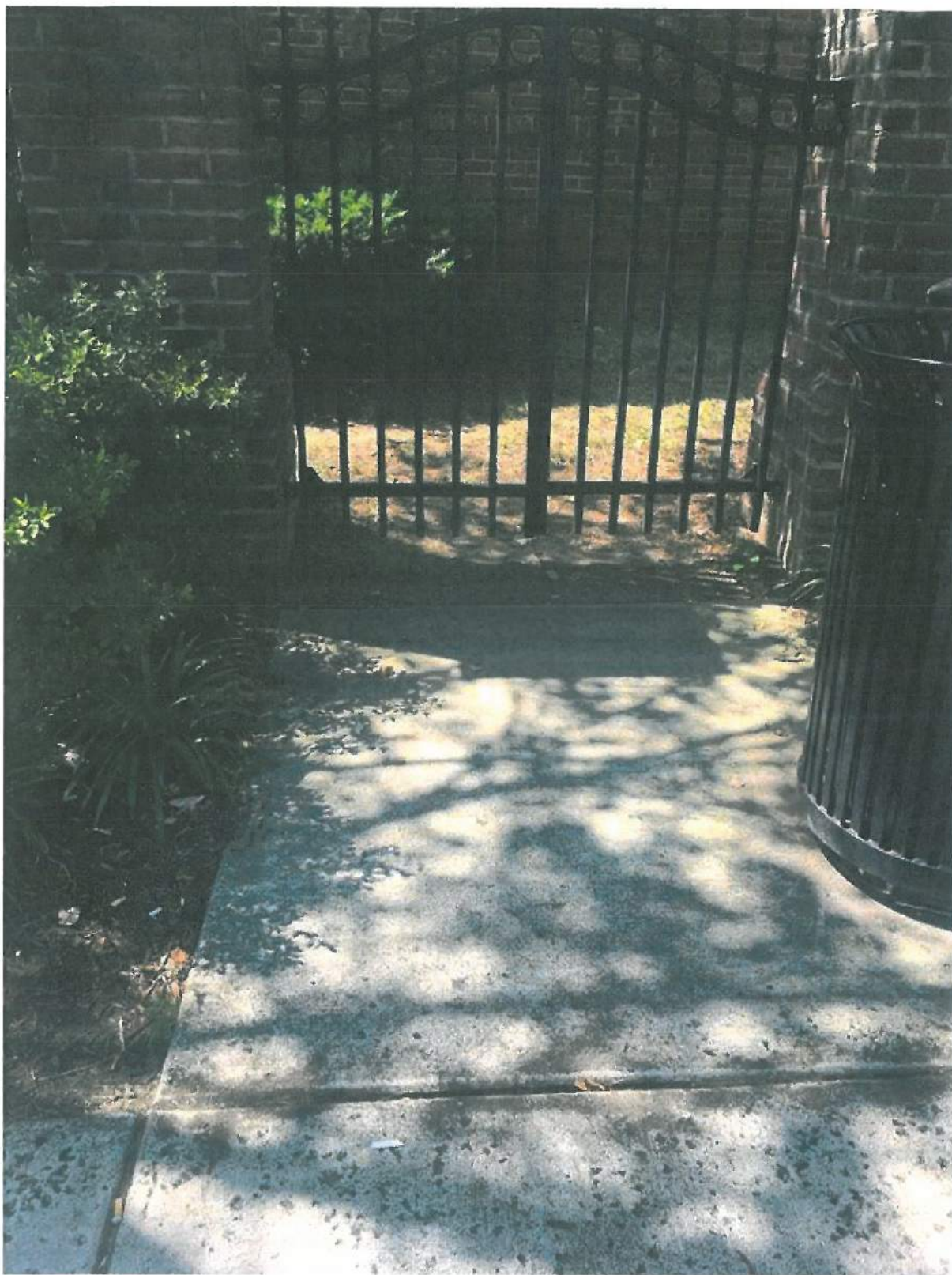
DATE OF ACCEPTANCE: _____

SIGNATURE: _____





5



18

Board Decision

August 27, 2019

Motion:

"I move to approve the CAC recommendation for Lancaster Landscape, Inc.'s proposal #30070, to remove concrete pads, dispose all concrete off site, backfill with top soil, and install hardwood mulch along Duke Street in the amount of \$1,280 to be expensed to GL3280- Repair & Replacement Reserve Expenditures."

Second:**Summary:**

The CAC made the recommendation at their July 2019 meeting to approve the removal of concrete pads, dispose all concrete off site, backfill with top soil, and install hardwood mulch along Duke Street at 2 locations.

CMC Recommendation:

The Board to approve the CAC recommendation that is outlined in proposal #30070 along Duke Street.

Budget Consideration:

GL3280- Repair & Replacement Reserve Expenditures.

Vote:

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

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



PROPOSAL NO.
30070

6

August 8, 2019

CUSTOMER # 229

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

Dear Karen,

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

CONCRETE PAD REMOVAL

Along Duke Street (2 Locations Along Duke Street):

Remove concrete pads, dispose all concrete off site, backfill with top soil, and install hardwood mulch.

LABOR

(15) Hours at \$55/Hour.....\$825

MATERIALS

(3) Yards of Top Soil at \$95/Yard.....\$285

(2) Yards of Hardwood Mulch at \$85/Yard.....\$170

PROPOSAL TOTAL: \$1,280.00

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

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

6



20

Board Decision

August 27, 2019

Motion:

"I move to approve the CAC recommendation for Lancaster Landscape, Inc.'s proposal #30071 (Revised 8/20/19), to restore turf at several locations within the community, in the amount of \$5,310.00 to be expensed to GL6155 - Turf Treatments & Enhancements."

