CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
OCTOBER 22, 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 (Pages 1-11)	TAB 1	7:30
	-- CSCA Board Meeting held on September 24, 2019		
	-- CSCA Board Special Meeting Minutes October 10, 2019		
	-- CSCA Board Special Meeting Minutes October 15, 2019		
VI.	FINANCIAL REPORT for September 2019 (Pages 12-27)	TAB 2	7:35
VII.	ProFIT September 2019 Report (Pages 28-31)	TAB 3	7:45
VIII.	OFFICERS & COMMITTEE MINUTES/REPORTS CCFC/CAC/A&E/COMMUNICATIONS (Pages 32-42)	TAB 4	7:55
IX.	MANAGEMENT REPORT (Page 43)	TAB 5	8:10
X.	OLD BUSINESS		
	a. City of Alexandria Update		
XI.	NEW BUSINESS		
XII.	BOARD DECISION		
	a. Insurance – Crime/Cyber (Pages 44-57)	TAB 6	8:15
	b. Draft Budget 2020 – Handout at meeting		8:20
	c. John Ticer Pocket Park Enhancement (Pages 58-68)	TAB 7	9:10
	e. Knapp Place Pocket Park Enhancement (Pages 69-72)	TAB 8	9:15
	f. Pothole Repairs (Pages 73-84)	TAB 9	9:20
	g. FAC Appointment (Pages 85-92)	TAB 10	9:25
	h. Audio for Multi-Purpose Court (Pages 93-99)	TAB 11	9:30
	i. Extended Pool Season 2020 – Chair to Present (Page 100)	TAB 12	
	j. Security Upgrade Quotes (Pages 101-102)	TAB 13	
	k. Used LifeFitness Functional Trainer (Page 103)	TAB 14	
	l. Mark Pillow Nomination		
	m. Volunteer of the Year		
XIII.	BOARD DISCUSSION		
IVX.	EXECUTIVE SESSION ***(STATE PURPOSE PRIOR TO ENTERING EXECUTIVE SESSION)***		
	a. Delinquency/Collection/Attorney Status Accounts(Pages 104-133)	TAB 15	9:30
XV.	ADJOURNMENT		9:45

TAB-1

CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday September 24, 2019

The regularly scheduled monthly meeting of the Board of Directors for September was held on Tuesday, September 24, 2019. The meeting was called to order at 7:05p.m. by Board President Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

BOARD ATTENDANCE

Michael Johnson; President
Sarah Meyer Walsh; Vice President
Martin Menez; Treasurer
Kim Canter; Director
Jon Dellaria; Director
Brian Sundin; Director

MEMBERS ABSENT

Tom Sugrue; Secretary

OTHERS ATTENDING

Cameron Station Residents
Brian Lord; Vice President & HOA Division Director, CMC
Karen Soles; Community Manager, CMC
Todd Branson; Assistant Community Manager, CMC
Bethlehem Kebede; Recording Secretary, CMC

APPROVE AGENDA

Move to "Approve the Agenda as Amended (Under Board Discussion: add opening the pool the last weekend of September, add the Deferred Assessment Resolution and table the committee membership appointment request for FAC)"
Moved by: Jon Dellaria
Seconded: Martin Menez
For: All
Against: None
Absent: Tom Sugrue, Kim Canter
MOTION PASSED

GUEST SPEAKER

Sheriff Lieutenant Sean Casey briefed the Board on Alexandria Sheriff's office operations, he stated that the Sherriff's office is fully law enforcement even though they do not receive emergency calls; they work alongside the Alexandria Police Department when needed.
He spoke about how recently inmates from facilities managed by the Sheriff's department had the opportunity to participate in a creative writing program.

He noted that the Alexandria Sheriff's office provides one of the top-notch inmate facilities, the American Correction Association has credited the Alexandria Detention Center numerous times. Lastly, he mentioned that the Alexandria Sheriff Department are changing their officers' uniforms from brown to blue.

Police Lieutenant Matthew Weinert briefed the Board on recent crime activities in the area. He reported credit card and i.d. theft, an online fraud, and one destruction of property was reported for which they believe they have a suspect. They are working on staffing to ensure that officers will be present to respond right away for any unforeseen incidents on Halloween Night.

RESIDENT'S OPEN FORUM

- Mr. Elliott Waters proposed to the Board and to Management an electronic voting mechanism for Board Member elections at the annual meeting. He noted that the electronic system saves time, is more secure and is more efficient.

- Mr. Ray Celeste thanked Deirdre Baldino before the Board for her long service with Cameron Station and specifically for her contributions and hard work to the Facilities Committee throughout the years.

APPROVAL OF MINUTES

Move To "Approve the minutes from August 27, 2019 as presented"
Moved by: Martin Menez
Seconded: Sarah Meyer Walsh
For: All
Against: None
Absent: Kim Canter, Tom Sugrue
MOTION PASSED

FINANCIAL REPORT FOR August 2019

The Variance Report was not published for August 2019. Mr. Menez stated that some issues with the content and formatting are being resolved.
He requested that Management look into line items in Professional Services and Taxes and Insurance to explain the large variances. He also mentioned that the Investment listing is on track and Investments are in order.
Mr. Michael Johnson reminded all Committee Members that if there is any particular line item they would like to have increased to please report ahead of time so that it can be included in the budget.

PRO-FIT AUGUST 2019 REPORT

Mr. Rich Mandley, with ProFit, was present and gave a report summary of the Fitness Center activities for August as provided in the BOD packet.

OFFICERS'/COMMITTEE REPORTS

Cameron Club Facilities Committee

Mr. Ray Celeste reported to the Board that the Committee has been working on securing a contract to have the basketball court flooring replaced, the Committee would like to have the floor replaced before the New Year since the court room is busy in the beginning months of the year. The Board was concerned that this might cause an inconvenience with the series of holiday parties scheduled to take place in the court room before the New Year.

Mr. Ray Celeste reminded Management to please provide the Board a monthly report on removal of users who are no longer residents from the Badging C-Cure 9000 system.

Activities and Events Committee

Chairperson Andy Yang from the A&E Committee was present. He reported that movie night (Aladdin) was a great success with 70+ attendees. He also reported that the Committee is planning for fall parties, including Casino Night, which will be on Saturday, October 5th. The Committee has preparations well underway for the Halloween Party, which is sponsored by Irina Babb, on October 26. The Committee is also looking forward to the annual holiday party and is working on preparations for such.

Architectural Review Committee

Ms. Gayle Hatheway, ARC Vice Chair, was present to brief the Board. Ms. Hatheway reported that the ARC had its first ever solar panel application in August and after careful consideration due to the various reasons listed on the application the ARC has approved this solar panel installation.

Common Area Committee

Chairperson Robert Burns for the Common Area Committee was present and said that at the moment the Committee has a list of streets that they would like to have the bricks replaced/repaired on the sidewalks. The proposal for this work is included in the Board packet for Board approval. The CAC, Management and the Board all collectively agreed that the brick repair and replacement work should be conducted only on private streets and not on City streets.

Communications Committee

Ms. Soles reported that the Communications Committee has a new Chairperson, Tricia Hemel. Ms. Soles said that the new Chairperson is very enthusiastic, and the Committee has formed a new Welcome Committee who will be contacting new residents and welcoming them in the Community and answering any questions that they may have. They have compiled small give away packages and they are also working on updating the Community Map to include the "Little Free Library".

Financial Advisory Committee

Mr. Martin Menez reported that the Reserve Study process is almost complete and there is an investment planned to be made towards irrigation and Paving. Management will be consulting with professional Engineers to see which one of the two should begin first and when.

MANAGEMENT REPORT

Reported by Ms. Soles as presented in the Board package and a few additions as follow:

1. Management has been working to resolve a drainage issue on Linear Park
2. Management is getting bids to repair the water fountain on Donovan Dr.

OLD BUSINESS

A. City of Alexandria Update

Mr. Martin Menez reported the following events from the City that are open to the public

- September 28, City Fire Ops event
- October 3, Planning Commission on the Virginia Paving SUP
- October 12, Family Fall Festival at Armstead Boothe Park
- October 19, City Council on Virginia Paving SUP
- The City will also be holding a meeting to discuss Scooters
- September 26, City School Board and Budget Meeting

Matters for Board Discussion/Decision

Pool Contract

Move to: "Approve the CCFC recommendation to extend the pool contract with the weekend hours through September to include September 28 & September 29 with the cost to be expensed from GL Code 6438 in the amount of $2,468.00."

Moved by: Jon Dellaria
Seconded by: Sarah Meyer Walsh
For: All
Against: None
Absent: Tom Sugrue, Kim Canter
MOTION PASSED

Fitness Equipment/Freemotion Treadmill

Move to: "Approve the CCFC recommendation to purchase the EFX-Fixed handlebar with adjustable Crossramp – P30 Console for the amount of $13,691.07 or less to be expensed from GL Code -3280."

Moved by: Jon Dellaria
Seconded by: Sarah Meyer Walsh
For: All
Against: None
Absent: Tom Sugrue, Kim Canter
MOTION PASSED

Administrative Resolution: Guidelines for Counsel's Management of Delinquent Assessment Accounts
Move To: "Adopt Administrative Resolution Guidelines for Counsel's Management of Delinquent Assessment Accounts"
Moved by: Sarah Meyer Walsh
Seconded by: Brian Sundin
For: All
Against: None
Absent: Tom Sugrue, Kim Canter
MOTION PASSED

Policy Resolution: Policies and Procedures relative to the Collection of Routine and Delinquent Assessment and Other Costs
Move To: "Adopt Policies and Procedures relative to the collection of routine and delinquent assessment and other costs as stated."
Moved by: Martin Menez
Seconded by: Jon Dellaria
For: Sarah Meyer Walsh, Brian Sundin
Against: Michael Johnson
Absent: Tom Sugure, Kim Canter
MOTION PASSED

Lancaster Proposal– CAC recommendation for brick repair and replacement
Move To: "Approve the (CAC) recommendation for brick repair/replacement proposal with the exclusion of Cameron Station Blvd. and Somerville Street from the list in the amount of $17,010.00 or less to be expensed from GL 3280."
Moved by: Sarah Meyer Walsh
Seconded by: Brian Sundin
For: All
Against: None
Absent: Tom Sugrue, Kim Canter
MOTION PASSED

Deferred Assessment Resolution
Move To: "Elect to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion"
Moved by: Martin Menez
Seconded by: Jon Dellaria
For: All
Against: None
Absent: Tom Sugrue, Kim Canter
MOTION PASSED

Change of attendance Board Member, Kim Canter arrived at 10:15pm

Shuttle Bus Schedule
Move To: "Ratify the unanimous email vote conducted on June 3rd to change the shuttle bus schedule."
Moved by: Sarah Meyer Walsh
Seconded: Jon Dellaria
For: All
Against: None
Absent: Tom Sugrue
MOTION PASSED

EXECUTIVE SESSION
Move To: "Enter executive session at 10:35p.m. to discuss personnel matters and delinquencies."
Moved by: Sarah Meyer Walsh
Seconded: Brian Sundin
For: All
Against: None
Absent: Tom Sugrue
MOTION PASSED

Move To: "Exit executive session at 11:00 p.m."
Moved by: Martin Menez
Seconded: Jon Dellaria
For: All
Against: None
Absent: Tom Sugrue
MOTION PASSED

There were no motions at the end of the executive session.

Move To: "Adjourn the meeting at 11:00p.m."
Moved by: Michael Johnson
Seconded: Jon Dellaria
For: All
Against: None
Absent: Tom Sugrue
MOTION PASSED

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

DRAFT 10.13.2019

Cameron Station Community Association
Board of Directors Special Meeting
Thursday, October 10, 2019
Cameron Club Henderson Room

MEETING MINUTES

A special meeting of the Board of Directors was held on Thursday, October 10, 2019. The meeting was called to order at 7:13 p.m. by President Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present. The purpose of the meeting was to review the draft version of the CSCA operating budget for the fiscal year 2020 with members of the Financial Advisory Committee.

BOARD ATTENDANCE
Michael Johnson, President
Sarah Meyer Walsh, Vice President
Tom Sugrue, Secretary
Jon Dellaria, Director
Kimberlee Canter, Director

MEMBERS ABSENT
Martin Menez, Treasurer
Brian Sundin, Director

OTHERS ATTENDING
Takis Taousakis, Financial Advisory Committee Chair
Joan Lampe, Financial Advisory Committee member
Karen Soles, General Manager, CMC
Residents

APPROVE AGENDA
Move To: "Approve the Special Meeting agenda with the addition to add Item II. Resident Open Forum and Delete Item IV Budget Review Meeting- Management + Contracts + Other for the Board of Directors Special Meeting as amended." Moved by Sarah Meyer Walsh
Seconded by Jon Dellaria For: All
Against: None
Absent: Martin Menez and Brian Sundin
MOTION PASSED

RESIDENT OPEN FORUM
Residents were present but had no comments.

BUDGET REVIEW MEETING-COMMITTEE BUDGET REQUESTS

1. Activities & Events Committee
   Andy Yang, Committee Chair, presented his 2020 budget and commented on the major events for the next year in efforts to boost community life for CSCA. There is no increase requested from 2019 to 2010 in the budgeted dollars for this area.

2. Common Areas Committee
   Robert Burns, Committee Chair reviewed certain categories including Erosion Control ($10k) for costs related to channels, seed and other items to control erosion on the property. This area is a new category and was previously included in turf treatment. A discussion of the irrigation project ensued, and CMC is obtaining a consultant's bid for the system review. An irrigation specialist will provide an unbiased opinion on whether the "bones" of the structure are sound and how the system will hold during the paving project. Both CMC and the Board understand the irrigation project /asphalt project is still in planning phase, but need to be coordinated.

3. Communications Committee
   Mrs. Soles presented the Communications budget on behalf of Tricia Hemel, chairperson. Discussion occurred over whether the newsletter could transition from hard copy to full digital copy in 2020, since this represents the largest line item in the department budget. Mr. Sugrue agreed to follow up with the committee members in his role as board liaison.

4. Cameron Club Facilities Committee
   Ray Celeste Jr presented the CCFC budget as chairperson. Two budget line items required attention this year, specifically security supplies and the Heartline information related to monthly service costs for additional preventive maintenance. Mr. Celeste indicated the security supplies were a result of the recent CCFC security audit for the building. The Heartline proposal is an estimate to add additional preventative maintenance to the fitness equipment, and the contract has not been negotiated yet. Mr. Celeste is hopeful this will reduce the number of equipment "outages" and ongoing problems with fitness machines, especially cardio.

5. **Other Budget Line Items**
   Discussion on other budget categories occurred, including the staffing for the onsite management office by CMC. In addition to finding a part-time person to staff the office on Saturday (previously staffed by a temporary agency), CMC hopes to use the person for administrative support in the office. It is important that CMC be able to justify the cost/benefit for the position.

   The Replacement Reserve annual funding contributions were adjusted based on the recent study completed this year by Miller Dodson. Multiple conversations were had with the Reserve analyst, the FAC members and adjusted for a 10% increase. This method differs slightly from using the actual costs of the projects but it's a more conservative approach.

   Mrs. Soles indicated she will follow up on the Account Set up/Coupon account since this account increased significantly.
   Snow removal will remain budgeted at $70,000 for 2020 due to the unknown, despite being under budget for 2019.

The Special Meeting adjourned at 10:02 PM

Cameron Station Community Association
Board of Directors Special Meeting
Tuesday, October 15, 2019
Cameron Club Henderson Room

MEETING MINUTES

A special meeting of the Board of Directors was held on Tuesday, October 15, 2019. The meeting was called to order at 7:20 p.m. by President Michael Johnson at the Cameron Club located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present. The purpose of the meeting was to review the second draft version of the CSCA operating budget for the fiscal year 2020 with members of the Financial Advisory Committee.

BOARD ATTENDANCE

Michael Johnson, President
Sarah Meyer Walsh, Vice President
Tom Sugrue, Secretary
Martin Menez, Treasurer
Kimberlee Canter, Director

MEMBERS ABSENT

Brian Sundin, Director
Jon Dellaria, Director

OTHERS ATTENDING

Takis Taousakis, Financial Advisory Committee Chair
Joan Lampe, Financial Advisory Committee member
Karen Soles, General Manager, CMC
Residents, including CSCA Committee Members

APPROVE AGENDA

Move To: "Approve the Agenda for the Board of Directors Special Meeting."
Moved by Kimberlee Canter
Seconded by: Tom Sugrue For: All
Against: None
Absent: Jon Dellaria and Brian Sundin

MOTION PASSED

RESIDENT OPEN FORUM

Residents were present but had no comments.

BUDGET REVIEW MEETING-BOARD INPUT

Reviewed the updated budget draft with changes integrated by T. Taousakis, FAC Committee Chairperson. Certain accounts were targeted for review from the previous Board Special Meeting (October 10, 2019) to follow up on the additional information provided by Mrs. Soles, and address any additional questions.

Account 5030 Acct Setup/DD/Coupons

Discussion on the categorical costs and whether it includes the Account Set Up for new resident HOA dues accounts and coupon books. Mrs. Soles estimates the budgeted amount

for 2020 should be $7500 with a note to follow up and determine the line item only includes the coupon books and account set up expenses.

Account 6585 Fountain Repairs
Discussion on whether the Fountain repair costs for Donovan should be included in the Common Areas "Irrigation Repairs" Account #6199 or to segregate the costs in the existing account. M. Menez recommended we track the fountain repair and maintenance, and estimate the total at $1000 for budget year 2020. The reserve study anticipated a new fountain in the future years' replacement reserve for $9,000. Note for further discussion after the annual meeting in November to revisit the fountain replacement, and budget $1,000 for fountain repair costs in the separate account.

Software Licenses
Discussion by M. Menez to establish a budget of $500 to cover software licenses for CMC onsite staff to create "fill in PDF" documents, web work and other IT projects currently contracted out. A new GL account will be established with a budgeted amount of $500 for 2020.

Accounts 5390,5415, 5420 and 5445 Insurance Accounts
Discussion of the Insurance renewal that occurred in the spring of 2019 and estimated costs for additional coverage, including an increase in the Crime coverage (employee dishonesty) from $2M to $3M as recommended by the outside auditors to cover the total amount of the HOA assets; and the addition of a policy for cybersecurity. There was additional conversation on the General Liability insurance increase over the last few years (Account #5445). **Mrs. Soles and M. Menez will follow up and discuss with the HOA's insurance agent to determine the costs for the additional coverage and review the increase. Note also this should be a calendar for January 10, 2020 to shop the Insurance renewal for next year.**

Account 5070 Parking Enforcement
Discussion of the Parking Enforcement Income which normally pays for 50% of the costs for Parking Enforcement each year. The income is currently included in HOA Compliance Fees but should be in a separate line item. The current 2020 budget include 10 hours per week at $30 per hour under the contract rate.

Account 6570 Fitness Repair and Maintenance
Discussion by Ms. Meyer Walsh to adjust the Fitness Repair and Maintenance to $9,500 from $12,000 due to lack of vendor documentation for the increase in costs from the CCFC.

Communications Budget
Discussion of costs related to the production and volume of newsletter. Mr. Sugrue, Board liaison for the Communications Committee, explained the breakdown of the costs related to the CSCA newsletter: 1100 newsletters or approximately 60% are mailed to residents. The remainder are sent via email. The costs related to the newsletter are not all volume sensitive, fixed upfront costs are related to the design. Current residents get the paper copy of the newsletter by default; new residents have to "opt in." Approximately 250 newsletters are distributed to retailers and in the CMC Clubhouse. If more residents were to elect to receive the electronic version only, there will be some reduction in the production and distribution costs (e.g., for printing and mailing), but costs would not decline in a linear fashion.

MOTION TO AMEND AGENDA:
Move to Amend Board Agenda to discuss Meet the Candidates Night and Discuss Planning for the Annual Meeting on November 4, 2019.

Moved by Kimberlee Canter
Seconded by Marty Menez For: All
Against: None

Absent: Jon Dellaria and Brian Sundin

MOTION PASSED
MOTION TO ADJOURN MEETING:

Moved by Kimberlee Canter
Seconded by Marty Menez For: All
Against: None
Absent: Jon Dellaria and Brian Sundin

The Special Meeting adjourned at 9:10PM

TAB-2

Associa®
Community Management Corporation

MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Karen Soles, General Manager, CMC
Todd Branson, Assistant General Manager, CMC

DATE: October 17, 2019

RE: September 30, 2019 Financial Statement Summary

This summary reflects the un-audited fiscal year-to-date 2019 financial entries. Please be reminded, this is a snapshot of the Association's financial standing as of September 30, 2019.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	**$ 2,780,010.54**		
Year to Date Income	**$ 1,962,016.19**	**$1,938,693.00**	**$ 23,323.19**
Year to Date Expense	**$ 1,939,963.59**	**$1,962,006.50**	**$ (22,042.91)**
Net Income Year to Date, surplus/ (loss)	**$ 22,052.60**	**$ (23,313.50)**	**$ 45,366.10**

Investments:

On September 30, 2019 the Association had operating and investment funds totaling $2,780,010.54. The Pacific Premier Bank (PPB) operating account had a balance of $410,288.78. The Congressional Bank Money Market account reflects a balance of $712,404.80. The Morgan Stanley Smith Barney Money Market account had a balance of $105,947.38. There is also $1,543,000.00 invested in laddered Certificates of Deposit managed by Morgan Stanley. Additionally, there is Accrued Interest in the amount of $8,369.58.

