

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
7:00 PM, March 31, 2020
Conference Call
Draft Agenda (Note timed agenda)**

- | | | |
|-------|--|---------|
| I. | Call to Order/ Establish Quorum | 7:00 PM |
| II. | Approve Agenda | 7:01 PM |
| III. | Guest Speakers (5 minutes each)
a. Lieutenant Casey – Postponed until further notice
b. Lieutenant Weinert – Postponed until further notice | 7:03 PM |
| IV. | Homeowner Open Forum | 7:15 PM |
| V. | Approval of Minutes (Tab 1)
a. February 2020 Board of Directors Meeting (page 4) | 7:20 PM |
| VI. | Financial Report (Tab 2)
a. February 2020 (page 10)
b. Reserve Investment Report (page 30) | 7:22 PM |
| VII. | ProFIT Report (Tab 3) (page 32) | 7:30 PM |
| VIII. | Officers & Committee Reports
a. Facilities (Tab 4) (page 37)
b. Financial Advisory (Tab 5) (page 40)
c. Common Area (N/A) (Tab 6) (page 45)
d. Activities & Events (Tab 7) (page 51)
e. Architectural Review (Tab 8) (page 53)
f. Communications (Tab 9) (page 60) | 7:40 PM |
| IX. | Management Report (Tab 10) (page 62)
PM | 8:10 |
| X. | Old Business | |
| XI. | New Business | |
| XII. | Board Decisions
a. Ratify BOD Decisions relating to COVID 19 (Tab 11) (page 69)
b. Ratify decision for street light repairs (Tab 12) (page 75)
c. Insurance renewal – Deferred until review complete (Tab 13) (page 82)
d. CAC Recommended Proposals (Tab 14)
i. Spring/Summer Flower Rotation (page 84)
ii. Paver Repairs (page 86)
iii. Pocket Park Enhancement (page 89) | 8:20 PM |
| XIII. | Board Discussions (Tab 15)
a. Update on locker room leak/ETC findings (page 94, 96-97)
b. Contract RFP Updates (page 94)
c. COVID 19 Updates (page 95) | 8:25 PM |

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
7:00 PM, March 31, 2020
Conference Call
Draft Agenda (*Note timed agenda*)**

- XIV. Executive Session (*State purpose prior to entering ES*) (page 98) 9:00 PM**
a. Delinquency/Collections/Attorney Status Accounts/Covenants/Personnel/Contracts
- XV. Adjournment 9:30 PM**

TAB 1

Cameron Station Community Association, Inc.

Board Decision Request

March 31, 2020

Recommended Motion:

I move to approve the draft minutes of the February 25, 2020 Cameron Station Board of Directors meeting.

2nd:

Summary:

February draft Board Meeting minutes are presented for review and edits.

Committee Recommendation:

CMC Recommendation:

Financial Information:

Vote:

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

**CAMERON STATION ASSOCIATION
BOARD OF DIRECTORS MEETING
7 P.M. ON FEBRUARY 25, 2020**

The Cameron Station Association Board of Directors met on February 25, 2020. The following persons were in attendance:

BOARD OF DIRECTORS

Jon Dellaria, Director

Joan Lampe, Director

Tom Sugrue, Director

Martin Menez, Treasurer

Sarah Meyer Walsh, Director

OTHERS

Brian Lord – Vice President & HOA Division Director

Lieutenant Casey – Alexandria Sheriff's Department

Lieutenant Weinert – Alexandria Police Department

HOMEOWNERS PRESENT – See sign in sheet

REGULAR SESSION

CALL TO ORDER

Director Sarah Meyer Walsh called the Regular Session to order at 7:01 p.m.

APPROVAL OF AGENDA

Treasurer Menez made a motion to approve the amended agenda with moving the recording policy to decision and the delinquency resolution. Agenda was approved, as Director Lampe seconded, and motion passed unanimously.