Second:**Summary:**

The CAC made the recommendation at their July 2019 meeting to approve the revised Lancaster proposal to restore turf at the following locations; Cameron Station Circle (At no cost to the Association), Brenman Park, Minda Court, 165-171 CSB (At no cost to the Association), Donovan Pocket Park, Knapp Pocket Park, Knapp and CSB Parks, Grimm Pocket Park (At no cost to the Association), Bessley Place Pocket Park, Barbour & Gardner Pocket Park (At no cost to the Association, and Donovan- Martin Pocket Park.

CMC Recommendation:

The Board to approve the CAC recommendation that is outlined in the revised proposal #30071.

Budget Consideration:

GL6155 - Turf Treatments & Enhancements.

Vote:

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



August 8, 2019 (REVISED 8.20.2019)

CUSTOMER # 229

Karen Sales
 Community Manager
 Cameron Station Community Association
 200 Cameron Station Blvd.
 Alexandria, VA 22304

Dear Karen,

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

TURF RESTORATION – FALL 2019

SCOPE OF WORK

- REMOVE THATCH
- AERATE COMPACTED AREAS
- AMEND SOIL (FERTILIZER AND SEED STARTER)
- REGRADE AND INSTALL MIXED COMPRO/SOIL
- INSTALL GRASS SEED, COVER WITH PENNMULCH (SMALL AREAS) AND INSTALL TEMPORARY FENCE TO PROTECT NEWLY SEEDED AREAS.

RESTORE TURF AT THE FOLLOWING LOCATIONS:

#1 CAMERON STATION CIRCLE-AREAS IDENTIFIED BY CAC TO BE COMPLETED AT NO CHARGE TO COMMUNITY

#2 BRENMAN PARK

LABOR (24) HRS.\$55 EACH.....	\$1,320.00
TOP SOIL MIX (4) YDS. \$95 EACH.....	\$380.00
GRASS SEED (1) 50 POUND BAG.....	\$125.00
FERTILIZER 18-24-12.....	\$95.00

#3 MINDA COURT

LABOR (18) HRS.\$55 EACH.....	\$990.00
TOP SOIL MIX (2) YDS. \$95 EACH.....	\$190.00
GRASS SEED (3/4) 50 POUND BAG.....	\$90.00
FERTILIZER 18-24-12.....	\$95.00

#4 165-171 CSB-AREA IDENTIFIED BY CAC TO BE COMPLETED AT NO CHARGE TO COMMUNITY

#5 DONOVAN POCKET PARK-NO ADDITIONAL SEEDING NEEDED AT THIS TIME PER CAC RECOMMENDATION

#6 KNAPP POCKET PARK-NO ADDITIONAL SEEDING NEEDED AT THIS TIME PER CAC RECOMMENDATION

#7 KNAPP AND CSB PARKS-NO ADDITIONAL SEEDING NEEDED AT THIS TIME PER CAC RECOMMENDATION

#8 GRIMM POCKET PARK-NO ADDITIONAL SEEDING NEEDED AT THIS TIME

#9 BESSLEY PLACE POCKET PARK

LABOR (15) HRS.\$55 EACH.....	\$825.00
TOP SOIL MIX (1) YDS. \$95 EACH.....	\$95.00
GRASS SEED.....	\$60.00
FERTILIZER 18-24-12.....	\$50.00
IDENTIFIED GRASSY AREAS WILL BE CONVERTED TO MULCH DUE TO CONSTANT DOG DAMAGE	
HARWOOD MULCH (2) YDS \$65 EACH.....	\$130.00

#10 BARBOUR AND GARDNER POCKET PARK- AREAS IDENTIFIED BY CAC TO BE COMPLETED AT NO CHARGE TO COMMUNITY

#11 DONOVAN-MARTIN LANE PARK

LABOR (12) HRS.\$55 EACH.....	\$660.00
TOP SOIL MIX (1) YDS. \$95 EACH.....	\$95.00
GRASS SEED.....	\$60.00

FERTILIZER 18-24-12..... \$50.00

LABOR (120) HOURS \$55/EACH..... \$6,600.00

MATERIAL

TOP SOIL/COMPRO MIXED (20) YDS - \$95/EACH..... \$1,900.00

SOIL AMENDMENTS 18-24-12 FERTILIZER (10) 25 POUNDS BAGS \$95/EACH..... \$950.00

GRASS SEED SUN/SHADE MIXED (6 BAGS) 50 POUNDS BAG \$125 /EACH..... \$750.00

TEMPORARY FENCING..... \$450.00

TEMPORARY FENCING WILL BE PROVIDED AS NEEDED TO PROTECT NEWLY SEEDED AREAS

TOTAL PROPOSAL PRICE: ~~\$ 10,650.00~~ \$5,310.00 (REVISED 8.20.2019)

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

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

Board Decision

August 27, 2019

Motion:

"I move to approve the CCFC recommendation to appoint Tim Regan to the Cameron Club Facilities Committee."

Second:**Summary:**

The CCFC had a vacancy on the Committee and at their August meeting, they made a recommendation to appoint Tim Regan.

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

CMC Recommendation:

The Board to approve the CCFC recommendation to appoint Mr. Regan to the Cameron Club Facilities Committee.

Budget Consideration:

None.

Vote:

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



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: _____

Home Address: _____

Email Address: _____

Telephone Number: _____ (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):

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

Thank you for your time and interest.

Cameron Station Community Association, Inc.

Homeowner Association (HOA) Committees

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

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

Board Decision

August 27, 2019

Motion:

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

Second:**Summary:**

The A&E had a vacancy on the Committee and at their August meeting, they made a recommendation to appoint Larissa Cowper.

Ms. Cowper application is included in the Board packet for review.

CMC Recommendation:

The Board to approve the A&E recommendation to appoint Ms. Cowper to the Activities & Events Committee.

Budget Consideration:

None

Vote:

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

BOARD DISCUSSION

Proposal

Page No.

of

Pages

WEYER'S FLOOR SERVICE, INC.

