

CAMERON STATION COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
DECEMBER 4, 2019 at 7:00 p.m. – 9:30 p.m. - Cameron Club Henderson Room
DRAFT AGENDA
Note timed agenda

I.	CALL TO ORDER/ESTABLISH QUORUM		7:00
II.	APPROVE AGENDA		7:05
III.	GUEST SPEAKERS: Lieutenant Casey; Lieutenant Weinert (5 Minutes Each)		7:10
IV.	RESIDENTS OPEN FORUM		7:15
V.	APPROVAL OF MINUTES (Pages 1-9)	TAB 1	7:25
	-- CSCA Board Meeting October 22, 2019		
	-- CSCA Annual Meeting Minutes (for review/not approval Until 2020 Annual Meeting)		
VI.	FINANCIAL REPORT for October 2019 (Pages 10-20)	TAB 2	7:30
VII.	ProFIT October 2019 Report (Pages 21-24)	TAB 3	7:35
VIII.	OFFICERS & COMMITTEE MINUTES/REPORTS CCFC & A&E (Pages 25-29)	TAB 4	7:40
IX.	MANAGEMENT REPORT (Page 30)	TAB 5	8:05
X.	OLD BUSINESS		
	a. City of Alexandria Update		
XI.	NEW BUSINESS		
XII.	BOARD DECISION		
	a. Appointment of Board Positions and Liaison Positions (Page 31)	TAB 6	8:15
	b. Annual Meeting Dates 2020 – Last Tuesday's except 10/20 Nov/Dec 12/1 meet the Candidates October 18, 2020 7:00 & Annual Meeting November 2, 2020 6:30 Registration 7:30 Meeting		8:30
	b. Draft PR - Recording of Open Meetings of the Association, Board of Directors and Committees (Pages 32-35)	TAB 7	8:40
	c. Draft AR – Guidelines of Meeting Responses to Owner Requests (Pages 36-38)	TAB 8	8:50
	d. Draft AR – Specific Line Item in Budget due to Costs to the Association (Pages 39-40)	TAB 9	9:00
XIII.	BOARD DISCUSSION		
	a. Proposed Quarterly Town Hall Meetings		9:10
	b. Audio for Multi-Purpose Court – John Burton to report (Pages 41 - 46)	TAB 10	9:15
	c. Security Upgrade Consideration – John Burton to report (Pages 46.A - 46.B)	TAB 11	
XIV.	EXECUTIVE SESSION (STATE PURPOSE PRIOR TO ENTERING ES)		
	a. Delinquency/Collection/Attorney Status Accounts (Pages 47-75)	TAB 12	9:20
XV.	ADJOURNMENT		9:40

Tab -1

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday October 22, 2019**

The regularly scheduled monthly meeting of the Board of Directors for October was held on Tuesday, October 22, 2019. The meeting was called to order at 7:05 p.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
Tom Sugrue; Secretary

Kim Canter; Director
Jon Dellaria; Director

MEMBERS ABSENT

Brian Sundin; Director

OTHERS ATTENDING

Cameron Station Residents
Karen Soles; General Manager, CMC
Todd Branson; Assistant General Manager, CMC
Hannah McCracken; Portfolio Manager
Bethlehem Kebede; Covenants Administrator, Recording Secretary, CMC

APPROVE AGENDA

Move to "Approve the Agenda as Amended (Table John Ticer Pocket Park Enhancement & Knapp Place Pocket Park Enhancement Proposals and Place Security Upgrades under Discussion, not Decision)"

Moved by: Sarah Meyer Walsh

Seconded: Jon Dellaria

For: All

Against: None

Absent: Brian Sundin

MOTION PASSED

GUEST SPEAKER

Sheriff Lieutenant Sean Casey

Briefed the Board - He reported that his office is ready to work alongside the Alexandria Police Department as needed to keep everyone safe Halloween Night. He reported that the main role of the Sheriff's Department is to keep the courthouse safe, managing jails and making sure the community as a whole is safe. He also noted that the Alexandria Sheriff's Office is one of the Sheriff Offices that has earned Triple Crown Credit.

Police Lieutenant Matthew Weinert

Reported all the crimes that have been reported in the past month among them being domestic assault, hit & run, and one vehicle in the community was vandalized. He also reported that his office has been preparing and is ready to have the Halloween Night covered as needed to keep everyone safe in the Community.

RESIDENT'S OPEN FORUM

Residents were present at this meeting, but they did not comment.

APPROVAL OF MINUTES

Move To "Approve the minutes from September 24, 2019 as presented, October 10 Special Meeting as presented, and October 15 Special Meeting as presented"

Moved by: Martin Menez

Seconded: Kim Canter

Against: None

Absent: Brian Sundin

MOTION PASSED

Financial Statement Summary September 2019

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.

Mr. Menez noted that the delinquency rate for the association is 2% which is below the average industry standard rate of 3%-5%.

PRO-FIT September 2019 REPORT

CCFC Chair, Ray Celeste, reported the PRO-FIT report as presented in the Board packet.

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

CCFC Chair, Ray Celeste, reported that the committee looked into the pool/clubhouse guest policy because they had a recent request by some residents to allow more guests than the policy currently allows to the gym and the pool. After deliberation and careful thought the Committee has decided that the current guest usage policy is best suited for the Community so no changes will be made to this policy.

Secondly, he reported that the Committee recommends an extra weekend early opening of the Pool in May 2020 and also adding an extra weekend at the end of September before closing.

Lastly, he reported that the Committee recommends to the Board the purchase of a lightly used piece of fitness equipment, more details about this equipment is included in the board packet.

Activities and Events Committee

A&E Chair, Andy Young, reported that the Octoberfest event was the least attended event this year. The Committee now is preparing for the Kids Halloween party. He also reported that Annual Holiday Party planning and preparations are underway. The event is unique this year from previous years as the event will include Horse Carriage rides and entertainment from the Alexandria Harmonizers.

Architectural Review Committee

ARC Chair, Karen Diener, was also present to brief the Board, she reported that the committee continues to receive emergency roof replacement applications. The committee always reviews and makes decisions on these applications outside of the normal process time and as long as all the required information is included the ARC approves these emergency applications. Recently the ARC reviewed many window replacement applications. She also mentioned that the committee is reviewing solar panel installation guidelines per the Board's request. Ms. Diener also mentioned that the committee is pleased to see that the Board has assigned a Liaison to the Architectural Review Committee.

Common Area Committee

No report was made.

Communications Committee

Communications Committee Chair, Tricia Hemel, was present and briefed the Board that the Committee recently has been working on new ideas for welcoming new residents in the neighborhood. The Committee has been working on the welcome packet folder, the Community Map, Welcome bag totes and Cookies with CS design logo on them which will go into the welcome bag totes.

Financial Advisory Committee

FAC Chair, Takis Taousakis, reported that the Reserve Study is complete. Contribution rate went up for 2020 by 4%. Currently it is 3.68%. The FAC is currently studying the Investment Policy and will come up with recommendations for the Board.

MANAGEMENT REPORT

Reported as presented in the Board packet. During this discussion it was decided by the Board and Management that the December Board meeting will be on Wednesday December 4th.

