

CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
September 24, 2019 at 7:00 p.m.
Cameron Club Henderson Room

DRAFT 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 August 27, 2019		
VI.	FINANCIAL REPORT for August 2019	TAB 2	7:35
VII.	ProFIT August 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. CCFC Procurement of Fitness Equipment	TAB 6	8:30
	b. FAC Committee Member Appointment	TAB 7	8:40
	c. Proposed Administrative Resolution Guidelines for Counsel's Management of Delinquent Assessment Accounts	TAB 8	8:50
	d. Proposed Policy Resolution Policies and Procedures Relative to the Collection of Routine and Delinquent Assessment and Other Costs	TAB 9	9:00
	e. Brick Repairs Throughout Community Priority 1	TAB 10	9:10
	f. Ratify Board Consents to Change Shuttle Bus Schedule	TAB 11	9:20
XIII.	BOARD DISCUSSION		
	a. Basketball Court Floor Replacement (confirm no water penetration on flooring prior to commencement of work/timing/contract)		9:30
IV.	EXECUTIVE SESSION		
	a. Delinquency and Collection Reports	TAB 12	9:40
XV.	ADJOURNMENT		9:50

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, August 27, 2019**

The regularly scheduled monthly meeting of the Board of Directors for August was held on Tuesday, August 27, 2019. The meeting was called to order at 7:00 p.m. by Secretary Tom Sugrue at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

BOARD ATTENDANCE

Tom Sugrue Secretary
Martin Menez Treasurer *via conference call*
Jon Dellaria Director
Brian Sundin Director *via conference call*
Kimberlee Canter Director

MEMBERS ABSENT

Michael Johnson President
Sarah Meyer Walsh Vice President

OTHERS ATTENDING

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

Appoint Chairperson for Meeting

Move to: "Appoint Tom Sugrue, Board Secretary, as Chairperson in the absence of Board President and Board Vice President for the August 27, 2019 Cameron Station Board of Directors Meeting".

Moved by: Tom Sugrue

Second by: Kimberlee Canter

For: All

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

APPROVE AGENDA

Move To: "Approve the Board agenda with the addition to appoint Tom Sugrue Board Secretary as Chairperson for the August Board of Directors Meeting as amended."

Moved by: Jon Dellaria

Seconded by: Kimberlee Canter

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

GUEST SPEAKERS

Lt. Weinert with the Alexandria City Police Department briefed the Board with the past month's crime statics. Also, he asked residents for input for the Community preparation for Halloween and if certain areas need extra patrolling this year.

RESIDENTS OPEN FORUM

Resident was eager to clear up a social media discussion regarding the community brick sidewalk repairs. Per the SUP (Special Use Permit) when Cameron Station Community was established the Association is responsible to maintain, purchase, and repair all brick sidewalks throughout the entire community.

Neighboring residents were present and discussed their concerns with the drainage and flooding issues in the common areas behind their homes along Medlock Lane. They were informed that there were several proposals on the agenda for these issues.

A resident expressed concern with the Board about the delinquent status of his account and he was informed by the Board that it would be discussed in Executive session.

APPROVAL OF MINUTES

Move To: "Approve the minutes from the July 30, 2019 Board of Directors meeting as amended."

Moved by: Jon Dellaria

Seconded by: Kimberlee Canter

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

FINANCIAL REPORT FOR JULY 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 July 31, 2019. As always, Management will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget.

EXECUTIVE SUMMARY	Actual	Budget	Variance
Total Cash and Investments	\$2,981,935.57		
YTD Income	\$ 1,530,895.72	\$ 1,507,408.00	\$ 23,487.72
YTD Expenses	\$ 1,488,850.36	\$ 1,535,608.50	\$ (46,758.14)
YTD Net Income, surplus/ (loss)	\$ 42,045.36	\$ (28,200.50)	\$ 70,245.86

The financial report was included in the BoD packet. Also, to be noted is that the delinquency rate (ignoring "doubtful accounts") for July 2019 was approximately 4.34%. This is at the high end of the industry standard of 3%-5%. Mr. Menez, Board Treasurer, also discussed the Association's current cash and investments, and the FAC is underway with the 2020 budget.

PRO-FIT REPORT FOR JULY 2019

Presented report as provided in BoD packet.

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

The CCFC held a lifeguard appreciation dinner at the pool and it was a huge success and Ms. Tameka Green, Pool Manager was present, and everyone gave her a huge thank you for a successful pool season. A proposal from Heartline was handed to the Board for several new pieces of equipment that would be expensed from the 2019 Replacement Reserves and to be further looked at the September Board meeting. The CCFC has gone through a very vigorous amount of research for the basketball court floor replacement and the Weyer's proposal that has been presented to the Board in July is included in the Board packet.

Activities and Events Committee

The annual pool party was successful with over 500 attendees and the next event is the end of summer happy hour scheduled for Friday. The fall yard sale is slated for September 21st.

Architectural Review Committee

Provided an update that the ARC continues to receive numerous roofs, windows, and security camera installation applications.

Common Area Committee

The CAC has several items on the agenda and noted that the erosion proposals are a starting point for these types of areas. Also, the CAC was able to secure a major revision to the turf repair proposal with Lancaster and reduced the cost significantly.

Communications Committee

Have been busy working on the Welcome Sub-Committee and seeking volunteers and The Compass has a new hard-working Editor!

Financial Advisory Committee

None; contained within the Treasurer's report.

Ad-Hoc Management Search Committee

The Committee is currently still going through data and their next meeting is Thursday, August 29th at 8 a.m. at the Cameron Club.

MATTERS FOR BOARD REVIEW AND INFORMATION

Management Report- Included in Board packet for review.

OLD BUSINESS

- a. City of Alexandria Update- The Civic Association next meeting is Wednesday, September 4th at 7 p.m. at the Cameron Club.

NEW BUSINESS

None.

MATTERS FOR BOARD DISCUSSION

Lancaster Proposal #30054

Move To: "Approve the CAC recommendation for the Lancaster Landscapes, 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 Expenses".

Moved by: Kimberlee Canter

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

Lancaster Proposal #30060

Move To: "Approve the CAC recommendation for the Lancaster Landscapes, 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 \$4,466.00 to be expensed to GL6150- Flower Rotation & Landscape Enhancements".

Moved by: Kimberlee Canter

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

Lancaster Proposal #30071 (Revised)

Move To: "Approve the CAC recommendation for the Lancaster Landscapes, Inc's proposal #30071, to restore turf at several locations within the community, in the amount of \$5,310.00 to be expensed to GL6155- Turf Treatments & Enhancements".

Moved by: Kimberlee Canter

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

CCFC Member Appointment

Move To: "Approve the CCFC recommendation to appoint Tim Regan to the Cameron Club Facilities Committee".

Moved by: Jon Dellaria

Seconded by: Brian Sundin

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

A&E Member Appointment

Move To: "Approve the A&E recommendation to appoint Larissa Cowper to the Activities and Events Committee".

Moved by: Jon Dellaria

Seconded by: Kimberlee Canter

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

Basketball Court Floor Replacement

Move To: "Approve the Weyer's Floor Service, Inc. proposal in the amount of \$28,568.00 to be expensed to GL3280 Repair & Replacement Reserves Expenditures, with the contingency that the work be completed by October 15, 2019 with the delivery of completion clause that includes a penalty".

Moved by: Jon Dellaria

Seconded by: Kimberlee Canter

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

MATTERS FOR BOARD DISCUSSION

Proposed Administrative Resolution- Guidelines for Counsel's Management of Delinquent Assessment Accounts- Included in the Board packet for review.

This Resolution would allow the Board, in the best interest of the Association and in order to reduce cost and unnecessary processing delays, to adopt certain guidelines which the Association's Legal Counsel can manage the Association's delinquencies.

Proposed Policy Resolution Policies and Procedures Relative to the Collection of Routine and Delinquent Assessment and Other Costs- Included in the Board packet for review.

This Resolution has revisions related to late fees and interest associated to single family, cluster housing lots, and Condominium Associations.

EXECUTIVE SESSION

Move To: "Enter Executive Session at 9:45 p.m. to discuss delinquency and collections".

Moved by: Jon Dellaria

Seconded by: Kimberlee Canter

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

Move To: "Exit Executive Session at 10:08 p.m.".

Moved by: Kimberlee Canter

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

Move To: "Approve to asses' fines to accounts #00441-3806, #00288-2530, #00205-3851, and #00399-1459 as discussed in Executive Session".

Moved by: Kimberlee Canter

Seconded by: Jon Dellaria

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

Move To: "Adjourn the meeting at 10:15 p.m."

Moved by: Jon Dellaria

Seconded by: Kimberlee Canter

For: All

Against: None

Absent: Michael Johnson and Sarah Meyer Walsh

MOTION PASSED

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

Cameron Station Community Association

August 2019 Financial Report

Statement prepared by: Cheryl Weaver



Investment Listing Report Cameron Station Community As of Sat Aug 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	444,375.76	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	9010515485 Signers: Philbin/Tsitos	Money Market	711,389.65	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	1,548.07	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	1,642,000.00	0.000%	09/19/2001	0	
1730 - Accrued Interest Receivable CMC	1730	Other	10,660.50	0.000%	01/01/1900	0	
			Total Cash Investments:		2,809,975.43		
			Total Cameron Station Community:		2,809,975.43		

Cheryl Weaver

Balance Sheet Report Cameron Station Community

As of August 31, 2019

<u>Assets</u>	<u>Balance Aug 31, 2019</u>	<u>Balance Jul 31, 2019</u>	<u>Change</u>
Cash & Investments			
1012 - PPB Merchant	1.45	1.45	0.00
1013 - Operating 3336	444,375.76	620,525.29	(176,149.53)
1302 - Congressional Bank - MM 5485	711,389.65	710,342.17	1,047.48
1330 - Morgan Stanley Smith Barney MM	1,548.07	1,968.54	(420.47)
1353 - Morgan Stanley Smith Barney Investments	1,642,000.00	1,641,000.00	1,000.00
1730 - Accrued Interest Receivable	10,660.50	8,098.12	2,562.38
Total Cash & Investments	2,809,975.43	2,981,935.57	(171,960.14)
Current Assets			
1500 - Residential Assessments Receivable	52,320.71	108,153.22	(55,832.51)
1530 - Allowance for Doubtful accounts	(37,498.86)	(37,498.86)	0.00
1600 - Prepaid Insurance	12,200.42	13,547.31	(1,346.89)
1640 - Other Prepaid Expenses	19,062.61	19,634.16	(571.55)
1725 - Insurance Receivable	(23,050.00)	(23,050.00)	0.00
1799 - Clearing Account	6,426.61	6,460.87	(34.26)
Total Current Assets	29,461.49	87,246.70	(57,785.21)
Total Assets	2,839,436.92	3,069,182.27	(229,745.35)
Liabilities			
Current Liabilities			
2025 - Transfer Fee Payable	117.38	469.48	(352.10)
2050 - Resident Refunds	614.49	1,952.78	(1,338.29)
2200 - Income Taxes Payable	(1,700.00)	(1,700.00)	0.00
2300 - Accrued Expenses	49,449.94	56,595.25	(7,145.31)
2400 - Accrued Payroll Payable	6,368.00	5,195.27	1,172.73
2550 - Prepaid Assessments	122,774.38	115,244.27	7,530.11