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of September 30, 2019 was $50,761.90. The Association also maintains for an Allowance for Doubtful Accounts (GL 1530) on the Balance Sheet in the amount of $37,498.86. This reflects a net delinquency rate of approximately 2.04%, which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable $50,761.90/Total Annual Assessments: $2,491,524.79= 2.04%.

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Accrued Repair & Replacement Reserves total $2,003,449.79 and are fully supported by cash and investments based on the calculation below. (Total Cash & Investments: $2,780,010.54 minus Liabilities $315,826.07 minus Repair & Replacement Reserves: $2,003,449.79 = $460,734.68 surplus capital.)

The Capital Improvement Reserve account totals $12,966.50 which is also fully supported by cash and investments. At the time of this report I am unaware if there are any approved Capital Improvements projects to be funded from this account. (Surplus Capital $460,734.68 minus Capital Reserves $12,966.50 = $447,768.18 remaining capital after funding Capital Reserves.)

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

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

Income Statement Report:

The Income Statement Report reflects a year-to-date income of $1,962,016.19 which is $23,323.19 more than the budgeted amount of $1,938,693.00.

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

Resale Processing Fees- line item #4260 is over the year-to-date budgeted amount of $2,500.00 by $6,343.82. This is due to the quarterly processing of resale fees. Going forward, this will be processed monthly.

Charitable Donations Income- line item #4295 is over the year-to-date budgeted amount of $6,000.00 by $5,000.00. The A&E has collected more charitable donations than planned.

Legal Reimbursements- line item #4720 is over the year-to-date budgeted amount of $4,500.00 by $3,688.97. This is as a result of assertive collection efforts from our collections department.

Compliance fees- line item #4805 is over year-to-date budgeted amount of $2625.00 by $3,941.80. This income is a result of the strict adherence to the collection of architectural compliance fees.

Interest Earned – Reserve Funds- line item #4910 is over the year-to-date budgeted amount of $21,750.00 by $6,111.54. This is a result of more then anticipated interest earned on investments to include Morgan Stanley accounts.

Year-to-date expenses total $1,939,963.59 which is $22,042.91 less the budgeted amount of $1,962,006.50. Below are a few line items that I would like to bring to your attention, as they have a variance of more than $2,500.00 of the year-end budgeted amount.

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

Acct Setup/DD/Coupons- line item #5030 is under the year-to-date budgeted amount of $10,000.00 by $6,624.00. The account set up budgeted amount is higher then the actual cost. This will be modified for the 2020 budget and will be budgeted closer to the actual near $5,000.

Parking Enforcement- Line item #5070 is under the year-to-date budgeted amount of $12,000.00 by $3,007.50. This is due to personnel changes. We are looking for a replacement to perform parking enforcement.

Events & Awards- line item #5200 is under the year-to-date budgeted amount of $32,143.00 by $12,783.53. This is due to fewer community activities than anticipated to date but will be more in line by year end after scheduled holiday events.

Newsletter Services- line item #5225 is under the year-to-date budgeted amount of $12,917.00 by $4,257.87. This is as a result of not publishing a June/July newsletter.

Other Communications- line item #5316 is under the year-to-date budgeted amount of $4,500.00 by $3,678.08 due to fewer expenses to date. We predict the Communications Committee has expenses forthcoming as a result of the newly formed Welcome Committee, so budget line should be closer to zeroing out YTD.

Payroll Taxes/Benefits/Costs- line item #5340 is under the year-to-date budgeted amount of $69,894.00 by $3,375.19. This is due to less staffing expenses than anticipated in January and February.

Electric Service- line item #6000 is under the year-to-date budgeted amount of $32,250.00 by $2,968.71. This line item varies month to month and I expect it level out year-end, but we will monitor.

Water Service- line item #6025 is under the year-to-date budgeted amount of $26,000.00 by $7,193.50 due to quarterly water bill not being reflected in September. This will be reflected in the October financial.

Tree & Shrub Maintenance- line item #6160 is under the year-to-date budgeted amount of $33,000.00 by $3,740.00. Tree replacements have been deferred as a result of the warm temperatures and dry summer and fall. Plantings are scheduled for early November.

TMP Expenses- line item #6305 is under the year-to-date budgeted amount of $161,250.00 by $3,750.00. Management will confirm with the City of Alexandria and FLEET to ensure we are on track and this will be helpful during the 2020 projected budget process.

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

Linear Park Landscape Maintenance- line item #6685 is under the year-to-date budgeted amount of $18,959.50 by $13,993.36. Management confirmed with Lancaster Landscape that they are maintaining this area spring, summer and fall. They are delayed with billing but anticipate this will remain under budget due to less rainfall then usual resulting in fewer mowing's.

Storm Recovery Repair & Maintenance- line item #6755 is under the year-to-date budgeted amount of $3,787.50 by $2,887.50 due to a mild season.

Fire Suppression System, line item #6500 is under the year-to-date budgeted amount of $4,500.00 by $4,306.18 as there have been no expenses at the time of this report. The fire suppression expenses were paid out of fire prevention line item #6414 and will be reclassed to Fire Suppression line item 6500 and will be reflected on the October financials.

Building Repair & Maintenance- line item #6515 is under the year-to-date budgeted amount of $10,500.00 by $4,214.30 due to fewer repairs than anticipated to date. Anticipate expense in the near future relating to men's room repairs and front door repairs.

Bad Debt - line item #5010 is under the year-to-date budgeted amount of $3750.00 by $3,750.00. There have been no expenses at the time of this report. Management has included recommendations for write offs for much of this bad debt.

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

Computer Network/C3- line item #5040 is $9,679.60 above the year-to-date budgeted amount of $6,000.00. This is a result of monthly back up and support for our computers for $1120 and monthly C3 support expenses from CMC for $250 monthly totaling $1370 monthly and budgeted $667 monthly.

Administrative Salaries- line item #5302 is $6,259.30 above the year-to-date budgeted amount of $222,053.00 due to an increase in administrative salaries.

Grounds & Landscaping – Contract- line item #6100 is $15,393.64 above the year-to-date budgeted amount of $115,803. This is a result of a few invoices that need to be reclassed in other landscape categories and will be reflected in the October financial.

Flower Rotation & Landscape Enhancements- line item #6150 is $9,538.00 above the year-to-date budgeted amount of $11,000.00. This line item is over budget as a result of necessary landscape projects to include the removal of diseased rose bushes throughout our pocket parks.

Irrigation System Contract- line item #6299 is $12,649.00 above the year-to-date budgeted amount of $8,319.00. This is due to Turf and Restoration performed in October 2018 and will be adjusted after the audit. However, this is within the annual budgeted allowance of $16,638.00. Management will confirm the amount that will be adjusted. Additionally, funds will be reclassed from irrigation contract to irrigation repairs and those reclassifications will be reflected in the October financial.

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

Consulting Services- line item #7005 is $2610.00 above the year-to-date budgeted amount of $0.00. This is due to having a property appraisal performed in preparation of the Reserve Study. This expense was not included in the 2019 budget.

Legal Services – General Counsel- line item #7030 is $5,459.00 above the year-to-date budgeted amount of $22,500.00. This is due to an increase in communications with Board and Legal. However, this is within the annual budget allowance of $30,000.00.

Clubhouse Utilities- line item #7030 is $5,987.10 above the year-to-date budgeted amount of $25,500.00. Management will further investigate to ensure we do not have a water leak that has not been identified even though we have had a few plumbing contractors onsite to inspect the building for leaks, mostly related to the men's locker room water issues.

Pool Management- line item #6438 is $2,928.00 above the year-to-date budgeted amount of $63,700.00. This is a result of the pool opening one weekend early and expenses relating to an additional weekend in September.

Pool Supplies- line item #6710 is $2,634.50 above the year-to-date budgeted amount of $5000.00. This is a result of the pool table replacements that will be reclassed to replacement reserves.

Income Tax- line item #9000 is $3,168.00 above the year-to-date budgeted amount of $4,832.00. This exceeds the annual budgeted allowance due to actual taxes being higher than predicted and the budget spread. Taxes are scheduled to be paid April/June/September and December.

Overall there is a positive variance between annual income and expenses in the amount of $45,366.10 through September 30, 2019. Management will continue to closely monitor the monthly expenses of the Association and will advise the Board of any specific issues that may have an impact to the budget. Please let me know if you have any questions regarding this information.

Cameron Station Community Association

September 2019
Financial Report

Statement prepared by: Cheryl Weaver

Associa
Community Management Corporation

TAB 2

Fri Oct 11, 2019 10:12 am
Report: dwr_gl_investment_rpt

User: chweaver
Cheryl Weaver

Investment Listing Report
Cameron Station Community
As of Mon Sep 30, 2019

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Cash & Investments							
1013 - Operating 3336 Pacific Premier Bank	1171000142 Signers: John Tsitos Carcel Hermongenes	Operating/Checking	410,288.78	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	9010515485 Signers: Tsitos/Hermogenes	Money Market	712,404.80	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	105,947.38	0.750%	09/19/2001	0	
1353 - Morgan Stanley Smith Barney Investments Morgan Stanely Smith Barney	504-112344-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Certificate of Deposit	1,543,000.00	0.000%	09/19/2001	0	
	Consists of multiple CDs with varying terms and interest rates. See broker statement for a detailed list of CDs.						
1730 - Accrued Interest Receivable CMC	1730	Other	8,369.58	0.000%	01/01/1900	0	
		Total Cash Investments:	2,780,010.54				
		Total Cameron Station Community:	2,780,010.54				

Cheryl Weaver

Balance Sheet Report
Cameron Station Community
As of September 30, 2019

	Balance Sep 30, 2019	Balance Aug 31, 2019	Change
Assets			
Cash & Investments			
1012 - PPB Merchant	0.00	1.45	(1.45)
1013 - Operating 3336	410,288.78	444,375.76	(34,086.98)
1302 - Congressional Bank - MM 5485	712,404.80	711,389.65	1,015.15
1330 - Morgan Stanley Smith Barney MM	105,947.38	1,548.07	104,399.31
1353 - Morgan Stanley Smith Barney Investments	1,543,000.00	1,642,000.00	(99,000.00)
1730 - Accrued Interest Receivable	8,369.58	10,660.50	(2,290.92)
Total Cash & Investments	**2,780,010.54**	**2,809,975.43**	**(29,934.89)**
Current Assets			
1500 - Residential Assessments Receivable	50,761.90	52,320.71	(1,558.81)
1530 - Allowance for Doubtful accounts	(37,498.86)	(37,498.86)	0.00
1600 - Prepaid Insurance	10,853.53	12,200.42	(1,346.89)
1640 - Other Prepaid Expenses	19,259.27	19,062.61	196.66
1725 - Insurance Receivable	(23,050.00)	(23,050.00)	0.00
1799 - Clearing Account	0.00	6,426.61	(6,426.61)
Total Current Assets	**20,325.84**	**29,461.49**	**(9,135.65)**
Total Assets	**2,800,336.38**	**2,839,436.92**	**(39,100.54)**
Liabilities			
Current Liabilities			
2000 - Accounts Payable	(16,018.18)	0.00	(16,018.18)
2025 - Transfer Fee Payable	1,115.02	117.38	997.64
2050 - Resident Refunds	1,028.55	614.49	414.06
2200 - Income Taxes Payable	(1,700.00)	(1,700.00)	0.00
2300 - Accrued Expenses	33,062.21	49,449.94	(16,387.73)
2400 - Accrued Payroll Payable	27,391.18	6,368.00	21,023.18
2550 - Prepaid Assessments	270,947.29	122,774.38	148,172.91

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Balance Sheet Report
Cameron Station Community
As of September 30, 2019

	Balance Sep 30, 2019	Balance Aug 31, 2019	Change
Liabilities			
Current Liabilities			
2560 - Future Months Assessments	0.00	207,627.00	(207,627.00)
Total Current Liabilities	**315,826.07**	**385,251.19**	**(69,425.12)**
Total Liabilities	**315,826.07**	**385,251.19**	**(69,425.12)**
Owners' Equity			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	446,041.42	446,041.42	0.00
Total Unappropriated Owners' Equity	**446,041.42**	**446,041.42**	**0.00**
Capital Improvement Reserves			
3362 - Capital Improvement Reserves Contr.	18,000.00	16,000.00	2,000.00
3364 - Capital ImprovementReserves Expend.	(5,033.50)	(5,033.50)	0.00
Total Capital Improvement Reserves	**12,966.50**	**10,966.50**	**2,000.00**
Repair & Replacement Reserves			
3102 - Repair & Repl Reserve Beginning Balance	1,832,694.85	1,832,694.85	0.00
3276 - Repair & Repl Reserve Contributions	250,200.00	222,400.00	27,800.00
3280 - Repair & Repl Reserve Expenditures	(79,445.06)	(79,445.06)	0.00
Total Repair & Replacement Reserves	***2,003,449.79***	***1,975,649.79***	***27,800.00***
Total Owners' Equity	**2,462,457.71**	**2,432,657.71**	**29,800.00**
Net Income / (Loss)	**22,052.60**	**21,528.02**	**524.58**
Total Liabilities and Equity	**2,800,336.38**	**2,839,436.92**	**(39,100.54)**

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Income Statement Summary
Cameron Station Community
September 01, 2019 thru September 30, 2019

	Current Period			Year to Date (9 months)			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Total Assessment Income	207,627.00	207,627.00	0.00	1,868,651.16	1,868,643.00	8.16	2,491,524.79
Total Other Income	7,693.04	6,518.00	1,175.04	93,365.03	70,050.00	23,315.03	94,200.00
Total Income	215,320.04	214,145.00	1,175.04	1,962,016.19	1,938,693.00	23,323.19	2,585,724.79
Total Administrative	6,106.52	11,011.00	(4,904.48)	71,437.79	82,056.00	(10,618.21)	111,755.00
Total Activities	4,082.29	5,357.50	(1,275.21)	19,359.47	32,143.00	(12,783.53)	37,500.00
Total Communications	98.00	3,376.00	(3,278.00)	10,723.05	20,042.00	(9,318.95)	25,000.00
Total Management Services	49,328.41	46,060.00	3,268.41	416,763.02	414,532.00	2,231.02	552,707.52
Total Trash Services	26,450.92	26,174.00	276.92	237,365.35	235,559.00	1,806.35	314,078.10
Total Common Area Maint & Services	66,011.94	54,680.50	11,331.44	506,471.27	510,356.50	(3,885.23)	683,360.00
Total Utilities	0.00	0.00	0.00	13.96	0.00	13.96	0.00
Total Landscaping	0.00	516.00	(516.00)	3,300.00	3,612.00	(312.00)	3,612.00
Total Repair & Maintenance	0.00	631.00	(631.00)	900.00	3,787.50	(2,887.50)	5,050.00
Total Professional Services	2,349.42	4,583.00	(2,233.58)	61,953.71	47,950.00	14,003.71	61,700.00
Total Cameron Club Maint & Operations	27,804.57	28,639.00	(834.43)	311,184.83	311,485.50	(300.67)	390,324.48
Total Taxes & Insurance	2,763.39	4,078.00	(1,314.61)	31,758.88	27,033.00	4,725.88	36,043.60
Total Other Expenses	2,000.00	3,416.50	(1,416.50)	18,532.26	23,250.00	(4,717.74)	31,000.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	250,200.00	250,200.00	0.00	333,600.00
Total Expense	214,795.46	216,322.50	(1,527.04)	1,939,963.59	1,962,006.50	(22,042.91)	2,585,730.70
Net Income / (Loss)	524.58	(2,177.50)	2,702.08	22,052.60	(23,313.50)	45,366.10	(5.91)

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Income Statement Report
Cameron Station Community
Consolidated

September 01, 2019 thru September 30, 2019

	Current Period			Year to Date (9 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Income								
Assessment Income								
4001 - Assessemnts - SFD/TH	0.00	0.00	0.00	1,080,581.49	1,080,566.00	15.49	1,440,755.18	360,173.69
4002 - Assessments - CONDO	0.00	0.00	0.00	654,134.31	654,134.00	0.31	872,179.10	218,044.79
4016 - Future Assessments - SFD/TH	120,063.00	120,062.00	1.00	0.00	0.00	0.00	0.00	0.00
4017 - Future Assessments - CONDO	72,681.50	72,682.00	(0.50)	0.00	0.00	0.00	0.00	0.00
4018 - Future Assessments - COMMERCIAL	2,327.00	2,327.00	0.00	0.00	0.00	0.00	0.00	0.00
4019 - Future Assessments - TMP	12,555.50	12,556.00	(0.50)	0.00	0.00	0.00	0.00	0.00
4130 - Commercial Assessments	0.00	0.00	0.00	20,943.60	20,944.00	(0.40)	27,924.78	6,981.18
4135 - TMP Assessments	0.00	0.00	0.00	112,991.76	112,999.00	(7.24)	150,665.73	37,673.97
Total Assessment Income	**207,627.00**	**207,627.00**	**0.00**	**1,868,651.16**	**1,868,643.00**	**8.16**	**2,491,524.79**	**622,873.63**
Other Income								
4245 - Newsletter Advertising	300.00	0.00	300.00	3,510.00	4,500.00	(990.00)	6,000.00	2,490.00
4250 - Facilities Passes/Guest Fees	250.00	0.00	250.00	900.00	600.00	300.00	600.00	(300.00)
4260 - Resale Processing Fees	1,877.92	417.00	1,460.92	10,093.82	3,750.00	6,343.82	5,000.00	(5,093.82)
4265 - Website Income	100.00	83.50	16.50	725.00	750.00	(25.00)	1,000.00	275.00
4295 - Charitable Donations Income	0.00	0.00	0.00	11,000.00	6,000.00	5,000.00	9,000.00	(2,000.00)
4400 - Room Rental Fees	340.00	667.00	(327.00)	5,435.00	6,000.00	(565.00)	8,000.00	2,565.00
4405 - Club Cleaning Fees	250.00	500.00	(250.00)	4,375.00	4,500.00	(125.00)	6,000.00	1,625.00
4710 - Late Fees & Interest	(25.00)	583.00	(608.00)	5,247.27	5,250.00	(2.73)	7,000.00	1,752.73
4720 - Legal Reimbursements	0.00	500.00	(500.00)	8,188.97	4,500.00	3,688.97	6,000.00	(2,188.97)
4805 - Compliance Fees	390.00	292.00	98.00	6,566.80	2,625.00	3,941.80	3,500.00	(3,066.80)
4835 - Miscellaneous Income	20.00	0.00	20.00	20.03	300.00	(279.97)	400.00	379.97
4900 - Interest Earned - Operating Funds	1,081.73	1,058.50	23.23	9,441.60	9,525.00	(83.40)	12,700.00	3,258.40
4910 - Interest Earned - Reserve Funds	3,108.39	2,417.00	691.39	27,861.54	21,750.00	6,111.54	29,000.00	1,138.46
Total Other Income	**7,693.04**	**6,518.00**	**1,175.04**	**93,365.03**	**70,050.00**	**23,315.03**	**94,200.00**	**834.97**
Total Income	**215,320.04**	**214,145.00**	**1,175.04**	**1,962,016.19**	**1,938,693.00**	**23,323.19**	**2,585,724.79**	**623,708.60**

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Income Statement Report
Cameron Station Community
Consolidated