OLD BUSINESS**A. City of Alexandria Update**

Mr. Menez reported that the Alexandria City Council has voted to invoke the sunset provision of the special Use Permit of Virginia Paving Company which means that this asphalt plant will have to cease its operations no later than January 2027.

NEW BUSINESS**a. Insurance**

It was discussed that an additional insurance is needed to include cyber security and crime coverage.

b. Draft Budget 2020

Copies of the draft budget 2020 was handed out at the meeting: It was discussed, and it was decided that with only 2 adjustments:

1. Pool Management Contract (Extended additional weekend coverage)
2. Insurance – (Cyber Liability and Crime Protection Coverage)

the draft budget 2020 can be approved at this meeting.

BOARD DECISIONS**Draft Budget 2020**

Move to: "Approve the presented budget 2020 draft with adjustments made to GL6438 Pool Management Contract increased in costs to cover an additional weekend coverage and adjustments also to be made to the Insurance policy to include coverage for Cyber Liability and Crime Protection also adjustments to be made on GL5030 Coupons Account set up."

Moved by: Sarah Meyer Walsh

Seconded: Kim Canter

Against: None

Absent: Brian Sundin

MOTION PASSED

PotholeRepair.Com Proposal # 9479863

Move to "Approve the CAC recommendation to perform necessary pothole repairs as presented in the proposal #9479863 for \$4,535.00 to be paid from Street Repair and Maintenance GL6760 and part of the fees will come out of Replacement Reserves GL3280"

Moved by: Sarah Meyer Walsh

Seconded: Jon Dellaria

Against: None

Absent: Brian Sundin

MOTION PASSED

Move to "Approve the FAC recommendation to appoint Andrew Hill as a member of the FAC"

Moved by: Kim Canter

Seconded: Martin Menez

For: All

Against: None

Absent: Brian Sundin

MOTION PASSED

Move to **"Table Till next month pending Discussion with CCFC 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, \$1,800.00 and the remaining amount of \$1,012.00 to be paid out of Capital Improvements."**

Moved by: Martin Menez

Seconded: Kim Canter

For: All

Against: None

Absent: Brian Sundin

MOTION PASSED

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."**

Moved by: Tom Sugrue

Seconded: Kim Canter

For: All

Abstained: Sarah Meyer Walsh

Against: None

Absent: Brian Sundin

MOTION PASSED

Move to **"Nominate Donna Kenley for 2019 Mark Pillow Award"**

Moved by: Kim Canter

Seconded: Tom Sugrue

For: All

Against: None

Absent: Brian Sundin

MOTION PASSED

Move to **"Nominate Andy Young for 2019 Volunteer of the Year Award"**

Moved by: Sarah Meyer Walsh

Seconded: Tom Sugrue

For: All

Against: None

Absent: Brian Sundin

MOTION PASSED

Move to **"Amend the Agenda to discuss conduct of the Annual Meeting 2019"**

Moved by: Martin Menez

Cameron Station Community Association

Tuesday, October 22, 2019 – Board of Directors Meeting

Seconded: Tom Sugrue

For: All

Against: None

Absent: Brian Sundin

MOTION PASSED

There was a brief discussion made on the conduct of the annual meeting and the selection of the types of refreshments to be served at the meeting.

Move to “Enter Executive Session at 10:15PM to discuss delinquency/collection/attorney status accounts.”

Moved by: Kim Canter

Seconded: Tom Sugrue

For: All

Against: None

Absent: Brian Sundin

MOTION PASSED

Move To: “Exit executive session at 10:20 p.m.”

Moved by: Kim Canter

Seconded: Tom Sugrue

For: All

Against: None

Absent: Brian Sundin

MOTION PASSED

Move To: “Approve Attorney suggested write offs for various delinquent accounts in the amount of \$560.61 and Attorney suggested write offs for unpaid resale processing fees of accounts in the amount of \$883.37.”

Moved by: Sarah Meyer Walsh

Seconded: Tom Sugrue

For: All

Against: None

Absent: Brian Sundin

MOTION PASSED

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

**CAMERON STATION COMMUNITY ASSOCIATION
ANNUAL MEETING MINUTES
NOVEMBER 4, 2019**

The Annual Meeting of the Cameron Station Community Association, Inc. was called to order at 7:40 p.m. by Michael Johnson, President, at the Samuel E. Tucker Elementary School, 435 Ferdinand Day Drive, Alexandria, Virginia 22304, with a quorum present.

BOARD ATTENDANCE

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

MEMEBERS ABSENT

None

OTHERS ATTENDING

John Tsitos, President, CMC
Karen Soles, General Manager, CMC
Todd Branson, Assistant General Manager, CMC
Hannah McCracken, Portfolio Manager, CMC
Bethlehem Kebede, Recording Secretary, CMC
Todd Sinkins, ESQ., Legal Counsel-Rees Broome, PC
Members of Cameron Station Community Association

DECLARATION OF QUORUM

It was verified that enough members were represented either in person or by proxy and a quorum of 10% was met.

PROOF OF MEETING NOTICE

Proof of notice was mailed to all owners by first class mail on October 10, 2019.

APPROVAL OF 2018 CAMERON STATION ANNUAL MEETING MINUTES

Move To: "Approve the 2018 Cameron Station Annual Meeting Minutes as presented."

Moved by: Martin Menez

Seconded: Kim Canter

For: All

Against: None

MOTION PASSED

CANDIDATE INTRODUCTIONS

The following Candidates introduced themselves and they each had the chance to speak before the membership and present their candidate statements: Greg Hillson, Michael Johnson, Joan Lampe, Martin Menez, Sarah Meyer Walsh and Elliott Waters.

VOTE FOR FOUR CANDIDATES

Members voted and turned in their ballots for counting.

GUEST SPEAKER – MAYOR JUSTIN WILSON

Mayor, Justin Wilson, was the guest speaker at this meeting: The Mayor briefed Members of Cameron Station who were present at the meeting on a variety of projects that the council's office has been working on this year. He mentioned that he took office in January of 2019 and has 5 new Council Members that joined the office in January. The City Council adopted its work program in February and since has been working hard to learn and meet the needs of the City's residents.

Some of the projects that they have been working on include: infrastructure (this includes repairing the metrorail system which occurred this year), the redevelopment of Landmark Mall, advancing the school system (specifically high school), they are also looking into the idea of expanding the Dash bus from now regional only to transit network and weighing in on the benefits it will provide to the City and the City's residents if it were to be implemented.

The Mayor invited those who are interested in learning more about this and other matters to email him and request the City's Monthly Newsletter.

Mayor Justin Wilson also took various questions from Members of Cameron Station to include, questions in regards to high school issues, what benefits do Virginia Tech and Amazon relocation bring to the school system, questions about the e-scooter pilot program (the City has been receiving various complaints but at the same time there is a large percentage of the City's residents that have found it to be a useful means of commute) questions regarding the decision on sunset paving and questions regarding the west end and old town farmers markets.

OFFICERS REPORTS AND BOARD COMMENTS

Board Treasurer, Martin Menez gave a brief summary of the most recent financial report.