Balance Sheet Report Cameron Station Community

As of August 31, 2019

	Balance Aug 31, 2019	Balance Jul 31, 2019	Change
<u>Liabilities</u>			
<u>Current Liabilities</u>			
2560 - Future Months Assessments	207,627.00	415,254.00	(207,627.00)
Total Current Liabilities	385,251.19	593,011.05	(207,759.86)
Total Liabilities	385,251.19	593,011.05	(207,759.86)
<u>Owners' Equity</u>			
<u>Unappropriated Owners' Equity</u>			
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
<u>Capital Improvement Reserves</u>			
3362 - Capital Improvement Reserves Contr.	16,000.00	14,000.00	2,000.00
3364 - Capital Improvement Reserves Expend.	(5,033.50)	(5,033.50)	0.00
Total Capital Improvement Reserves	10,966.50	8,966.50	2,000.00
<u>Repair & Replacement Reserves</u>			
3102 - Repair & Repl Reserve Beginning Balance	1,832,694.85	1,832,694.85	0.00
3276 - Repair & Repl Reserve Contributions	222,400.00	194,600.00	27,800.00
3280 - Repair & Repl Reserve Expenditures	(79,445.06)	(48,176.91)	(31,268.15)
Total Repair & Replacement Reserves	1,975,649.79	1,979,117.94	(3,468.15)
Total Owners' Equity	2,432,657.71	2,434,125.86	(1,468.15)
Net Income / (Loss)	21,528.02	42,045.36	(20,517.34)
Total Liabilities and Equity	2,839,436.92	3,069,182.27	(229,745.35)

Income Statement Summary

Cameron Station Community

August 01, 2019 thru August 31, 2019

	Current Period			Year to Date (8 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	207,627.00	207,626.00	1.00	1,661,024.16	1,661,016.00	8.16	2,491,524.79
Total Collections Income	44.02	0.00	44.02	0.00	0.00	0.00	0.00
Total Other Income	8,129.41	9,514.00	(1,384.59)	85,671.99	63,532.00	22,139.99	94,200.00
Total Income	215,800.43	217,140.00	(1,339.57)	1,746,696.15	1,724,548.00	22,148.15	2,585,724.79
Total Administrative	7,520.24	7,096.00	424.24	65,331.27	71,045.00	(5,713.73)	111,755.00
Total Activities	9,504.98	5,357.00	4,147.98	15,277.18	26,785.50	(11,508.32)	37,500.00
Total Communications	65.00	791.00	(726.00)	10,625.05	16,666.00	(6,040.95)	25,000.00
Total Management Services	45,254.54	46,058.00	(803.46)	367,434.61	368,472.00	(1,037.39)	552,707.52
Total Trash Services	26,365.35	26,173.00	192.35	210,914.43	209,385.00	1,529.43	314,078.10
Total Common Area Maint & Services	64,826.18	54,213.50	10,612.68	440,459.33	455,676.00	(15,216.67)	683,360.00
Total Utilities	0.00	0.00	0.00	13.96	0.00	13.96	0.00
Total Landscaping	1,200.00	516.00	684.00	3,300.00	3,096.00	204.00	3,612.00
Total Repair & Maintenance	0.00	631.50	(631.50)	900.00	3,156.50	(2,256.50)	5,050.00
Total Professional Services	7,075.00	4,584.00	2,491.00	59,604.29	43,367.00	16,237.29	61,700.00
Total Cameron Club Maint & Operations	42,290.09	32,222.50	10,067.59	283,380.26	282,846.50	533.76	390,324.48
Total Taxes & Insurance	2,416.39	2,466.00	(49.61)	28,995.49	22,955.00	6,040.49	36,043.60
Total Other Expenses	2,000.00	2,167.00	(167.00)	16,532.26	19,833.50	(3,301.24)	31,000.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	222,400.00	222,400.00	0.00	333,600.00
Total Expense	236,317.77	210,075.50	26,242.27	1,725,168.13	1,745,684.00	(20,515.87)	2,585,730.70
Net Income / (Loss)	(20,517.34)	7,064.50	(27,581.84)	21,528.02	(21,136.00)	42,664.02	(5.91)

Income Statement Report Cameron Station Community Consolidated

August 01, 2019 thru August 31, 2019

	Current Period		Year to Date (8 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Income						
Assessment Income						
4001 - Assesemnts - SFD/TH	0.00	0.00	1,080,581.49	1,080,566.00	1,440,755.18	360,173.69
4002 - Assessments - CONDO	0.00	0.00	654,134.31	654,134.00	872,179.10	218,044.79
4016 - Future Assessments - SFD/TH	120,063.00	120,063.00	(120,063.00)	(120,062.00)	0.00	120,063.00
4017 - Future Assessments - CONDO	72,681.50	72,681.00	(72,681.50)	(72,682.00)	0.00	72,681.50
4018 - Future Assessments - COMMERCIAL	2,327.00	2,327.00	(2,327.00)	(2,327.00)	0.00	2,327.00
4019 - Future Assessments - TMP	12,555.50	12,555.00	(12,555.50)	(12,556.00)	0.00	12,555.50
4130 - Commercial Assessments	0.00	0.00	20,943.60	20,944.00	27,924.78	6,981.18
4135 - TMP Assessments	0.00	0.00	112,991.76	112,999.00	150,665.73	37,673.97
Total Assessment Income	207,627.00	207,626.00	1,661,024.16	1,661,016.00	2,491,524.79	830,500.63
Collections Income						
4701 - Credit Bureau Filing Fee	44.02	0.00	0.00	0.00	0.00	0.00
Total Collections Income	44.02	0.00	0.00	0.00	0.00	0.00
Other Income						
4245 - Newsletter Advertising	0.00	1,500.00	3,210.00	4,500.00	6,000.00	2,790.00
4250 - Facilities Passes/Guest Fess	0.00	0.00	650.00	600.00	600.00	(50.00)
4260 - Resale Processing Fees	0.00	416.00	8,215.90	3,333.00	5,000.00	(3,215.90)
4265 - Website Income	0.00	83.00	625.00	666.50	1,000.00	375.00
4295 - Charitable Donations Income	0.00	1,500.00	11,000.00	6,000.00	9,000.00	(2,000.00)
4400 - Room Rental Fees	0.00	666.00	5,095.00	5,333.00	8,000.00	2,905.00
4405 - Club Cleaning Fees	0.00	500.00	4,125.00	4,000.00	6,000.00	1,875.00
4710 - Late Fees & Interest	40.48	584.00	5,272.27	4,667.00	7,000.00	1,727.73
4720 - Legal Reimbursements	2,603.97	500.00	8,188.97	4,000.00	6,000.00	(2,188.97)
4805 - Compliance Fees	1,226.80	291.00	6,176.80	2,333.00	3,500.00	(2,676.80)
4835 - Miscellaneous Income	0.00	0.00	0.03	300.00	400.00	399.97
4900 - Interest Earned - Operating Funds	1,116.25	1,058.00	8,359.87	8,466.50	12,700.00	4,340.13

Income Statement Report Cameron Station Community Consolidated

August 01, 2019 thru August 31, 2019

	Current Period		Year to Date (8 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Income						
Other Income						
4910 - Interest Earned - Reserve Funds	3,141.91	2,416.00	24,753.15	19,333.00	29,000.00	4,246.85
Total Other Income	8,129.41	9,514.00	85,671.99	63,532.00	94,200.00	8,528.01
Total Income	215,800.43	217,140.00	1,746,696.15	1,724,548.00	2,585,724.79	839,028.64
Expense						
Administrative						
5015 - Bank Charges	0.00	31.00	127.69	250.00	375.00	247.31
5020 - Board Support	606.80	834.00	4,350.21	6,667.00	10,000.00	5,649.79
5025 - Collection Charges	(175.00)	250.00	1,555.00	2,000.00	3,000.00	1,445.00
5030 - Acct Setup/DD/Coupons	387.00	0.00	3,111.00	8,000.00	12,000.00	8,889.00
5035 - Architectural Comprehensives	440.45	688.00	2,549.61	4,128.00	6,880.00	4,330.39
5040 - Computer Network/C3	2,032.00	666.00	14,122.10	5,333.00	8,000.00	(6,122.10)
5070 - Parking Enforcement	1,320.00	1,334.00	8,527.50	10,667.00	16,000.00	7,472.50
5080 - Annual Meeting Expenses	0.00	0.00	0.00	0.00	2,500.00	2,500.00
5085 - Office Equipment Lease	0.00	416.00	3,704.33	3,333.00	5,000.00	1,295.67
5090 - Office Supplies	490.70	0.00	2,149.70	2,333.00	3,500.00	1,350.30
5210 - Printing & Copying	451.40	625.00	3,490.51	5,000.00	7,500.00	4,009.49
5215 - Postage	499.14	834.00	5,337.85	6,667.00	10,000.00	4,662.15
5220 - Courier Service	0.00	84.00	222.00	667.00	1,000.00	778.00
5320 - Temp Desk Coverage	645.00	500.00	4,000.13	4,000.00	6,000.00	1,999.87
6040 - Bundled Telecom Services	822.75	834.00	7,848.66	6,667.00	10,000.00	2,151.34
6300 - Permits & Licenses	0.00	0.00	490.20	1,333.00	4,000.00	3,509.80
6422 - Decals & Parking Passes	0.00	0.00	3,744.78	4,000.00	6,000.00	2,255.22
Total Administrative	7,520.24	7,096.00	65,331.27	71,045.00	111,755.00	46,423.73
Activities						
5200 - Events & Awards	9,504.98	5,357.00	15,277.18	26,785.50	37,500.00	22,222.82
Total Activities	9,504.98	5,357.00	15,277.18	26,785.50	37,500.00	22,222.82