September 01, 2019 thru September 30, 2019

	Current Period			Year to Date (9 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Administrative								
5015 - Bank Charges	0.00	31.00	(31.00)	127.69	281.00	(153.31)	375.00	247.31
5020 - Board Support	883.49	833.00	50.49	5,233.70	7,500.00	(2,266.30)	10,000.00	4,766.30
5025 - Collection Charges	75.00	250.00	(175.00)	1,630.00	2,250.00	(620.00)	3,000.00	1,370.00
5030 - Acct Setup/DD/Coupons	265.00	2,000.00	(1,735.00)	3,376.00	10,000.00	(6,624.00)	12,000.00	8,624.00
5035 - Architechtural Comprehensives	0.00	688.00	(688.00)	2,549.61	4,816.00	(2,266.39)	6,880.00	4,330.39
5040 - Computer Network/C3	1,557.50	667.00	890.50	15,679.60	6,000.00	9,679.60	8,000.00	(7,679.60)
5070 - Parking Enforcement	465.00	1,333.00	(868.00)	8,992.50	12,000.00	(3,007.50)	16,000.00	7,007.50
5080 - Annual Meeting Expenses	750.00	0.00	750.00	750.00	0.00	750.00	2,500.00	1,750.00
5085 - Office Equipment Lease	0.00	417.00	(417.00)	3,704.33	3,750.00	(45.67)	5,000.00	1,295.67
5090 - Office Supplies	342.96	584.00	(241.04)	2,492.66	2,917.00	(424.34)	3,500.00	1,007.34
5210 - Printing & Copying	266.60	625.00	(358.40)	3,757.11	5,625.00	(1,867.89)	7,500.00	3,742.89
5215 - Postage	355.33	833.00	(477.67)	5,693.18	7,500.00	(1,806.82)	10,000.00	4,306.82
5220 - Courier Service	141.35	83.00	58.35	363.35	750.00	(386.65)	1,000.00	636.65
5320 - Temp Desk Coverage	0.00	500.00	(500.00)	4,000.13	4,500.00	(499.87)	6,000.00	1,999.87
6040 - Bundled Telecom Services	1,004.29	833.00	171.29	8,852.95	7,500.00	1,352.95	10,000.00	1,147.05
6300 - Permits & Licenses	0.00	1,334.00	(1,334.00)	490.20	2,667.00	(2,176.80)	4,000.00	3,509.80
6422 - Decals & Parking Passes	0.00	0.00	0.00	3,744.78	4,000.00	(255.22)	6,000.00	2,255.22
Total Administrative	**6,106.52**	**11,011.00**	**(4,904.48)**	**71,437.79**	**82,056.00**	**(10,618.21)**	**111,755.00**	**40,317.21**
Activities								
5200 - Events & Awards	4,082.29	5,357.50	(1,275.21)	19,359.47	32,143.00	(12,783.53)	37,500.00	18,140.53
Total Activities	**4,082.29**	**5,357.50**	**(1,275.21)**	**19,359.47**	**32,143.00**	**(12,783.53)**	**37,500.00**	**18,140.53**
Communications								
5115 - Web Site Maintenance	0.00	292.00	(292.00)	1,242.00	2,625.00	(1,383.00)	3,500.00	2,258.00
5225 - Newsletter Services	0.00	2,584.00	(2,584.00)	8,659.13	12,917.00	(4,257.87)	15,500.00	6,840.87
5316 - Other Communications	98.00	500.00	(402.00)	821.92	4,500.00	(3,678.08)	6,000.00	5,178.08
Total Communications	**98.00**	**3,376.00**	**(3,278.00)**	**10,723.05**	**20,042.00**	**(9,318.95)**	**25,000.00**	**14,276.95**

Income Statement Report
Cameron Station Community
Consolidated

September 01, 2019 thru September 30, 2019

	Current Period			Year to Date (9 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Management Services								
5302 - Administrative Salaries	27,417.13	24,673.00	2,744.13	228,312.30	222,053.00	6,259.30	296,070.00	67,757.70
5340 - Payroll Taxes/Benefits/Costs	8,421.78	7,766.00	655.78	66,518.81	69,894.00	(3,375.19)	93,191.52	26,672.71
7015 - Management Reimbursements	119.00	250.00	(131.00)	1,485.00	2,250.00	(765.00)	3,000.00	1,515.00
7040 - Management Fees	13,370.50	13,371.00	(0.50)	120,446.91	120,335.00	111.91	160,446.00	39,999.09
Total Management Services	**49,328.41**	**46,060.00**	**3,268.41**	**416,763.02**	**414,532.00**	**2,231.02**	**552,707.52**	**135,944.50**
Trash Services								
6035 - Trash and Recycling Service	26,450.92	26,174.00	276.92	237,365.35	235,559.00	1,806.35	314,078.10	76,712.75
Total Trash Services	**26,450.92**	**26,174.00**	**276.92**	**237,365.35**	**235,559.00**	**1,806.35**	**314,078.10**	**76,712.75**
Common Area Maint & Services								
6000 - Electric Service	3,700.67	3,583.00	117.67	29,281.29	32,250.00	(2,968.71)	43,000.00	13,718.71
6025 - Water Service	5,272.42	3,714.00	1,558.42	18,806.50	26,000.00	(7,193.50)	26,000.00	7,193.50
6100 - Grounds & Landscaping - Contract	21,337.57	12,867.00	8,470.57	131,196.64	115,803.00	15,393.64	154,404.00	23,207.36
6150 - Flower Rotation & Lanscape Enhancem	0.00	0.00	0.00	20,538.00	11,000.00	9,538.00	22,000.00	1,462.00
6155 - Turf Treatment & Enhancements	0.00	1,875.00	(1,875.00)	13,615.00	13,125.00	490.00	15,000.00	1,385.00
6160 - Tree & Shrub Maintenance	7,035.00	6,600.00	435.00	29,260.00	33,000.00	(3,740.00)	33,000.00	3,740.00
6200 - Watering & Supplies	165.00	0.00	165.00	165.00	150.00	15.00	150.00	(15.00)
6299 - Irrigation System Contract	2,466.00	0.00	2,466.00	20,968.00	8,319.00	12,649.00	16,638.00	(4,330.00)
6305 - TMP Expenses	17,500.00	17,917.00	(417.00)	157,500.00	161,250.00	(3,750.00)	215,000.00	57,500.00
6434 - Pest Control	184.00	208.00	(24.00)	1,478.00	1,875.00	(397.00)	2,500.00	1,022.00
6442 - Snow Removal Services	0.00	0.00	0.00	25,799.00	42,000.00	(16,201.00)	70,000.00	44,201.00
6585 - Fountain/Pond/Lake Repair & Maintena	560.00	500.00	60.00	560.00	1,000.00	(440.00)	1,000.00	440.00
6600 - General Repair & Maintenance	4,007.12	416.50	3,590.62	8,527.57	3,750.00	4,777.57	5,000.00	(3,527.57)
6605 - General Maintenance Supplies	592.52	666.50	(73.98)	4,188.33	6,000.00	(1,811.67)	8,000.00	3,811.67
6640 - Lighting Supplies/Repair & Maintenanc	2,486.99	2,917.00	(430.01)	28,280.86	26,250.00	2,030.86	35,000.00	6,719.14
6685 - Linear Park Landscape Maintenance	0.00	2,708.50	(2,708.50)	4,966.14	18,959.50	(13,993.36)	21,668.00	16,701.86
6690 - Pet Stations	314.65	708.00	(393.35)	6,891.60	6,375.00	516.60	8,500.00	1,608.40

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Income Statement Report
Cameron Station Community
Consolidated

September 01, 2019 thru September 30, 2019

	Current Period			Year to Date (9 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Common Area Maint & Services								
6760 - Street Repair & Maintenance	390.00	0.00	390.00	4,449.34	3,250.00	1,199.34	6,500.00	2,050.66
Total Common Area Maint & Services	**66,011.94**	**54,680.50**	**11,331.44**	**506,471.27**	**510,356.50**	**(3,885.23)**	**683,360.00**	**176,888.73**
Utilities								
6055 - Internet Service	0.00	0.00	0.00	13.96	0.00	13.96	0.00	(13.96)
Total Utilities	**0.00**	**0.00**	**0.00**	**13.96**	**0.00**	**13.96**	**0.00**	**(13.96)**
Landscaping								
6199 - Irrigation Repairs	0.00	516.00	(516.00)	3,300.00	3,612.00	(312.00)	3,612.00	312.00
Total Landscaping	**0.00**	**516.00**	**(516.00)**	**3,300.00**	**3,612.00**	**(312.00)**	**3,612.00**	**312.00**
Repair & Maintenance								
6755 - Storm Recovery Repair & Maintenance	0.00	631.00	(631.00)	900.00	3,787.50	(2,887.50)	5,050.00	4,150.00
Total Repair & Maintenance	**0.00**	**631.00**	**(631.00)**	**900.00**	**3,787.50**	**(2,887.50)**	**5,050.00**	**4,150.00**
Professional Services								
5105 - Reserve Studies	0.00	0.00	0.00	4,819.66	0.00	4,819.66	0.00	(4,819.66)
7000 - Audit & Tax Services	0.00	0.00	0.00	6,700.00	6,700.00	0.00	6,700.00	0.00
7005 - Consulting Services	0.00	0.00	0.00	2,610.00	0.00	2,610.00	0.00	(2,610.00)
7020 - Legal Services	0.00	333.00	(333.00)	2,600.00	3,000.00	(400.00)	4,000.00	1,400.00
7025 - Legal Services - Collections	2,349.42	1,750.00	599.42	17,265.05	15,750.00	1,515.05	21,000.00	3,734.95
7030 - Legal Services - General Counsel	0.00	2,500.00	(2,500.00)	27,959.00	22,500.00	5,459.00	30,000.00	2,041.00
Total Professional Services	**2,349.42**	**4,583.00**	**(2,233.58)**	**61,953.71**	**47,950.00**	**14,003.71**	**61,700.00**	**(253.71)**
Cameron Club Maint & Operations								
5195 - Miscellaneous Expenses	176.32	84.00	92.32	704.51	750.00	(45.49)	1,000.00	295.49
5318 - Health Club Management/Staff	13,759.29	13,760.00	(0.71)	123,833.61	123,834.00	(0.39)	165,111.48	41,277.87
6075 - Clubhouse Utilities	3,490.46	2,833.00	657.46	31,487.10	25,500.00	5,987.10	34,000.00	2,512.90
6315 - Uniforms	0.00	50.00	(50.00)	571.26	100.00	471.26	100.00	(471.26)

Income Statement Report
Cameron Station Community
Consolidated

September 01, 2019 thru September 30, 2019

	Current Period			Year to Date (9 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Cameron Club Maint & Operations								
6408 - Elevator Services	343.36	0.00	343.36	3,159.39	3,375.00	(215.61)	4,500.00	1,340.61
6414 - Fire Prevention & Protection	686.86	1,500.00	(813.14)	9,113.12	6,000.00	3,113.12	6,000.00	(3,113.12)
6424 - HVAC Services	0.00	0.00	0.00	2,174.25	4,000.00	(1,825.75)	6,000.00	3,825.75
6430 - Janitorial Services	2,310.00	3,535.00	(1,225.00)	33,027.70	31,810.00	1,217.70	42,413.00	9,385.30
6436 - Special Cleanings	1,225.00	667.00	558.00	4,925.00	6,000.00	(1,075.00)	8,000.00	3,075.00
6438 - Pool Management	0.00	0.00	0.00	66,628.00	63,700.00	2,928.00	63,700.00	(2,928.00)
6440 - Safety & Security	0.00	250.00	(250.00)	1,555.00	2,250.00	(695.00)	3,000.00	1,445.00
6500 - Fire Suppression System	29.82	500.00	(470.18)	193.82	4,500.00	(4,306.18)	6,000.00	5,806.18
6515 - Building Repair & Maintenance	0.00	1,167.00	(1,167.00)	6,285.70	10,500.00	(4,214.30)	14,000.00	7,714.30
6525 - Community Center Improvement	0.00	167.00	(167.00)	529.27	1,500.00	(970.73)	2,000.00	1,470.73
6570 - Fitness Equipment Repair & Maintenan	3,934.58	792.00	3,142.58	7,440.76	7,125.00	315.76	9,500.00	2,059.24
6575 - Fitness Center Supplies	496.08	0.00	496.08	6,681.55	4,875.00	1,806.55	6,500.00	(181.55)
6590 - Access System Supplies	0.00	0.00	0.00	1,554.47	3,000.00	(1,445.53)	4,500.00	2,945.53
6595 - Access System Repairs	0.00	0.00	0.00	437.08	666.50	(229.42)	1,000.00	562.92
6700 - Pool Repair & Maintenance	0.00	1,333.50	(1,333.50)	2,590.50	4,000.00	(1,409.50)	4,000.00	1,409.50
6710 - Pool Supplies	1,352.80	1,667.00	(314.20)	7,634.50	5,000.00	2,634.50	5,000.00	(2,634.50)
9934 - Recreation Equipment	0.00	333.50	(333.50)	658.24	3,000.00	(2,341.76)	4,000.00	3,341.76
Total Cameron Club Maint & Operations	**27,804.57**	**28,639.00**	**(834.43)**	**311,184.83**	**311,485.50**	**(300.67)**	**390,324.48**	**79,139.65**
Taxes & Insurance								
5390 - Fidelity/Workman's Comp	154.42	184.00	(29.58)	1,230.93	1,654.00	(423.07)	2,205.00	974.07
5415 - D&O Insurance Premiums	433.50	438.00	(4.50)	3,821.50	3,939.00	(117.50)	5,252.00	1,430.50
5420 - Umbrella	866.22	838.00	28.22	7,561.84	7,542.00	19.84	10,056.00	2,494.16
5445 - General Liability Insurance Premiums	1,309.25	1,008.00	301.25	11,144.61	9,066.00	2,078.61	12,087.60	942.99
9000 - Income Tax	0.00	1,610.00	(1,610.00)	8,000.00	4,832.00	3,168.00	6,443.00	(1,557.00)
Total Taxes & Insurance	**2,763.39**	**4,078.00**	**(1,314.61)**	**31,758.88**	**27,033.00**	**4,725.88**	**36,043.60**	**4,284.72**
Other Expenses								
5010 - Bad Debt	0.00	1,250.00	(1,250.00)	0.00	3,750.00	(3,750.00)	5,000.00	5,000.00

Income Statement Report
Cameron Station Community
Consolidated

September 01, 2019 thru September 30, 2019

	Current Period			Year to Date (9 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Other Expenses								
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	18,000.00	18,000.00	0.00	24,000.00	6,000.00
9946 - Signs Expenses	0.00	166.50	(166.50)	532.26	1,500.00	(967.74)	2,000.00	1,467.74
Total Other Expenses	2,000.00	3,416.50	(1,416.50)	18,532.26	23,250.00	(4,717.74)	31,000.00	12,467.74
Reserve Contributions								
9800 - Repair & Replacement Expenses	27,800.00	27,800.00	0.00	250,200.00	250,200.00	0.00	333,600.00	83,400.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	250,200.00	250,200.00	0.00	333,600.00	83,400.00
Total Expense	214,795.46	216,322.50	(1,527.04)	1,939,963.59	1,962,006.50	(22,042.91)	2,585,730.70	645,767.11
Net Income / (Loss)	524.58	(2,177.50)	2,702.08	22,052.60	(23,313.50)	45,366.10	(5.91)	(22,058.51)

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TAB-3

TAB 3

ProFIT

PROFESSIONAL FITNESS MANAGEMENT

CAMERON STATION

Cameron Club Monthly Report

September 2019

28

Attendance and Usage

September – 6,501

- Average usage per day- 216

Previous month:

- August– 9,470
- Average usage per day- 305

Facility & Operations

Group Exercise Class Program

- Stretch and Core was the most attended classes this month.
- We saw an increase in 7 out of 11 classes from last month.

Exercise and Facilities Equipment

- ~~Currently the Concept 2 rower is down. This is piece of equipment that was scheduled to be replaced. We are looking to having a new rower within the next 3 to 4 weeks.~~

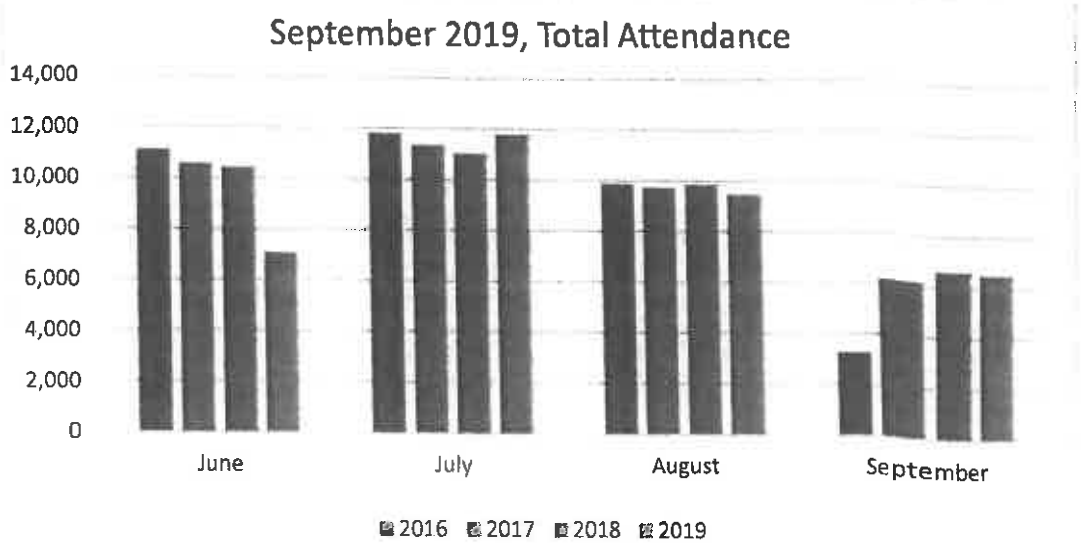
Personal Training

- For the month of September, we were able to convert 2 out of 3 inquiries into clients.

Upcoming Goals & Events

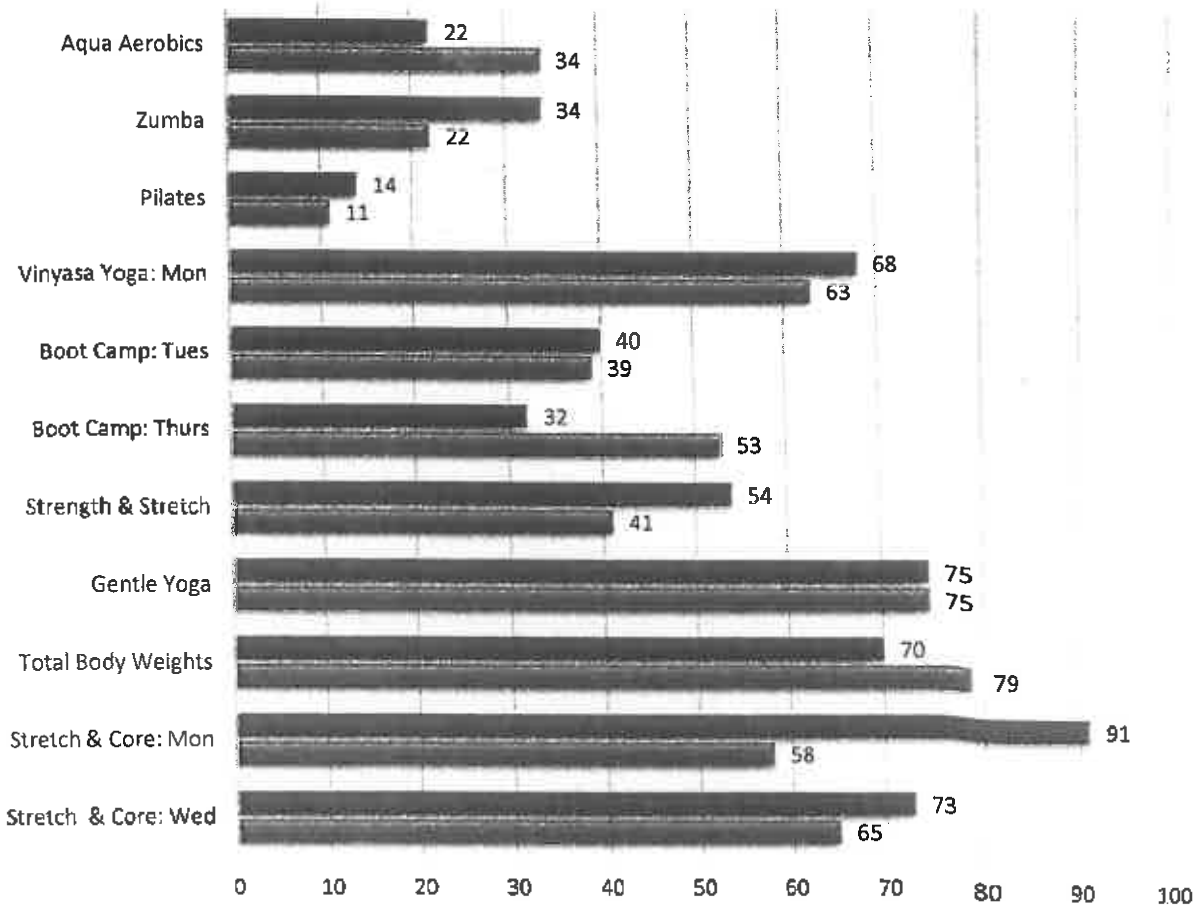
- The Salsa workshop which is a 3-part Salsa series, had 12 people in attendance for its first class. These workshops will last for 45 minutes and will take place for the next 2 months. We are also planning a CPR/AED class. This class is scheduled for Sunday, October 13th, from 10:00 am – 1:00 pm. There 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. Currently we have 10 people signed up and we hope to fill the remaining 5 slots within the next week.

Graphs


September 2019, Total Attendance
14,000
12,000
10,000
8,000
6,000
4,000
2,000
0
June
July
August
September
2016
2017
2018
2019

30

Class Attendance August 2019/September 2019



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Strength & Stretch	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Pilates	Zumba	Aqua Aerobics
September	73	91	70	75	54	32	40	68	14	34	22
August	65	58	79	75	41	53	39	63	11	22	34

September August

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TAB-4

TAB 4

DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, OCTOBER 10, 2019

The following individuals attended the meeting:
Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair
John Burton, CCFC Member
Tim Regan, CCFC Recording Secretary
Todd Branson, CMC Management
Rich Mandley, ProFIT President
PsyGianni Scott, ProFIT Fitness Center Manager/Activities Director
Elliott Waters, resident

The following individuals were absent:
Brendan Hanlon, CCFC Member
Jon Dellaria, BODs Representative to the CCFC

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:07 p.m.