COMMITTEE INTRODUCTIONS AND PRESENTATIONS

Each Committee had its representatives present at this meeting. Representatives from the Financial Advisory and Common Area Committee spoke on their various committee activities and thanked Management for it's hard work throughout this year.

VOTING RESULTS

Of the six candidates on the ballot; Michael Johnson, Martin Menez, Joan Lampe and Sarah Meyer Walsh were voted by acclamation to the Board of Directors.

MARK PILLOW COMMUNITY SPIRIT AWARD PRESENTATION

The 2019 Mark Pillow Community Spirit Award was presented to Donna Kenley.

VOLUNTEER OF THE YEAR AWARD

The 2019 Volunteer of the Year Award was presented to Andrew Yang.

FY 2019 Operating Budget

The overall percentage increase in budgeted assessments from 2019 to 2020 is 2.7%.

Mr. Gathers, representing the Financial Committee, reported that there was an increase made to the overall 2020 budget to meet the needs of the community due to aging.

RESIDENTS OPEN FORUM

- A resident inquired how it can be possible to reduce the annual management contract fee while the budget states that administrative salaries have been raised. Mr. Johnson explained that the 2020 budget includes an expenditure for an additional part-time staff member which the association as a result of the savings made from the negotiated management contract.
- Another resident wanted to know when the Brenman Park project was going to be completed. He was informed that it is a project that the city is handling and that it appears that they are wrapping up and it set to be completed before the end of this year.
- Another resident inquired why the Gazebo renovation project take so long to complete. Explanations were given that due to some parts that were being ordered and were not in the market this project did take a while however there was no financial loss incurred as a result of this.
- Another resident inquired if the Management Company would be providing the same services as they did before under the new contract agreement. It was explained to the resident that there will be no changes in the services that will be provided.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 9:27 p.m.

Move To: "Adjourn the meeting"

Moved by: Kim Canter

Seconded: Sarah Meyer Walsh

For: All

Against: None

MOTION PASSED

Minutes Prepared and Respectfully Submitted by, Bethlehem Kebede, Recording Secretary,
CMC

Tab -2

Cameron Station Community Association

October 2019 Financial Report

Statement prepared by: Cheryl Weaver



Community Management Corporation

Investment Listing Report

Cameron Station Community

As of Thu Oct 31, 2019

GL Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Cash & Investments							
1013 - Operating 3336 Pacific Premier Bank	****0142 Signers: John Tsitos Carcel Hermogenes		576,986.34	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	****5485 Signers: Tsitos/Hermogenes	Money Market	713,440.96	1.750%	07/31/2018	0	
1330 - Morgan Stanley Smith Barney MM Morgan Stanley Smith Barney	****-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Money Market	78,763.95	0.750%	09/19/2001	0	
1353 - Morgan Stanley Smith Barney Investments Morgan Stanley Smith Barney	****-279 Signers: Martin Menez/ John A Tsitos / S.Philbin	Certificate of Deposit	1,573,000.00	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	8,631.47	0.000%	01/01/1900	0	
Total Cash Investments:			2,950,822.72				
Total Cameron Station Community:			2,950,822.72				

Cheryl Weaver

Balance Sheet Report

Cameron Station Community

As of October 31, 2019

<u>Assets</u>	<u>Balance Oct 31, 2019</u>	<u>Balance Sep 30, 2019</u>	<u>Change</u>
Cash & Investments			
1013 - Operating 3336	576,986.34	410,288.78	166,697.56
1302 - Congressional Bank - MM 5485	713,440.96	712,404.80	1,036.16
1330 - Morgan Stanley Smith Barney MM	78,763.95	105,947.38	(27,183.43)
1353 - Morgan Stanley Smith Barney Investments	1,573,000.00	1,543,000.00	30,000.00
1730 - Accrued Interest Receivable	8,631.47	8,369.58	261.89
Total Cash & Investments	2,950,822.72	2,780,010.54	170,812.18
Current Assets			
1500 - Residential Assessments Receivable	112,504.17	50,761.90	61,742.27
1530 - Allowance for Doubtful accounts	(37,498.86)	(37,498.86)	0.00
1600 - Prepaid Insurance	9,507.80	10,853.53	(1,345.73)
1640 - Other Prepaid Expenses	18,392.25	19,259.27	(867.02)
1725 - Insurance Receivable	(23,050.00)	(23,050.00)	0.00
1745 - Taxes Receivable	(19.00)	0.00	(19.00)
1799 - Clearing Account	948.60	0.00	948.60
Total Current Assets	80,784.96	20,325.84	60,459.12
Total Assets	3,031,607.68	2,800,336.38	231,271.30
Liabilities			
Current Liabilities			
2000 - Accounts Payable	0.00	(16,018.18)	16,018.18
2025 - Transfer Fee Payable	645.56	1,115.02	(469.46)
2050 - Resident Refunds	935.14	1,028.55	(93.41)
2200 - Income Taxes Payable	(1,700.00)	(1,700.00)	0.00
2300 - Accrued Expenses	42,816.33	33,062.21	9,754.12
2400 - Accrued Payroll Payable	13,041.00	27,391.18	(14,350.18)
2550 - Prepaid Assessments	93,783.60	270,947.29	(177,163.69)

Balance Sheet Report

Cameron Station Community

As of October 31, 2019

<u>Liabilities</u>	<u>Balance Oct 31, 2019</u>	<u>Balance Sep 30, 2019</u>	<u>Change</u>
Current Liabilities			
2560 - Future Months Assessments	415,254.00	0.00	415,254.00
Total Current Liabilities	564,775.63	315,826.07	248,949.56
Total Liabilities	564,775.63	315,826.07	248,949.56
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.	20,000.00	18,000.00	2,000.00
3364 - Capital Improvement Reserves Expend.	(5,033.50)	(5,033.50)	0.00
Total Capital Improvement Reserves	14,966.50	12,966.50	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	278,000.00	250,200.00	27,800.00
3280 - Repair & Repl Reserve Expenditures	(79,445.06)	(79,445.06)	0.00
Total Repair & Replacement Reserves	2,031,249.79	2,003,449.79	27,800.00
Total Owners' Equity	2,492,257.71	2,462,457.71	29,800.00
Net Income / (Loss)	(25,425.66)	22,052.60	(47,478.26)
Total Liabilities and Equity	3,031,607.68	2,800,336.38	231,271.30