1449 Odenton Road
ODENTON, MARYLAND 21113
301-912-2963 (FAX) 410-674-4137
1-888-937-2125

PROPOSAL SUBMITTED TO Cameron Station Comm. Assoc.	PHONE 202-744-9320	DATE 5/10/2019
STREET 2000	JOB NAME Cameron Station Community Association	
CITY, ST. ALEXANDRIA	JOB LOCATION 200 Cameron Station Blvd., Alexandria	
Attn: Richard C. Mandley & Karen Soles		EMAIL rmandley@pro-fitclubs.com

We hereby submit specifications and estimates for:

Gymnasium:

Removal and disposal of existing flooring down to concrete

Check concrete for moisture & levelness

*Time & material for any additional work to the concrete

Supply and installation of Robbins Sport Surfaces Air Channel Star

Athletic Flooring System consisting of the following components:

- ◊ 6 mil poly vapor barrier
- ◊ Air Channel engineered sleepers 16" o.c. with 7/16" EPDM rubber pads
- ◊ one layer of 1/2" cdx plywood
- ◊ 25/32" x 2-1/4" second & better XL maple

Sanding, sealing, lining (as existing) and finishing

Installation of standard black vent cove base & aluminum expansion covers

Aluminum expansion cover at main door to hallway to be reused

\$28,568.00

- NOTES:
- ◆ All work to be completed over an existing sub-floor surface.
 - ◆ Scope of work shall include the clean-up and disposal of trash and debris in receptacle supplied and paid for by contractor.
 - ◆ Scope of work shall exclude layout and painting of custom floor graphics, logos and lettering except as outlined above.
 - ◆ Scope of work shall exclude the furnish and installation of base, moldings, and all trim work, except as outlined above. Aluminum thresholds at interior entries shall not exceed 6" width.
 - ◆ Final cleaning and dusting of surfaces adjacent to work areas shall be the responsibility of others.
 - ◆ The protection of flooring surfaces during all phases of work and upon completion of work shall be the responsibility of others.
 - ◆ Owner shall provide or make available to the Subcontractor power connections with adequate amperage for the operation of installation and/or sanding & finishing equipment at no additional charge to the subcontractor.
 - ◆ Additional insurance requirements above existing subcontractor insurance coverage shall be paid for by others.

The ~~Proposer~~ hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Twenty eight thousand five hundred sixty eight dollars and no cents dollars (\$ 28,568.00).

Payment to be made as follows:

Payment to be made on a percentage complete basis.

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

Authorized
Signature

Note: This proposal may be
withdrawn by us if not accepted within 30 days.

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

Signature

(PRINTED)

Signature

Date of Acceptance:

The standard terms and conditions of sale on the reverse side of this proposal are a part hereof.

CONTRACT ADDENDUM

This ADDENDUM, by and between CAMERON STATION COMMUNITY ASSOCIATION, INC. (hereinafter referred to as "the Owner" or "the Association"), and **Weyer's Floor Service, Inc.**, duly licensed to do business in the Commonwealth of Virginia (hereinafter referred to as the "Contractor"), supplements a proposal and/or contract for services and/or goods, dated May 10, 2019 (hereafter referred to as "the Proposal/Contract"). The Proposal/Contract and this Addendum shall be referred to collectively as "the Agreements."

The parties hereby agree that the following provisions are attached to and become a part of the Proposal/Contract, attached hereto, and that the items herein modify and supersede any conflicting provisions contained in the Proposal/Contract. Further, upon execution of this Addendum, the Agreements are a binding and enforceable contract for services and/or goods, with an effective date that is the same as the execution date of this Addendum.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

I. WORK OR SERVICES TO BE PERFORMED

The duties and responsibilities to be performed by the Contractor under this Addendum are detailed in the Proposal/Contract and include the following (hereinafter referred to as the "Work"):

1. Removal and disposal of existing flooring down to concrete;
2. Check concrete for moisture & levelness;
3. Perform additional work on concrete on a time and materials basis;
4. Supply and install Robbins Sport Surfaces Air Channel Star Athletic Flooring System consisting of the following components:
 - a. 6 mil poly vapor barrier;
 - b. Air Channel engineered sleepers 16" o.c. with 7/16" EPDM rubber pads;
 - c. one layer of 1/2" cdx plywood; and
 - d. 25/32" x 2 1/4" second & better XL maple
5. Sanding, sealing, lining (as existing) and finishing;
6. Installation of standard black vent cove base & aluminum expansion covers; and
7. Aluminum expansion cover at main door to hallway to be reused

In the event of a conflict between the Proposal/Contract and this Addendum, the provisions of this Addendum shall control and take precedence. The Contractor shall comply with and give notices required by laws, ordinances, rules, and lawful orders of public authorities bearing on performance of the work under the Proposal/Contract.

II. PERMITS AND LICENSES

Contractor shall, at its expense, procure all permits and licenses which may be required in

the performance of the work, and pay all excise, license, occupation, and other taxes which may become payable to any authority in connection with the work, including all taxes upon the sale, use, storage, equipment, and other things furnished by Contractor. Contractor shall be solely liable for any damages resulting from his failure to meet this requirement, and shall indemnify, defend, and hold harmless the Association against any claims, suits, judgments, or liabilities arising from Contractor's work hereunder. Furthermore, Contractor agrees to comply with all Virginia and City of Alexandria ordinances, statutes and provisions in the performance of its duties under the Proposal/Contract and shall indemnify and hold harmless the Association, its directors, officers and agents from any claims, damages, liabilities, suits, causes of actions, proceedings, costs and expenses related to any such failure to comply with applicable ordinances or provisions.

III. THE INDEPENDENT CONTRACTOR RELATIONSHIP

The parties hereby expressly agree that the Contractor shall be an independent Contractor and is not an employee of the Association. All workmen and laborers or subcontractors of the Contractor performing any of the work under the terms of the Agreements shall be employees of the Contractor and shall in no way be considered employees of the Association. The Contractor further agrees to screen all employees, supervise their work and obtain and pay for all required employee insurance including worker's compensation. All subcontractors shall be pre-approved by the Association.