2. Ray Celeste made a motion to approve the agenda with the addition of a discussion about Saturday office hours to the CMC Management Report (new item 8.c). The motion was seconded by Tim Regan and it passed unanimously.

3. Residents' Open Forum: Elliott Waters, resident, provided information about a proposal to implement on-line voting for election of Board members to the Board of Directors. Mr. Waters also asked that the CCFC consider being a co-sponsor of the initiative.

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

5. Monthly Financial Budget Report. Todd Branson provided the update.

    a) The pool management line item (#6438) was overspent by $2,928 due to the added weekend of pool operation at the end of September. This overage was approved by the BODs.

    b) For "Fitness Center Supplies" (line item 6575), the budget is already nearly depleted for 2019, but "Recreation Equipment" (line item 9934) has more than $3000.00 remaining. The CCFC asked CMC Management to look into the spending for these two line-items and explain the details.

6. Community Pool Status.

    a) Pool closure. The pool has been closed.

b) Pool/clubhouse guest pass issues. The CCFC discussed recent requests that residents be allowed to bring more guests than the rules currently allow, or to have additional free guest passes. The CCFC had asked CMC Management to gather data on the guest policies at other communities. CMC Management found that the current Cameron Station guest policy is the most generous policy of all communities they checked.

John Burton made a motion that CCFC record its position that the community maintains adherence to the existing Cameron Station Operating Rules & Procedures, Policy Resolution No. 2012-02 (as amended), regarding guests' passes and rules pertaining to guests. Dan Ogg seconded the motion and it passed unanimously.

c) 2020 pool season. The CCFC received requests from several 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 after Labor Day). Also, for 2019, the pool was open an extra weekend early in May and this is an option again for 2020. The CCFC discussed the proposals, the expected usage of the pool late in the season, and the additional cost of lifeguards and pool chemicals that would be incurred with additional pool operating hours.

Tim Regan made a motion for the BODs to approve adding to the 2020 American Pool contract an extra early weekend of pool operation (May 16-17, 2020, 10:30 am to 8:30 pm) and an extra weekend at the end of September (September 26-27, 2020, 10:30 am to 8:30 pm). John Burton seconded the motion and it passed unanimously.

d) American Pool proposal to caulk to pool before winter. CMC Management has several questions for American Pool about this proposal and will provide more information at the next CCFC meeting.

e) Benches at wading pool. Ray Celeste noted that the benches in the wading pool area are significantly degraded and need to be replaced. CMC will look into the cost of replacing the benches.

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

a) The BOD approved the purchase of three new pieces of exercise equipment.

b) The BOD debated the schedule for the basketball court floor replacement. However, the contractor, Weyer Flooring Services, has not responded to and approved the contract, so the schedule for the replacement is uncertain.

8. CMC Management report. Todd Branson provided the CMC Management update.

a) CMC Management is looking into a problem with water intrusion into the clubhouse. The source has not yet been found but CMC continues to investigate.

b) Sound system. John Burton identified the sound system needs for the multi-purpose court (basketball court), spoke to Psy Scott about the facility usage, and then John obtained a reasonable quote from a reputable vendor for upgrading the sound system.

John Burton made a motion that the BOD approve a contract with Nard's Entertainment Services to install a new sound system for the multi-purpose court for a cost of $2,721.60. Dan Ogg seconded the motion and it passed unanimously. The funding for this work will come from the Replacement Reserve funds (item 118, $1,800) and the rest of the funding ($921.6) come from Capital Improvements.

c) Saturday office hours. A resident has asked the community to reinstate Saturday office hours, or provide a clear announcement that there are no Saturday office hours. The BOD has asked CMC Management to work to add a person who can work on Saturdays. CMC continues to pursue this item and will make an announcement of the results.

9. ProFIT Report:

a) Psy Scott provided the ProFIT monthly report. Attendance in September was 6,501 (216 per day) compared to August's attendance of 9,470 (305 per day).

b) All equipment is up and running. The new Concept Rower was just delivered to replace the old rower.

c) The Tai Chi workshops are ongoing. ProFIT is also planning a CPR and Automatic External Defibrillator (AED) class; October 13, 2019, 10:30 am to 1:00 pm. The cost is $60 per person. There are 5 slots remaining.

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.

For 2019, all pieces of equipment that were planned for upgrades have been replaced, except the Paramount functional trainer. Rich stated that he has another client who replaces all gym equipment on a periodic basis, regardless of the usage of the equipment, and they will be replacing a functional trainer that is very lightly used, in very good condition, and would meet all of our needs. Rich believes he can acquire this piece of equipment for a fraction of the cost of buying a new piece (a new functional trainer costs approximately $6,500.00).

John Burton made a motion to direct ProFIT to purchase a lightly used LifeFitness Functional Trainer for a cost not to exceed $2,500.00. This is to be paid from the Reserve Expenditures, Exercise Equipment line item (Line Item

3280). As of October 2019, Line Item 3280 had $3,513.40 remaining. Tim Regan seconded the motion and it passed unanimously.

e) Rich continues to work to provide three lay-out options for the gym and submit the options for discussion at next CCFC meeting. Rich expects to provide the options for consideration at the CCFC's November meeting.

f) A resident has offered to provide complimentary Pilates class and wants to be added to the exercise schedule. ProFIT is willing to work with her, but the CCFC asked that ProFIT ensure she has adequate insurance coverage.

10. Old Business.

a) Security audit. In response to a request from Jon Dellaria (member of the BOD), John Burton provided recommendations for lower-cost security upgrades to the clubhouse, including locking all exterior doors at all times, activating the door badge readers, and adding several surveillance cameras. The details of the proposals are provided in the CCFC October meeting package. The CCFC discussed the options.

Dan Ogg made a motion that the CCFC Chair, supported by John Burton, present the security proposals as recorded in the October 10, 2019, CCFC meeting package to gain the BOD's agreement in principle to proceed with a detailed quote for the security upgrades. Tim Regan seconded the motion and it passed unanimously.

b) Cover for TV in the Great Room. One TV cover has been received and installed and a second one is being prepared.

11. New Business. There was no new business.

12. Adjournment: Dan Ogg made a motion to adjourn the meeting. John Burton seconded the motion and it passed unanimously. The meeting was adjourned at 9:32 p.m.

MEETING MINUTES

CAMERON STATION COMMUNITY ASSOCIATION, INC.

COMMON AREA COMMITTEE

Monday, October 14, 2019

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, October 14, 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; Hockley Walsh, CAC Member

Others in Attendance: Todd Branson, CMC. Carlos Rios, Lancaster Landscapes
Residents: Elliott Waters 325 Cameron Station Blvd, Jarret Christensen 260 Murtha St, Patricia Ehrnman 264 Murtha St, Daniel Temme 268 Murtha St, Mike Kelly 179 Cameron Station Blvd, Nicholas Sardena 173 Cameron Station Blvd, Debbie Gordon 171 Cameron Station Blvd

OLD BUSINESS:

Move to: Approve Meeting Minutes – Monday, September 9th, 2019

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

Updates from Last Meeting: Lancaster confirmed the removal of the Pet Station on Minda Court as requested to improve turf in the area. The Pet Station will be re-installed in the small opening in the bushes on the strip of land between Minda Court and Cameron Station Boulevard or in another close by location Lancaster stated sod will be installed on the circle once the weather cools.

In addition, the requested tree-trimming and pocket park maintenance on Minda Court was completed.

NEW BUSINESS:

Resident Open Forum: Waters presented documentation to support his request to update Cameron Station's technology regarding communications, bill payments, maintenance requests and voting. Lyle and Burns informed that this was a feature of an upcoming application that CMC may deploy called Town Square. Branson advised this new system would roll out to the Master Association and Condos managed by CMC. Waters suggested a piecemeal implementation.

Christensen, Ehrman and Temme were concerned after receiving violation notices from CMC related to common area. Lyle and Burns confirmed the violation was likely incorrect as these properties were grandfathered in when the covenant changed. CAC will act upon the applications, and CMC will send written communications and residents are to complete and send applications to the City of Alexandria.

Kelly first stated his appreciation for the work done by the CAC. He then noted that annual seeding of grass has been unsuccessful in areas between curb and sidewalk, neighbors Sardena and Gordon agreed and asked for this to be addressed. Lyle suggested mulch as an alternative to continued unsuccessful attempts. Kelly also asked who was responsible for trimming trees. CAC advised that trees located on Common Area were contracted with Lancaster for normal scheduled maintenance. Any homeowner concerns outside of the regular schedule would be addressed.

Sardena addressed lack of response from management regarding his daughter's sinking lawn stating she had been emailing several years with no response. Burns and Branson informed that management has changed and that these requests should go to Soles and Branson as CMC contacts.

Related, Branson noted issues with website email-forwarding that will be addressed this week to improve communication.

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: (30135) John Ticer Park Landscape Enhancements
The total cost is: $22,638.50 (Budget Line: 3280)

- Remove and replace tree with mulch
- Prepare and amend planting beds and install per revised design

Move to: Approve John Ticer Landscape Enhancements

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

Replacement Reserves: (30190) Knapp Pocket Park Landscape Enhancements
The total cost is: $21,733 (Budget Line: 3280)

- Remove trees and plants, install brick and blue stone pavers per design
- Prepare and amend planting beds and install per revised design

Move to: Approve Knapp Pocket Park Landscape Enhancements

Moved by: Lyle
Seconded By: McCollom
For: All
Against: None

Motion Passed

Street Maintenance & Repair: (9479863) Green Asphalt Repairs
The total cost is: $4,535 (Budget Line: 6760)

- Repair 13 Potholes as noted in package

Move to: Approve Green Asphalt Repairs
Moved by: Lyle
Seconded By: McCollom
For: All
Against: None
Motion Passed

The following proposals are tabled pending revision and additional information:

None

Discussion:

Park Benches: Many have been updated/replaced with composite, progress is ongoing

Halloween: Lyle suggested reflective ribbon to be placed around turf restoration and other ongoing projects to deter foot traffic damage to the areas.

Fall Flowers: The fall flowers will be planted next week

Van Dorn Metro: CMC to confirm with Fleet that shuttles will enter area for drop offs as had been completed previously once the bus lot is repaired. Branson to report back.

Pocket Park Landscape Enhancement Timing: To be completed Spring 2020 if Board approves

5205-5209 Standing Water: Standing water from sprinklers. Lancaster to regrade area to control water flow.

Items discussed -Lancaster: Tree-trimming is ongoing, Brick repairs are ongoing. Sprinklers will run until weather changes. Turf restoration approved in the August meeting will be complete as of October 26th. Remaining car stops as approved in September's meeting will be installed this week.

Annual Meeting and Elections: November 4th, 2019

The next CAC meeting will be November 11th at the Cameron Club.

The meeting adjourned at 8:23 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 October 4, 2019.

Attendees

Attendees included Andrew Yang, Ritah Karera, Rebecca Stalnaker, Amanda Wilkinson, Catherine Ricketson, Elliot Waters

Members not in attendance

Larissa Cowper

Approval of minutes

Last month's minutes were approved.

Upcoming Events

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

- Food ordered from La Casa to be delivered at 5 pm
- Casino Tables to be delivered at 4:30 pm
- Amazon gift cards ($25, $50, $75 for top three chip earners)
- Ritah will purchase $300 worth of Red Wine and Beer from Costco
- Catherine will purchase ingredients for cider ($100 maximum budget)
- Use small, black plates for appetizers tomorrow, have forks if needed
- Quick Signage (Sharpie) directing front desk to food and drink in Great Room
- Andy volunteer for front desk, casino money voucher, check attendance, optional cider drink, optional drink station (if enough volunteers)
- Drink Station in foyer in front of Great Room (Ritah volunteer ~ 6 pm), maybe two extra volunteers recruited through Rebecca
- Andy will purchase another six bags of ice
- Will play Casino Royale in Great Room during event
- Pandora music through phone or iPad? Needs headphone jack, Ritah

Halloween Party (Saturday, October 26, 3-5 pm):

- Costume Contest, parade indoors through hallway between Great Room and Gym
- Amazon gift cards for best individual, best group, best pet, and runner ups

- Reuse indoor activities and Crafts (bags, photo frames) from last year
- 200 small pumpkins for painting? Optional, depending on cost
- Treat bags already purchased for about $800
- Need to purchase candy, about $90 from Costco last year
- David Thorpe DJ in Great Room

Holiday Party (Sunday, December 15, noon - 3 pm):

- Carriage ride from 12:30-2:30 pm, Harmonizers 2:30 pm
- Need to book Santa from noon - 3 pm
- Maggianos for lunch, keep event all same day, about $8000 budget for rest of event

Past Events

Family Movie Night:

- 75 attended, Consider captioning if more adults at movie event

Game Night:

- 20 attended, food/snacks ok

Fall Yard Sale:

- Less balloons use than past years, consider four dozen balloons instead

New Ideas

Dog Pool Day:

- Consider idea for next year

Firetruck visit/Car Seat Inspection:

- Consider in November, for Child Safety Month

CS Mural:

- Consider posting artwork inside clubhouse

Approved

Cameron Station Communications Committee Meeting Minutes
September 17, 2019

Members Present: Kimberly Dillon, Rebecca Pipkins, Susan Klejst, Tricia Hemel
Absent Members: Mary Rulien, David Thorpe
Additional Attendees: Pat Sugrue, Marian Cavanagh

Call to Order: The meeting was called to order at 7:05pm

August 2019 Meeting Minutes Approved with edits to proposed budget increase: First (Kimberly Dillon), Second (Rebecca Pipkins)

- No increase to the 2019-2020 budget necessary

Meeting Discussion Topics

Welcome Committee

New Member: Linda Taousakis would like to join the Welcome Committee

Totes: Cameron Station Vector logo has been distributed to the entire committee and the front office for promotional and print use. The committee decided on the final tote to present to the board for approval for new residents.

Cookies: The committee decided on the cookie design with the Cameron Station logo on it, which will go into the welcome bag totes.

Welcome Packet Folder: CMC updated and printed new folders to go into the totes, which will include the below items.

5" x 7" Card: Tricia will compile the information for the double-sided card, and Kimberly will design it for print of a quantity of 150 to start off. The front of the card will be a welcome note, and the back of the card will be helpful social media/web information, as well as a blank space for the Welcome Committee member to write in their contact information. October 15th is the proposed launch date.

8.5" x 11" New Homeowners Checklist: The committee will comply a list of helpful information to new residents.

Community Map: GAM (producer of CS Compass Newsletter) is working on redesigning the community map with additional helpful information about trails to Old Town/DC, dog parks, running/walking mileage, as well as walking pass-throughs to Pickett retailors.

Zebra Magazine: The committee will include a recent free issue of the magazine picked up from a local grocery store.

Local Restaurant Menus: The committee will visit local restaurants to pick up menus to include in the totes.

Gmail Account: The committee suggests that we create a Welcome Committee Gmail account for new residents to email for general questions.

Compass Updates

The new Editor (Marian) stated that the September/October issue is in its final draft with GAM. After the release, Marian will ask for suggestions as to whether there are any ways to improve the process for future issues.

Community Photos

The committee would like to start a Flickr account to upload CS seasonal/event photos.

Weekly Email Blast

The committee agreed to update reoccurring verbiage in the weekly blasts on a monthly basis.

CS Social Media

Currently there is only Facebook/Twitter accounts. The committee proposes to push new information about the Activities & Events Committee and any community updates out of the Facebook Grapevine account run by David Thorpe.

CS Annual Meeting

The committee proposes that each of the community committees have a table out in the hallways of Tucker for residents to visit and learn more about what each group does to improve our community. This will give residents an opportunity to learn about joining a committee that interests them.

Communications Committee New Meeting Date:

The committee has decided to meet on the 3rd Wednesday of each month to help facilitate in a higher attendance of committee members.

The NEXT meeting will be on Wednesday, October 16th at 7pm at London Curry House.

September 2019 Board Meeting:

Kimberly will attend on behalf of the committee on Tuesday, September 24th.

Meeting Adjourned at 8:15 pm.

Respectfully Submitted, Kimberly Dillon

DRAFT

MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday October 1, 2019

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for October was held on Tuesday, October 1, 2019. The meeting was called to order at 7:00PM by ARC Chair, Karen Diener, located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

ARC MEMBERS IN ATTENDANCE

Karen Diener – ARC Chair
Gayle Hatheway- ARC Vice Chair
Sharon Wilkinson – ARC Member
Craig Schuck – ARC Member
Stephen Pearson – ARC Member
Jeremy Drislane – ARC Member

MEMBERS ABSENT

Kevin Devaney – ARC Member

OTHERS IN ATTENDANCE

Kim Canter – Board Liaison
Cameron Station Residents
Bethlehem Kebede, Covenants Administrator, CMC

APPROVE AGENDA

MOVE TO: "Approve the Agenda as Amended (Add applications #19-114 & #19-115 to the Agenda)"
Moved By: Stephen Pearson
Seconded By: Sharon Wilkinson
For: All
Against: None
Absent: Kevin Devaney
MOTION PASSED

RESIDENTS OPEN FORUM

Mr. Elliott Waters briefed the Committee and Cameron Station residents that were present at the meeting the benefits of introducing an electronic voting method to the Community for election of Board Members at Annual Meetings.

He explained the various advantages that the electronic voting method system provides to residents among the many benefits, one being, increased participation in voting as people who are traveling would still be able to participate.

MOVE TO: "Approve the ARC meeting minutes from September 2019 as presented."
Moved By: Gayle Hatheway
Seconded By: Craig Schuck
For: Karen Diener, Sharon Wilkinson,
Abstain: Stephen Pearson, Jeremy Drislane
Absent: Kevin Devaney
Against: None
MOTION PASSED

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
5249 Brawner Pl	Request to Remove all shutters	**Disapproved** Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
238 Murtha St.	Window Replacement	**Approved as submitted.** Moved By: Gayle Hatheway Seconded By: Stephen Pearson For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
5267 Colonel Johnson Ln	Roof Replacement	**Approved /Color is to match closely existing shingles** Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
192 Martin Ln	Tree Replacement	**Approved as submitted.** Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney **MOTION PASSED**

278 Murtha St.	Window Replacement	**Approved as submitted.** Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
5168 California Ln	Retroactive Application for Deck Replacement	**Disapproved.** Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
193 Cameron Station Blvd.	Roof Replacement	**Approved /Contingent upon color to match closely existing shingle color and acknowledgement from neighbors for the work is submitted to the office.** Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
5007 John Ticer Dr.	Retroactive Widow Replacement Application	**Request for Additional Information Provide details as to which windows were replaced, include pictures and work specification from contractors.** Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
192 Martin Ln	Emergency Repair work in front yard to remove underground root intrusion	**Approved as submitted.** Moved By: Gayle Hatheway Seconded By: Stephen Pearson For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
308 Cameron Station Blvd.	Retroactive Application for Front Yard Stone Wall Edging	**Request for Additional Information Please provide sketch and Plat to indicate what work was done and work location.** Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney

		MOTION PASSED
308 Cameron Station Blvd	Retroactive Roof Replacement Application	**Approved as submitted.** Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
159 Somervelle St.	Retroactive Application for Cameras installed in front and rear of house	**Approved as submitted.** Moved By: Stephen Pearson Seconded By: Gayle Hatheway For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
159 Somervelle St.	Roof Replacement	**Approved as submitted.** Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Kevin Devaney **MOTION PASSED**
307 Lannon Ct.	Roof Replacement	**Approved as submitted.** Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None Absent: Kevin Devaney **MOTION PASSED**

MATTERS FOR INFORMATION/DISCUSSION/DECISION

Cameras

There was a brief discussion made on the guidelines regarding "Cameras". It was decided that the current regulation regarding Camera Installations on private properties In the Community is sufficient for now and does not need to be altered.

Comprehensive Inspection Report - 2019

A total of 593 homes have been inspected. 375 homes were found to be in violation. All of the 375 homes have received notices. Most of these violations have already been addressed by the homeowner's and they have been Abated. There are some homes still with pending violations.

There are a remaining of 414 homes that have not been inspected yet, the inspection is ongoing and is supposed to end by December. Follow up inspections were conducted for those homes that have been Abated and some follow up inspections have been conducted per homeowner's requests.

Follow up inspections for sending second notice letters are on hold currently until the Comprehensive Inspection is completed.

COVENANTS REPORT – September 2019

- The number of Comprehensive Inspections conducted in September is 0.
- The number of Resale Inspections conducted in September is 6.
- The number of Exterior Modification Applications reviewed in September is 17.
- In September there were no vehicles towed.
- In September 141 violation letters were mailed. Some of these letters are for items cited during a routine inspection and some are to address issues cited during the Comprehensive Inspection.
- The next meeting of the Architectural Review Committee is on November 7, 2019, application due date for this meeting is October 27, 2019.

Board Meeting Report:

There was brief report made on September's Board meeting, An ARC Member is scheduled to attend both the Budget Meeting for Committees and the Monthly Board meeting.

HEARING OPEN SESSION

There were no residents present for this session.