OFFICER'S REPORT

Lieutenant Casey stated there was nothing new to report. No major issues at jail. Community Cabinet is coming up. Lt. Casey would like to remind people to not fall for the "police" scams. Lieutenant Weinert started with giving an overview of the previous 5 cases. There is currently no update on the crash.

HOMEOWNER OPEN FORUM

There were no questions.

APPROVAL OF MINUTES (TAB 1)

Director Lampe made a motion to table the minutes from January 2020 Board of Directors meeting. Treasurer Menez seconded the motion and it passed unanimously.

**CAMERON STATION ASSOCIATION
BOARD OF DIRECTORS MEETING
7 P.M. ON FEBRUARY 25, 2020**

FINANCIAL REPORT (TAB 2)

Treasurer Menez gave the financial report for January. Income was to the good at about \$18,000. Expenses to the good of almost \$40,000. Three condo associations paid on time and three did not. Budget in 2019 was overrun by \$65,000 but to the good in revenue by \$24,000. Committees should be using the accrual spreadsheet for every expense. Credit cards to be redone due to Karen's departure.

PROFIT REPORT (TAB 3)

January attendance was up to 6652 versus December which was 5895. All of the equipment is working. Steel Fitness workshop went well. PK move seniors circuit class went well but Rich would like more attendance.

OFFICERS & COMMITTEE REPORTS

Facilities (Tab 4) – Report was given by Director Dellaria. Committee looking to have a possible Townhall about security. Surveys have gone out to residents about security. April is a tentative date for the Townhall.

Financial Advisory (Tab 5) – Report was given by member Bill Blumberg. Treasurer Menez covered the majority of the report during the financial report. Miscoding and misclassification are still an issue.

Common Area (Tab 6) – Report was given by Chairperson Robert Burns. Committee recommends adoption of the irrigation system proposal. Committee wants to hire an irrigation consultant to do a study, recommendation and analysis of current system. The leaf removal along Linear Park has not been completed by the city. Committee would like to hire Lancaster to remove the leaves.

Activities & Events (Tab 7) – Report was given by Chairperson Andrew Yang. Movie night in January was successful with 80 people in attendance. Casino night scheduled for March 7th. There will be another movie night on March 13th. There is a planned yard sale for April 18th with a rain date of April 25th.

Architectural Review (Tab 8) – Report was given by member Jeremy Drislane. There are 3 homes that have been penalized the maximum amount but have failed to take action.

Communications (Tab 9) – Report was given by Chairperson Tricia Hemel. There were 28 new residents (tenants and owners) that moved in last month. There have been 19 new residents that have moved in this month. Communications committee has new welcome bags. Next project on the agenda is the completion of the updated map. March's issue of Compass will be the last physical issue mailed unless the resident's "opt-in".

**CAMERON STATION ASSOCIATION
BOARD OF DIRECTORS MEETING
7 P.M. ON FEBRUARY 25, 2020**

MANAGEMENT REPORT (TAB 10)

Report was given by Brian Lord. Brian wants to implement a new recording mechanism with more detailed reporting. This new reporting is like a task monitoring system to give the Board a better understanding of daily reports.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

There was no new business to discuss.

BOARD DECISIONS

Director Sugrue made a motion to accept a new Communications Committee member. Director Lampe seconded, and motion passed unanimously. Treasurer Menez made a motion to approve the revision of the recording policy resolution 2019-05. Director Dellaria seconded, and motion passed unanimously. Treasurer Menez made a motion to modify the delinquency resolution to eliminate the interest for late assessment payments. Director Sugrue seconded, and motion passed unanimously.

BOARD DISCUSSIONS

Director Lampe recommended that the Board starts to look at the irrigation and paving projects now rather than later. Brian is going to consult with some of his resources on how they completed paving projects. Paving to be completed by the city is not in the city plans until possibly after the year 2022. Director Dellaria made a motion to amend the agenda to make additions to the board decisions for Hydro Designs. Director Lampe seconded, and motion passed unanimously. Director Dellaria made a motion to approve the common areas recommendations for Hydro Designs with the addition of a cost benefit analysis under item 3 report c with the cost coming from the reserves. Director Lampe seconded, and motion passed unanimously. The Facilities Committee is scheduling a Townhall Meeting. Dan Ogg drafted announcement for Townhall.