Income Statement Report Cameron Station Community Consolidated

August 01, 2019 thru August 31, 2019

	Current Period		Year to Date (8 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Expense						
Communications						
5115 - Web Site Maintenance	0.00	291.00	1,242.00	2,333.00	3,500.00	2,258.00
5225 - Newsletter Services	0.00	0.00	8,659.13	10,333.00	15,500.00	6,840.87
5316 - Other Communications	65.00	500.00	723.92	4,000.00	6,000.00	5,276.08
Total Communications	65.00	791.00	10,625.05	16,666.00	25,000.00	14,374.95
Management Services						
5302 - Administrative Salaries	24,181.58	24,672.00	200,895.17	197,380.00	296,070.00	95,174.83
5340 - Payroll Taxes/Benefits/Costs	7,508.46	7,766.00	58,097.03	62,128.00	93,191.52	35,094.49
7015 - Management Reimbursements	194.00	250.00	1,366.00	2,000.00	3,000.00	1,634.00
7040 - Management Fees	13,370.50	13,370.00	107,076.41	106,964.00	160,446.00	53,369.59
Total Management Services	45,254.54	46,058.00	367,434.61	368,472.00	552,707.52	185,272.91
Trash Services						
6035 - Trash and Recycling Service	26,365.35	26,173.00	210,914.43	209,385.00	314,078.10	103,163.67
Total Trash Services	26,365.35	26,173.00	210,914.43	209,385.00	314,078.10	103,163.67
Common Area Maint & Services						
6000 - Electric Service	3,282.61	3,584.00	25,580.62	28,667.00	43,000.00	17,419.38
6025 - Water Service	4,271.61	3,715.00	13,534.08	22,286.00	26,000.00	12,465.92
6100 - Grounds & Landscaping - Contract	15,350.07	12,867.00	109,859.07	102,936.00	154,404.00	44,544.93
6150 - Flower Rotation & Landscape Enhancem	0.00	0.00	20,538.00	11,000.00	22,000.00	1,462.00
6155 - Turf Treatment & Enhancements	0.00	1,875.00	13,615.00	11,250.00	15,000.00	1,385.00
6160 - Tree & Shrub Maintenance	5,150.00	6,600.00	22,225.00	26,400.00	33,000.00	10,775.00
6200 - Watering & Supplies	0.00	30.00	0.00	150.00	150.00	150.00
6299 - Irrigation System Contract	8,875.00	0.00	18,502.00	8,319.00	16,638.00	(1,864.00)
6305 - TMP Expenses	17,500.00	17,916.00	140,000.00	143,333.00	215,000.00	75,000.00
6434 - Pest Control	184.00	209.00	1,294.00	1,667.00	2,500.00	1,206.00
6442 - Snow Removal Services	0.00	0.00	25,799.00	42,000.00	70,000.00	44,201.00
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	0.00	0.00	500.00	1,000.00	1,000.00

Income Statement Report

Cameron Station Community

Consolidated

August 01, 2019 thru August 31, 2019

Expense	Current Period		Year to Date (8 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Common Area Maint & Services						
6600 - General Repair & Maintenance	583.86	417.00	4,520.45	3,333.50	5,000.00	479.55
6605 - General Maintenance Supplies	593.81	667.00	3,595.81	5,333.50	8,000.00	4,404.19
6640 - Lighting Supplies/Repair & Maintenance	1,236.86	2,916.00	25,793.87	23,333.00	35,000.00	9,206.13
6685 - Linear Park Landscape Maintenance	4,966.14	2,708.50	4,966.14	16,251.00	21,668.00	16,701.86
6690 - Pet Stations	1,512.22	709.00	6,576.95	5,667.00	8,500.00	1,923.05
6760 - Street Repair & Maintenance	1,320.00	0.00	4,059.34	3,250.00	6,500.00	2,440.66
Total Common Area Maint & Services	64,826.18	54,213.50	440,459.33	455,676.00	683,360.00	242,900.67
Utilities						
6055 - Internet Service	0.00	0.00	13.96	0.00	0.00	(13.96)
Total Utilities	0.00	0.00	13.96	0.00	0.00	(13.96)
Landscaping						
6199 - Irrigation Repairs	1,200.00	516.00	3,300.00	3,096.00	3,612.00	312.00
Total Landscaping	1,200.00	516.00	3,300.00	3,096.00	3,612.00	312.00
Repair & Maintenance						
6755 - Storm Recovery Repair & Maintenance	0.00	631.50	900.00	3,156.50	5,050.00	4,150.00
Total Repair & Maintenance	0.00	631.50	900.00	3,156.50	5,050.00	4,150.00
Professional Services						
5105 - Reserve Studies	0.00	0.00	4,819.66	0.00	0.00	(4,819.66)
7000 - Audit & Tax Services	500.00	0.00	6,700.00	6,700.00	6,700.00	0.00
7005 - Consulting Services	0.00	0.00	2,610.00	0.00	0.00	(2,610.00)
7020 - Legal Services	300.00	334.00	2,600.00	2,667.00	4,000.00	1,400.00
7025 - Legal Services - Collections	0.00	1,750.00	14,915.63	14,000.00	21,000.00	6,084.37
7030 - Legal Services - General Counsel	6,275.00	2,500.00	27,959.00	20,000.00	30,000.00	2,041.00
Total Professional Services	7,075.00	4,584.00	59,604.29	43,367.00	61,700.00	2,095.71

Income Statement Report

Cameron Station Community

Consolidated

August 01, 2019 thru August 31, 2019

Expense	Current Period		Year to Date (8 months)		Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance
Cameron Club Maint & Operations						
5195 - Miscellaneous Expenses	94.02	83.00	11.02	528.19	666.00	(137.81)
5318 - Health Club Management/Staff	13,759.29	13,759.00	0.29	110,074.32	110,074.00	0.32
6075 - Clubhouse Utilities	5,599.66	2,834.00	2,765.66	27,996.64	22,667.00	5,329.64
6315 - Uniforms	0.00	0.00	0.00	571.26	50.00	521.26
6408 - Elevator Services	343.36	0.00	343.36	2,816.03	3,375.00	(558.97)
6414 - Fire Prevention & Protection	686.86	0.00	686.86	8,426.26	4,500.00	3,926.26
6424 - HVAC Services	266.25	1,000.00	(733.75)	2,174.25	4,000.00	(1,825.75)
6430 - Janitorial Services	5,000.92	3,534.00	1,466.92	30,717.70	28,275.00	2,442.70
6436 - Special Cleanings	0.00	666.00	(666.00)	3,700.00	5,333.00	(1,633.00)
6438 - Pool Management	10,147.33	5,308.00	4,839.33	66,628.00	63,700.00	2,928.00
6440 - Safety & Security	0.00	250.00	(250.00)	1,555.00	2,000.00	(445.00)
6500 - Fire Suppression System	164.00	500.00	(336.00)	164.00	4,000.00	(3,836.00)
6515 - Building Repair & Maintenance	468.50	1,166.00	(697.50)	6,285.70	9,333.00	(3,047.30)
6525 - Community Center Improvement	0.00	166.00	(166.00)	529.27	1,333.00	(803.73)
6570 - Fitness Equipment Repair & Maintenance	217.00	791.00	(574.00)	3,506.18	6,333.00	(2,826.82)
6575 - Fitness Center Supplies	772.97	0.00	772.97	6,185.47	4,875.00	1,310.47
6590 - Access System Supplies	894.00	0.00	894.00	1,554.47	3,000.00	(1,445.53)
6595 - Access System Repairs	0.00	166.50	(166.50)	437.08	666.50	(229.42)
6700 - Pool Repair & Maintenance	0.00	0.00	0.00	2,590.50	2,666.50	(76.00)
6710 - Pool Supplies	3,769.95	1,666.00	2,103.95	6,281.70	3,333.00	2,948.70
9934 - Recreation Equipment	105.98	333.00	(227.02)	658.24	2,666.50	(2,008.26)
Total Cameron Club Maint & Operations	42,290.09	32,222.50	10,067.59	283,380.26	282,846.50	533.76
					390,324.48	106,944.22
Taxes & Insurance						
5390 - Fidelity/Workman's Comp	(192.58)	184.00	(376.58)	1,076.51	1,470.00	(393.49)
5415 - D&O Insurance Premiums	433.50	437.00	(3.50)	3,388.00	3,501.00	(113.00)
5420 - Umbrella	866.22	838.00	28.22	6,695.62	6,704.00	(8.38)
5445 - General Liability Insurance Premiums	1,309.25	1,007.00	302.25	9,835.36	8,058.00	1,777.36

Income Statement Report

Cameron Station Community

Consolidated

August 01, 2019 thru August 31, 2019

Expense	Current Period		Year to Date (8 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Taxes & Insurance						
9000 - Income Tax	0.00	0.00	8,000.00	3,222.00	6,443.00	(1,557.00)
Total Taxes & Insurance	2,416.39	2,466.00	28,995.49	22,955.00	36,043.60	7,048.11
Other Expenses						
5010 - Bad Debt	0.00	0.00	0.00	2,500.00	5,000.00	5,000.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	16,000.00	16,000.00	24,000.00	8,000.00
9946 - Signs Expenses	0.00	167.00	532.26	1,333.50	2,000.00	1,467.74
Total Other Expenses	2,000.00	2,167.00	16,532.26	19,833.50	31,000.00	14,467.74
Reserve Contributions						
9800 - Repair & Replacement Expenses	27,800.00	27,800.00	222,400.00	222,400.00	333,600.00	111,200.00
Total Reserve Contributions	27,800.00	27,800.00	222,400.00	222,400.00	333,600.00	111,200.00
Total Expense	236,317.77	210,075.50	1,725,168.13	1,745,684.00	2,585,730.70	860,562.57
Net Income / (Loss)	(20,517.34)	7,064.50	21,528.02	(21,136.00)	(5.91)	(21,533.93)

**Cameron Station
Replacement Reserve**

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 4,491	0.55%	\$ 24.70	-
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 JUMBO - NY	\$ 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	\$ 1,442,491		\$ 33,348.70	

as of 9/19

**Cameron Station
Operating Reserve**

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 99	0.55%	\$ 0.54	-
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
FIDELITY BANK - KS	\$ 51,000	1.85%	\$ 943.50	12/30/19
VALLEY NATIONAL BANK - NJ	\$ 54,000	1.85%	\$ 999.00	01/27/20
TOTAL	\$ 205,099		\$ 4,043.04	

as of 9/19

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 September 19, 2019 and is subject to daily market fluctuation.

Prices and yields are as of September 19, 2019 and subject to change and availability.
Morgan Stanley Smith Barney. Member SIPC.