IV. PAYMENT

The costs of the services provided herein are Twenty-Eight Thousand Five Hundred Sixty Eight Dollars and 00/100 Cents (\$28,568.00). Association shall pay contractor in the following installments. Association shall pay Contractor Thirty percent (30%) of the contract price within ten (10) business days of execution of this Agreement, and the remaining balance within ten (10) business days acceptance by the Association that the Contractor has substantially completed the Work.

V. INDEMNIFICATION AND GUARANTEES

The Contractor shall be fully liable for, and hereby agrees to indemnify, defend and hold harmless the Association, its Board of Directors, officers, contractors, employees and/or agents, from any liabilities, injuries, damages, causes of actions, suits, judgments, claims or obligations, consequential and/or incidental damages, and/or costs (including attorney's fees) of defense arising out of or related to any acts, omissions or negligence under the Agreements on the part of the Contractor, its agents, subcontractors, or employees or any person or firm under its control.

All machines and equipment used in the performance of duties under the Agreements will be of such type as to cause no hazard or reasonably foreseeable danger to any person or property.

VI. RESTORATION OF PROPERTY

In the event that the Contractor, including its employees or subcontractors causes damage during the course of work performed under the terms of the Agreements to property of the Association or that of its owners, residents, guests, employees or agents, the Contractor shall promptly remedy such damages and repair and/or restore such damaged property to the condition in which the property existed before the damage was caused. In the event the Contractor fails to do so in a timely manner after ten (10) days written notice, the Association may proceed to repair the damage and hold the Contractor responsible for the amount of such repair, and may withhold an amount equal to the cost of repair or restoration from any payments due the Contractor under the terms of the Agreements. The parties hereby agree that the members and occupants of the Association are intended third party beneficiaries of this provision and may institute legal action in their own name against the Contractor for damage to person or property.

VII. WAIVER AND BREACH

A waiver by the Association of any breach of any term or condition of the Agreements shall not be deemed a waiver of any other, or any subsequent breach.

VIII. VIRGINIA LAW VENUE

The Agreements shall be interpreted and enforced in accordance with the laws of Virginia. Both parties hereby expressly agree that if legal action is required to interpret or enforce the Agreements, said action shall be filed in Alexandria, Virginia.

IX. BINDING OBLIGATION OF ENTIRE AGREEMENT COUNTERPARTS

The Agreements shall inure to the benefit of and bind the parties hereto, as well as their respective successors and assigns;

The Agreements shall constitute the entire agreement between the parties, and no variance or modification hereof shall be valid and enforceable except by another agreement, in writing, executed and approved in the same manner as this Addendum;

The Agreements shall not be assigned without the Association's prior written consent.

X. **SEVERABILITY**

In the event that any provision of the Agreements shall be judged unlawful or be unenforceable under the law of Virginia, the remainder of the Agreements shall survive and remain in full force and effect.

XI. **NOTICE**

Notices allowed or required under the Agreements shall be either hand delivered or sent by certified mail, return-receipt requested, postage prepaid, to the addresses of the parties set forth below:

A. To Association:

General Manager
Cameron Station Community Association, Inc.
200 Cameron Station Boulevard
Alexandria, Virginia 22304

Copy To:

Todd A. Sinkins
Rees Broome, PC
1900 Gallows Rd. 7th Floor
Tyson's Corner, VA 22181

B. To Contractor:

Weyer's Floor Service
1449 Odenton Road
Odenton, Maryland 21113

XII. **DEFAULT**

In the event of the breach of the Agreements by either party, and in the event that legal action is taken to enforce any of the provisions of the Agreements, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs. The Contractor shall not be entitled to any claim for damages arising from services not actually performed, or damages arising from future expectation.

XIII. TERMINATION

The Agreements may be terminated by either party without cause upon thirty (30) days prior written notice. In the event of termination, no additional payments will be due and the account will be settled and adjusted through the date of termination. Neither party shall be entitled to any claim for damages arising from services not actually performed.

XIV. INSURANCE

Contractor shall obtain, pay the premiums for and keep in force during the term of this agreement insurance written by companies licensed and authorized to conduct business in the Commonwealth of Virginia and acceptable to the Association in dollar amounts hereinafter specified or as required by law, whichever is greater:

A. Workers Compensation and Employers Liability Insurance

Statutory: Amounts and coverage as required by law including employers liability with a policy limit of at least \$500,000 (or such other amount to comply with the underlying requirement for the umbrella/excess liability policy) including a provision for extending the policy in accordance with the law of other jurisdictions.

B. Commercial General Liability:

Bodily Injury, Personal Injury and Property Damage: at least \$1,000,000 each occurrence and \$2,000,000 annual aggregate. Such coverage shall include bodily injury and property damage directly or indirectly related to hazardous chemicals.

C. Automobile Liability Insurance (Owned, Non-Owned and Hired Car):

Bodily Injury and Property Damage: at least \$1,000,000 each occurrence and \$1,000,000 annual aggregate.

D. Umbrella Liability Insurance:

Bodily Injury, Personal injury and Property Damage: at least \$9,000,000 each occurrence and \$9,000,000 annual aggregate. Coverage shall extend over the underlying commercial general liability, automobile liability and employers liability policies.

Contractor's insurance shall name the Association and its managing agent as additional insureds. Contractor shall provide the Association with a certificate of insurance confirming the insurance required herein before the commencement date of this Agreement. Such certificate shall include a provision requiring the insurer to provide thirty-(30) days written notice prior to cancellation, non-renewal or reduction in coverage or limits for any reason. The Association may at any time inspect and copy any and all insurance policies required by this Agreement.

In the event the contractor fails to obtain, maintain and/or pay for the insurance required herein the Association shall have the right but not the obligation to obtain such insurance and/or pay the premium for such insurance in which event the contractor shall repay the Association immediately upon demand by the Association together with interest and any costs or expenses incurred by the Association without prejudice to any rights or remedies of the Association under this Agreement. At the Association's option, all sums due the Association may be deducted from payments due to the contractor under this Agreement.