EXECUTIVE SESSION

MOVE TO: "Enter Executive Session for hearing deliberations and to discuss information provided by a homeowner in regards to a violation on a house for Accounts 00385-9986;00205-5626;00364-6720 at 8:45 PM" Moved By: Gayle Hatheway

Seconded By: Craig Schuck

For: All

Against: None

Absent: Kevin Devaney

MOTION PASSED

MOVE TO: "Exit Executive Session at 9:00PM"
Moved By: Criag Schuck
Seconded By: Stephen Pearson
For: All
Against: None
Absent: Kevin Devaney
MOTION PASSED

MOVE TO: "Disapprove homeowner's request to remove a violation for reasons presented for Account 00364-6720"
Moved By: Craig Schuck
Seconded By: Gayle Hatheway
For: All
Against: None
Absent: Kevin Devaney
MOTION PASSED

MOVE TO: "Approve to assess fines for accounts 00385-9986;00205-5626 for failure to comply with the Association's Policies."
Moved By: Gayle Hatheway
Seconded By: Craig Schuck
For: All
Against: None
Absent: Kevin Devaney
MOTION PASSED

ADJOURNMENT

MOVE TO: "Adjourn the meeting at 9:00PM"

Moved By: Stephen Pearson

Seconded By: Gayle Hatheway

For: All

Against: None

Absent: Kevin Devaney

MOTION PASSED

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

APPROVED

MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday, September 17, 2019

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for September was held on Tuesday, Sep. 17, 2019. The meeting was called to order at 7:00PM by ARC Chair, Karen Diener, located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

ARC MEMBERS IN ATTENDANCE

Karen Diener – ARC Chair
Gayle Hatheway ARC Vice Chair
Sharon Wilkinson – ARC Member
Kevin Devaney – ARC Member
Craig Schuck – ARC Member

MEMBERS ABSENT

Stephen Pearson – ARC Member
Jeremy Drislane – ARC Member

OTHERS IN ATTENDANCE

Cameron Station Residents
Bethlehem Kebede, Covenants Administrator, CMC

APPROVE AGENDA

MOVE TO: "Approve the Agenda as Amended (Add application #19-103 to the Agenda)"
Moved By: Craig Schuck
Seconded By: Gayle Hatheway
For: All
Against: None
Absent: Stephen Pearson, Jeremy Drislane
MOTION PASSED

RESIDENTS OPEN FORUM

There was one homeowner present at this meeting to inquire from ARC what the proper procedures are and what to include on the application for an emergency repair work that is ready to take place on their front yard and the common area sidewalk. The ARC advised that the homeowner submit application for the repairs on their private lot and that they will approve online to accommodate the homeowner due to the emergency that

they are having. The ARC advised the homeowner to please check with the Common Area Committee and with Management regarding approval for the part of the work affecting the sidewalk.
There were other residents present but they were there to discuss the applications that they have submitted and not for an open forum.

MOVE TO: "Approve the ARC meeting minutes from August 2019 as presented."
Moved By: Craig Schuck
Seconded By: Sharon Wilkinson
For: All
Against: None
Absent: Stephen Pearson, Jeremy Drislane
MOTION PASSED

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
120 Martin Ln	Relocate Heat Pump	**Approved as submitted.** Moved By: Sharon Wilkinson Seconded By: Gayle Hatheway For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
4907 Donovan Dr.	Retroactive Application for Cameras	**Approved as submitted.** Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
311 Lannon Ct.	Add 2 Exterior Ventilation Openings	**Approved as submitted.** Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
121 Martin Ln	Landscaping and Tree Trimming	**Disapproved.** Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Stephen Pearson, Jeremy Drislane

		MOTION PASSED
121 Martin Ln	Install Ring Cameras & Construct Privacy Screen	**Approved as submitted.** Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
5143 Brawner Pl	Install Solar Panel	**Approved as submitted.** **This application is approved only due to: the location of the house, (the side of the house where the panels will be installed faces away from the neighborhood) height of the house, solar panel conduits are installed inconspicuously, color of panels blend with roof and Panels cannot be seen from within the Community.** Moved By: Gayle Hatheway Seconded By: Kevin Devaney For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
260 Medlock Ln	Garage Door	**Approved as submitted (online due to emergency)** Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
166 Martin Ln	Deck Repair	**Approved as submitted.** Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**

APPROVED

5066 Minda Ct.	Change Shutter Colors	**Approved as submitted.** Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
4912 Gardner Dr.	Roof Replacement	**Approved as submitted.** Moved By: Kevin Devaney Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
118 Cameron Station Blvd.	Roof Replacement	**Approved as submitted.** Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
174 Cameron Station Blvd.	Roof Replacement	**Approved as submitted.** Moved By: Gayle Hatheway Seconded By: Kevin Devaney For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
458 Ferdinand Day	Storm Door Installation	**Disapproved.** Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
4909 John Ticer Dr.	Tree Replacement	**Approved as submitted.** Moved By: Gayle Hatheway Seconded By: Kevin Devaney For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**

5034 Grimm Dr.	Landscaping	**Approved as submitted.** Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
5054 Kilburn St.	Tree Replacement	**Approved as submitted.** Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**
5110 Vos Ln	Roof Replacement	**Approved as submitted.** Moved By: Gayle Hatheway Seconded By: Sharon Wilkinson For: All Against: None Absent: Stephen Pearson, Jeremy Drislane **MOTION PASSED**

MATTERS FOR INFO/DISCUSSION/DECISION

COVENANTS REPORT – August 2019

- The number of Comprehensive Inspections conducted in August is 116.
- The number of Resale Inspections conducted in August is 2.
- The number of Exterior Modification Applications reviewed in August is 17.
- In August there were no vehicles towed.
- In August 78 violation letters were sent, of these 57 notices are for property maintenance issues and the remaining 21 are for parking & trash collection.
- The next meeting of the Architectural Review Committee is on October 1, 2019, application due date for this meeting is September 22.

MOVE TO: "Reappoint Sharon Wilkinson as a Member of the ARC for another 2-year term."

Moved By: Kevin Devaney

Seconded By: Craig Schuck

For: All

Abstained: Sharon Wilkinson

APPROVED

Against: None
Absent: Stephen Pearson, Jeremy Drislane
MOTION PASSED

Board Meeting Report: There was a brief report and discussion made from August Board meeting to members and an ARC Member is scheduled to attend the September Board meeting.

EXECUTIVE SESSION

MOVE TO: "Enter Executive Session at 8:50pm to discuss a homeowner's letter in response to a violation on a home for Account 00289-2711."
Moved By: Craig Schuck
Seconded By: Gayle Hatheway
For: All
Against: None
Absent: Stephen Pearson, Jeremy Drislane
MOTION PASSED

MOVE TO: "Exit Executive Session at 9:00PM"
Moved By: Criag Schuck
Seconded By: Gayle Hatheway
For: All
Against: None
Absent: Stephen Pearson, Jeremy Drislane
MOTION PASSED

There was no motion at the end of the Executive Session.

ADJOURNMENT

MOVE TO: "Adjourn the meeting at 9:00PM"
Moved By: Craig Schuck
Seconded By: Gayle Hatheway
For: All
Against: None
Absent: Stephen Pearson, Jeremy Drislane
MOTION PASSED

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

TAB-5

Cameron Station Community Association General Manager's Report

October 22, 2019

Prepared by Karen Soles – General Manager

Next Board Meeting dates for Board Decision

Tuesday, November 26, 2019 (Thanksgiving Week)

Tuesday, December 17, 2019 (next 2 Tuesdays are Holidays)

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. We will continue efforts.

Monthly Financial Report: The September Financial Report is included in the Board package.

Management: Prepared for and attended numerous Budget Meetings as well as CCFC/CAC/FAC/BOD Meetings. Management has been working on personnel matters, budget, basketball flooring concerns, and landscaping matters.

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 John Ticer and Knapp Pocket Parks.

Cameron Club: Prepared for and attended the CCFC committee meeting. Leak in men's room has been contained and exploratory work is underway. ETC Engineering and AOC have prepared proposals for water exploration.

Communications/Activities: Management continues to work with Tricia Hemel, our Communications Chair, on her request for welcoming new residents to the Cameron Station Community. Efforts include the revised map and welcome bags. Holiday hayride has been set up for 12/15 from 12:30-2:30 pm. The Harmonizers are scheduled 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. Rich to provide update from Weyer Flooring to include status on proposed contract. Basketball flooring to be deferred unti 2020, after Cameron Club water concerns are fully resolved.

TAB-6

TAB 6

Karen Soles

From:	Martin Menez <Martin.Menez@att.net>
Sent:	Wednesday, October 16, 2019 6:07 PM
To:	boardofdirectors@cameronstation.org; Takis Taousakis; managers@cameronstation.org
Cc:	jeff.gathers@comcast.net; Bill Blumberg; Joan Lampe
Subject:	Insurance outcome for 2020 budget.
Attachments:	Cameron Station Comm Assoc - Wingman Cyber Proposal.pdf; 2019 Ins Matrix revised 5 Cameron Station.pdf; Cameron Station Community Assoc - Distinguished $3,000,000 crime proposal.pdf; Martin_Menez.vcf

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

Board,

Karen and I met with our insurance agents telephonically again this afternoon and received the following clarity:

1. There is no cyber coverage in the quote given to us in the premium we agreed to attached ($33,363.60, the revised amount actually used in Sarah's motion of 4/12/19).

2. Cyber insurance is available at three levels (see attached). Our agent thought we ought to have it, but didn't have a specific recommendation. I suggest the $3M level at $3,815 annually since that covers our assets of $2.80M, and significantly, this is not covered under our umbrella provision.

3. Crime insurance includes Employee Dishonesty, but the latter is only one of eight categories (see attached). The premium for the whole crime set, at $3M to cover our $2.78M of investments at the recommendation of the auditor, runs $3,600, minus the Dishonesty alone at $1,227 = an additional $2,373.

4. Bottom line is an additional $3,815 + $2,373 = $6,188

5. Added to our approved premium of $33,363.60, total budgeted insurance cost for 2020 would be $39,551.60.

Takis and Karen,

The budget should have the following from CMC's briefing sheet (these need to be checked against the policy, Karen):

44

5390 Fidelity/workers' comp

: $638.00

5415 D&O

: $5,202

5420 Umbrella

: $10,394.60

5445 General Liability: $16,938

Subtotal: $33,172.60 (the $191 difference for cyber with $33,363.60 was in error)

Add:

XXXX Cyber insurance: $3,815

YYYY Crime insurance: $2,373

R/,

Marty

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

45

Karen Soles

From:	Martin Menez <Martin.Menez@att.net>
Sent:	Thursday, October 17, 2019 7:20 AM
To:	managers@cameronstation.org
Cc:	Sarah Meyer Walsh; Takis Taousakis; boardofdirectors@cameronstation.org; jeff.gathers@comcast.net; Bill Blumberg; Joan Lampe
Subject:	Re: P.S.: Insurance outcome for 2020 budget.

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

Karen,

Please make sure that the agents, when giving you their feedback today, answer the question we put to them on why the General Liability portion went from the 2018 actual of $12,512 to $16, 938 in 2020 (if the CMC spreadsheet is correct). Please advise.

Thanks,

Marty

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

On Wednesday, October 16, 2019, 9:01:30 PM EDT, Sarah Meyer Walsh <sarah@hautepapier.com> wrote:

Marty & Karen

Thanks for your work in looking into this today. Were you able to get to the bottom of the increase in general from what it's been the past few years? Since it wasn't because the coverage we thought had been added was included, were you able to ascertain what it was attributed to?

Best,
Sarah

On Oct 16, 2019, at 7:53 PM, Martin Menez <Martin.Menez@att.net> wrote:

Takis,

Please calculate, and send to all addressees on this message, the resulting percentage of assessment increase as a result of including the insurance additions below.

Thanks,

Marty

4/0

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

From: Martin Menez [mailto:Martin.Menez@att.net]

Sent: Wednesday, October 16, 2019, 6:07 PM

To: boardofdirectors@cameronstation.org; Takis Taousakis; managers@cameronstation.org

Cc: jeff.gathers@comcast.net; Bill Blumberg; Joan Lampe

Subject: Insurance outcome for 2020 budget.

Board,

Karen and I met with our insurance agents telephonically again this afternoon and received the following clarity:

1. There is no cyber coverage in the quote given to us in the premium we agreed to attached ($33,363.60, the revised amount actually used in Sarah's motion of 4/12/19).

2. Cyber insurance is available at three levels (see attached). Our agent thought we ought to have it, but didn't have a specific recommendation. I suggest the $3M level at $3,815 annually since that covers our assets of $2.80M, and significantly, this is not covered under our umbrella provision.

3. Crime insurance includes Employee Dishonesty, but the latter is only one of eight categories (see attached). The premium for the whole crime set, at $3M to cover our $2.78M of investments at the recommendation of the auditor, runs $3,600, minus the Dishonesty alone at $1,227 = an additional $2,373.

4. Bottom line is an additional $3,815 + $2,373 = $6,188

5. Added to our approved premium of $33,363.60, total budgeted insurance cost for 2020 would be $39,551.60.

Takis and Karen,

The budget should have the following from CMC's briefing sheet (these need to be checked against the policy, Karen):

5390 Fidelity/workers' comp

: $638.00

47

5415 D&O

: $5,202

5420 Umbrella

: $10,394.60

5445 General Liability: $16,938

Subtotal: $33,172.60 (the $191 difference for cyber with $33,363.60 was in error)

Add:

XXXX Cyber insurance: $3,815

YYYY Crime insurance: $2,373

R/,

Marty

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

<Martin_Menez.vcf>

wingman cyber

QUOTE LETTER

CLIENT INFORMATION

Company	Cameron Station Community Associaton
Contact	Cameron Station Community Association
Phone	n/a
Email	n/a

AGENT INFORMATION

Agency	Puffenbarger Insurance & Financial Services, Inc.
Agent	Cathy Powell
Phone	(703) 352-0707
Email	cathy@pinsfs.com

EXTENDED REPORTING PERIOD OPTIONS

One Year	100%
Two Year	150%
Three Year	200%

POLICY INFORMATION

Insurer	AXIS Insurance Company (A+ XV)
Quote Date	10/15/2019
Effective Date	TBD
Expiration Date	TBD

All dates at 12:01 a.m. at the Named Insured's address stated herein.

Retroactive Date	All prior acts

Quote valid for 30 days

Policy number	TBD

FORMS INCLUDED

Policyholder Notice - Economic and Trade Sanctions (OFAC), Important Information for Virginia Policyholders, Policyholder Disclosure - Notice of Terrorism Insurance Coverage, AXIS 1010710 0117, Policyholder Notice (Proprietary), PVSR-201 (03-16), PVSR-101 (08-16), Signature Page, Payment Card Industry Data Security Standards (PCI-DSS) Coverage Endorsement, AXIS 101 0034, Social Engineering Fraud Coverage Endorsement, AXIS 101 0036, AXIS 1010038 0117, Virginia Amendatory Endorsement, AXIS-303B (11-17), Website Media Liability, Cancellation and Non-Renewal Endorsement - Virginia, Virginia Claims Made Notice, AXIS 303D (07-17), AXIS 1011317 1217, BreachHotline

wingman cyber

OPTION 1

TOTAL POLICY PREMIUM $1,504

LIMITS OF INSURANCE	
Policy Limit Of Insurance	$1,000,000

CLAIMS-MADE LIABILITY COVERAGES LIMITS OF INSURANCE	
Aggregate Claims-Made Liability Coverages Limit Of Insurance	$1,000,000
Each Enterprise Security Event Claim Limit Of Insurance	$1,000,000
Each Privacy Regulation Claim Limit Of Insurance	$1,000,000

FIRST PARTY COVERAGES LIMITS OF INSURANCE	
Aggregate First Party Coverages Limit Of Insurance	$1,000,000
Crisis Management Expense Limit Of Insurance	$1,000,000
Fraud Response Expense Limit Of Insurance	$1,000,000
Public Relations Expense Limit Of Insurance	$1,000,000
Forensic And Legal Expense Limit Of Insurance	$1,000,000
Extortion Loss Limit Of Insurance	$1,000,000

ADDITIONAL COVERAGE

SCHEDULE OF BUSINESS INTERRUPTION AND DATA RECOVERY COVERAGE	
LIMITS OF INSURANCE	
Aggregate Business Interruption Coverages Limit of Insurance	$1,000,000
System Disruption Business Interruption Coverage Limit of Insurance	$1,000,000
Data Recovery Expense Coverage Limit of Insurance	$1,000,000
Service Disruption Business Interruption Coverage Limit of Insurance	$1,000,000
RETENTION	
Data Recovery Expense Retention	$2,500
System Disruption Hourly Cap (stated as $ per hour)	$0
System Disruption Waiting Period (in hours)	6 hours
Service Disruption Hourly Cap (stated as $ per hour)	$0
Service Disruption Waiting Period (in hours)	6 hours

NOTE: If an Hourly Cap is not stated above, then no Hourly Cap shall apply with respect to such Coverage

SCHEDULE OF RANSOMWARE LOSS COVERAGE	
Ransomware Loss Limit of Insurance	$1,000,000
Ransomware Loss Retention	$2,500

RETENTIONS	
Aggregate Policy Level Retention	$2,500

CLAIMS-MADE LIABILITY COVERAGE RETENTION	
Each Claim Retention	$2,500

FIRST PARTY COVERAGES RETENTION	
Aggregate First Party Coverages Retention	$2,500
Crisis Management Expense Retention	$2,500
Fraud Response Expense Retention	$2,500
Public Relations Expense Retention	$2,500
Forensic And Legal Expense Retention	$2,500
Extortion Loss Retention	$2,500

SCHEDULE OF WEBSITE MEDIA LIABILITY COVERAGE	
LIMITS OF INSURANCE	
Each Website Media Claim Limit of Insurance	$1,000,000
Website Media Claim Retroactive Date	Full Prior Acts

NOTE: The Each Claim Retention applies to this Website Media Liability Coverage.

If no Website Media Claim Retroactive Date is stated in this Schedule, the Retroactive Date for this coverage will be the Retroactive Date stated on the Declarations.

SCHEDULE OF REPUTATIONAL HARM COVERAGE	
Reputational Harm Limit of Insurance	$1,000,000
Reputational Harm Retention	$2,500

SCHEDULE OF PCI-DSS FINES COVERAGE	
LIMITS OF INSURANCE	
Aggregate PCI-DSS Fines Claims Limit of Insurance	$1,000,000
Each PCI-DSS Claim	$1,000,000
RETENTION	
Aggregate PCI-DSS Fines Claim Retention	$2,500
PCI-DSS Fines Claim Retroactive Date	Full Prior Acts

NOTE: If no PCI-DSS Fines Claim Retroactive Date is stated in this Schedule, the Retroactive Date for this coverage will be the Retroactive Date stated on the Declarations.

SCHEDULE OF SOCIAL ENGINEERING FRAUD LOSS COVERAGE	
Social Engineering Fraud Loss Limit of Insurance	$250,000
Social Engineering Fraud Loss Retention	$2,500

SCHEDULE OF TELECOMMUNICATIONS THEFT LOSS COVERAGE	
Telecommunications Theft Loss Limit of Insurance	$250,000
Telecommunications Theft Loss Retention	$2,500

wingman cyber

OPTION 2

TOTAL POLICY PREMIUM $2,776

LIMITS OF INSURANCE	
Policy Limit Of Insurance	$2,000,000

CLAIMS-MADE LIABILITY COVERAGES LIMITS OF INSURANCE	
Aggregate Claims-Made Liability Coverages Limit Of Insurance	$2,000,000
Each Enterprise Security Event Claim Limit Of Insurance	$2,000,000
Each Privacy Regulation Claim Limit Of Insurance	$2,000,000

FIRST PARTY COVERAGES LIMITS OF INSURANCE	
Aggregate First Party Coverages Limit Of Insurance	$2,000,000
Crisis Management Expense Limit Of Insurance	$2,000,000
Fraud Response Expense Limit Of Insurance	$2,000,000
Public Relations Expense Limit Of Insurance	$2,000,000
Forensic And Legal Expense Limit Of Insurance	$2,000,000
Extortion Loss Limit Of Insurance	$2,000,000

ADDITIONAL COVERAGE

SCHEDULE OF BUSINESS INTERRUPTION AND DATA RECOVERY COVERAGE	
LIMITS OF INSURANCE	
Aggregate Business Interruption Coverages Limit of Insurance	$2,000,000
System Disruption Business Interruption Coverage Limit of Insurance	$2,000,000
Data Recovery Expense Coverage Limit of Insurance	$2,000,000
Service Disruption Business Interruption Coverage Limit of Insurance	$2,000,000
RETENTION	
Data Recovery Expense Retention	$5,000
System Disruption Hourly Cap (stated as $ per hour)	$0
System Disruption Waiting Period (in hours)	6 hours
Service Disruption Hourly Cap (stated as $ per hour)	$0
Service Disruption Waiting Period (in hours)	6 hours

NOTE: If an Hourly Cap is not stated above, then no Hourly Cap shall apply with respect to such Coverage

SCHEDULE OF RANSOMWARE LOSS COVERAGE	
Ransomware Loss Limit of Insurance	$2,000,000
Ransomware Loss Retention	$5,000

RETENTIONS	
Aggregate Policy Level Retention	$5,000

CLAIMS-MADE LIABILITY COVERAGE RETENTION	
Each Claim Retention	$5,000

FIRST PARTY COVERAGES RETENTION	
Aggregate First Party Coverages Retention	$5,000
Crisis Management Expense Retention	$5,000
Fraud Response Expense Retention	$5,000
Public Relations Expense Retention	$5,000
Forensic And Legal Expense Retention	$5,000
Extortion Loss Retention	$5,000

SCHEDULE OF WEBSITE MEDIA LIABILITY COVERAGE	
LIMITS OF INSURANCE	
Each Website Media Claim Limit of Insurance	$2,000,000
Website Media Claim Retroactive Date	Full Prior Acts

NOTE: The Each Claim Retention applies to this Website Media Liability Coverage.