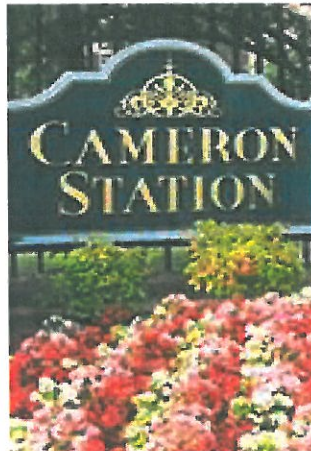
AUGUST FY19 Financial Budget Report – Common Area

Product or Service	Line Item	2019 Budgeted Amount	Expenses (AUGUST)	YTD Expenses	Remaining Amount	2018 Budgeted Amount
Grounds & Landscaping Contract	6100	\$154,404.00	\$15,350.07	\$109,859.07	\$44,544.93	\$155,196.00
Flower Rotation & Landscape Enhancement	6150	\$22,000.00	\$0.00	\$20,538.00	\$1,462.00	\$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	\$5,150.00	\$22,225.00	\$10,775.00	\$28,000.00
Watering & Supplies	6200	\$150.00	\$0.00	\$0.00	\$150.00	\$750.00
Irrigation System Contract	6299	\$16,638.00	\$8,875.00	\$18,502.00	-\$1,864.00	\$18,000.00
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	\$583.86	\$4,520.45	\$479.55	\$5,000.00
General Maintenance & Supplies	6605	\$8,000.00	\$593.81	\$3,595.81	\$4,404.19	\$6,500.00
Linear Park Landscape Maintenance	6685	\$21,668.00	\$4,966.14	\$4,966.14	\$16,701.86	\$21,668.00
Pet Stations	6690	\$8,500.00	\$1,512.22	\$6,576.95	\$1,923.05	\$8,500.00
Street Repair & Maintenance	6760	\$6,500.00	\$1,320.00	\$4,059.34	\$2,440.66	\$6,500.00
Total in Operating Budget		\$361,860.00	\$38,351.10	\$234,256.76	\$127,603.24	\$362,314.00

August FY19 Financial Budget Report – Cameron Station Facilities

Line Item	Product or Service	2019 Budgeted Amount	Expenses (August)	YTD Expenses	Remaining Amount	2018 Budgeted Amount
5195	Misc Expense	\$1,000.00	\$94.02	\$528.19	\$471.81	\$0.00
5318	Health Club Management	\$165,111.48	\$13,759.29	\$110,074.32	\$55,037.16	\$169,189.00
6075	Clubhouse Utilities	\$34,000.00	\$5,599.66	\$27,996.64	\$6,003.36	\$0.00
6315	Uniforms	\$100.00	\$0.00	\$571.26	-\$471.26	\$0.00
6408	Elevator Services	\$4,500.00	\$343.36	\$2,816.03	\$1,683.97	\$0.00
6415	Fire Prevention & Protection	\$6,000.00	\$686.86	\$8,426.26	-\$2,426.26	\$0.00
6424	HVAC Services	\$6,000.00	\$266.25	\$2,174.25	\$3,825.75	\$0.00
6430	Janitorial Services	\$42,413.00	\$5,000.92	\$30,717.70	\$11,695.30	\$0.00
6436	Special Cleanings	\$8,000.00	\$0.00	\$3,700.00	\$4,300.00	\$0.00
6438	Pool Management	\$63,700.00	\$10,147.33	\$66,628.00	-\$2,928.00	\$59,900.00
6440	Safety and Security	\$3,000.00	\$0.00	\$1,555.00	\$1,445.00	\$3,000.00
6500	Fire Suppression System	\$6,000.00	\$164.00	\$164.00	\$5,836.00	\$6,000.00
6515	Building Repair and Maintenance	\$14,000.00	\$468.50	\$6,285.70	\$7,714.30	\$14,000.00
6525	Community Center Improvements	\$2,000.00	\$0.00	\$529.27	\$1,470.73	\$2,000.00
6570	Fitness Equipment Repair/Maint	\$9,500.00	\$217.00	\$3,506.18	\$5,993.82	\$8,000.00
6575	Fitness Center Supplies	\$6,500.00	\$772.97	\$6,185.47	\$314.53	\$6,000.00
6590	Access System Supplies	\$4,500.00	\$894.00	\$1,554.47	\$2,945.53	\$4,500.00
6595	Access Center Repairs	\$1,000.00	\$0.00	\$437.08	\$562.92	\$500.00
6700	Pool Repair and Maintenance	\$4,000.00	\$0.00	\$2,590.50	\$1,409.50	\$4,000.00
6710	Pool Supplies	\$5,000.00	\$3,769.95	\$6,281.70	-\$1,281.70	\$5,000.00
9934	Recreation Equipment	\$4,000.00	\$105.98	\$658.24	\$3,341.76	\$4,000.00

	Total in Operating Budget	\$390,324.48	\$16,539.73	\$100,075.61	\$31,124.39	\$116,900.00
3280	Reserve Expenditures Exercise Equipment	\$30,900.00	\$4,807.62	\$13,999.52	\$16,900.48	\$33,400.00
Note, the line item highlighted in YELLOW is the RESERVES NOT OPERATING						



Cameron Club Monthly Report

August 2019

Attendance and Usage

August – 9,470

- Average usage per day- 305

Previous month:

- July– 11,790
- Average usage per day- 380

Facility & Operations

Group Exercise Class Program

- Total Body Weights was the most attended classes this month, with Gentle Yoga coming in second.
- We saw an increase in 6 out of 11 classes from last month.

Exercise and Facilities Equipment

- We are please to report that currently all gym equipment is 100% operational. Heartline has come in to do our quarterly maintenance.

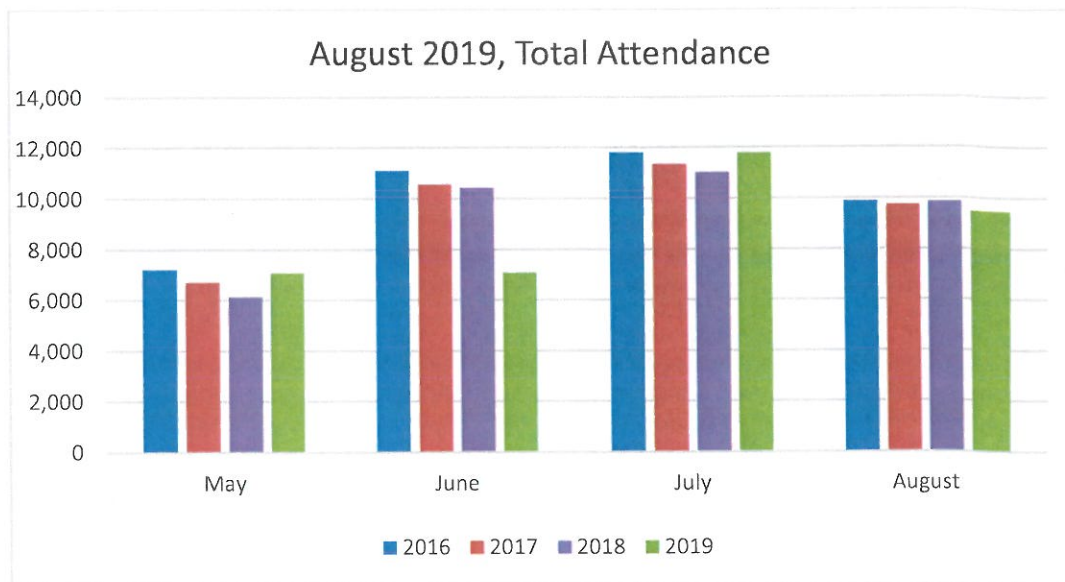
Personal Training

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

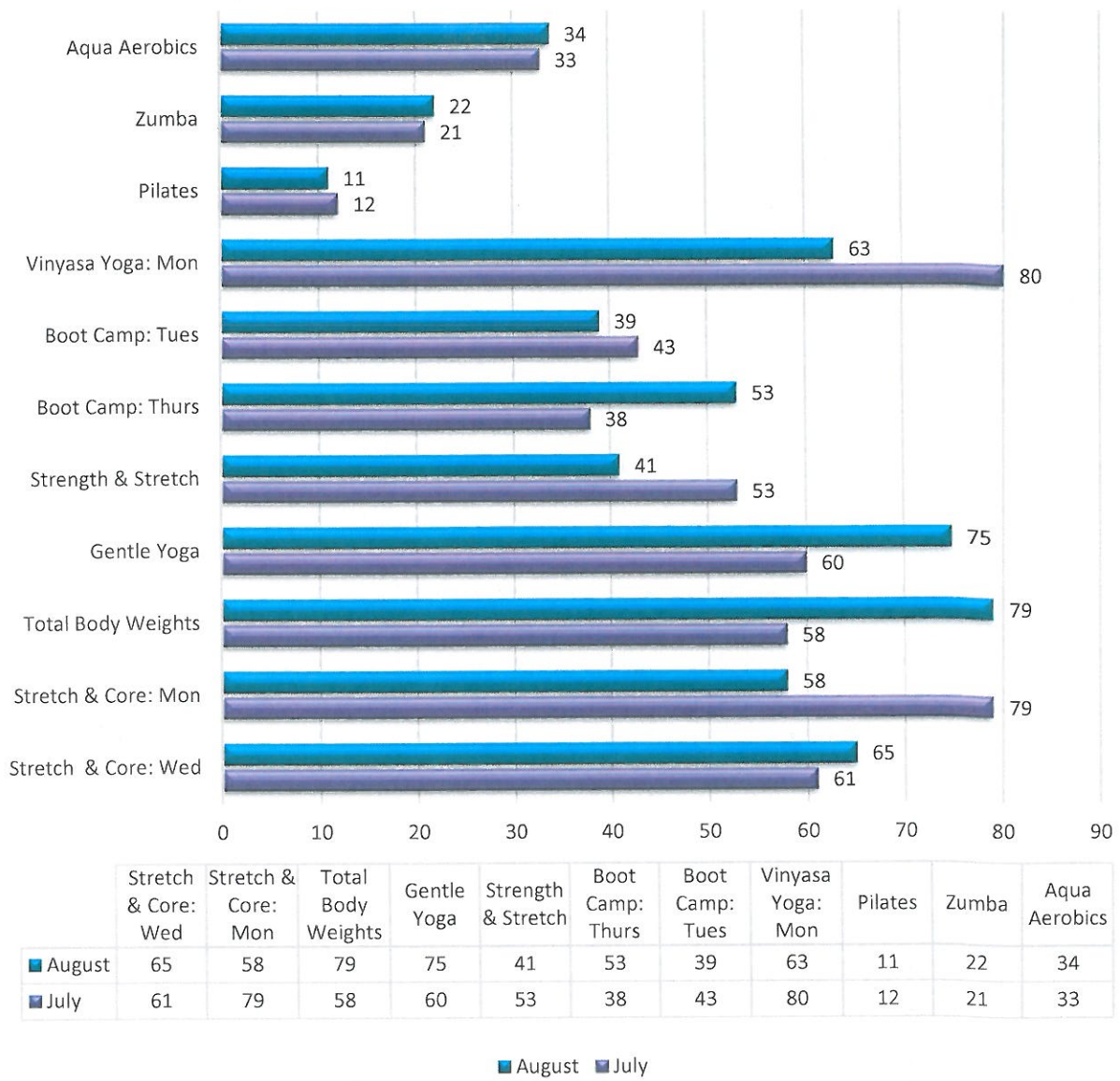
Upcoming Goals & Events

- The next workshop will be a 3-part Salsa series, for which the first is scheduled for September 27th, from 6:30 pm – 7:15 pm. This workshop will last for 45 minutes and will take place for the next 3 months. The focus of this series is to give residents enough exposure to Salsa dancing, in hopes that over time the skills that they have learned will be more ingrained as a natural progression. We are also planning a CPR/AED class. This class is scheduled for Sunday, October 13th, from 10:00 am – 1:00 pm. There are 15 slots available and the cost for the 2-year certification is \$60 dollars. Residents will be certified (Red Cross) in Adult/Pediatrics, CPR/AED.