Contractor's insurance policies shall include a waiver by the insurer of all rights of subrogation against the Association and its directors, officers, members, employees or agents.

Each policy carried by the contractor as required herein shall be primary with respect to any insurance carried by the Association and any coverage carried by the Association shall be excess insurance.

Contractor shall provide the Association a copy of a loss run for the current policy periods including all claims paid and reserved to assure that any policy annual aggregate limits are not in jeopardy of being exhausted. Nothing herein shall require the Association to carry insurance coverage of any type, kind or nature.

XV. SUBCONTRACTORS

The Contractor shall not subcontract for any portion of the work or services associated with this Agreement without the prior written consent of the Association.

Even if a subcontract is approved, the Contractor shall not contract with a proposed person or entity to whom the Association has made reasonable and timely objection. The Contractor may change a subcontractor, person or entity previously selected if the Association does not make reasonable objection and the Contractor obtains the written approval of the Association.

Contractor shall furnish duly qualified personnel and experienced employees and foremen or supervisors to carry out the work to be performed by Contractor under this Agreement. Persons hired by Contractor shall be and remain Contractor's employees. All personnel hired by the Contractor shall be thoroughly screened, including police clearance, as permissible by law. Contractor shall comply with the instructions pertaining to conduct and building regulations, issued by the building manager, property manager, the Association, or other duly appointed official designated by the Association. Contractor shall at all times enforce strict discipline and maintain good order among the workmen engaged in the work and shall cause such workmen to observe all reasonable fire prevention, security and safety rules and regulations in force at the work site.

Contractor shall provide adequate supervision at all times of the work which Contractor's employees are performing under this Agreement to insure its completion and satisfactory performance in accordance with the terms of this Agreement. In the performance of the work herein contemplated, Contractor is an independent contractor with the authority to

control and direct the performance and the details of the work. However, the work contemplated herein must meet the approval of and shall be subject to the general right of inspection and supervision of the Association to secure the satisfactory completion thereof.

If any arrangement, however informal and of whatever duration, is made whereby employees of the Association are used by Contractor, they shall, while engaged in such work, be considered for all purposes employees of the Contractor and not of the Association irrespective of the party paying them. Contractor shall indemnify the Association against any and all liability, loss, damages (including legal fees and costs) or expense, by reason of any act or omission of any such employee while he or she is being used by Contractor.

XVI. MECHANIC'S LIEN

The Contractor shall provide the Association, a RELEASE OF LIENS signed by all subcontractors and materialmen, upon request and prior to any interim or final payment, or may, at the option of the Association, be required to either discharge or bond off any such Mechanic's Liens within thirty (30) days after filing, all at Contractors' sole cost, risk and expense.

XVII. NONDISCRIMINATION

Contractor agrees not to discriminate on the basis of race, color, creed, sex or national origin against any employee or applicant for employment and to comply with the provisions of Executive Order 11246 and Title 24 CFR Part 130. Contractor agrees to comply with any applicable requirements of the Immigration Reform and Control Act of 1986, specifically with respect to employment eligibility verification, and further agrees to indemnify and hold harmless the Association from any liability, costs, judgments, fines, or expenses, including any attorneys' fees, which they may incur as a consequence, directly or indirectly, of Contractor's failure to comply with the requirements of said law.

XVIII. NO HAZARDOUS MATERIALS

Neither the Contractor nor third parties shall permit Association's Property or any portion thereof to be used as a site for the storage, disposal, use, generation or manufacture of any "Hazardous Material", suffer or permit said Property to be contaminated by any Hazardous Materials or transport to or from said property any Hazardous Materials. For the purpose of this Addendum, Hazardous Materials shall include, but not be limited to:

A. flammable explosives, radioactive materials, hazardous wastes, toxic substances or related materials,

B. all substances defined as "hazardous substances", hazardous materials, or "toxic substances" in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. §9601, et seq.; and the Superfund Amendments and Reauthorization Act ("SARA") thereof; the Hazardous Materials Transportation Act 49

U.S.C. §1901, et seq.; the Toxic Substance Control Act, 15 U.S.C. §2601, et seq.; or the Resource Conservation and Recovery Act, 42 U.S.C. §6901, et seq., any similar applicable state or local statute, regulation or ordinance, and

C. any oil based petroleum products subject to regulation pursuant to 42 U.S.C. §6991(a), et seq., or applicable state law.

XIX. WARRANTY

Contractor unconditionally warrants that he/it is fully competent and equipped to perform the work required in a professional manner, fully consistent with the goals and objectives of the subject of this Agreement, and the accepted standard of care, skill, and workmanship and service of other similar contractors. In addition to any other rights or warranties available to the Association, the Contractor shall warrant the workmanship and/or services for a period of ten (10) years from the date of final completion and final acceptance by the Association of Contractor's work or (b) such longer period of time as is provided from or by any manufacturer of any equipment or materials used in the job, and that the materials and installation shall remain in substantially the same condition as when installed; and that all repairs or replacements shall be provided promptly upon request at Contractor's sole expense. Further, and notwithstanding anything contained herein, or in any other document or instrument pertaining to the subject of this Agreement, whenever and wherever the Agreement, or contract documents, or the job specifications contain a warranty or guaranty which is longer and/or more favorable to the agent or its principal, than that contained in this paragraph, such longer and/or more favorable warranty or guaranty shall be in addition to, and if inconsistent, prevail over and supersede, the warranty contained herein. During the course of the work hereunder, if the Association notes improper work, the Contractor will cure the same, to the satisfaction of the Association, within 48 hours of notice.

XX. HOURS OF WORK

Work, unless otherwise specified or requested, shall be performed (any day of the week) (Monday - Saturday) between the hours of 8:00 a.m. - 5:00 p.m., or in accordance with work specifications.