If no Website Media Claim Retroactive Date is stated in this Schedule, the Retroactive Date for this coverage will be the Retroactive Date stated on the Declarations.

SCHEDULE OF REPUTATIONAL HARM COVERAGE	
Reputational Harm Limit of Insurance	$2,000,000
Reputational Harm Retention	$5,000

SCHEDULE OF PCI-DSS FINES COVERAGE	
LIMITS OF INSURANCE	
Aggregate PCI-DSS Fines Claims Limit of Insurance	$2,000,000
Each PCI-DSS Claim	$2,000,000
RETENTION	
Aggregate PCI-DSS Fines Claim Retention	$5,000
PCI-DSS Fines Claim Retroactive Date	Full Prior Acts

NOTE: If no PCI-DSS Fines Claim Retroactive Date is stated in this Schedule, the Retroactive Date for this coverage will be the Retroactive Date stated on the Declarations.

SCHEDULE OF SOCIAL ENGINEERING FRAUD LOSS COVERAGE	
Social Engineering Fraud Loss Limit of Insurance	$250,000
Social Engineering Fraud Loss Retention	$5,000

SCHEDULE OF TELECOMMUNICATIONS THEFT LOSS COVERAGE	
Telecommunications Theft Loss Limit of Insurance	$250,000
Telecommunications Theft Loss Retention	$5,000

wingman cyber

OPTION 3

TOTAL POLICY PREMIUM $3,815

LIMITS OF INSURANCE	
Policy Limit Of Insurance	$3,000,000

CLAIMS-MADE LIABILITY COVERAGES LIMITS OF INSURANCE	
Aggregate Claims-Made Liability Coverages Limit Of Insurance	$3,000,000
Each Enterprise Security Event Claim Limit Of Insurance	$3,000,000
Each Privacy Regulation Claim Limit Of Insurance	$3,000,000

FIRST PARTY COVERAGES LIMITS OF INSURANCE	
Aggregate First Party Coverages Limit Of Insurance	$3,000,000
Crisis Management Expense Limit Of Insurance	$3,000,000
Fraud Response Expense Limit Of Insurance	$3,000,000
Public Relations Expense Limit Of Insurance	$3,000,000
Forensic And Legal Expense Limit Of Insurance	$3,000,000
Extortion Loss Limit Of Insurance	$3,000,000

ADDITIONAL COVERAGE

SCHEDULE OF BUSINESS INTERRUPTION AND DATA RECOVERY COVERAGE	
LIMITS OF INSURANCE	
Aggregate Business Interruption Coverages Limit of Insurance	$3,000,000
System Disruption Business Interruption Coverage Limit of Insurance	$3,000,000
Data Recovery Expense Coverage Limit of Insurance	$3,000,000
Service Disruption Business Interruption Coverage Limit of Insurance	$3,000,000
RETENTION	
Data Recovery Expense Retention	$10,000
System Disruption Hourly Cap (stated as $ per hour)	$0
System Disruption Waiting Period (in hours)	6 hours
Service Disruption Hourly Cap (stated as $ per hour)	$0
Service Disruption Waiting Period (in hours)	6 hours

NOTE: If an Hourly Cap is not stated above, then no Hourly Cap shall apply with respect to such Coverage

SCHEDULE OF RANSOMWARE LOSS COVERAGE	
Ransomware Loss Limit of Insurance	$3,000,000
Ransomware Loss Retention	$10,000

RETENTIONS	
Aggregate Policy Level Retention	$10,000

CLAIMS-MADE LIABILITY COVERAGE RETENTION	
Each Claim Retention	$10,000

FIRST PARTY COVERAGES RETENTION	
Aggregate First Party Coverages Retention	$10,000
Crisis Management Expense Retention	$10,000
Fraud Response Expense Retention	$10,000
Public Relations Expense Retention	$10,000
Forensic And Legal Expense Retention	$10,000
Extortion Loss Retention	$10,000

SCHEDULE OF WEBSITE MEDIA LIABILITY COVERAGE	
LIMITS OF INSURANCE	
Each Website Media Claim Limit of Insurance	$3,000,000
Website Media Claim Retroactive Date	Full Prior Acts

NOTE: The Each Claim Retention applies to this Website Media Liability Coverage.

If no Website Media Claim Retroactive Date is stated in this Schedule, the Retroactive Date for this coverage will be the Retroactive Date stated on the Declarations.

SCHEDULE OF REPUTATIONAL HARM COVERAGE	
Reputational Harm Limit of Insurance	$3,000,000
Reputational Harm Retention	$10,000

SCHEDULE OF PCI-DSS FINES COVERAGE	
LIMITS OF INSURANCE	
Aggregate PCI-DSS Fines Claims Limit of Insurance	$3,000,000
Each PCI-DSS Claim	$3,000,000
RETENTION	
Aggregate PCI-DSS Fines Claim Retention	$10,000
PCI-DSS Fines Claim Retroactive Date	Full Prior Acts

NOTE: If no PCI-DSS Fines Claim Retroactive Date is stated in this Schedule, the Retroactive Date for this coverage will be the Retroactive Date stated on the Declarations.

SCHEDULE OF SOCIAL ENGINEERING FRAUD LOSS COVERAGE	
Social Engineering Fraud Loss Limit of Insurance	$250,000
Social Engineering Fraud Loss Retention	$10,000

SCHEDULE OF TELECOMMUNICATIONS THEFT LOSS COVERAGE	
Telecommunications Theft Loss Limit of Insurance	$250,000
Telecommunications Theft Loss Retention	$10,000

Think cyber claims do not happen to businesses like yours? Think again.

Cyber risk is everywhere. Read on for a few examples of what can, and has, gone wrong.

Hospitality

Ransomware

Casino had a ransomware attack that resulted in a $150,000 ransomware payment. As a result of the ransomware attack, the casino was shut down for 3 days.

Total payout
$800,000

Technology

Staff Mistake

While working on a project, employees of an IT Firm inappropriately used a Dropbox account to share the confidential business information of customers.

Total payout
$600,000

Forensics $200,000
Legal Fees $400,000

Manufacturing

Social Engineering

Company made an improper wire transfer. Claim included the lost money, forensics, and legal expenses.

Total payout
$47,500

Financial Services

Lost/Stolen device

Seven laptops were stolen from an office location, two of which contained client names, the identity of the employer and Social Security Numbers. Damages included credit monitoring for the thousands of people affected.

Total payout
$70,818

(Note- without insurance and preferred vendor rates, estimate $225/record lost or compromised)

Healthcare

Ransomware

All hospital's servers and 1500 devices were encrypted by NotPetya ransomware leading to significant system damage and business interruption costs.

Total payout
$3,000,000

Forensics $200,000
Legal Fees $400,000

Non-profit

Hacker

Insured's computer systems were breached to extort the Insured by threatening to release of employee login credentials. However, the login information was encrypted, and the hackers were unsuccessful. Then they also engaged in a DDOS attack which affected all of the Insured's systems. Systems brought back online with minimal functionality within a month, and with full functionality within 2 months.

Total payout
$1,606,550

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

Policy Comparison

	M.Stone-Nationwide, Continental Casualty, Great American, Liberty Mutual Rating A- Expiring 4/15/2018 - 2019	Puffenbarger-Nationwide, Continental Casualty, Great American, Liberty Mutual Rating A+ Quote	Cascade-Erie, Travelers, Great American Rating A+ Quote	Weaver Declined	CAU Declined	AIA Requested Quote
General Liability	$1 million/occurrence $2 million aggregate Nationwide	$1 million/occurrence $2 million aggregate Nationwide	$1 million/occurrence $2 million aggregate Erie	Loss History	Not Competitive	
Property	$4,661,300 limit (Building & outdoor property) $529,500 limit (Contents) Replacement Cost $1,000 deductible Nationwide	$4,799,000 Blanket Limit * (Building & outdoor property) $544,900 limit (Contents) Replacement Cost $1,000 deductible Nationwide	$3,339,300 Bld limit $1,328,438 (Outdoor Property) $936,000 (Lights) $529,500 (Contents) Blanket limit* Replacement Cost $1,000 deductible Erie			
Cyber Liability	not quoted	Compromise Coverage Response $50k limit, $1k deductible Defense & Liability $50k limit, $1k deductible Identity Recovery $25k limit Cyberone Coverage Computer Attack $50k, $5k deductible	Declined to quote due general liability claims			
Directors & Officers	$1 million limit $10,000 deductible Continental Casualty	$1 million limit $10,000 deductible Continental Casualty	$1 million limit $10,000 deductible Travelers			
Crime (Fidelity)	$2 million limit $1,000 deductible Nationwide	$2 million limit $1,000 deductible Nationwide	$2 million limit $10,000 deductible Great American			
Umbrella	$15 million limit Great American	$15 million limit Great American	$15 million limit Great American			
Workers Comp	Statutory limits & $1 million Employer's Liability limits Liberty Mutual	Statutory limits & $1 million Employer's Liability limits Liberty Mutual	Statutory limits & $1 million Employer's Liability limits Erie			

Cost Comparison

	Nationwide Expiring 4/15/2018 - 2019	Puffenbarger-Nationwide Quote	Cascade Quote			
General Liability	$13,652.00 (package)	$16,938.00 (package)	$8,614.00 (package)			
Property	included in package	included in package	included in package			
Cyber Liability	$0.00	Estimated yearly increase of $191	na			
Directors & Officers	$4,962.00	$5,202.00	$2,594.00			
Crime (Fidelity)	$1,227.00	included in package	$2,900.00			
Umbrella	$9,262.34	$10,394.60	$9,706.68			
Workers Comp	$661.00	$638.00	$620.00			
TOTAL	$29,764.34	$33,363.60	$24,434.68			

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

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Crime Quote

Atten: Cathy Powell
Email: cathy@pinsfs.com
Company: Puffenbarger Insurance & Financial Services Inc

Regarding: **Cameron Station Community Association, Inc.**
DBA:
Mailing Address: 200 CAMERON STA BLVD
CHANTILLY, VA 20153
Effective Date: **Expiration Date:**
Reference Number: S000389880

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

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

Crime:	**Lead Carrier: Great American Insurance Company**	**A.M. Best Rating: A XIII**
Crime Agreement(s): Agreement 1-6,8	**Crime Limit: $3,000,000**	**Crime Deductible: $10,000**
Term Premium:	$3,600.00	
Taxes:	$0.00	
Fees:	$0.00	
Total Cost:	**$3,600.00**	

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

This Quote is valid for 90 days or until the proposed effective date, whichever comes first. Please refer questions or send binding instructions to Service and Underwriting Team (service@distinguished.com or 8883554626)

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

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

Please see attached:
- Crime Details Page

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Crime Details Page

We require that the insured meet all of the following underwriting criteria to be eligible for the program:

Item 1: Required Association Characteristics

- The entity is a non-profit community association.
- The association has been Crime claim-free for the last 5 years.
- The association does not have more than 25 employees on payroll.

Item 2: Procedures

- Dues/Fees/Mortgage payments are always received as checks, not cash.
- Vouchers/supporting records are stamped "PAID" when checks are signed. If records are kept electronically, there is a system in place to indicate that a check has been issued to prevent duplication.
- Anyone authorized to fire or hire association employees is prohibited from distributing payroll. If there is no payroll, this question does not apply.
- Volunteers (other than Directors & Officers) are prohibited from handling bank accounts or fee/mortgage payments. If there are no other volunteers, aside from Directors & Officers, this does not apply.

Item 3: Oversight/Reconciliation

- Are the associations' bank accounts and credit card statements are reconciled monthly by someone not authorized to deposit, withdraw, initiate electronic funds transfer, or use an association credit card?
- If Association utilizes Traditional Banking, countersignatures are required on all checks over $500
- If Association utilizes Electronic Banking, they must meet the following:
  - The board approves all checks/expenditures and also verifies the completion/receipt of purchased services or goods.
  - The employee creating the check or payment request does not also sign or approve.
  - The board receives a monthly statement directly from the bank (via mail in a sealed envelope or via e-mail directly from the bank's website) and reviews it on a monthly basis.

Confirmation acknowledges that the mentioned insured meets all underwriting criteria as outlined above **Yes**

INSURING AGREEMENTS, LIMITS OF INSURANCE AND DEDUCTIBLES:

Insuring Agreement	Limit of Insurance Per Occurrence	Deductible Amount Per Occurrence
1. Employee Dishonesty	$3,000,000	$10,000
2. Forgery or Alteration	$3,000,000	$10,000
3. Inside the Premises	$3,000,000	$10,000
4. Outside the Premises	$3,000,000	$10,000
5. Computer Fraud	$3,000,000	$10,000
6. Money Orders & Counterfeit Paper Currency	$3,000,000	$10,000
8. Funds Transfer Fraud	$3,000,000	$10,000

IF ANY OF THE ABOVE INFORMATION IS INCORRECT, THIS QUOTE IS NULL & VOID AND MUST BE RETURNED TO OUR OFFICE FOR FURTHER REVIEW AND POSSIBLE RE-ISSUANCE.

IF A LOSS IS DISCOVERED AFTER THE RECEIPT OF THIS DOCUMENT AND PRIOR TO THE EFFECTIVE DATE, WE RESERVE THE RIGHT TO ADJUST TERMS OR POSSIBLY NON-RENEW THE POLICY.

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ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD AN INSURANCE COMPANY OR OTHER PERSO FILES THIS QUESTIONNAIRE CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR TH PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULEN INSURANCE ACT, WHICH IS A CRIME AND WHICH MAY RESULT IN CIVIL OR CRIMINAL FINES OR PENALTIES.

TAB-7

Cameron Station Community Association, Inc.
Board Decision
October 22, 2019

Motion:
"I move to approve the CAC recommendation to perform landscape enhancement plan to the John Ticer Pocket Park in the amount of $22,638.50. This would be paid out of Replacement Reserves GL 3280."
Second:

Summary:
The CAC is requesting the landscape enhancement plan be implemented November 2019.

CMC Recommendation:
The Board to approve the CAC recommendation to proceed with landscape enhancement plan this fall.

Budget Consideration:
GL 3280 – Replacement Reserves

Vote:

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

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

PROPOSAL NO. 30135 (REVISED)

TAB 7

September 5, 2019 (REVISED)

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

Dear Karen,

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

JOHN TICER PARK LANDSCAPE ENHANCEMENTS

Remove (1) leaning Higan cherry tree and all existing plant material* and dispose off-site.
LABOR: (24) Hours at $55 Each.....$1,320.00
Dump Fee.....$300.00
*Keep the following plants: All Cherry Trees and Greenspire Euonymus behind park benches.

Regrade and reduce mulch areas replace with tall fescue sod
LABOR: (15) Hours at $55 Each.....$825.00
Tall Fescue Sod (1) 450 SF Pallet.....$795.00

Prep and amend planting beds and install per revised design.

Plant Material List:
(1) 3" Higan Cherry Caliper.....$825.00
(36) 18-24" Boxwood Wintergreen at $125 each.....$4,500.00
(12) 24-30" Hydrangea Little Lime at $125 each.....$1,500.00
(12) 24-30" Hydrangea Bobo at $125 each.....$1,500.00
(11) 24-30" Deutzia Nikko at $125 each.....$1,375.00
(9) 18-24" Spirea Snowmound at $54 each.....$486.00
(10) 18-24" Spirea Little Princess at $54 each.....$540.00
(8) 18-24" Weigela Minuet at $65 each.....$520.00
(8) 42-48" Dwarf Hinoki Cypress at $395 each.....$3,160.00
(28) 1 Gallon Big Blue Liriope at $11.25 each.....$315.00
(250) Daffodils at $0.95 each.....$237.50

Additional Plant Material:
(15) Yards Hardwood Mulch at $75 each.....$900.00
(4) Yards Planting Top Soil Mixed at $95 each.....$380.00
(4) Bags 50 Pound 10-10-10 Fertilizer at $75 each.....$300.00

LABOR to install all plant material: (52) Hours at $55 each.....$2860.00

PROPOSAL TOTAL: $22,638.50

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

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

Disclaimer. Trees inherently pose a certain degree of hazard and risk from breakage, failure or other causes and conditions. Recommendations that are made by Lancaster Landscapes intended to minimize or reduce hazardous conditions that may be associated with trees. However, there is and there can be no guarantee or certainty that efforts to correct unsafe condition prevent breakage or failure of the tree. Our recommendations should reduce the risk of tree failure but they cannot eliminate such risk, especially in the event of a storm

hazardous conditions in landscapes are apparent while others require detailed inspection and evaluation. There can be no guarantee or certainty that all hazardous conditions will be detected

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

Authorized Signature: Carlos Rios

This proposal may be withdrawn by us if not accepted within 30 Days.

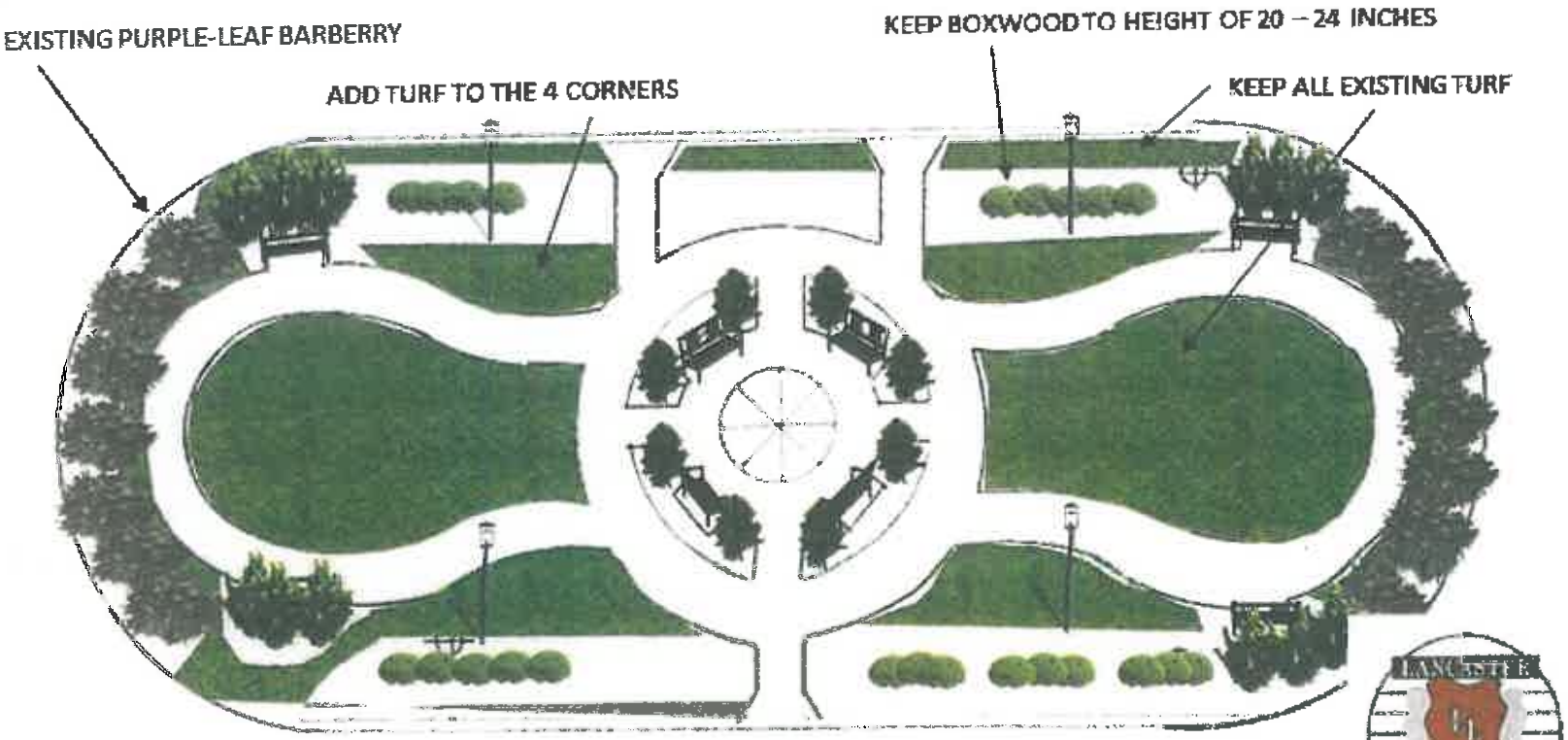
ACCEPTANCE OF PROPOSAL:
The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE:_____

SIGNATURE:_____

JOHN TICER PARK - SHEET 1 OF 6

THIS IS AN OVERVIEW OF THE PLAN CONCEPT. PART OF THE GOAL IN THIS DESIGN IS TO CREATE A SLIGHTLY MORE FORMAL APPEARANCE. TO ACHIEVE THAT, NEW TURF HAS BEEN ADDED TO THE 4 CORNERS OF THE PARK, CREATING A MORE RECTANGULAR FORM. KOREAN BOXWOOD HAVE BEEN USED ALONG THE SIDES TO ADD STRUCTURE TO THE SHAPE, PARTICULARLY IN WINTER. OF ALL THE BOXWOOD, THE KOREAN BOX IS PROVEN TO BE THE MOST RESILIANT OF THE MANY TYPES OF BOXWOOD IN COMMON USE. NOTE THAT THE BOXWOOD IS TO BE KEPT AT A HEIGHT OF ONLY 20 TO 24 INCHES. NOT SHOWN HERE ARE THE SHRUBS & PERENNIALS IN THE PLAN TO PROVIDE SEASON LONG COLOR.