Income Statement Summary

Cameron Station Community

October 01, 2019 thru October 31, 2019

	Current Period			Year to Date (10 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	207,629.72	207,626.79	2.93	2,076,280.88	2,076,269.79	11.09	2,491,524.79
Total Other Income	9,689.40	6,518.00	3,171.40	103,054.43	76,568.00	26,486.43	94,200.00
Total Income	217,319.12	214,144.79	3,174.33	2,179,335.31	2,152,837.79	26,497.52	2,585,724.79
Total Administrative	21,501.31	10,427.00	11,074.31	92,939.10	92,483.00	456.10	111,755.00
Total Activities	2,587.96	0.00	2,587.96	21,947.43	32,143.00	(10,195.57)	37,500.00
Total Communications	913.64	792.00	121.64	11,636.69	20,834.00	(9,197.31)	25,000.00
Total Management Services	46,309.86	46,058.00	251.86	463,072.88	460,590.00	2,482.88	552,707.52
Total Trash Services	26,450.92	26,173.00	277.92	263,816.27	261,732.00	2,084.27	314,078.10
Total Common Area Maint & Services	81,750.97	55,435.50	26,315.47	588,222.24	565,792.00	22,430.24	683,360.00
Total Utilities	0.00	0.00	0.00	13.96	0.00	13.96	0.00
Total Landscaping	13,689.00	0.00	13,689.00	16,989.00	3,612.00	13,377.00	3,612.00
Total Repair & Maintenance	0.00	631.50	(631.50)	900.00	4,419.00	(3,519.00)	5,050.00
Total Professional Services	12,484.32	4,583.00	7,901.32	74,438.03	52,533.00	21,905.03	61,700.00
Total Cameron Club Maint & Operations	26,546.01	28,002.50	(1,456.49)	337,730.84	339,488.00	(1,757.16)	390,324.48
Total Taxes & Insurance	2,763.39	2,467.00	296.39	34,522.27	29,500.00	5,022.27	36,043.60
Total Other Expenses	2,000.00	2,166.50	(166.50)	20,532.26	25,416.50	(4,884.24)	31,000.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	278,000.00	278,000.00	0.00	333,600.00
Total Expense	264,797.38	204,536.00	60,261.38	2,204,760.97	2,166,542.50	38,218.47	2,585,730.70
Net Income / (Loss)	(47,478.26)	9,608.79	(57,087.05)	(25,425.66)	(13,704.71)	(11,720.95)	(5.91)

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Income Statement Report Cameron Station Community Consolidated

October 01, 2019 thru October 31, 2019

Income	Current Period			Year to Date (10 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Assessment Income								
4001 - Assesemnts - SFD/TH	360,193.83	360,189.18	4.65	1,440,775.32	1,440,755.18	20.14	1,440,755.18	(20.14)
4002 - Assessments - CONDO	218,044.77	218,045.10	(0.33)	872,179.08	872,179.10	(0.02)	872,179.10	0.02
4016 - Future Assessments - SFD/TH	(240,126.00)	(240,126.00)	0.00	(240,126.00)	(240,126.00)	0.00	0.00	240,126.00
4017 - Future Assessments - CONDO	(145,363.00)	(145,363.00)	0.00	(145,363.00)	(145,363.00)	0.00	0.00	145,363.00
4018 - Future Assessments - COMMERCIAL	(4,654.00)	(4,654.00)	0.00	(4,654.00)	(4,654.00)	0.00	0.00	4,654.00
4019 - Future Assessments - TMP	(25,111.00)	(25,112.00)	1.00	(25,111.00)	(25,112.00)	1.00	0.00	25,111.00
4130 - Commercial Assessments	6,981.20	6,980.78	0.42	27,924.80	27,924.78	0.02	27,924.78	(0.02)
4135 - TMP Assessments	37,663.92	37,666.73	(2.81)	150,655.68	150,665.73	(10.05)	150,665.73	10.05
Total Assessment Income	207,629.72	207,626.79	2.93	2,076,280.88	2,076,269.79	11.09	2,491,524.79	415,243.91
Other Income								
4245 - Newsletter Advertising	0.00	0.00	0.00	3,510.00	4,500.00	(990.00)	6,000.00	2,490.00
4250 - Facilities Passes/Guest Fess	70.00	0.00	70.00	970.00	600.00	370.00	600.00	(370.00)
4260 - Resale Processing Fees	938.96	417.00	521.96	11,032.78	4,167.00	6,865.78	5,000.00	(6,032.78)
4265 - Website Income	100.00	83.50	16.50	825.00	833.50	(8.50)	1,000.00	175.00
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	790.00	667.00	123.00	6,225.00	6,667.00	(442.00)	8,000.00	1,775.00
4405 - Club Cleaning Fees	625.00	500.00	125.00	5,000.00	5,000.00	0.00	6,000.00	1,000.00
4710 - Late Fees & Interest	2,000.00	583.00	1,417.00	7,247.27	5,833.00	1,414.27	7,000.00	(247.27)
4720 - Legal Reimbursements	882.00	500.00	382.00	9,070.97	5,000.00	4,070.97	6,000.00	(3,070.97)
4805 - HOA Compliance Fees	100.00	292.00	(192.00)	6,666.80	2,917.00	3,749.80	3,500.00	(3,166.80)
4835 - Miscellaneous Income	0.00	0.00	0.00	20.03	300.00	(279.97)	400.00	379.97
4900 - Interest Earned - Operating Funds	1,104.98	1,058.50	46.48	10,546.58	10,583.50	(36.92)	12,700.00	2,153.42
4910 - Interest Earned - Reserve Funds	3,078.46	2,417.00	661.46	30,940.00	24,167.00	6,773.00	29,000.00	(1,940.00)
Total Other Income	9,689.40	6,518.00	3,171.40	103,054.43	76,568.00	26,486.43	94,200.00	(8,854.43)
Total Income	217,319.12	214,144.79	3,174.33	2,179,335.31	2,152,837.79	26,497.52	2,585,724.79	406,389.48

October 01, 2019 thru October 31, 2019

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October 01, 2019 thru October 31, 2019

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Income Statement Report Cameron Station Community Consolidated

October 01, 2019 thru October 31, 2019

Expense	Current Period		Year to Date (10 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance	
Common Area Maint & Services							
6760 - Street Repair & Maintenance	0.00	3,250.00	(3,250.00)	4,449.34	6,500.00	(2,050.66)	2,050.66
Total Common Area Maint & Services	81,750.97	55,435.50	26,315.47	588,222.24	585,792.00	22,430.24	95,137.76
Utilities							
6055 - Internet Service	0.00	0.00	0.00	13.96	0.00	13.96	(13.96)
Total Utilities	0.00	0.00	0.00	13.96	0.00	13.96	(13.96)
Landscaping							
6199 - Irrigation Repairs	13,689.00	0.00	13,689.00	16,989.00	3,612.00	13,377.00	(13,377.00)
Total Landscaping	13,689.00	0.00	13,689.00	16,989.00	3,612.00	13,377.00	(13,377.00)
Repair & Maintenance							
6755 - Storm Recovery Repair & Maintenance	0.00	631.50	(631.50)	900.00	4,419.00	(3,519.00)	4,150.00
Total Repair & Maintenance	0.00	631.50	(631.50)	900.00	4,419.00	(3,519.00)	4,150.00
Professional Services							
5105 - Reserve Studies	0.00	0.00	0.00	4,819.66	0.00	4,819.66	(4,819.66)
7000 - Audit & Tax Services	0.00	0.00	0.00	6,700.00	6,700.00	0.00	0.00
7005 - Consulting Services	0.00	0.00	0.00	2,610.00	0.00	2,610.00	(2,610.00)
7020 - Legal Services	300.00	333.00	(33.00)	2,900.00	3,333.00	(433.00)	1,100.00
7025 - Legal Services - Collections	5,688.82	1,750.00	3,938.82	22,953.87	17,500.00	5,453.87	(1,953.87)
7030 - Legal Services - General Counsel	6,495.50	2,500.00	3,995.50	34,454.50	25,000.00	9,454.50	(4,454.50)
Total Professional Services	12,484.32	4,583.00	7,901.32	74,438.03	52,533.00	21,905.03	(12,738.03)
Cameron Club Maint & Operations							
5195 - Miscellaneous Expenses	152.56	83.00	69.56	857.07	833.00	24.07	142.93
5318 - Health Club Management/Staff	13,759.29	13,759.00	0.29	137,592.90	137,593.00	(0.10)	27,518.58
6075 - Clubhouse Utilities	3,424.24	2,833.00	591.24	34,911.34	28,333.00	6,578.34	(911.34)
6315 - Uniforms	0.00	0.00	0.00	571.26	100.00	471.26	(471.26)