XXI. AUTHORITY

The persons executing this Addendum on behalf of the Association and Contractor hereby covenant and warrant that they are duly authorized to do so.

This Addendum is entered into as of _____, 2019, and shall continue in full force and effect while the Agreements remain in effect. The provisions of this Addendum shall survive termination of the Agreements.

ASSOCIATION:

Cameron Station Community Association

By: _____
(Without Personal Recourse)

Title: _____
(Please Print)

CONTRACTOR:

By: _____
Authorized Representative

Title: _____
(Please Print)

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. _____

(Guidelines for Counsel's Management of Delinquent Assessment Accounts)

WHEREAS, Article III, Section 3.3 of the Cameron Station Community Association Bylaws empowers the Board of Directors ("Board") to exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserved to the membership by other provisions of the Bylaws, Articles of Incorporation or the Declaration; and

WHEREAS, the Board deems it to be in the best interest of the Association, in order to reduce cost and unnecessary processing delays, to adopt certain guidelines under which the Association's counsel can manage the Association's delinquent assessment accounts, without referral to the Board; and

NOW, THEREFORE, be it resolved that the Board of Directors does hereby adopt the following policies and procedures:

I. GENERAL TERMS

- A. The Association's counsel shall comply with all prior and subsequently adopted policy and administrative resolutions regarding the collection of delinquent accounts, as well as the applicable provisions of the Association's Declaration. This Administrative Resolution provides further guidelines regarding the management of a narrowly defined set of circumstances that the Association's counsel frequently encounters during its management of the Association's delinquent assessment accounts.
- B. The Association's counsel shall, in all cases that do not fall squarely within the provisions of this Resolution, refer any decisions relative to the collection of delinquent assessment accounts to the Board for review and decision, when necessary.
- C. The Association's counsel may, in its sole discretion, refer an account to the Board for review and decision if unique circumstances deem it appropriate, even if an account is specifically addressed by the provisions of this Resolution and action may be taken without referral to the Board.
- D. The Board reserves the right to review and make decisions upon any delinquent assessment account being managed by the Association's counsel, at any time, and upon its request, and to deviate from the guidelines set forth in this Resolution, if unique circumstances deem it appropriate. Such circumstances may include, but are not limited to, unusual hardship of the Owner.

II. PAYMENT PLANS

- A. The Association's counsel may, without specific referral to the Board, approve payment plans that satisfy the following conditions:
 - 1. Payment plans which extend up to three (3) months.
 - 2. Payment plans which extend beyond three (3) months, but no more than twenty-four (24) months, and are secured by either a judgment, confessed judgment promissory note, or a settlement order.
- B. The Association's counsel must obtain the decision of the Board for any payment plans that are not explicitly addressed by Section II(A) of this Resolution.

III. WAIVER REQUESTS

- A. The Association's counsel may, within its sole discretion based on the facts and circumstances surrounding each case, without referral to the Board and upon the request of an Owner, de-accelerate an account, provided that the Owner remits all assessments, late fees, other charges, legal fees, costs and interest, due through the current date of such request.
- B. The Association's counsel may, within its sole discretion, based on the facts and circumstances surrounding each case, without referral to the Board and upon the request of an Owner, waive the late fees claimed due on an account, provided the Owner remits all assessments and other charges, legal fees, and costs, due through the current date of such request.
- C. The Association's counsel may, within its sole discretion, based on the facts and circumstances surrounding each case, without referral to the Board and upon the request of an Owner, waive the interest and the late fees claimed due on an account, provided the Owner enters into an approved payment plan with the Association to pay off the remaining outstanding balance due on the account.
- D. The Association's counsel may, within its sole discretion, based on the facts and circumstances surrounding each case, without referral to the Board, deny an Owner's request for a waiver of the administrative fees, certified mailing fees, turnover fees, legal fees and costs on the account.
- E. All other waiver requests that do not fall within the Association's counsel authority granted herein shall be referred to the Board for review and a decision.

IV. FORECLOSED LOTS AND BANKRUPTCY DISCHARGES

- A. The Board authorizes counsel, without referral to the Board, to take no further action on a particular account or debt and to close its file on a matter, under the following conditions:
 - 1. If the property has been foreclosed; and
 - 2. The remaining pre-foreclosure assessment and late fee balance is under \$1,000.00;
- B. The Board authorizes counsel, without referral to the Board, to issue a demand letter to the Owner at their last known address and file a lawsuit, under the following conditions:
 - 1. If the property has been foreclosed; and
 - 2. The remaining pre-foreclosure assessment and late fee balance is \$1,000.00 or more;
- C. The Board authorizes counsel, without referral to the Board, to take no further action on a particular debt and to notify the Association's management agent of the mandatory write-off of a particular account, when any U.S. Bankruptcy Court orders a discharge of the debt in a Chapter 7 bankruptcy proceeding.
- D. If the property has been foreclosed upon and a judgment has been obtained against the Owner, counsel shall obtain the permission of the Board prior to taking post-judgment collection action on the account.

V. POST-JUDGMENT COLLECTION ACTION

- A. Once a judgment has been obtained against an Owner, the Board authorizes counsel, without referral to the Board, to hire a private investigator to conduct either a wage or bank search to locate asset information under the following conditions:
 - 1. The Owner is listed as the record owner of the property; and
 - 2. The outstanding balance due on the account exceeds \$1,500.00;
- B. Based upon the facts and circumstances surrounding each case, counsel will determine whether to proceed with a wage or bank search.
- C. If the Owner no longer owns the property, counsel shall obtain the permission of the Board prior to taking post-judgment collection action on the account.

This Resolution shall apply to all assessment accounts that are delinquent at the time this Resolution is adopted and to any account which becomes delinquent subsequent to the adoption of this Resolution.

This Resolution was adopted this _____ day of _____, 2019, by the Board of Directors.