Graphs



Class Attendance July 2019/August 2019



DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, SEPTEMBER 12, 2019

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair/Recording Secretary
Brendan Hanlon, CCFC Member
Tim Regan, CCFC Member
Jon Dellaria, BODs Representative to the CCFC
Todd Branson, CMC Management
Ben Rogers, American Pool, Regional Vice President
Rich Mandley, ProFIT President
PsyGianni Scott, ProFIT Fitness Center Manager/Activities Director
Carolyn Holloway, resident

The following individuals were absent:

John Burton, CCFC Member
Karen Soles, CMC Management, Manager

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:02 p.m. Ray welcomed Tim Regan as a new member of the CCFC.
2. Dan Ogg made a motion to approve the agenda. The motion was seconded by Brendan Hanlon and it passed unanimously.
3. Residents' Open Forum: Carolyn Holloway, resident, expressed an interest in having more exercise classes for older people and suggested that the community sponsor a Parkor class for persons over 55. The normal cost is \$120 per person for ten weeks. The CCFC accepted the recommendation for consideration. It was discussed that a work shop be held to gauge the community's interest. Ray Celeste again encouraged Ms. Holloway to contact Ms. Means who could help with identifying activities in the community for older people.
4. Brendan Hanlon made a motion to approve the CCFC's meeting minutes for August. The motion was seconded by Tim Regan and it passed unanimously.
5. Community Pool Status. Ben Rogers provided the update.
 - a) Pool closure. The pool contract covers three weekends in September, which takes lifeguard coverage through September 22, but not September 29. American Pool informed the committee that adding the last weekend of September would cost an additional \$2,468.00. CMC Management committed to checking the contract with American Pool to validate the end date and come up with a solution.
 - b) Pool/clubhouse guest pass issues. The CCFC has received requests from two residents that the community policies be changed to allow residents to bring 7 guests

per visit to the clubhouse/pool (the current allowance is 4 guests per visit). The residents also requested that the community policies be changes to provide residents additional guest passes for free (vice \$25 or \$75, depending on the type of guest pass). The CCFC asked CMC Management to survey other communities to see how they handle guest passes for facility access.

- c) 2020 pool season. The CCFC received a request from three residents to have the pool open from 10:30 am to 8:30 pm during weekdays in September (currently, the pool is only open weekends in September). The CCFC will consider the request.

6. BOD Update. Ray Celeste provided the BOD update.

- a) The BOD approved the contract with Weyer to replace the basketball court floor and the process is moving forward. The CCFC requested that ProFIT and CMC management begin making announcements about the plans for the basketball court floor replacement.
- b) The CCFC motion to purchase new gym equipment did not make it into the agenda for the BOD's August meeting, so it was tabled until the BOD's meeting in September 2019.

7. CMC Management report. Todd provided the CMC Management update.

- a) CMC Management is working to finalize the contract for the basketball court floor replacement.
- b) Sound system. John Burton identified the sound system needs for the multi-purpose gym (basketball court), spoke to Psy Scott about the facility usage, and then John Burton obtained one quote for upgrading the sound system. However, John was not present to explain the details of the sound system and the quote. The CCFC decided to table the issue until more information is available and more quotes are obtained.
- c) There is a new water leak in the clubhouse, in the men's bathroom near the ground floor lobby. CMC Management is working to correct the problem.
- d) Badging system update. CMC Management continues to make updates to the C-CURE 9000 badging system to remove users who are no longer residents. The BOD and the CCFC are considering options for implementing expirations dates for badges, to prompt validation of continued residence and proper address. **The CCFC asked that CMC management brief the BOD on the current status of the C-CURE 9000 badging system.**

8. ProFIT Report:

- a) Psy Scott provided the ProFIT monthly report. Attendance in August was 9,470 (305 per day) compared to July's attendance of 11,790 (380 per day).
- b) All equipment is up and running. Heartline completed quarterly maintenance.
- c) ProFIT postponed the Tai Chi workshop, which was scheduled for September 14. ProFIT is planning a salsa dancing three-part workshop over three months starting Sept 27. ProFIT is also planning a CPR and Automatic External Defibrillator (AED) class; October 13, 2019. The cost is \$60 per person. There are 15 slots available.
- d) Capital Equipment Plan. Rich Mandley provided a newly updated Capital Equipment Plan that provides a 5-year projection of gym equipment replacement and upgrades. Rich also suggested that new flooring, new paint, and a new layout would be beneficial for the gym. The CCFC asked Rich to put together three lay-out options for the gym and submit the options for discussion at next CCFC meeting.

8. Old Business.

- a) Security audit. In response to a request from Jon Dellaria, John Burton provided some recommendations for lower-cost security upgrades to the clubhouse, including door badge readers and surveillance cameras. The CCFC is considering the recommendations for future action.
- b) Covers for the TVs in the Great Room and Henderson Room. The covers have been ordered.

9. New Business. There was no new business.

10. Adjournment: Dan Ogg made a motion to adjourn the meeting. John Burton seconded the motion and it passed unanimously. The meeting was adjourned at 8:45 p.m.

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

Monday, September 9, 2019

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on **Monday, September 9, 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
	Mindy Lyle, CAC Member	Wendy Ulmer, CAC Member
	Linda Greenberg, CAC Member	

Others in Attendance: Karen Soles, CMC, Todd Brenson, CMC

Adrienne Zaleski, Lancaster Landscapes

Residents: Jen Wescott, 5052 Minda Court, Erin Tetterton, 5059 Minda Court, William Lowery, 5081 Minda Court, Stephen Chapman, 211 Cameron Station Boulevard

OLD BUSINESS:

Move to: Approve Meeting Minutes – Monday, August 12, 2019

Moved by: McCollom

Seconded By: Greenberg

For: All

Against: None

Motion Passed

Updates from Last Meeting: The turf restoration approved during August's meeting was accelerated to improve outcome/germination. After work is completed, some areas will have yellow-tape installed to block foot traffic. Lancaster presented an option for car stops to address the request from Dannucci and Cooper as noted in July and August minutes. The 72" car stop is made of recycled material and costs \$275 each including installation. Lancaster suggested starting with two car stops to assess effectiveness and will work with CMC on this issue.

NEW BUSINESS:

Resident Open Forum: Wescott brought concerns regarding the lack of attention and maintenance for the common area in Minda Court despite multiple notifications and requests to HOA. Items included sprinklers not working for weeks, the hedge bordering CSB is not maintained and lack of attention to leaves and sticks from Sycamore trees along with a request to remove the pet station until the grass is replaced.

The response received by Minda Court residents regarding the sprinkler system was that it was battery operated and maintained by Lancaster. The batteries are checked periodically throughout the year. Wescott, Tetterton and Lowrey agreed that blowing the leaves doesn't resolve the issue and suggested an additional leaf collection due to the abundance of leaves even during warm weather.

McCollom acknowledged that Sycamore trees are known to drop leaves and that the issue has previously been addressed in other areas of the community. Regarding an additional leaf collection period Burns noted that would be an adjustment to our current contract with Lancaster. Burns also addressed the in-process consideration of irrigation solutions. CMC noted that an upcoming leaf removal was just approved this morning (September 9th)

Lowrey addressed the pet policy as there's a small common area next to his house that has essentially become a dog park for Condo residents. Lowrey then addressed the number of guest parking spots in Minda Court stating there were too many "guest only" spots as many homeowners on the court can't use the space. Lyle noted that spaces are mandated by the City and an appeal could negatively impact the community.

Chapman agreed with the issues brought up by Wescott, Tetterton and Lowrey and requested reminders sent through an email blast to the community regarding the pet policy.

Burns suggested contacting CMC with concerns going forward and requested a reminder in the next email blast noting contact emails for all committees. Soles suggested a walk-through with Minda Court residents; those in attendance expressed appreciation for Soles and her positivity toward outcomes.

Board Update:

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.

Replacement Reserves: Priority One as noted in Brick Sidewalk Repair Survey
The total cost is: \$17,010 (Budget Line: 3280)

- Repair or replace bricks on affected sidewalks
- Re-evaluate Priority Two in March after spring thaw

Move to: Approve Priority One Brick Sidewalk repairs

Moved by: Greenburg

Seconded By: McCollom

For: All

Against: None

Motion Passed

The following proposals are tabled pending revision and additional information:

General Repairs (29671): This proposal requests paver repair at the rear of the Gazebo on Cameron Station Circle. CMC taped off sludgy/slippery area as a potential hazard. CAC tabled this request pending identification of the water source causing the issue.

Replacement Reserves (30115): This proposal is a review/discussion to revitalize Knapp Pocket Park. It is tabled until October pending accurate pricing from Lancaster.

Replacement Reserves (30135): This proposal is a continuation of the John Ticer Pocket Park project. There was discussion regarding nature and timing of planting with a request for bushes vs perennials; however, the action is tabled pending accurate pricing for the work.

Discussion:

2020 Budget: Walsh attended the FAC meeting to discuss the draft budget. CAC subsequently submitted the revised 2020 Budget with requested adjustments from FAC meeting.

Schedule of Services: Lancaster provided a monthly schedule to track normal/contractual services for calendar years 2019 and 2020. This was helpful to track and manage timing expectations.

Light Replacements: Discussion with regard to LED lights for efficiency with an expectation for 3 new proposals related to lighting at the clubhouse for consideration in the October meeting.

Donvan Pocket Park: Discussed proposal to be submitted for the October meeting. A further discussion of timing suggested spring 2020.

Items discussed -Lancaster: There's a significant pothole on Ferdinand Day and a rock blocking the storm drain on Brawner/Tancreti. Requested a revised proposal for Riverstone at 5250/5246 Tancreti and replacement of two dying London Planes with Crepe Myrtles.

Items discussed - CMC: CMC is updating their policy. CAC requested CMC include new pet policy in re-sale package. Trash guys did not pick up pocket park.

Community Walkthrough: Scheduled community walkthroughs for 2019 have concluded.

The next CAC meeting will be October 14th at the Cameron Club.

The meeting adjourned at 9:01 PM.

A&E Committee Meeting Minutes

Call to order

A meeting of **Cameron Station Activities & Events Committee** was held at the Cameron Station Clubhouse on September 5, 2019.

Attendees

Attendees included **Andrew Yang, Ritah Karera, Rebecca Stalnaker, Catherine Ricketson, Sarah Walsh, Carolyn Holloway**

Members not in attendance

Amanda Wilkinson

Approval of minutes

Last month's minutes were approved.