Income Statement Report

Cameron Station Community

Consolidated

October 01, 2019 thru October 31, 2019

	Current Period		Year to Date (10 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Expense						
Cameron Club Maint & Operations						
6408 - Elevator Services	343.36	1,125.00	3,502.75	4,500.00	4,500.00	997.25
6414 - Fire Prevention & Protection	686.86	0.00	9,799.98	6,000.00	6,000.00	(3,799.98)
6424 - HVAC Services	0.00	1,000.00	2,174.25	5,000.00	6,000.00	3,825.75
6430 - Janitorial Services	3,535.00	3,534.00	36,562.70	35,344.00	42,413.00	5,850.30
6436 - Special Cleanings	0.00	667.00	4,925.00	6,667.00	8,000.00	3,075.00
6438 - Pool Management	2,160.00	0.00	68,788.00	63,700.00	63,700.00	(5,088.00)
6440 - Safety & Security	137.94	250.00	1,692.94	2,500.00	3,000.00	1,307.06
6500 - Fire Suppression System	0.00	500.00	193.82	5,000.00	6,000.00	5,806.18
6515 - Building Repair & Maintenance	1,519.97	1,167.00	7,805.67	11,667.00	14,000.00	6,194.33
6525 - Community Center Improvement	0.00	167.00	529.27	1,667.00	2,000.00	1,470.73
6570 - Fitness Equipment Repair & Maintenance	0.00	792.00	7,440.76	7,917.00	9,500.00	2,059.24
6575 - Fitness Center Supplies	52.99	1,625.00	6,734.54	6,500.00	6,500.00	(234.54)
6590 - Access System Supplies	0.00	0.00	1,554.47	3,000.00	4,500.00	2,945.53
6595 - Access System Repairs	0.00	167.00	437.08	833.50	1,000.00	562.92
6700 - Pool Repair & Maintenance	0.00	0.00	2,590.50	4,000.00	4,000.00	1,409.50
6710 - Pool Supplies	773.80	0.00	8,408.30	5,000.00	5,000.00	(3,408.30)
9934 - Recreation Equipment	0.00	333.50	658.24	3,333.50	4,000.00	3,341.76
Total Cameron Club Maint & Operations	26,546.01	28,002.50	337,730.84	339,488.00	390,324.48	52,593.64
Taxes & Insurance						
5390 - Fidelity/Workman's Comp	154.42	184.00	1,385.35	1,838.00	2,205.00	819.65
5415 - D&O Insurance Premiums	433.50	438.00	4,255.00	4,377.00	5,252.00	997.00
5420 - Umbrella	866.22	838.00	8,428.06	8,380.00	10,056.00	1,627.94
5445 - General Liability Insurance Premiums	1,309.25	1,007.00	12,453.86	10,073.00	12,087.60	(366.26)
9000 - Income Tax	0.00	0.00	8,000.00	4,832.00	6,443.00	(1,557.00)
Total Taxes & Insurance	2,763.39	2,467.00	34,522.27	29,500.00	36,043.60	1,521.33
Other Expenses						
5010 - Bad Debt	0.00	0.00	0.00	3,750.00	5,000.00	5,000.00

Income Statement Report Cameron Station Community Consolidated

October 01, 2019 thru October 31, 2019

Expense	Current Period		Year to Date (10 months)				Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Other Expenses								
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	20,000.00	20,000.00	0.00	24,000.00	4,000.00
9946 - Signs Expenses	0.00	166.50	(166.50)	532.26	1,666.50	(1,134.24)	2,000.00	1,467.74
Total Other Expenses	2,000.00	2,166.50	(166.50)	20,532.26	25,416.50	(4,884.24)	31,000.00	10,467.74
Reserve Contributions								
9800 - Repair & Replacement Expenses	27,800.00	27,800.00	0.00	278,000.00	278,000.00	0.00	333,600.00	55,600.00
Total Reserve Contributions	27,800.00	27,800.00	0.00	278,000.00	278,000.00	0.00	333,600.00	55,600.00
Total Expense	284,797.38	204,536.00	60,261.38	2,204,760.97	2,166,542.50	38,218.47	2,585,730.70	380,969.73
Net Income / (Loss)	(47,478.26)	9,608.79	(57,087.05)	(25,425.66)	(13,704.71)	(11,720.95)	(5.91)	25,419.75

Tab -3



Cameron Club Monthly Report

October 2019

Attendance and Usage

October – 5,743

- Average usage per day- 179

Previous month:

- September– 6,501
- Average usage per day- 216

Facility & Operations

Group Exercise Class Program

- Stretch and Core was the most attended classes this month.
- We saw an increase in 3 out of 10 classes from last month.

Exercise and Facilities Equipment

- Currently we have received 2 new pieces of equipment. The Concept 2 Rower and the Precor Elliptical are in place and we are waiting for the Freemotion treadmill to be delivered. Lead time on delivery is 3 weeks.

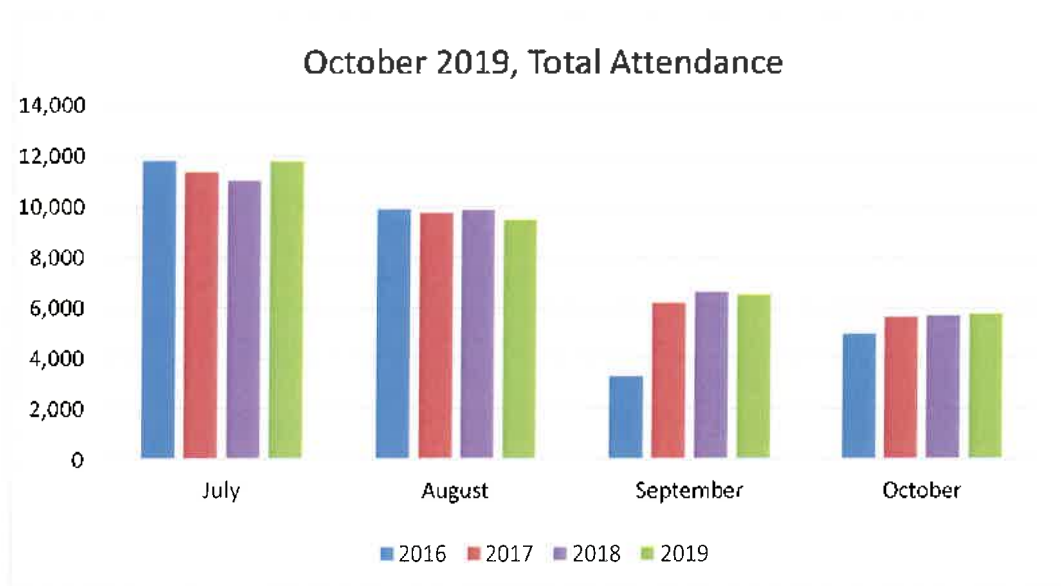
Personal Training

- For the month of October, we did not have any new clients. As the holidays draw near we expect to see a decrease in PT.