By: _____
Michael Johnson, President

RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors of the Cameron Station Community Association held on _____.

Motion by: _____ Seconded by: _____

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

ATTEST:

Secretary

Date

Resolution effective: _____, 2019.

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 2019-__

**POLICIES AND PROCEDURES RELATIVE TO THE COLLECTION
OF ROUTINE AND DELINQUENT ASSESSMENT AND OTHER COSTS**

Supersedes all prior Cameron Station Assessment Collection Resolutions

WHEREAS, Article V, Section 5.1 of the Declaration of Covenants, Conditions and Restrictions for Cameron Station Community Association, Inc. (“Declaration”), states that assessments together with interest, late charges, and costs of collection including attorney’s fees (irrespective of whether any legal action in court is ever commenced or fully prosecuted) shall be a continuing lien upon the title of the Lot, other than Condominium Units, against which each such assessment is made in order to secure payment and also shall be the personal obligation of the Owner of such Lot at the time the assessment fell due; and

WHEREAS, Article V, Section 5.7, of the Declaration provides that Owner shall be obligated to pay quarterly assessments and special assessments in amounts established by the Board of Directors (“the Board”).

WHEREAS, Article V, Section 5.5, of the Declaration, the Board of Directors has the power to assess an Owner of a Lot, individually: (i) for the amount of any costs incurred by the Association pursuant of Article VIII of the Declaration; and (ii) for any other costs incurred by the Association due to any act or omission for which an Owner is responsible. Each such Assessment will be due 10 days after the notice unless the notice specifies a later date; and

WHEREAS, Article VIII, Section 8.1(a) states that any costs or legal fees incurred by the Association as a result of the Owners failure to comply with the project documents or the rules and regulations may be assessed against such Owner’s Lot; and

WHEREAS, Article VIII, Section 8.1(d) states that if any Owner defaults in paying in assessment in excess of ten days from the due date, interest from the due date may be imposed at the discretion of the Board of Directors; and

WHEREAS, Article VIII, Section 8.1(d) further states that each assessment that is not paid within 10 days of its due date shall incur a monthly late charge equal to ten dollars or such greater or lesser amount as may be determined by the Board of Directors; and

WHEREAS, Article VIII, Section 8.2 (b) provides that where an assessment against an Owner is payable in installments, upon default of the Owner in making the timely payment of any installment, the remaining total of the assessments may be accelerated at the option of the Board

of Directors and the entire balance of the assessment may be declared due and payable in full; and

WHEREAS, the Board of Directors previously adopted a Policy Resolution establishing Policies and Procedures Relative to the Collection of Routine and Delinquent Assessment and Other Costs; and

WHEREAS, the Board of Directors deems it necessary and prudent to amend and supersede the previously adopted Policy Resolution establishing Policies and Procedures Relative to the Collection of Routine and Delinquent Assessment and Other Costs.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors adopts the following policies and Procedures Relative to the Collection of Routine and Delinquent Assessment and Other Costs.”

I. Definitions

- A. “Lot” shall mean any lot owned in fee simple by an Owner, and any Condominium Unit located within a Condominium that is subjected to the Cameron Station Declaration.
- B. “Owner” shall include all owners of lots and Condominium Units that are subjected to the Cameron Station Declaration, as well as any Condominium Associations that are subjected to the Cameron Station Community Association Declaration.

II. Payments

Each Single-Family Lot and Cluster Housing Lot will be assessed a full rate quarterly as established by the Board of Directors.

Condominium Units will bear an assessment rate of 80% of the full rate.

- A. The annual assessment shall be paid in quarterly installments. Assessments shall be collected quarterly, in advance, due and payable on the first day of each quarter. The Board shall retain authority to permit the payment of any special or additional assessment on a monthly, quarterly, semi-annual basis or annual basis. (As used herein, the term “special assessment” shall include any expressly authorized monetary charges imposed upon an Owner for violation of the Association’s governing documents.) If annual coupon books are not provided, notice of the assessment shall be mailed to the Lot Owner(s) approximately thirty (30) days before the due date. No Lot Owner will be excused from the obligation to pay the assessment if notice is not received. Each Lot Owner has an obligation to seek information from the Association about the assessment if the notice is not received. Payments may be mailed to the address indicated in the assessment coupon booklet or in the notice received.
- B. Non-resident Lot Owners must furnish the Board with a current telephone number and address where they can be contacted; otherwise, all notices shall be sent to the

property address, the Lot Owner shall be charged with notice of the information contained therein, and the Association's notice obligations will be satisfied.

- C. To be in good standing, the Owner must have a zero balance on his/her assessment account and have no outstanding covenants or rules violation(s) or outstanding legal fees from past covenants or rules violations. Installment payments are due on the first day of each quarter. All documents, correspondence, and notices relating to regular or special or additional assessments or other charges shall be mailed to the address which appears in the records of the Association or to such other address as is designated in writing by the applicable Owner. Notice of any special or additional assessment shall be sent to each Owner by first class mail, except in the case of any violation assessment, notice of such violation assessment shall be sent by Certified Mail, Return Receipt Requested. Any failure by an Owner to claim a certified mailing sent by the Association will not invalidate the notice issued by the Association. All Owners are under a legal duty to seek out information about the annual assessment.

III. Remedies for Non-Payment of Assessments

A. Late Charge & Interest:

1. Single Family and Cluster Housing Lots: Any assessment or installment thereof not paid within ten (10) days after the applicable due date shall incur a late charge in the amount of Twenty-Five Dollars (\$25.00) or such other amount as may be determined by the Board. Such late charge shall be applied to the delinquent Lot Owner's account by the Management Agent. The obligation to pay late charges continues for each quarter the account remains delinquent.

2. Condominium Associations: Any assessment or installment thereof not paid within ten (10) days after the applicable due date shall incur a late charge in the amount of Twenty-Five Dollars (\$25.00) for each unit within the Condominium Association. Such late charge shall be applied to the Condominium Association's account by the Management Agent. In addition, each Condominium Association whose account is delinquent in excess of ten days shall be charged interest on each missed payment in the amount of 18% per annum. The obligation to pay late charges continues for each quarter the account remains delinquent.