Upcoming Events

Approved New Member (Larissa Cowper)

Family Movie Night (Friday, September 13, 6:30 - 8:30 pm):

- Try for new Aladdin release (Andy)
- Andy will order 16 pizzas, additional juice boxes

Board Games and Booze (Wednesday, September 18, 7 - 9 pm):

- Sarah will come up with flyers for all events this month
- Andy will purchase either Chick-Fil-A nuggets or pizza
- Use drinks from storage closet
- Advertise event as BYOB friendly, encourage others to bring board games or card games, including poker

Fall Yard Sale (Saturday, September 21, 8 am - 1 pm)

- rain date 9/28
- Andy will purchase 72 balloons to be picked up Friday evening (Catherine will help transport balloons)
- Rebecca will advertise on Facebook, nextdoor, and Craigslist
- Andy will advertise on patch, Washington Post (4 days)
- Andy checked Golden Gazette (requires 45 days advance notice)

- Andy checked Fairfax Beacon (requires at least a month's notice and costs \$25 minimum per newspaper distribution)
- Andy will post 18"x24" orange signs (7), week of event, large yellow sign in front of community (if available)

Casino Night (Saturday, October 5, 6-9 pm)

- Need to raise the budget to \$4850, \$850 over to account for food and beverages, \$3400 for table services
- Rebecca will ask La Casa (\$1000 budget) about catering
- Catherine or Ritah, alcoholic beverage options? \$300 budget
- Andy will buy Amazon gift cards for winners \$25, \$50, and \$75
- Setup food in Great Room, but have drink stations on both sides of clubhouse
- Call for volunteers to serve drinks

Halloween Event (Saturday, October 26, 3-5 pm)

- Costume contest again, Linear Trail too far or weather dependent? Circle too much traffic? Consider cutting the path shorter along Linear Trail
- Rebecca will look into Halloween pails or glow necklaces for giveaway
- Reuse decorate bags craft and games from last year
- David Thorpe DJ in Great Room, approved by Irina

Past Events

Annual Pool Party:

- Consider ordering less ice cream less year (less popsicles)
- Discouraged ordering a bounce house because this would cause potential permit issues if forgoing any permits next year

Outdoor HH:

- About 35 people showed, good attendance, similar to last month

New Ideas

PK Silver:

- Carolyn presented idea, but would speak with facilities committee

Firetruck visit/Car Seat Inspection:

- Consider in November, for Child Safety Month

CS Mural:

- Consider posting artwork inside clubhouse

Cameron Station Community Association General Manager's Report

September 24, 2019

Prepared by Karen Soles – General Manager

Next Board Meeting: Tuesday, October 22, 2019, or October 29, 2019.

City of Alexandria: Management continues to reach out to City representatives to review flooding concerns on City property adjacent to Cameron Station, along Linear Park.

Monthly Financial Report: The August Financial Report is included in the Board package. The variance report will be delayed until the next meeting. There are several matters that need to be researched/confirmed.

Management: Our New Assistant General Manager, Todd Branson is on board and is exceeding all expectations. Management continues to work on obtaining better pricing for the replacement of all remaining old benches. Prepared for and attended CCFC/CAC/FAC/BOD Meetings. Management has been working on personnel matters, budget, basketball flooring concerns, and landscaping matters. Your management team has responded to landscape concerns presented by residents on Minda Court. They are very appreciative of the efforts by CAC and management.

Lancaster Landscaping & CAC: Regular meetings are held every week. Items under review include pocket park designs, brick walkway repairs/replacements/future planning/fountains. 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 a proposal for the brick repairs/replacements 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. The front doors re-staining project is complete. Leak in men's room has been contained and exploratory work is underway. The extended pool season is going well and we have received requests for additional hours during the month of September in future pool seasons. All pool facility tables have been replaced. ETC Engineering is working with management to review water penetration concerns.

Communications/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. 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. And the latest addition, management has been working with the Harmonizers to perform at our Holiday event from 2:30 – 3:00 pm. There will be approximately 25 harmonizers at the gazebo at the circle at a cost of \$500. (they typically charge \$10K). More to follow. Management would like to consider having holiday wreaths hung on light posts along a portion of CSB to include the circle and will obtain pricing for Board consideration.

Fitness Club: Psy to provide update. Management will reach out for gently used magazines for the fitness center.

Cameron Station Community Association, Inc.

Board Decision

September 24, 2019

Motion:

"I move to approve the CCFC recommendation to purchase the Freemotion treadmill with an incline, a Precor EFX 833 cross-trainer without moving arms and a 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 29, there was \$16,900 in GL 3280.

Second:

Summary:

The CCFC is requesting the purchase of this equipment for the fitness facility and there are funds available in reserves for this the purchase of this equipment.

CMC Recommendation:

The Board to approve the CCFC recommendation to purchase additional fitness equipment for the gym facility.

Budget Consideration:

GL3280- Repair & Replacement Reserves.

Vote:

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

Quote #51533

Date: 08/21/2019
Expires: 10/31/2019



"The Fitness & Wellness Experts!"

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

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

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

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

Sales Rep
87 Geoff Vogel

Customer PO

Terms
50%Deposit/50%N30

Quantity	Item	Description	Rate	Amount
1	EFX833	EFX-Fixed handlebar w/adjustable Crossramp - P30 console	\$7,095.00	\$7,095.00
1	2713-US	Concept2 Model E Indoor Rower with PM5 (light gray only)	\$1,100.00	\$1,100.00
1	FMTL39818	t10.9 Reflex Treadmill_LED_120V	\$7,099.00	\$7,099.00
1	Install & Delivery	White Glove Delivery & Installation Including Debris Removal	\$800.00	\$800.00

Subtotal \$16,094.00

Discount (\$3,695.63)

Shipping \$585.78

Tax Total (6%) \$706.92

Total \$13,691.07

Quote Details

Email Approved quotes to: approved@heartlinefitness.com

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

Standard Terms and Conditions:

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

Approval Signature: Name: _____ Date: _____

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

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

Please provide two contact names and numbers.

Primary contact name & number: _____ () _____

Secondary contact name & number: _____ () _____

Facility Name: _____

Complete ship to address: _____

City: _____ State: _____ Zip Code: _____

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

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

On what floor level will the equipment be installed? _____

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

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

What is the narrowest measurement of the stairs? _____

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

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

Please describe anything unusual about your facility that could affect delivery _____

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

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

All equipment is shipped directly from our manufacture's factory

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

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

Requirements:

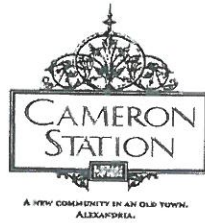
110/120V Power supply (Dedicated circuit and NEMA 5-20R outlet receptacle required for treadmills)



Acknowledgement of power requirement

Initials: _____

Site Survey Completed by: _____



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: GREG HILLSON
Home Address: 440 FERDINAND DAY DR 22304
Email Address: GHILLSON@YAHOO.COM
Telephone Number: 518-281-4709 (Cell) SAME (Home)

Condominium Owners please check the appropriate box:

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

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

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

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

SEE ATTACHED

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

SEE ATTACHED

Thank you for your time and interest.

ATTACHMENTS TO COMMITTEE APPLICATION FORM – Greg Hillson

Question #2:

I believe that my diverse experience and perspective would benefit the committee. First, although I would not be able to provide legal advice to the committee, I am an experienced attorney with expertise in general business law, contract law, and corporate governance. Second, I have an MBA from the Wharton School, with extensive experience in accounting and finance. Finally, as a former Naval officer, I have significant experience leading and managing complex projects and teams of people. See below for abbreviated CV.

Question #3:

I would like to assist the FAC in advising the Board on the annual budget, investments, the monthly financial statement, and other issues affecting the financial position of the Association.

EDUCATION

UNIVERSITY OF VIRGINIA SCHOOL OF LAW

Charlottesville, VA

Juris Doctor

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

THE WHARTON SCHOOL, University of Pennsylvania

Philadelphia, PA

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

- Navy MBA Scholarship (full scholarship).

UNIVERSITY OF MICHIGAN

Ann Arbor, MI

Bachelor of Arts, Economics and Political Science

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

EXPERIENCE

UNITED STATES SECURITIES AND EXCHANGE COMMISSION

Senior Counsel, Division of Enforcement

~Four Years - Present
Washington, D.C.

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

WILLIAMS & CONNOLLY LLP

Associate

~Five Years
Washington, D.C.

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

BOOZ & COMPANY

Associate, Commercial Strategy Consulting

~One Year
McLean, VA

- Advised corporations on business strategy and cost-savings.

UNITED STATES NAVY

Surface Warfare Officer, Lieutenant (Top Secret clearance)

~Five Years
Norfolk, VA

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

OKAZAKI INSTITUTE FOR INTERNATIONAL STUDIES

Henry Luce Scholar

~One Year
Tokyo, Japan

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

CENTRAL INTELLIGENCE AGENCY

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

Four Summers
Langley, VA

- Authored intelligence reports for top policymakers.



CAMERON STATION COMMUNITY ASSOCIATION, INC.
Committee Member Registration Form

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

Name: Andrew Hill

Home Address: 400 Cameron Station Blvd. Apt. 319

Email Address: xrunnerhill@gmail.com

Telephone Number: 301-873-0765 (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):

For the past four years I have worked as an auditor reviewing incurred costs for
government contractors. Additionally, I helped the Bureau of Prisons complete their
FY 2017 financial statement.

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

I would like to get more involved in the neighborhood. I currently was a member of
the Ad Hoc Committee.

Thank you for your time and interest.

Andrew Hill

400 Cameron Station Blvd Apt. 319 · Alexandria, VA 22304 · Cell (301)873-0765 · xrunnerhill@gmail.com

PROFESSIONAL EXPERIENCE

Deloitte and Touche, LLP

March 2019 – Present

United States Department of the Navy – Business Process Re-engineering (BPR)

Senior Consultant

March 2019 – Present

- Supported the Supply Chain Management BPR initiative to address identified end-to-end gaps and drive further integration between finance and logistics
- Wrote and submitted over 80 functional requirements for the Department of Navy migration to Navy Enterprise Resource Planning (ERP)

Kearney & Company, P.C.

August 2015 – March 2019

United States Agency for International Development – Incurred Cost Proposals (ICP)

Examinations

Manager

December 2017 – March 2019

Senior Associate

December 2017 – March 2018

- Managing 15 concurrent examinations of Federal Contractor ICPs in accordance with Auditing Standards and the Defense Contract Audit Agency (DCAA) Contract Audit Manual
- Resolving complex problems related to audit fieldwork and testing that require an in depth understanding of federal rules and regulations
- Reviewing work papers prepared by audit staff for compliance with Government Auditing Standards and American Institute of Certified Public Accountants regulations; providing feedback to develop staff competency
- Conducted a meeting with seniors and associates to impart best practices for creating a mock ICP to ensure the final questioned cost was accurate
- Performing a root cause analysis of sampling deficiencies; providing recommendations for addressing deficiencies to streamline the selection of samples for testing
- Analyzed prior year final reports and corrective action plans for audit leads, walkthroughs over the auditee's various cycles for control deficiencies, and fraud discussions for any instances of fraud to determine the inherent and control risks used for sampling purposes

Department of Justice – Federal Bureau of Prisons (BOP) – Financial Statement Audit

Senior Associate

March 2017 – December 2017

- Conducted site visits and walkthroughs to strengthen understanding and evaluate the current processes governing the Property, Payroll, and Procurement business units
- Updated cycle memorandums based on walkthroughs for Fund Balance with Treasury, Accounts Receivable, Real/Personal/Leased Property, Accounts Payable, Payroll and Related Liabilities, Budgetary Resources, and Financial Reporting that were two years out of date
- Completed interim substantive and control testwork at three site visits to verify the sampled transactions were fairly stated and controls were operating effectively
- Developed status reports and coordinated meetings with the BOP and Office of the Inspector General key personnel

Department of State – ICP – Performance Audit

Senior Associate

August 2016 – August 2017

- Acted as the ICP subject matter expert for the engagement team
- Led a team of five associates by sharing best practices for utilizing IDEA, maximizing technical and teamwork efficiencies, and developing critical performance audit related skills
- Performed data analysis and general ledger detail sampling to translate the data into actionable insights for the client on three performance audits