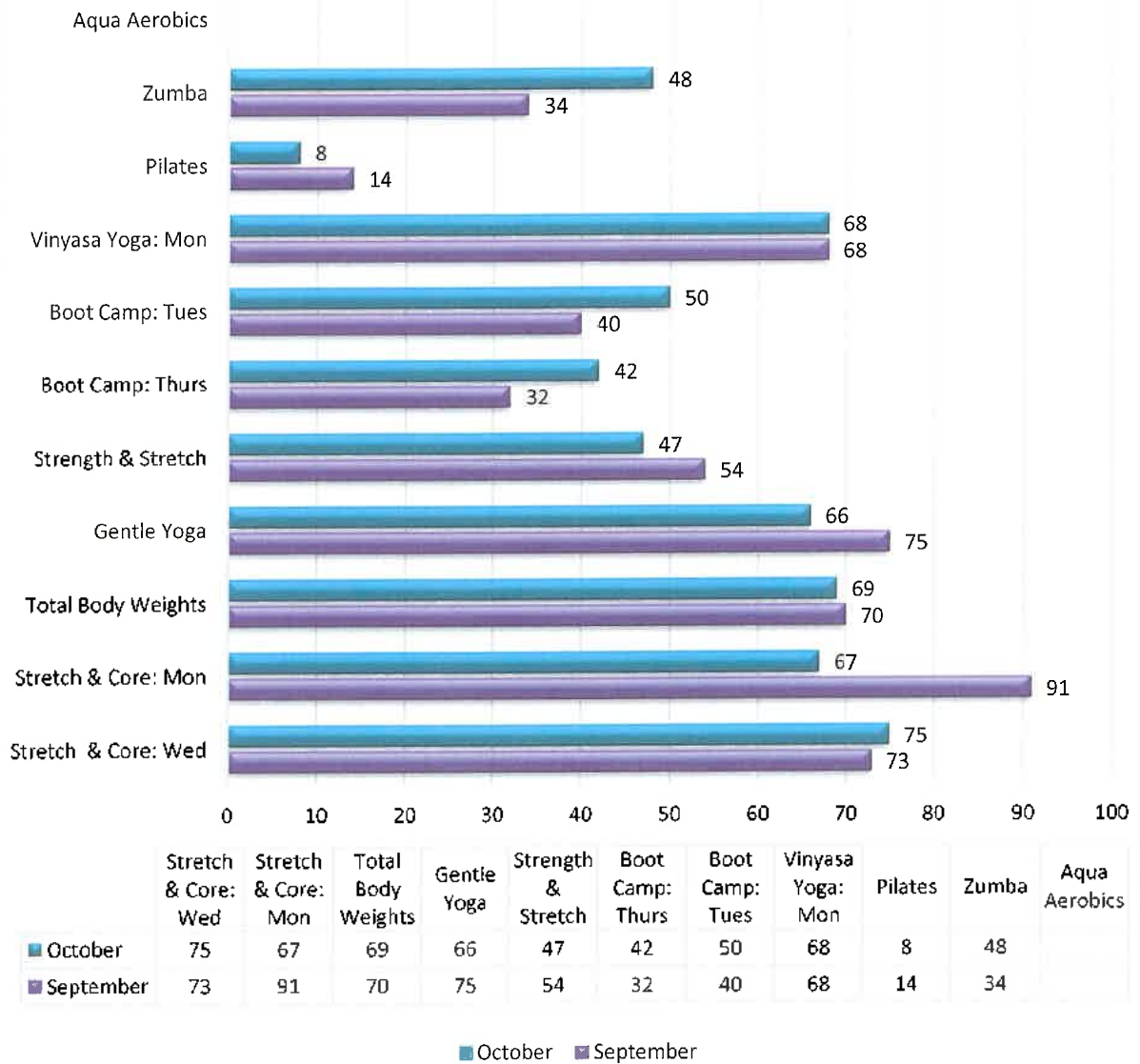
Upcoming Goals & Events

- The Salsa workshop, which is part 2 of 3 in the series, will take place on November 29th, starting from 7:00 pm – 7:45 pm. We are looking to have a BJJ workshop in December. We are looking to finalize the details with the instructor.

Graphs



Class Attendance September/October 2019



Tab -4

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

The following individuals attended the meeting:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair
Brendan Hanlon, CCFC Member
Todd Branson, CMC Management
Jon Dellaria, BODs Representative to the CCFC
Becky McCauley Rench, Resident
PsyGianni Scott, ProFIT Fitness Center Manager/Activities Director

The following individuals were absent:

John Burton, CCFC Member
Tim Regan, CCFC Recording Secretary

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:01 p.m.
2. Brendan Hanlon made a motion to approve the agenda. The motion was seconded by Dan Ogg and it passed unanimously.
3. Residents' Open Forum: Becky Rench raised an issue about the fees for reserving rooms in the clubhouse. She suggested that the fee was too high, and that the Community should consider lowering the fee. She believes that more people will use the rooms, if the cost were lower. The CCFC agreed to look into the usage of the clubhouse rooms to better understand the utilization.
4. Dan Ogg made a motion to approve the CCFC's meeting minutes for October. The motion was seconded by Brendan Hanlon and it passed unanimously.
5. Pool Matters. Ray Celeste provided the update. There is still an outstanding proposal from American Pool to caulk the pool. Ben Rogers was unable to attend and answer questions about the proposal, so the CCFC tabled it until next month.

Pool hours. The BOD approved opening the pool one weekend before Memorial Day in May 2020, and keeping the pool open for one week after Labor Day in September 2020, and making those changes to the contract with American Pool.

6. BOD Update. Ray Celeste provided the BOD update.
 - a) John Burton was unable to attend the most recent BOD meeting, so was not available to explain the proposals for the sound system upgrade and for clubhouse security upgrades. The BOD tabled these two issues until the next BOD meeting on Wednesday 4 Dec.

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

- a) The draft Weyer contract (for the basketball court floor replacement) needs to be revised before it is finalized and there are ongoing discussions about the changes. Ray Celeste, CMC Management, and Weyer plan to discuss the issues November 15.
- b) Pool contract. CMC Management will update the contract via an addendum with American Pool to reflect the extended pool operations in 2020 that were approved by the BOD along with the additional pool winterization issues.
- c) Locker Room Renovation. Floor plans have been obtained and the CCFC will begin consideration of the renovation project that is expected to occur in 2020.
- d) Water Intrusion in the clubhouse. The CCFC discussed the water intrusion issue. CMC Management is obtaining additional quotes for a thorough investigation into the issue and intends to obtain three independent bids. The CCFC does not consider a bid from Associa OnCall to be an independent bid, and recommends that Associa OnCall not be used for any future bidding due to a conflict of interest.