- B. Late Notice: A "Late Notice" may be sent to any Owner who has not paid any assessment in full by the close of business ten (10) days after the applicable Due Date, which shall advise the Owner of the delinquent amount due, the amount of the late charge and the amount of any costs incurred by the Association in sending such Late Notice. In the event that the tenth day of the month falls on a weekend or a recognized federal or state holiday, the delinquent date shall be 12:00 pm on the first day or resumption of normal business operations immediately following the weekend or holiday. The Management Agent may, but is not required to, send out additional notices of delinquency to the delinquent Owner. Such notices, if sent, shall notify the delinquent Owner of the past due principal, any late fees, costs of collections charges, and interest if interest has been imposed as of the date of such notice. The Second Late Notice shall advise the Owner of the delinquent amount

due, the amount of the late charge and the amount of any costs incurred by the Association in sending such Late Notice. Any interest, late fees, and/or cost of collection charges imposed shall constitute a lien upon the Lot of the defaulting Owner except to the extent prohibited by Law.

- C. Refer to Legal Counsel: If payment in full of any assessment, plus all associated interest, late fees, cost of collection charges, and returned check fees are not received by the Association or its appointed agent by the sixtieth (60th) day after the applicable Due Date of such assessment or installment thereof, the Owner's account will be referred to an attorney for collection ("Counsel"). Counsel shall send to the Owner a Notice of Intent to Record a Lien at the address listed on the books of the Association, or other address as furnished by the Owner, via Certified Mail, Return Receipt Requested. At the time the account is referred to Counsel, the maturity of the remaining total of the unpaid installments of such assessments shall be accelerated, interest shall be applied to the account, and the then assessment balance owed shall be declared due and payable in full together with late charges, interest and the cost of collection thereof.
- D. Legal Action: Upon referral of an account for collections, Counsel shall take any appropriate action under applicable law to obtain payment of all sums due to the Association, which may include the issuance of a letter by Counsel, recordation of a lien, filing of a lawsuit and other appropriate action deemed necessary.
- E. Memorandum of Lien: If payment in full of any assessment, including any special or supplementary assessment payable in installments, plus all associated interest, late fees, cost of collection charges (to the extent permitted by the Declaration and Law), legal fees, and returned check fees, are not received by the Association or its duly appointed agent within thirty (30) days after the Notice of Intent to Record a Lien has been issued, a memorandum of lien may be filed by Counsel. The cost of filing the memorandum of lien and the legal fees to prepare the lien and the release will be added to the Owner's account. If an assessment or any portion thereof remains unpaid following the recordation of a lien against the title to the Lot, the Board reserves the power to any action against the Lot and/or Owner authorized by applicable law, at the reasonable discretion of the Board.
- F. Foreclosure: In appropriate cases, Counsel shall make recommendation to the Board regarding whether a delinquent account is appropriate for foreclosure. The Board shall review any such foreclosure recommendation from counsel, and counsel shall not act on such foreclosure until the Board provides counsel with authorization to do so.
- G. Costs: As provided for in Article VII, Section 8.1(b) of the Declaration, all costs incurred by the Association as a direct result of any default specified herein shall be assessed against such Owner and the Lot. Costs shall be defined to include costs of collection, fees and other charges and include, but are not limited to, administrative costs for late notices and for turning an account over to legal counsel, mailing costs, costs of legal correspondence, the cost of recording a lien and/or filing a lawsuit and other court costs

- H. Dishonored Checks: If an Owner's check is not honored and is returned to the Association, a processing fee sufficient in amount to cover any costs incurred by CSCA from the Association's bank or Management Agent that does not exceed the statutory rate shall be assessed against such Owner which shall be in addition to any applicable late fees, interest, cost of collection charges and legal fees. If the Association receives from any Owner, in any accounting year, two or more returned checks for payments of such Owner's assessments or other payments, the Board may require all future payments to be made by certified check or money order for the remainder of such accounting year.
- I. Improperly Completed Checks: If a check is returned to an Owner because it has been improperly filled out (including but not limited to, missing signature, amounts do not match, post dated), the \$25.00 late fee and any cost of collection charge will be assessed to such Owner's account.
- J. Waivers: The Board may grant a waiver of late fees and/or interest upon petition in writing by an Owner alleging a personal hardship or other exceptional cause. Such relief granted to an Owner shall be appropriately documented in the Association's books and records along with the name of the person or persons representing the Board granting the relief and the conditions upon which such relief was granted. Waivers shall be made on a case-by-case basis upon review of particular circumstances. Furthermore, any waiver on one occasion shall not be deemed or construed as a waiver in any future instance of delinquency by such Owner or any other Owner.
- K. Application of Payments: Once an account has been referred to Counsel for collection, payments received towards the account will be credited in the following order of priority:
1. Charges for attorney's fees and costs.
 2. Late fees.
 3. Cost of collection charges.
 4. All interest accrued.
 5. All other charges incurred by the Association as a result of any default hereunder.
 6. Any assessment due for each Lot, including any special assessment thereon, with any partial payments applied in ascending order from the oldest delinquency to the most recent delinquency, without regard for whether a monthly assessment coupon is submitted with the payment.

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

This Resolution was adopted by the Board of Directors of Cameron Station Community Association on this _____, 2019 and shall supersede any previously adopted Policy Resolution regarding Collection of Assessments.

**CAMERON STATION COMMUNITY
ASSOCIATION, INC.**

By: _____
Michael Johnson, President

FOR ASSOCIATION RECORDS

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

Karen Soles, Managing Agent

RESOLUTION ACTION RECORD

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

_____.

Motion by: _____ Seconded by: _____

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

ATTEST:

Secretary

Date

Resolution effective: _____, 2019.