Andrew Hill

400 Cameron Station Blvd Apt. 319 · Alexandria, VA 22304 · Cell (301)873-0765 · xrunnerhill@gmail.com

Centers for Medicare and Medicaid Services (CMS) – ICP Examination

Senior Associate

June 2016 – May 2017

Associate

October 2014 – May 2016

- Reviewed the adequacy of 49 submitted ICPs for 16 contractors spanning from Fiscal Year 2004 to 2014 using the DCAA Adequacy Checklist
- Analyzed and reviewed financial statements to perform a trend analysis to identify potential financial weaknesses
- Tested the direct and indirect labor, subcontractor, direct materials, other direct costs, credits, top-side adjustments, and indirect costs for eight examinations to identify areas of internal control weaknesses and Federal Acquisition Regulation (FAR) violations for cost type and time and material contracts
- Completed a cost analysis for the planning phases of the bids and proposals
- Conducted a detailed review of three associates' work products for thoroughness and provided meaningful and constructive feedback for the improvement of work products
- Onboarded a new senior associate by bringing them up to speed on the examination process and expectations for work quality

CMS – Medicare Advantage Prescription Drug Program (MA-PDP)

Associate

August 2015 – April 2016

- Used IDEA for data analysis and prepared the Part D databases for sampling of 60 examinations
- Evaluated the financial viability and analysis that the MA-PDPs can bear the risk of potential financial losses for services performed or amounts payable under its contracts with CMS.
- Tested internal controls over the processing of medical service claims and payments and verification of proper payments for beneficiaries that have other primary insurance (coordination of benefits)
- Wrote draft reports, completed tie-outs for references in the report to supporting documentation, and prepared the final report and other deliverables for distribution to CMS.

Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)

November 2010 – August 2014

Office of Human Resources & Professional Development (HRPD)

Washington, D.C.

Program Analyst

January 2013 – August 2014

- Created and maintained financial reports to monitor budget execution of funds and gathering data for tracking and evaluating assigned program spending of a \$18 million budget
- Analyzed financial spending and budget execution of assigned office projects for mid-year, third quarter, and end of year reviews
- Performed analysis and prepared reports related to costs for Government Furnished Equipment (GFE) and Government Furnished Property (GFP)
- Recommended, planned, and conducted analytical studies using workforce data and metrics to identify and address relevant, actionable Bureau business and mission concerns for HRPD and all other directorates totaling 4,800 employees
- Designed and implemented queries to extract workforce information from various systems and databases

Front Office, Baltimore Field Division

Baltimore, MD

Program Analyst

November 2010 – January 2013

- Prepared financial reports on a \$8 million tobacco smuggling/tax loss investigation
- Evaluated the validity and accuracy of monthly expenditures and credit card statements for Task Force Officers
- Created and reviewed spreadsheets on time & attendance and overtime reports totaling \$500 thousand for Task Force Officers
- Developed a handbook to streamline the on-boarding/off-boarding process for Task Force Officers and provided a tool for transitioning team members to get up to speed on the job

Andrew Hill

400 Cameron Station Blvd Apt. 319 · Alexandria, VA 22304 · Cell (301)873-0765 · xrunnerhill@gmail.com

EDUCATION

Saint Francis University

Bachelor of Science in Accounting and Management Information Systems

Loretto, PA

2014

TECHNICAL SKILLS

Proficient in Microsoft Office (Excel, PowerPoint, Access, and Word), HR Connect, IDEA Data Analysis®, TeamMate™, Sunflower Systems, and experience with ACL™ Analytics and Microsoft Office Project

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
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_____ President	_____	_____	_____	_____
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_____ Vice President	_____	_____	_____	_____
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_____ Secretary	_____	_____	_____	_____
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_____ Treasurer	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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ATTEST:

_____ Secretary	_____ Date
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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
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_____ President	_____	_____	_____	_____
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_____ Vice President	_____	_____	_____	_____
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_____ Secretary	_____	_____	_____	_____
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_____ Treasurer	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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ATTEST:

_____ Secretary	_____ Date
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Resolution effective: _____, 2019.

Cameron Station Community Association, Inc.

Board Decision

September 24, 2019

Motion:

"I move to approve the CAC recommendation for Lancaster Landscape, Inc.'s proposal for brick repair and replacement for \$17,010.00 to be expensed to GL3280- Repair & Replacement Reserves.

Second:

Summary:

The CAC made the recommendation for necessary brick repair and replacement.

CMC Recommendation:

The Board to approve the CAC recommendation that is outlined in proposal to avoid potential slip and fall issues.

Budget Consideration:

GL3280- Repair & Replacement Reserves.

Vote:

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



CAMERON STATION

September 3, 2019

BRICK REPAIR AND REPLACEMENT **SURVEY SUMMARY**

STREETS INCLUDED:

- Bessley
- Brawner
- O'Neill
- Kilburn
- Medlock
- Donovan
- Somerville
- Cameron Station Boulevard
- Murtha
- Grim
- Knapp

Priority One – Total Square Feet	2430
Total Cost	\$17,010.00 (Material: \$850.50 Labor: \$16,159.50)

The total quoted amount for the brick and replacement summary is valued at \$7.00 per square foot. The value is comprised of approximately 95% labor and 5% material (i.e. sand) costs.

The existing bricks will be re-set using recovered materials whenever possible.

The amount of replacement material is difficult to estimate until the work has begun (bricks might break when being removed esp. from a concrete base).

Bricks that are broken/missing will need to be replaced and additional sand/concrete might be needed.

Lancaster Landscapes will bill these items separately. For budget purposes, we would estimate 2 straps of bricks (approximately 95 bricks per strap @ \$3.00 a brick for a total of \$570.00) will be needed during the replacement process.

**CAMERON STATION
BRICK SIDEWALK REPAIR**

BRICK SIDEWALK REPAIR SURVEY			
CAMERON STATION			
PRIORITY	ADDRESS LOCATION	APPROX. SQ. FT.	Work Requested
1	Kilburn by Pool Fence	130	Reset along curb
1	Kilburn Alley corner	162	Reset brick
1	Kilburn and Medlock (front of 211)	72	Reset brick
1	211 Medlock (front curb by Kilburn)	10	Reset brick
1	4922 Kilburn Front	36	Reset by tree
1	4918 Kilburn Front	36	Reset by tree
1	4912 Kilburn Front	2	Reset by storm drain
1	4908 Kilburn Front	18	Reset by tree/drive
1	4906 Kilburn Front	16	Reset by drive
1	4906 Kilburn Front by Mail Box	28	Reset along curb
1	211 Somerville (slot)	20	Reset
1	211 Somerville (corner)	6	Reset
1	219 Somerville Front	16	Reset
			Notes
			Sprinkler room to trash shed
			By street apron and tree - cut tree root
			By zalcova tree
			1 Low Brick by curb and high spot with walk
			Replace two bricks
			Cut tree root
			Both sides of storm drain
			Reset on apron
			Cut roots (edge bricks)

**CAMERON STATION
BRICK SIDEWALK REPAIR**

BRICK SIDEWALK REPAIR SURVEY			
CAMERON STATION			
		552	
1	4901 Donovan Side	24	Reset 16 edge bricks Corner of Donovan and Somerville
1	4902 Donovan Side	30	Reset around lamp post Corner of Donovan and Somerville
1	231 Somerville	18	Reset around lamp post Also fire hydrant
1	239 Somerville by tree	24	Reset by tree Cut roots
1	241 Somerville by tree	12	Reset By tree
1	243 Simerville by tree	2	Reset
1	4901 Donovan	25	Reset Both sides of storm drain
1	4903 Donovan	4	Reset By tree next to street
1	4919 Donovan	11	Reset Bricks at corner of drive
1	4923 Donovan	16	Reset By lamp post
1	223 Medlock	19	Reset low spot By mail box
1	219 Medlock	3	Reset By lamp post
1	212 CSB	7	Reset By storm drain
1	CSB and Donovan (East)	15	Reset low spot By tree on corner

**CAMERON STATION
BRICK SIDEWALK REPAIR**

BRICK SIDEWALK REPAIR SURVEY			
CAMERON STATION			
1	4910 Donovan	90	Reset/Fill
		300	
1	4902 Donovan	22	Reset
1	234 Murtha	64	Reset
1	234 Murtha	9	Reset
1	240 Murtha	40	Reset/edge
1	246 Murtha	16	Reset by drive
1	250 Murtha	1	Reset brick
1	252 Murtha	32	Reset
1	252 Murtha (side)	30	Reset
1	256 Murtha	22	Reset by tree
1	270 Murtha	35	Reset
1	272 Murtha	36	Reset
1	270 Murtha	56	Reset, replace 6 bricks
1	5023 Murtha	10	Reset
			Corner by lamp post/tree
			Both sides of drain
			By mailbox and drain
			Front of drive
			Edge by house, replace three
			Replace seven
			By tree
			Edge by house
			2 Spots
			And drain
			By mailbox and drain
			In front of drain
			In front of drive and between houses
			By drive

	BRICK SIDEWALK REPAIR SURVEY				
	CAMERON STATION				
1	242 CSB (Back side by alley)	24	Reset		By curb
1	239 Medlock	15	Reset		Low spot
		412			
1	241 Medlock	16	Reset		Low spot
1	241 Medlock (side)	18	Reset		at end of path
1	252 Medlock	9	Reset/cut brick		Around lamp post
1	CSB and 5000 Grim	24	Reset at root		Under maple under CSB
1	5000 Grim	12	Reset/edge by house		
1	5002 Grim	24	Reset/edge by house		Replace 1 brick
1	5004 Grim	10	Reset/edge by house		Cut root - 1 brick
1	5006 Grim	20	Reset/edge by house		
1	5008 Grim	30	Reset/edge by house		
1	5010 Grim	12	Reset/edge by house		

	BRICK SIDEWALK REPAIR SURVEY			
	CAMERON STATION			
1	5012 Grim	24	Reset/edge by house	Cut root
1	5016 Grim	6	Reset/edge by house	By drive - cut root
1	5020 Grim	22	Reset by drain	around drain
		227		
1	5200 Grim	36	Reset	at root
1	5022 Grim	30	Reset	
1	5024 Grim	45	Reset	Front of drive too
1	5028 Grim	30	Reset	Cut root
1	5030 Grim	6	Reset	Front of drive lose brick
1	5034 Grim	32	Reset	
1	5034-5036 Grim	10	Reset/Lose	Between drives
1	5036 Grim	80	Reset	Edge to Linear trail/lamp post
1	5021 Grim	21	Reset at root	By tree
1	5017 Grim	12	Reset	Lannon side between houses
1	5025 Grim	4	Reset	Side