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CAMERON STATION

JOHN TICER PARK - SHEET 2 OF 6

THIS IS A "STREET VIEW", LOOKING EAST TO WEST. THE TOP PHOTO SHOWS THE TURF AREAS AS THEY NOW EXIST. THE BOTTOM PHOTO SHOWS THE ADDITION OF NEW TURF IN THE CORNERS, CREATING A MORE FORMAL, RECTANGULAR SHAPE.

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CAMERON STATION

JOHN TICER PARK - SHEET 3 OF 6

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JOHN TICER PARK - SHEET 4 OF 6

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CAMERON STATION

JOHN TICER PARK - SHEET 5 OF 6

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CAMERON STATION

JOHN TICER PARK - SHEET 6 OF 6

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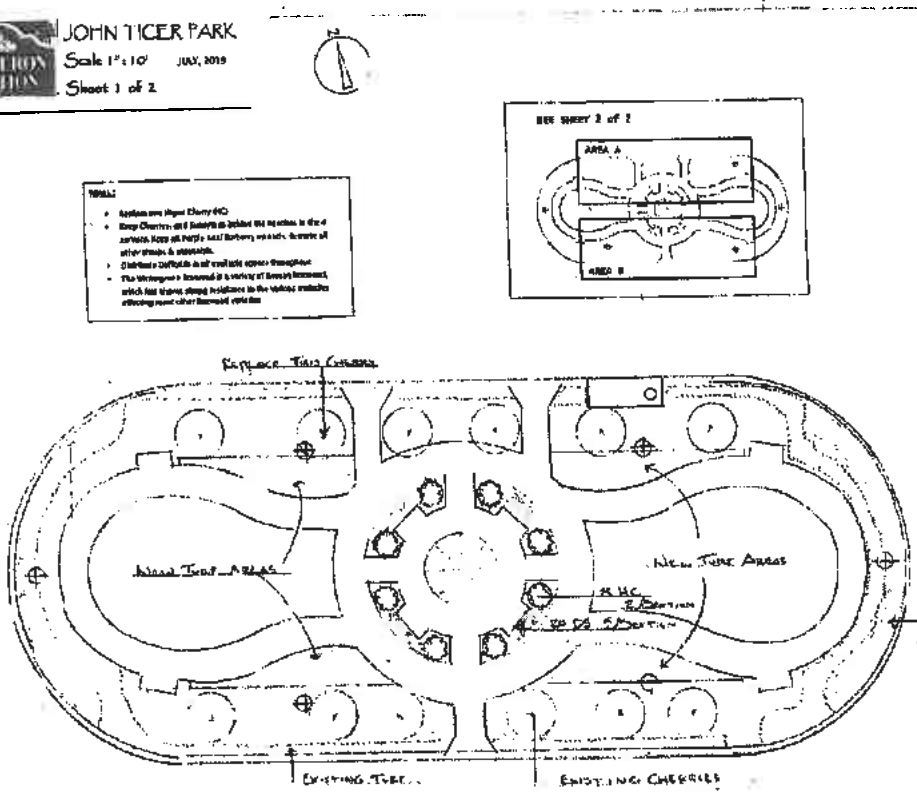
JOHN TICER PARK

Scale 1" = 10' JULY, 2019

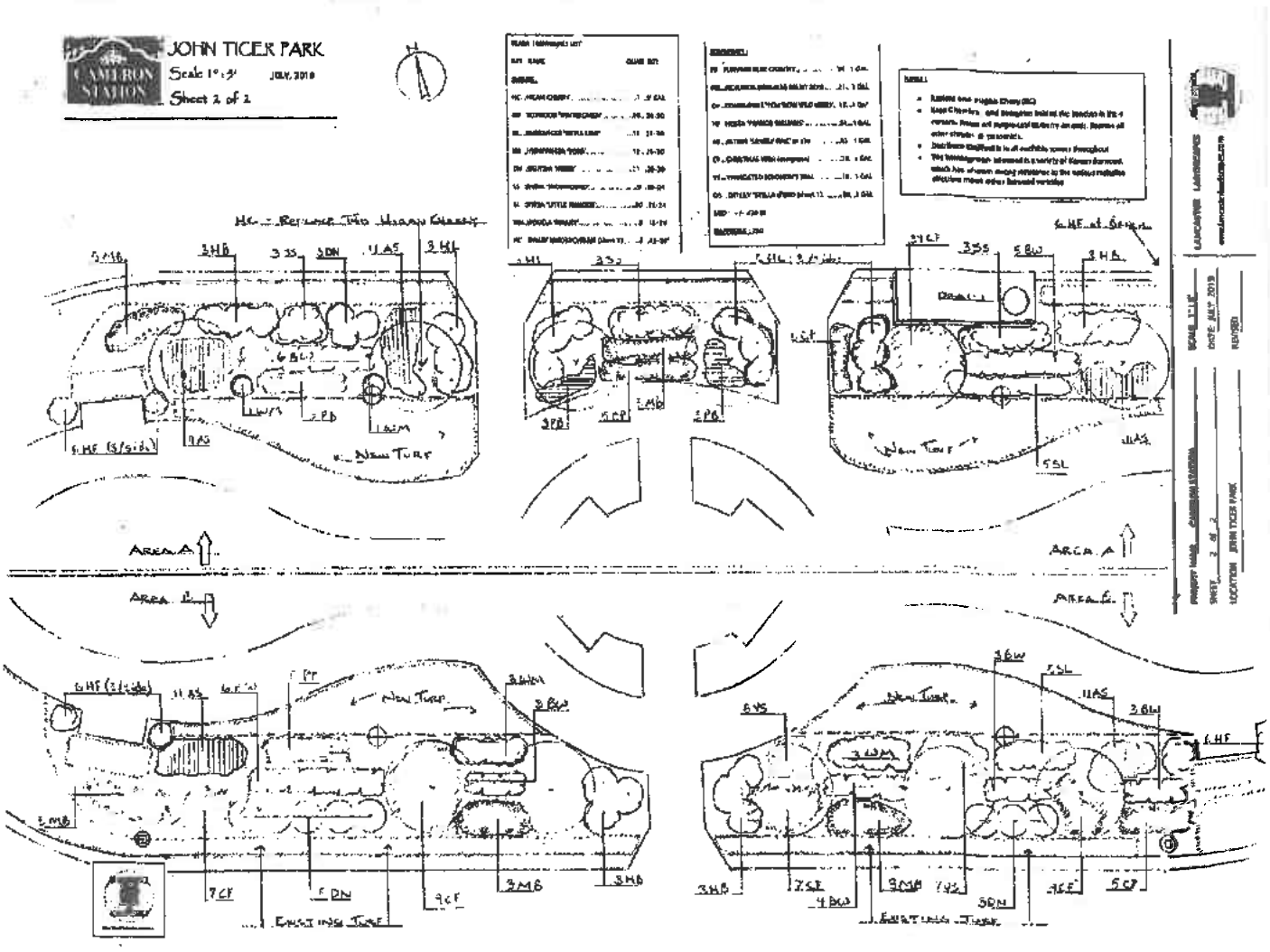
Sheet 1 of 2



NOTES:

- Replace new Plant Cherry (4)
- Keep Cherries and Redbud as behind the pavilion in the of corners. Keep all Purple leaf Barberry, remove, remove all other shrubs & seasonals.
- Distribute Daffodils in all available spaces throughout
- The Wintergreen Boxwood is a variety of Korean Boxwood, which has three sharp brightness to the whole suitable allowing most other Boxwood varieties

PLANT MATERIALS!!		
QTY	NAME	SIZE
PERENNIALS:		
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]


CAMERON STATION
JOHN TICER PARK
Scale 1"=3'
JULY, 2018
Sheet 2 of 2
AREA A
AREA B
New Turf
Existing Turf

TAB-8

Cameron Station Community Association, Inc.
Board Decision
October 22, 2019

Motion:
"I move to approve the CAC recommendation to perform landscape enhancement plan to Knapp Pocket Park in the amount of $21,733.00. This would be paid out of Replacement Reserves GL 3280."
Second:

Summary:
The CAC is requesting the landscape enhancement plan be implemented spring 2020.

CMC Recommendation:
The Board to approve the CAC recommendation to proceed with landscape enhancement plan this spring 2020.

Budget Consideration:
GL 3280 – Replacement Reserves

Vote:

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

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

PROPOSAL NO.
30190
TAB 8

October 7, 2019

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

Dear Karen,

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

KNAPP POCKET PARK LANDSCAPE ENHANCEMENTS:

- REMOVE (8) LOCUST TREES, INCLUDING STUMPS. KEEP (4) LOCUST TREES
- LABOR TO REMOVE TREES. $2,400.00
- LABOR TO REMOVE STUMPS. $1,200.00
- DUMP FEE. $550.00
- REMOVE ALL YEWS AND ALL REMAINING PLANT MATERIAL AND DISPOSE OFF SITE.
- (24) HRS. LABOR TO REMOVE PLANT MATERIAL @ $55/PER HR. $1,320.00
- DUMP FEE $550.00
- INSTALL PER DESIGN/DRAWING, (2) SITTING AREAS/BRICK PAVER AREA (APPROX. 250 SQ. FT.)
- LABOR $1,750.00
- (650) BRICK PAVERS TO MATCH EXISTING PAVERS @ $3/EA. $1,950.00
- (3) YDS. OF CRUSHED CONCRETE @ $95/PER YD. $285.00
- (4) YDS. OF STONE DUST/SAND @ $95/PER YD. $380.00
- (25) 2 X 2' BLUE STONE PAVERS (APPROX. 50 SQ. FT.) @ $32.50/EA. $812.50
- (10) HRS. LABOR TO INSTALL @ $55/PER HR. $550.00

PREP AND AMEND PLANTING BEDS AND INSTALL PER DESIGN THE FOLLOWING PLANT MATERIAL:

- (5) EUROPEAN HORNBEAM 2-3" CALIPER @ $575/EA. $2,875.00
- (7) 1 GAL. VARIEGATED LIRIOPES @ $10.50/EA. $73.50
- (12) WEEPING YEWS 18-24" @ $95/EA. $1,140.00
- (16) SPREADING YEWS @ 18-24" @ $95/EA. $1,520.00
- (15) 3 GAL. AZALEAS DELAWARE VALLEY @ $37/EA. $555.00
- (24) 3 GAL. AZALEAS BLAAW PINK @ $33/EA. $792.00
- (8) YDS OF HARDWOOD MULCH @ $75/EA. $600.00
- (3) YDS. OF PLANTING TOP SOIL MIXED @ $75/PER YD. $225.00
- (3) BAGS OF (50) LBS. OF FERTILIZER 10-10-10 @ $75/EA. $225.00
- (36) LABOR HRS. TO INSTALL ALL PLANT MATERIAL @ $55/PER HR. $1,980.00

PROPOSAL TOTAL: $ 21,733.00

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

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

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

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

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

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

CAMERON STATION - KNAPP PLACE PARK 1 of 2

LANCASTER LANDSCAPES www.lancasterlandscapes.com

www.lancasterlandscapes.com

db

11

CAMERON STATION - KNAPP PLACE PARK 2 of 2

LANCASTER LANDSCAPES www.lancasterlandscapes.com

www.lancasterlandscapes.com

db

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TAB-9

Cameron Station Community Association, Inc.
Board Decision
October 22, 2019

Motion:
"I move to approve the CAC recommendation to perform necessary pothole repairs for $4,535.00. This would be paid out of Replacement Reserves GL 3280."
Second:

Summary:
The CAC is requesting the pothole repair project be implemented fall 2019.

CMC Recommendation:
The Board to approve the CAC recommendation to perform necessary pothole repairs.

Budget Consideration:
GL 3280 – Replacement Reserves

Vote:

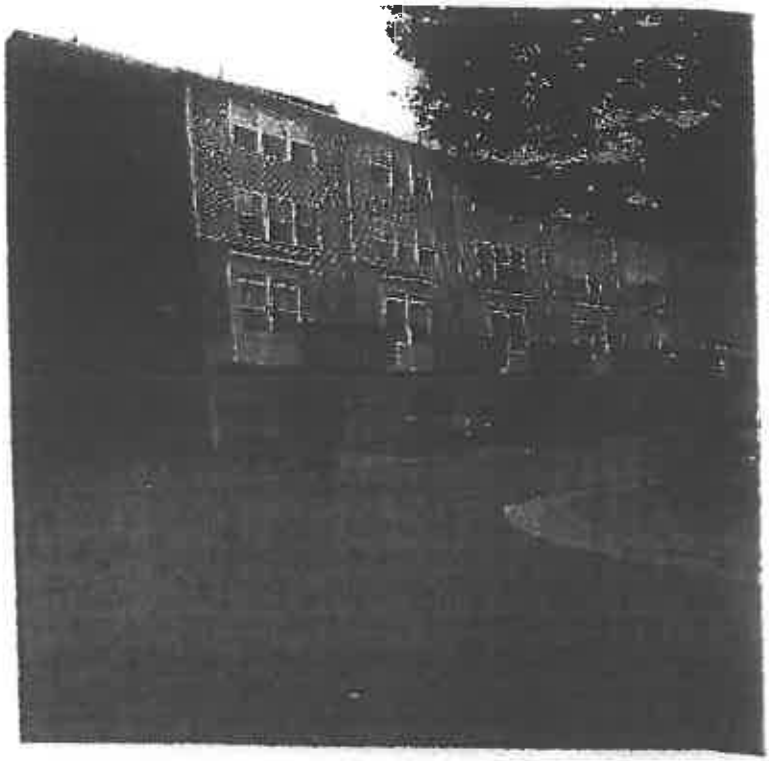
	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Martin Menez				
Jon Dellaria				
Tom Sugrue				
Sarah Meyer Walsh				
Brian Sundin				
Kimberlee Canter				

TAB 9

Proposal #9479863

Cameron Station

200 Cameron Station Boulevard
Alexandria, VA 22304



Executive Summary Report

Karen Soles - Community Manager

Phone: (703) 567-4881

Email: KSoles@cmc-management.com

Proposal Date:09/26/2019

Submitted By: Terry Treadwell - VP, Sales & Business Development

703-943-7460 / terry@potholerepair.com

Proposal #9479863

Contents

2. About Pothole Repair.com
3. Executive Summary Report
4. Site Plan Detailing Location of Repairs
5. Photo Gallery Documenting Repairs
6. Carbon Calculator Analysis
7. Proposal Detail
8. Terms & Conditions
9. Statement of Work
10. COI Request Form

Proposal #9479863

About Pothole Repair.com

PotholeRepair.com is a SWaM Certified, US Company using 100% American labor and materials to provide the Property Management market with a service oriented to small scale, affordable, professional thermal asphalt repairs.

We use a sophisticated ***Hot-In-Place*** recycling process which reduces our carbon footprint by 85% over traditional methods while delivering superior quality asphalt repairs. Our process is quiet, quick and affordable.

The PotholeRepair.com process:

- Significantly reduces costs, saving our typical client 60% or more
- Delivers world class customer service
- Completes repairs quickly, about 20 minutes per pothole
- Virtually eliminates on site disruption for residents, tenants, guests and customers
- Never requires your lot to be closed
- Is available year round even in winter when many potholes need fast attention
- Is sustainable 85% greener than traditional repairs
- Produces "seamless" repairs eliminating "walking" potholes
- Uses VDOT approved hot mix asphalt and hot A/C 20 asphaltic cement
- Provides complete documentation including before and after pictures
- Assures top notch quality backed by an ironclad warranty
- Awarded 5 Innovation Awards

We build long term client relationships by delivering real VALUE, providing exceptional SERVICE and quality asphalt repairs we can both be proud of.

Proposal #9479863

Executive Summary Report

Date of Report: 09/26/2019

Site Name: Cameron Station

Site Address: 200 Cameron Station Boulevard Alexandria, VA 22304

Attn: Karen Soles

Phone: (703) 567-4881

Date of Inquiry: 09/23/2019

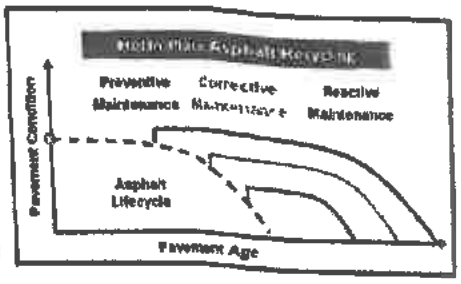
Client Name:

CMC - Community Management Corporation Chantilly

Billing Address: CMC790-55155/Cameron Station Community/PO Box 650255 Dallas, TX 75265

No. of Repairs Areas: 13

Thank you for requesting a lot survey from PotholeRepair.com for Thermal Asphalt Repairs to correct the existing asphalt damage at the above mentioned site.



In order to accurately determine your requirements we inspected this site and identified **twenty (20)** individual and/or linked 1m x 1m repairs are required to restore the areas indicated in this report.

For your convenience, the next pages contain a site plan to identify the location of each repair and a photo gallery to document the proposed repairs. We trust that we have interpreted your requirements correctly and as such are pleased to provide the following quotation for your consideration.

Our Technology is unlike traditional repair methods. PotholeRepair.com uses a patented Thermal Bonding System to mechanically and thermally eliminate all joints providing superior resistance to water penetration compared to conventionally cut joints. Our equipment is contained in a single vehicle, enabling just two technicians to repair defects with minimum disruption.

How does it work? Our process uses indirect, pulsed heat to recycle the existing road surface and reestablish the original integrity of the road or pathway. A thermal bond is created between the repair area and the existing asphalt which works deep down to re-establish a permanent bond with the base infrastructure.

Proposal #9479863

Site Plan Location of Repairs

Cameron Station

Repair #1(Marker A) = 1TR's

Repair #2(Marker B) = 2TR's

Repair #3(Marker C) = 1TR's

Repair #4(Marker D) = 2TR's

Repair #5(Marker E) = 1TR's

Repair #6(Marker F) = 2TR's

Repair #7(Marker G) = 3TR's

Repair #8(Marker H) = 2TR's

Repair #9(Marker I) = 2TR's

Repair #10(Marker J) = 1TR's

Repair #11(Marker K) = 1TR's

Repair #12(Marker L) = 1TR's

Repair #13(Marker M) = 1TR's

200 Cameron Station Boulevard
Alexandria, VA 22304

Proposal #9479863

Potholes Images

Cameron Station

Pothole #1(1TR's) Pothole #2(2TR's) Pothole #3(1TR's)

Pothole #4(2TR's) Pothole #5(1TR's) Pothole #6(2TR's)

Pothole #7(3TR's) Pothole #8(2TR's) Pothole #9(2TR's)

Pothole #10(1TR's) Pothole #11(1TR's) Pothole #12(1TR's)

Pothole #13(1TR's)

200 Cameron Station Boulevard
Alexandria, VA 22304

Proposal #9479863

Carbon Calculator Analysis

Cameron Station

200 Cameron Station Boulevard
Alexandria, VA 22304

Carbon Saving for this 20 TR Project

Traditional Repair Creates **1040** kg of CO_2

Pothole Repair Creates **80** kg of CO_2

Pothole Repair **Saves 960** kg of CO_2

Pothole Repair **Saves 3211** Miles of Travel

Pothole Repair **Saves 98** Years illuminating 100w Bulb

Proposal #9479863

Proposal Price Detail

Cameron Station

Significant cost savings * Lasts longer than a traditional repair
85% reduced carbon foot print * Recycles existing material * 1 Year guarantee

Green Asphalt Repair Proposal

Item #	Product	TR/Qty	Cost Per	Subtotal	Adj. Subtotal	Approval (Y or N)
1	Thermal Repair	1	$299.00	$299.00	$239.00	___
2	Thermal Repair	2	$299.00	$598.00	$478.00	___
3	Thermal Repair	1	$299.00	$299.00	$239.00	___
4	Thermal Repair	2	$299.00	$598.00	$478.00	___
5	Thermal Repair	1	$299.00	$299.00	$239.00	___
6	Thermal Repair	2	$299.00	$598.00	$478.00	___
7	Thermal Repair	3	$299.00	$897.00	$718.00	___
8	Thermal Repair	2	$299.00	$598.00	$478.00	___
9	Thermal Repair	2	$299.00	$598.00	$478.00	___
10	Thermal Repair	1	$299.00	$299.00	$239.00	___
11	Thermal Repair	1	$299.00	$299.00	$239.00	___
12	Thermal Repair	1	$299.00	$299.00	$239.00	___
13	Thermal Repair	1	$299.00	$299.00	$239.00	___
14	Mobilization Fee	1	$35.00	$35.00	$35.00	___
						___
	Total	20		$6,015.00	**$4,816.00**	

P.A.R.C Discount $4,336.00 + $199.00 = $4,535.00 ____ (Initial)

1 Year P.A.R.C. Agreement extends 10% discount on all authorized repairs, extends warranty 25% & includes three proactive documented inspections

NOTES: * Pricing based on minimum of 5 Thermal Repairs, less than 5TR pricing $299/TR.