8. ProFIT Report:

- a) Psy Scott provided the ProFIT monthly report. Attendance in October was 5,743 (185 per day) compared to September's attendance of 6,501 (217 per day).
- b) All equipment is up and running. A new Free Motion Treadmill is due within a few weeks.
- c) Part 2 of 3 Salsa workshops is planned for November 29, 2019. ProFIT is planning a Brazilian jiu-jitsu workshop in December.
- d) Shortly before the CCFC meeting, Rich Mandley provided lay-out options for the exercise equipment to Ray Celeste, but it was too late for consideration during the November meeting. Ray Celeste will distribute the information to the CCFC for review and it will be discussed at the next meeting.
- e) Kettle bells. Psy Scott stated that the kettle bell handles are wearing out. The current kettle bells are not one-piece kettle bells and have attached handles that are degrading. Psy Scott suggested purchasing new kettle bells. The CCFC directed CMC Management to work with ProFIT to purchase new kettle bells out of line item GL 9934, Recreation Equipment. GL 9943 had \$3,341.76 remaining as of the September 2019, and the kettle bells are expected to cost less than \$1,000.00.

9. Old Business.

- a) Security audit. This was discussed under agenda item 6. a).

- b) Cover for TV in the Great Room. The new TV cover is missing, but may have gone back to the tailor for adjustments. Ray Celeste stated he would follow-up.

10. New Business. There was no new business.

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



A&E Committee Meeting Minutes

Call to order

A meeting of **Cameron Station Activities & Events Committee** was held at the Cameron Station Clubhouse on November 7, 2019.

Attendees

Attendees included **Andrew Yang, Ritah Karera, Rebecca Stalnaker, Amanda Wilkinson, Catherine Ricketson, Larissa Cowper**

Members not in attendance

none

Approval of minutes

Last month's minutes were approved.

Upcoming Events

Wreath Making Workshop (Sunday, November 10, 2-4 pm)

- Sarah will order supplies
- Andy can help with list and check-in
- Possibly hold another workshop in spring due to popularity of event

Makers Market (Saturday, December 7, noon - 3 pm):

- Andy will check if gym is available
- Larissa will come up with wording for signup genius
- Andy will setup signup genius to see if there is enough interest for creators

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, Andy in process of booking for \$575
- Holiday Drinks - need more red wine (Ritah?), cocktail (Catherine?)
- Drink dispensers (Rebecca?)
- Music through speakers, no photobooth, no live band
- Maggianos \$5255, about \$4000 for rest of event
- Custom Cameron Station "YETI" or "THERMOS" - ask Amanda
- Candy Cane giveaways
- Reindeer antlers or santa/elf hats for props for photos?

- Reuse ornament craft, possible Santa Hat craft, xmas tree paper/cardboard crafts
- Need Volunteers for: Carriage Ride (2), Bartender, Greeter, Craft, Santa
- Possible Door Prizes with remaining funds: wreath, xmas decorations

Zoo Lights Bus Trip (Saturday, December 21, 4-7 pm):

- Leave at 4 pm, stay from 5-7 pm
- Andy asked Karen for bus capacity

Past Events

Casino Night:

- 50 attended, Consider holding Mardi Gras themed event in addition/instead in February

Halloween Party:

- Over 100 estimated, reuse bags and craft supplies, right amount of candy, idea for candy corn count estimate for prize, reuse other games next year

Movie Night:

- About 60 attended, good attendance, consider holding with adult HH as well next year

New Ideas

Communication/Advertising Events:

- TV/Display/Monitor in Foyer in front desk
- Cameron Café?
- Bulletin board in front of gym/stairwell
- Shuttle Advertisement
- Compass newsletter, include blurb on signing up for eblast mailing list

Firetruck visit/Car Seat Inspection:

- Consider in November, for Child Safety Month
- Consider CPR as well

Games Night

Mystery Dinner Party

Personalized Cookies from Sweet Bakes

Magician (Magic Night)

Tab -5

Cameron Station Community Association General Manager's Report

December 4, 2019

Prepared by Karen Soles – General Manager

Next Board Meeting date – January 28, 2020

City of Alexandria: Management has requested their assistance with hanging wreaths at the circle for the holiday season. They have agreed to hang wreaths if we provide the wreaths.

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

Management: Prepared for and attended meetings to include the Annual Meeting, the CCFC/CAC/FAC Meetings. Management has been working on budget, basketball flooring concerns, and landscaping matters.

Lancaster Landscaping & CAC: Regular meetings are held every week. Items under review include brick walkway repairs/replacements/future planning/fountains. 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.

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, ECS 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.

Fitness Club: Psy to provide update. Committee reviewing legal input relating to the Weyer Flooring proposal. Basketball flooring to be deferred until 2020, after Cameron Club water concerns are fully resolved.

Tab -6

Cameron Station Community Association, Inc.

TAB

**Board Decision
December 4, 2019**

Motion: Move to appoint _____ as President, _____ as Vice President,
_____, as Treasurer, _____ as Secretary, _____,
as Director, _____ as Director, and _____ as Director.

Seconded by: _____ motion passed _____.

Motion: Move to appoint _____ as Financial Advisory Committee (FAC) Liaison,
_____ as Common Area Committee (CAC) Liaison, _____, as
Cameron Club Facilities Committee (CCFC) Liaison, _____ as Activities & Events
Committee (A&E) Liaison _____, as Architectural Review Committee (ARC) Liaison, and
_____ as Communications (Comcom) Liaison.

Seconded by: _____ motion passed _____.

Summary:

The Board to appoint Board Positions and Liaison Positions for January – December 2020.

CMC Recommendation:

The Board appoint candidates.

Budget Consideration: N/A

Vote:

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

Tab -7

CAMERON STATION COMMUNITY ASSOCIATION

POLICY RESOLUTION NO. 19-_____

(Policy for Recording of Open Meetings of the Association, Board of Directors and Committees)

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

WHEREAS, Section 55.1-1816 (A) of the Virginia Property Owners' Association Act ("Act") requires that all meetings of the Board of Directors, including any subcommittee or other committee thereof, shall be open to all members of record; and

WHEREAS, Section 55.1-1816 (B) of the Act states that any member may record any portion of a meeting required to be open; and

WHEREAS, Section 55.1-1816 (B) of the Act further authorizes the Board to adopt rules governing the placement and use of equipment necessary for recording a meeting to prevent interference with the proceedings and requiring the owner recording the meeting to provide notice that the meeting is being recorded; and

WHEREAS, under Section 55.1-1816 of the Act only members of the Association have a legal right to attend and view a meeting of the Board; and

WHEREAS, the Board deems it in the best interest of the Association to establish and publish rules governing the recording of meetings of the Association's Board, committee and subcommittees.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following policy governing recording meetings of the Association's Board, subcommittees and other committees:

A. Any owner may make a recording of an open portion of a meeting of the Board, subcommittee or any other committee by audio or visual means provided the owner:

1. Provides 24 hours' written notice in advance of the start of a meeting of the owner's intention to record the meeting. Written notice may be in letter or email form and directed to management representatives. Such notice must be provided in advance of each meeting that an owner wishes to record.
2. Complies with all requests of the Officer or Chair presiding over the meeting concerning the placement and use of the equipment to prevent interference with the proceeding and view of other meeting attendees. In

general:

- i. Recording equipment and equipment operators must be positioned at the rear or sides of the meeting area and not in front of meeting attendees, or otherwise disruptive to the meeting. Accordingly, members may not take cell-phone or other similar videos while seated in the audience in front of where the Board or committees are seated;
- ii. Recording of the executive session portion of any meeting is strictly prohibited; and
- iii. Recordation of the meeting via any means of concealment or without prior notice shall be strictly prohibited.