**CAMERON STATION
BRICK SIDEWALK REPAIR**

BRICK SIDEWALK REPAIR SURVEY					
CAMERON STATION					
1	5025 Grim	60	Reset		By garage
1	5116 O'Neill	52	Reset		Around drain/side
1	5019 Grim	26	Reset		Around drain/side
1	Knapp Pocket Park	60	Reset		Along Grim/drains and corner
		504			
1	5116 Knapp	48	Reset at root		Under tree and side (3 places)
1	5122 Knapp	12	Reset		Corner by tree
1	5130 Knapp	22	Reset		By Pocket Park - 2 places
1	Knapp and CBS (Apron)	40	Reset by curb		
1	Knapp and CBS (Apron)	60	Reset around drain		Drain on CSB walk
1	Knapp, CBS and Pocket Park	4	Reset low spot		Along Knapp side
1	334 CSB	150	Reset low spot		Around drain
1	5134 Grim	24	Reset		By Tree
1	5132 Grim	24	Reset		By Tree
1	5124 Grim	6	Reset		By drive

CAMERON STATION
BRICK SIDEWALK REPAIR

	BRICK SIDEWALK REPAIR SURVEY			
	CAMERON STATION			
1	5122 Grim	21	Reset/cut root	by tree
	5114 Grim	24	Reset/cut root	
1		435		
	Total	2430		

RB REES BROOME, PC

ATTORNEYS AT LAW

1900 Gallows Road, Suite 700
Tysons Corner, Virginia 22182
Phone: (703) 790-1911
Fax: (703) 848-2530
www.reesbroome.com

FOUNDERS
Joel M. Birken
Jonathan J. Broome, Jr.
James M. Rees (1941-1986)

Todd A. Sinkins
Shareholder
Admitted: VA, DC

tsinkins@reesbroome.com

September 6, 2019

VIA CERTIFIED MAIL

FIRST CLASS AIL AND E-MAIL: GHILL YAHOO.COM

Mr. Gregory Hillson
440 Ferdinand Day Drive
Alexandria, VA 22304

Re: Cameron Station Community Association, Inc.

Dear Mr. Hillson:

This letter constitutes the Association's response to your request for records dated August 11, 2019. In your request, you asked to be provided with records reflecting consents approving a decision by the Board to change the shuttle bus schedule. Karen Soles and the Board appreciates your time this week reviewing the request and discussing your concerns. I have enclosed with this letter the documentation that is responsive to your request. If the Association finds any additional responsive documents in the future, it will forward them to you for your review.

If you have any questions, do not hesitate to contact the management office.

Sincerely

REES BROOME, PC

By
Todd A. Sinkins

Enclosures

cc: Board of Directors
Todd A. Sinkins, Esq

**CAMERON STATION
RECORD REQUEST FORM**

MAILING ADDRESS: 811 N Lismore Court, Newport News, VA 234602
ADDRESS OF PROPERTY: 440 FERDINAND DAY DR, ALEXANDRIA, VA 22304
PHONE NUMBERS: 518-281-4709 (WORK, CELL, HOME)
EMAIL: GHILLSON@YAHOO.COM

DESCRIPTION OF RECORDS REQUESTED:

1. All ORIGINAL versions (not "copies") of the "written consents" by Board members to take action without a meeting on or about June 2, 2019, under Section 3.13 of the Bylaws.

PURPOSE OF REQUEST:

In the HOA's letter to me dated June 12, 2019, Ms. Karen Soles stated that in June 2019, the Board "exercised its authority to take action without a meeting set forth in Section 3.13 of the Bylaws," and that the written consents to that action would be recorded with the minutes of the regular June 2019 Board meeting as required by the Bylaws. I don't see any such recording of the written consents in the June 2019 minutes or board package.

My purpose is to keep apprised of the governance and affairs of the community, not for any commercial purpose.

I AM REQUESTING:

The opportunity to EXAMINE the materials referenced above. I do NOT request "copies."

If it's easier and more cost-effective for the HOA, I am willing to accept the requested materials electronically.

0.

SIGNATURE

DATE: 08/11/19

Karen Soles

From: Michael Johnson <mike@mikejohnsonlaw.com>
Sent: Sunday, June 2, 2019 1:45 AM
To: boardofdirectors@cameronstation.org
Subject: Shuttle Decision

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

I say we go with option 3 and start it on Wednesday and hand out flyers monday and Tuesday to shuttle riders stating the change.

What is everyone else's thoughts?

Sent from my iPhone

Karen Soles

From: Martin Menez <martin.menez@att.net>
Sent: Sunday, June 2, 2019 7:13 AM
To: Michael Johnson; Sarah Meyer Walsh
Cc: boardofdirectors@cameronstation.org
Subject: "Vote": Shuttle Decision

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

I concur with Mike and Sarah

R/

Marty

Note to correspondents: If you are still using email address "MMenez1981@Keilogg.Northwestern.edu", please discontinue it.

Martin Menez
Mobile: +1-703-609-4560
Email: Martin.Menez@att.net

On Sunday, June 2, 2019, 6:52:41 AM EDT, Sarah Meyer Walsh <sarah@hautepapier.com> wrote:

Yes! That works for me and I like the flyer idea. Is that something we can ask of the shuttle drivers and also put on the desk by the check in for the fitness center?

Sent from my iPhone

Sarah Meyer Walsh
Owner
Haute Papier Collections
866.740.4222 (p)
866.539.4056 (f)

> On Jun 2, 2019, at 1:45 AM, Michael Johnson

wrote:

>

> I say we go with option 3 and start it on Wednesday and hand out flyers Monday and Tuesday to shuttle riders stating the change.

>

> What is everyone else's thoughts?

Karen Soles

From: Martin Menez <Martin.Menez@att.net>
Sent: Sunday, June 2, 2019 11:44 AM
To: Tom Sugrue
Cc: Brian Sundin; Sarah Meyer Walsh; Michael Johnson;
boardofdirectors@cameronsstation.org
Subject: Re: "Vote": Shuttle Decision

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

Tom,

Concur on all your points.

R/,

Marty

On Jun 2, 2019, at 11:32, Tom Sugrue

wrote:

I concur with going with option 3

From: Brian Sundin []
Sent: Sunday, June 2, 2019 9:49 AM
To: Sarah Meyer Walsh < >
Cc: Martin Menez >; Michael Johnson < ;

Subject: Re: "Vote": Shuttle Decision

!
v/r, brian
Sent from my iPhone

Todd A. Sinkins

From: Karen Soles <KSoles@cmc-management.com>
Sent: Friday, September 6, 2019 3:21 PM
To: Todd A. Sinkins
Subject: FW: Motion: Shuttle Community Feedback Results as of 6/3/19 5:35 pm.

Todd

This is the last email I have received from Jon Dellaria...

I will touch base with him to confirm there is no additional information...

Respectfully,

Karen Soles, AMS®, PCAM®
General Manager
Cameron Station Community Association
Community Management Corporation, an Associa Company

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200 Cameron Station Blvd
Alexandria, VA 22304
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From: Jon Dellaria <jdellaria@gmail.com>
Sent: Thursday, September 5, 2019 10:00 AM

To: Karen Soles <KSoles@cmc-management.com>

Subject: Fwd: Motion: Shuttle Community Feedback Results as of 6/3/19 5:35 pm

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

----- Forwarded message -----

From: Jon Dellaria < >

Date: Mon, Jun 3, 2019 at 10:03 PM

Subject: Re: Motion: Shuttle Community Feedback Results as of 6/3/19 5:35 pm.

To: Martin Menez < >

Cc: < >, Karen Soles <

>, Jan Ward < >, Kenya Cooper < >
Deirdre Baldino < >

I agree with option 3

Jon

On Mon, Jun 3, 2019 at 3:23 PM Martin Menez <Mart > wrote:

Thanks, Karen.

I make the Motion:

"Given that 48.6% of respondents favored Option 3 in the community email shuttle survey conducted on 1 and 2 June, 2019, I move that the two original shuttle buses will drop off (in the morning) and pick up (in the evening) at Landmark Mall ONLY, approximately a 10-minute ride each way, using the ule. There will be no additional cost to the community from adopting this option."

Marty

Note to correspondents: If you are still using email address: , please discontinue it.

Martin Menez
Mobile: +1-703-609-4560
Email:

From: Karen Soles []

Sent: Monday, June 3, 2019, 6:06 PM

To: ; Martin Menez

Cc: Jan Ward; Kenya Cooper; Deirdre Baldino

Subject: Shuttle Community Feedback Results as of 6/3/19 5:35 pm

Marty,

??

My apologies.

??

Resident Bennett Matelson sent his email in last minute and I added it to count for option 2 but did not make the adjustment to the final tally.?? So, the final count is 144.

??

The count is in, as of 6/3/19 at 5:35 the results are as follows:

Opt on 1 ??? 32 Votes

Opt on 2 ??? 42 Votes

Option 3 ??? 70 Votes

TOTAL VOTES 144

??

??

Respectfully,

??

Karen Soles, AMS??, PCAM??

General Manager

Cameron Station Community Association

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200 Cameron Station Blvd

Alexandria, VA 22304

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???

??? Tell us about ur experience!

??

you should one, too.

??

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??

??

From: Martin Menez
Sent: Monday, June 3, 2019 5:57 PM
To: Karen Soles
Subject: Re: Shuttle Community Feedback Results as of 6/3/19 5:35 pm.

??

[EXTERNAL EMAIL] This email originated from outside of Associa

Karen,

??

The inputs don't add up Did someone opt for two alternatives? Please advise.

??

Thanks,

??

Marty

Note to correspondents: If you are still using email address? "discontinue it.

", please

Martin Menez??

Mobile:??+1-703-609-4560

Email:??

??

Sent from my iPhone

??

On Jun 3, 2019, at 17:44, Karen Soles <

> wrote

All,

The count is in, as of 6/3/19 at 5:35 the results are as follows:

Opt on 1 ??? 32 Votes

Option 2 ??? 42 Votes

Option 3 ??? 70 Votes

TOTAL VOTES 144

??

I am hopeful the Board will consider an electronic vote to be ratified at the June 25, 2019 meeting.?? Once this has been done, please advise so we can get that information to Fleet for distribution as soon as possible!

Thank you,

Karen Soles

??

??

Board,

I was happy to see such a great response for feedback from the request for input for the shuttle options. As a result of the emergency polling over the weekend, as of midnight Saturday, June 1, 2019, we ended up with 16 votes for Option 1, 32 votes for Option 2, and 42 votes for Option 3.

If the Board is able to vote unanimously by electronic vote, the Board??s decision can be ratified at the next meeting, June 25, 2019.?? We will need a Board member to call the vote.

Recommended Motion:

To implement the approach identified in the community survey as Option 3, as follows:

The two original shuttle buses will drop off (in the morning) and pick up (in the evening) at Landmark Mall ONLY, approximately a 10-minute ride each way, using the original shuttle schedule. There will be no additional cost to the community from adopting this option.

If the Board is able to pass this vote today, we will provide handouts to Fleet Transportation to distribute to all of their riders this evening.?? We will also have copies available at the management office as well as the fitness center.

Thank you!

??

Rees Broome
1900 Gallows Rd STE 700
ns Corner, VA 22182



Gregory Hillson
440 Ferdinand Day Dr
Alexandria, VA 22304-8701

JEM 003722.01
JEM