Adjustment(s) * This quote includes discount for Preferred Client Account.

Additional Information: Proposal valid for 30 days.

Acceptance of Proposal:

_____ Date _____ authorizes Pothole Repair.com to proceed in executing asphalt repairs as outlined above. 33% deposit required upon acceptance, balance due upon completion. Terms, conditions and guarantee information attached.

PATRON
INSURANCE SERVICES

Certificate of Insurance Request Form

Company Name of Insured: **POTHOLE REPAIR**

Name of Requestor:

Email of Requestor:

Phone of Requestor:

Certificate Holder Name:

Street Address:

City: **State:** **Zip:**

Attn: **Property/Job:**

(Attach sample certificate if available)

How do you want the Certificate of Insurance transmitted? Check all that apply and provide contact:

- Email to Certificate Holder
- Fax to Certificate Holder
- US Mail to Certificate Holder (at the address listed above)

*Insured's copy will be emailed to insured unless otherwise requested.

Special Requests:

Send form to Patron Insurance Services

Email: tess@patroninsurance.com / Fax: 703-281-0067

301 Maple Ave West, Suite 310, Vienna, VA 22180

Proposal #9479863

POTHOLE REPAIR METRO DC, LLC

Statement of Work

CLIENT

_____

(Has authority to authorize the work.)

PROPERTY OWNER (if not the client)_____

NAME OF CLIENT

("Client") hereby hires and engages Pothole Repair Metro DC, LLC ("PRMDC") as follows:

1. **SCOPE OF WORK.** PRMDC shall perform in a workmanlike manner the pothole repair services (the "Services") which are fully described in this proposal (the "Proposal").
2. **RESPONSIBILITIES OF CLIENT.** Prior to the commencement of any Services, Client shall clear the service area making it free of obstruction and cordon off areas as required so that the Services can be provided without delay. In addition, Client will complete any other preparation described in the Proposal, if any, prior to PRMDC commencing the Services. PRMDC will contact Client at least 48 hours prior to the start date regarding the preliminary work to be done by Client, as described in this Paragraph 2.
3. **DELAYS ATTRIBUTABLE TO CLIENT.**
   a. In the event that Client fails to complete the preparation described in the preceding Paragraph 2 in a timely manner, and the commencement of the Services by PRMDC is delayed as a result thereof, Client shall pay PRMDC a cancellation fee of the greater of 20% of the total price of the Services as described in this Agreement or $99.
   b. If any act or omission of Client, its agent, employees, or representatives, causes delay in PRMDC's performance of the Services, Client will be charged a fee for such delay of $99 for each 30 minutes of delay.
4. **PRICE.** The cost of the proposed work is set forth in the Proposal.
5. **MODIFICATION.** PRMDC reserves the right to modify the Proposal and/or this Statement of Work if there is a material deterioration or other material change in and around the surface(s) to be repaired between the date of the Proposal and the date the Services are to commence.
6. **TIME.** PRMDC agrees to complete all repairs on or before _____ subject to the terms and conditions of this Agreement. In the event that the performance by PRMDC is delayed as the result of weather conditions, acts of God, or other force majeure, the due date will be extended until the force majeure or other condition is resolved and PRMDC shall not be subject to any penalty of any kind as a result of such delay. If the Services are delayed more than 30 days, then Client may at its option terminate this Agreement without penalty.
7. **TERMS AND CONDITIONS.** This Statement of Work is subject to the terms and conditions set forth below, all of which are incorporated herein by reference.

POTHOLE REPAIR METRO DC, LLC

By:_____ Barry Post, President

Date: _____

_____
Client's Full Name

By:_____

Name: _____

Date: _____

Proposal #9479863

COMMERCIAL TERMS AND CONDITIONS

The following terms and conditions govern the attached Statement of Work submitted by Pothole Repair Metro DC (PRMDC) to Customer.

1. **Services.** PRMDC agrees to supply the Services described in the Statement of Work pursuant to the terms of this agreement. The Statement of Work and these terms and conditions are referred to collectively as the "Agreement."
2. **Warranty.** Upon completion of the Services and receipt of payment in full from Client, PRMDC will warrant the repairs made against any defects in workmanship or materials for a period of 12 months from the date of completion of the Services. If a repair fails or degrades through normal wear and tear during the 12 month warranty period PRMDC will make necessary modifications to the repair without charge to the Client. PRMDC makes no other warranty express or implied.
3. **Exclusions.** Degradation, or other deterioration of a repair (i) in an area where vehicles make continual and repetitive turns; or (ii) which is caused by dislodging of the repair attributable to tree or other roots, broken water or gas pipes, breakage of the adjoining road or surface area adjacent to or surrounding the repair, or repetitive oil, gas, other toxic substance spillage, or similar circumstances are expressly excluded from this Warranty. Any modification or alteration to the Repair by any person or enterprise other than PRMDC will void the Warranty described in Paragraph.
4. **Limitations of Liability.** PRMDC shall not be liable to Client or any third party for (i) any failure or defect of the Repair caused by persons or events beyond PRMDCs reasonable control or the acts or omissions of Client or any third party or for any consequential damages arising from the Repair or the failure of the Repair; or (ii) any claim arising out of damage to underground utility lines or related hardware or consequent outages, unless Client has clearly informed PRMDC of the location of such utility lines or hardware prior to commencement of the Services. Client shall not be entitled to punitive damages under any circumstances. Client agrees that the maximum sum for which PRMDC may be held liable to Client or any third party collectively is the total consideration paid by Client to PRMDC for the Services provided pursuant to this Agreement.
5. **Payment.** Payment is due upon completion of the Services, unless Client has established an account with PRMDC. If Client has an account, payment is Net 10. 2% per month interest on any invoices remaining unpaid after 30 days (or the maximum interest allowed by law, if less than 24% per annum) and payment of all cost relating to collection, including, but not limited to, reasonable attorney fees, court costs, and interest.
6. **Severability.** A determination that any provision of this Agreement is invalid, illegal or unenforceable shall not affect the enforceability of any other provision.
7. **Applicable law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia without regard to conflict of law principles. The parties hereby agree to submit to the exclusive jurisdiction and venue of the state or federal courts sitting in or serving Fairfax County, Virginia.
8. **Entire Agreement.** This Agreement constitutes the entire agreement of the Parties and supersedes all other agreements, representations, communications, statements or negotiations between the Parties relating to the subject matter hereof.
9. **Amendments.** Any modification of this Agreement must be in writing and signed by both parties.
10. **Client Representation.** Client hereby represents that it has authority to engage PRMDC to perform the Services at the site described in the Proposal.
11. **Dispute Resolution.** Any claim for monies due PRMDC pursuant to this Agreement, may be brought in any court of competent jurisdiction in Fairfax County, Virginia, and the parties agree to submit to the jurisdiction and venue of such court. All other disputes between the Parties in relation to or arising out of this Agreement or any part of this Agreement, which are not amicably resolved by the parties themselves, shall be submitted to final and binding arbitration.
12. **Location of Arbitration.** Any arbitration proceeding shall be held in Fairfax County, Virginia.
13. **Arbitration Procedure.** The arbitration shall be conducted pursuant to the rules of the American Arbitration Association governing commercial arbitration, and the applicable law in the Commonwealth of Virginia, as the same may be amended from time to time. The fees and costs for the arbitration, including, without limitation, fees and travel expenses for the arbitrators, but excluding the parties' attorneys' fees, shall be paid one-half by each party.
14. **Choice of Arbitrator.** The parties may request a list of prospective arbitrators from the American Arbitration Association or the Federal Mediation and Conciliation Service, or the Virginia judicial system, or they may select arbitrators on an ad hoc basis. If the parties cannot agree on an arbitrator, they will request that the American Arbitration Association appoint an arbitrator.
15. **Arbitration Is Final And Binding.** The parties to the dispute irrevocably agree that the decision in such arbitration proceedings (i) shall be binding on the parties; and (ii) may be enforced in a court of competent jurisdiction. The parties understand and agree that by entering into this agreement to arbitrate, they forfeit their right to assert in claims before a judge or jury
16. **Severability.** The foregoing agreement to arbitrate shall survive the termination of this Agreement.

TAB-10

TAB 10

Cameron Station Community Association, Inc.
Board Decision
October 22, 2019

Motion:
"I move to approve the FAC recommendation to appoint Andrew Hill as a new member of the FAC."
Second:

Summary:
The FAC is requesting approval to appoint Andrew Hill as a new member of the FAC.

CMC Recommendation:

Budget Consideration:
None

Vote:

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

TAB 10

CAMERON STATION

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.

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

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.

GREG S. HILLSON

518-281-4709 ghillson@yahoo.com

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 — ~Four Years - Present, Washington, D.C.

Senior Counsel, Division of Enforcement

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

WILLIAMS & CONNOLLY LLP — ~Five Years, Washington, D.C.

Associate

- 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 — ~One Year, McLean, VA

Associate, Commercial Strategy Consulting

- Advised corporations on business strategy and cost-savings.

UNITED STATES NAVY — ~Five Years, Norfolk, VA

Surface Warfare Officer, Lieutenant (Top Secret clearance)

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

OKAZAKI INSTITUTE FOR INTERNATIONAL STUDIES — ~One Year, Tokyo, Japan

Henry Luce Scholar

- 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 — Four Summers, Langley, VA

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

- 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.

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

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

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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
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EDUCATION

Saint Francis University — Loretto, PA
Bachelor of Science in Accounting and Management Information Systems — 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

TAB-11

Cameron Station Community Association, Inc. **TAB 11**

Board Decision

October 22, 2019

Motion:
"I move to approve the CCFC recommendation to approve a contract with Nard's Entertainment Services to install a new sound system for the multi-purpose court. The total cost is **$2,812.00 and will be paid from Reserve Expenditure, 118 $1,800 and the remaining amount of $1,012.00 to be paid out of Capital Improvements."**
Second:

Summary:
The CCFC is requesting a new sound system for the multi-purpose court.

CMC Recommendation:
The Board to approve the CCFC recommendation to install a new sound system for the multi-purpose court.

Budget Consideration:
GL3280- Repair & Replacement Reserves and GL 3364 Capital Improvements

Vote:

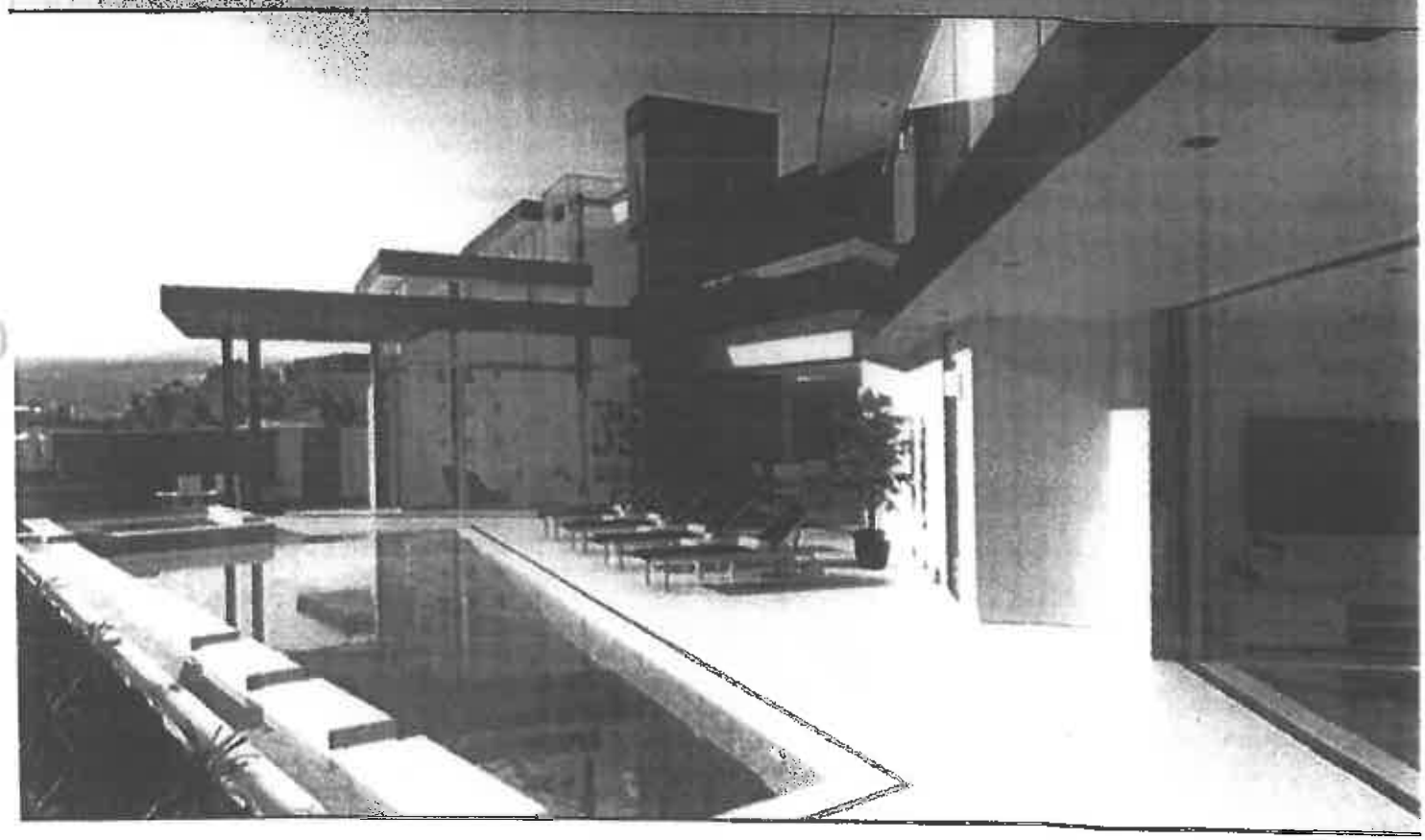
	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Martin Menez				
Jon Dellaria				
Tom Sugrue				
Sarah Meyer Walsh				
Brian Sundin				
Kimberlee Canter				

PROPOSAL

Gym Audio
(Basketball Court)

CAMERON STATION
200 CAMERON STATION BLVD
ALEXANDRIA, VA 22304

Revision: 0
Issued Date: [illegible]



Presented By:

Nards Entertainment Services

6821 Whittier Ave.
McLean, VA 22101 US
(703) 821-8629
nardsentertainment.com

Nard's TECHNICAL SERVICES

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Audio System

1	**Arlington Plate Pitch Pocket 1G** Reversible Two-Piece Low-Voltage Cable Entrance Plate	$5.00

4	**Arlington Rings LV 1G** Low Voltage Mounting Bracket	$7.00

1	**Attero Tech Blutooth Wall Plate** Bluetooth in-wall input interface	$399.00
9	**AV Labor VA AV Labor VA**	$1,215.00

1	**DBX Controller Volume /Source** Source selector and volume control for ZonePro processor	$59.00

1	**DBX DSP 6x4** With 6 inputs and 4 outputs the dbx ZonePRO 640 provides flexible signal routing, powerful DSP processing and multiple control interfaces for Commercial Audio applications.	$549.00
1	**Misc Misc Connectors and Hardware** Misc Cable Connectors and Hardware	$50.00
100	**Perfect Vision Wire RG-6** RG-6 Single	$25.00
4	Perfect Vision Connector F-Conn F-Connector	$2.60

95

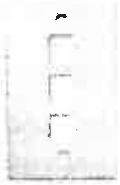
* Price Includes Accessories

1	**QSC Amplifier GX3** Power Amplifier - 300 Watt and 8 Ohm	$299.00

4	**SnapAV Cable RCA Audio 6'** Binary Cables B3-series analog audio cable 2 meter (6.56 feet)	$24.00

1	**SnapAV Keystone RCA R** Wirepath UL-certified Gold-Plated F-Connector to RCA Jack Keystone Insert, Red RCA, White	$3.25

1	**SnapAV Keystone RCA W** Wirepath UL-certified Gold-Plated F-Connector to RCA Jack Keystone Insert, White RCA, White	$3.25



1	**SnapAV Plate Keystone 3** Wirepath 3-Port Keystone Wall Plate, White	$1.50

100	**SnapAV Wire 22/4 Shielded** Binary cable with 22-gauge, 4-conductor, 7-strand and CMR-rated shielded audio/control wire	$25.00

200	**SnapAV Wire CAT6** Binary Cable CAT 6 550MHz Unshielded 23/4.58mm CMG-Rated Wire - 1000 feet, Nest in Box,	$50.00

4	Platinum Tools Connector RJ-45 EZ CAT6 EZ-RJ45 Cat 6+ Conn, 100 Pc Box	$4.00

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* Price Includes Accessories

Equipment:	**$1,506.60**
Labor:	**$1,215.00**
Audio System Total	**$2,721.60**

Equipment:	**$1,506.60**
Labor:	**$1,215.00**
Gym Total	**$2,721.60**

Equipment Subtotal:	**$1,506.60**
Labor Subtotal:	**$1,215.00**
Project Subtotal:	**$2,721.60**

BLUETOOTH HEADSET ?

* RESERVE STUDY ?
ITEM

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* Price Includes Accessories

Gym Audio

PROJECT SUMMARY

Equipment:	$1,506.60
Labor:	$1,215.00
Sales Tax:	$90.40
Grand Total:	**$2,812.00**

Client: **DIERDRE BALDINO** **Date**

Contractor: **Nards Entertainment Services** **Date**

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We will replace the existing home stereo amplifier with a new GX3 and DBX.

A bluetooth wallplate, volume control/selector switch, and a set of aux inputs will be installed in the drywall recess with exterior plate covers as sources.

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TAB-12

Pool Hours for 2020 Pool Season American Pool to provide additional pool hours expenses for CCFC consideration.

Option 1: Early Pool opening the weekend before Memorial Day on 16/17 May 2020 from 10:30 am to 8:30 pm.

Option 2: Pool opening from 2:30 pm to 8:30 pm from 8 to 11 Sept to include lap swim from 6:00 am to 8:00 am.
Also pool opening 14 to 18 Sept from 2:30 pm to 8:30 pm to include lap swim from 6:00 am to 8:00 am. And the last weekend in Sept
From 10:30 am to 8:30 pm on 26/27 Sept 2020.

TAB-13

Cameron Station Community Association, Inc.
Board Decision
October 22, 2019

Motion:
"I move to approve the CCFC recommendation to gain the Board's agreement in principle to proceed with a detailed quote for security upgrades. The total cost is to be determined."
Second:

Summary:
The CCFC is requesting agreement to proceed with a detailed quote for security upgrades in the clubhouse.

CMC Recommendation:
The Board to approve the CCFC recommendation to proceed with a detailed quote for security upgrades in the clubhouse.

Budget Consideration:
GL Capital Improvements

Vote:

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

CCFC SECURITY RECOMMENDATIONS PARPARED BY JOHN BURTON

Regarding security, to stay within budget I recommend the following:

1. Both entry doors remain locked at all times. Key card access only. Given that the front desk is not manned full time and the door near the Great Room is not manned, this will ensure that only authorized personnel are allowed entry.
2. Install Nest doorbell cameras on both doors. These can be monitored online (most likely a tablet) from both the desk and in the office ($250 each - $500)
3. Install door release buttons are front desk and office to open door remotely after verifying how is requesting access. (Cost TBD)
4. Install Nest cameras in the front logy, in the basketball court, in the gym, in the lobby near the great room, at the top of the stairs to the office and by the pool. ($225 each - $1,350)
5. Provide tablets for the front desk an office ($200 each - $400)
6. The onsite maintenance staff can install. They connect via WiFi and only need power.
7. Contract for cloud storage to store images for 30-60 days (cost TBD)

If this approach is agreeable to the committee and board, I can finalize the pricing. Total to this point is $2,250.

TAB-14

Cameron Station Community Association, Inc.
Board Decision
October 22, 2019

Motion:
"I move to approve the CCFC recommendation to direct ProFIT to purchase a lightly used LifeFitness Functional Trainer for a cost not to exceed $2,500. This is to be paid from the Reserve Expenditures, GL3280."
Second:

Summary:
The CCFC is requesting approval to purchase a lightly used LifeFitness Functional Trainer.

CMC Recommendation:
The Board to approve the CCFC recommendation to purchase a lightly used LifeFitness Functional Trainer.

Budget Consideration:
GL 3364 - Capital Improvements

Vote:

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