B. The Officer or Chair presiding over the meeting may announce to all attendees that the meeting is being recorded at any time during the meeting and may post notices within the meeting area advising attendees that the meeting is being recorded by audio or visual means.

C. Copies of any original recordings must be available to the Association, at their request, for review and/or for the Association's records.

D. Any recording of a Board, Committee or membership meeting produced by an Owner may be shared with other members of the Association. However, since only members of the Association are entitled to attend a meeting of the Board, Association or Committees of the Association, recordings by the Association cannot be distributed to persons who are not members of the Association, including posting to social media whose subscribers include any persons who are not HOA members. Additionally, no recording can be used in a manner that violates applicable law, and no one shall alter a video of any meeting of the Board or Committee.

E. Violations of this Resolution may be enforced pursuant to the Association's due process policies and procedures, including without limitation, the right of the Board to suspend membership privileges, the power to impose monetary penalties, and the right to file suit to compel compliance. This Resolution shall not be deemed to be an election of remedies. In addition to the enforcement mechanisms described in this Resolution, the Association reserves the right to pursue any and all enforcement options available under the Association's governing documents or those available at law or in equity.

This Resolution shall be effective upon its adoption and shall supersede and replace any previous Resolution or rules governing the recording of meetings.

This Resolution is effective this _____ day of _____, 2019.

Cameron Station Community Association

By: _____
President

FOR ASSOCIATION RECORDS

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

Karen Soles, Community Manager

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 19-_____

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

Motion by: _____ Seconded by: _____

VOTE: YES NO ABSTAIN ABSENT

President

Vice President

Secretary

Treasurer

Director

Director

Director

Tab -8

Cameron Station Community Association, Inc.

Administrative Resolution No. ____

(Guidelines for Management's Responses to Owner Requests)

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

WHEREAS, the Board of Directors recognizes that the Association's management staff has extensive responsibilities associated with the management and operation of the Association's business with limited resources to dedicate to responding to requests for information or materials which requires the management staff to establish protocols for the efficient response to such inquiries while still affording the management staff sufficient time to perform its other management duties; and

WHEREAS, the Board of Directors deems it in the best interest of the Association to establish and publish rules guiding management's response to Owner requests that are not subject to the Virginia Property Owners' Association Act; and

NOW THEREFORE, BE IT RESOLVED that the Board adopts the following policy providing guidelines and timelines for management's response to owner requests, questions, or complaints received from Owners:

1. Any request, question, complaint, demand, grievance, or any other inquiry of like kind received by management, shall be responded to in a reasonable timeframe given the constraints of management staff and daily responsibilities.
2. Management shall only be required to respond once per month to any owner who makes multiple requests, and management shall dedicate not more than two hours to any single owner in any month. This limitation shall not apply to any complaint duly-submitted pursuant to the Virginia Property Association Act and the Association's duly-adopted policies regarding the same if such request invokes a statutorily-required response. In such cases, Management shall respond within the timeframes required by applicable law. Moreover, this policy shall not apply to any requests or inquiries made by Board or Committee members in their official capacity.

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

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

CAMERON STATION COMMUNITY
ASSOCIATION, INC.

By: _____
Michael Johnson, Board President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATION RESOLUTION NO. ____

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

Motion by: _____ Seconded by: _____

VOTE: YES NO ABSTAIN ABSENT

President _____

Vice President

Treasurer

Secretary

Director

Director

Director _____

Tab -9

Cameron Station Community Association, Inc.

Administrative Resolution No. _____

(Specific Line Item in Budget due to Costs to Association)

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

WHEREAS, the Board of Directors deems it in the best interest of the Association to establish and publish provisions for when certain unexpected costs to the Association attributable to a specific incident or individual will be added to the budget as an independent line item; and

NOW THEREFORE, BE IT RESOLVED that the Board adopts the following policy:

1. In any instance where a specific incident, or related set of incidences or the actions of a specific individual lead to unexpected legal fees or other costs in excess of \$3,000.00 in any given fiscal year, the Board of Directors shall have the authority, in its sole and absolute discretion, to create and name a separate line item in the budget to account for said legal fees or costs, which may include the identification of any party responsible for the incurrence of such fees and costs.

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

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

**CAMERON STATION COMMUNITY
ASSOCIATION, INC.**

By: _____
Michael Johnson, Board President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATION RESOLUTION NO. ____

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

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
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_____ President	_____	_____	_____	_____
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_____ Vice President	_____	_____	_____	_____
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_____ Treasurer	_____	_____	_____	_____
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_____ Secretary	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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Tab -10

PROPOSAL

CAMERON STATION

200 CAMERON STATION BLVD
ALEXANDRIA, VA 22304

Gym Audio
(Basketball Court Cover)

Revision: 0

Modified: 8/27/19



Presented By:

Nards Entertainment Services

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



nardsentertainment.com

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 Bluetooth 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 |
|---|--|--------|

* Price Includes Accessories

Gym Audio

Project No: MARDIS 1402

REV: 8/27/19



- 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

* Price Includes Accessories

Gym Audio

Project No: NAWBES-1402

Rev: 0

6/27/19

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

* Price Includes Accessories

Gym Audio

Project No: WARDSE 1402

Rev: 2/27/19

PROJECT SUMMARY

Equipment:	\$1,506.60
Labor:	\$1,215.00
Sales Tax:	\$90.40

Grand Total:	\$2,812.00
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Client: **DIERDRE BALDINO**

Date

Contractor: **Nards Entertainment Services**

Date

Gym Audio

Project No.: NARDS-1402

Rev: 0 8/27/10

SCOPE OF WORK

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.

Tab -11

Cameron Station Community Association, Inc.
Board Decision
December 4, 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				
Joan Lampe				
Kimberlee Canter				

46.A

Proposed Security Recommendations

1. Both entry doors remain locked at all times. Key card access only.
2. Install nest doorbell cameras on both doors (nte \$500)
3. Install door release buttons at front desk and office to open door remotely after verifying who is requesting access.
4. Install nest cameras in the front lobby, the basketball court, the gym, in the lobby near the great room at the top of the stairs to the office and by the pool (approx. \$1,350)
5. Provide tablets for the front desk and office area (\$200-\$400 each)
6. Onsite maintenance can install and connect Wifi.
7. Contract for cloud storage to store images up to 30-60 days.

The Board to consider this approach. To date, \$2,250. With Board direction proposal can be finalized.

4/6/13