EXECUTIVE SESSION

Motion: I move to enter executive session at 9:01 for the purpose of discussing delinquency, collections, attorney status, covenant violations, personnel issues, and contract performance.

Move: Tom Sugrue

Second: Joan Lampe

Approved 5-0

**CAMERON STATION ASSOCIATION
BOARD OF DIRECTORS MEETING
7 P.M. ON FEBRUARY 25, 2020**

Motion: I move to come out of executive session at 10:24 pm.

Move: Marty Menez Second: Joan Lampe

Approved 5-0

Motion: It is moved to approve a waiver of late fees and interest for accounts 325-9984, 206-5140, and 206-5153, conditional upon proof of initiating electronic transfer payments of assessments within 10 days and proof provided. If not, the late fees will apply and interest will be calculated on the number of days late. The remaining three condo associations will be encouraged to utilize electronic transfer payments for assessments.

Move: Marty Menez Second: Tom Sugrue

Approved 5-0

Motion: It is moved to approve authorization for the Associations attorney to send a demand letter to the following accounts for unpaid violation charges and outstanding covenants violations: 205-2917, 207-4801, 282-6826.

Move: Marty Menez Second: John Dellaria

Motion: I move to adjourn at 10:25.

Move: Tom Sugrue Second: Marty Menez

Approved 5-0

NEXT MEETING – March 31, 2020

SIGNATURE

DATE

TAB 2



MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Hannah McCracken, CMCA, AMS

DATE: March 16th, 2020

RE: February 2020 Financial Statement Summary

This summary reflects the un-audited fiscal year-to-date 2020 financial entries.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 2,991,887.53		
Year to Date Income	\$ 456,815.18	\$ 441,827.38	
Year to Date Expense	\$ 364,532.95	\$ 414,817.34	
Net Income Year to Date, surplus/ (loss)	\$ 92,282.23	\$ 27,010.04	\$ 50,284.39

INVESTMENTS

GL Account & Institution	Investment Type	Balance as of 2/29/2020
GL 1013 - Pacific Premier Bank	Operating	\$ 602,567.21
GL 1302 - Congressional Bank	Money Market	\$ 717,274.77
GL 1330 - Morgan Stanley MM	Money Market	\$ 52,420.39
GL 1353 - Morgan Stanley Barney Investments	Certificate of Deposit	\$ 1,611,000.00
GL 1730 - Accrued Interest Receivable	Other	\$ 8,625.16
Total Cash & Investments		\$2,991,887.53

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of February 29, 2020 was \$72,314.01. The Association also maintains for an Allowance for Doubtful Accounts (GL 1530) on the

Balance Sheet in the amount of \$(35,132.60). This reflects a net delinquency rate of approximately 3.4%, which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable \$72,314.01/Total Annual Assessments: \$2,559,508.00= 2.8%.

Accrued Repair & Replacement Reserves total \$2,130,010.41 and are fully supported by cash and investments. This is calculated as follows:

\$ 2,991,887.53 Cash & Investments		\$ 2,592,132.11 Total Cash Available
- \$ 399,755.42 Total Current Liabilities	→	- \$ 2,130,010.41 Total Reserves Balance
\$ 2,592,132.11 Total Cash Available		\$ 462,121.70 Positive Cash Flow

The Capital Improvement Reserve account totals \$22,966.50 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.

Prop Years Owner's Equity*, which has a balance of \$389,488.88, is well within the 10 – 20% of the Association's budget. This is recommended by the auditor. **\$389,488.88/\$2,559,508.00=15.22%.**

**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 \$456,815.18 which is \$14,987.80 more than the budgeted amount of \$441,827.38.

Year to Date Income Variances UNFAVORABLE by \$2,500.00 or more:

None.

Year to Date Income Variances FAVORABLE by \$2,500.00 or more:

GL 4710 Late Fees & Interest – Favorable by \$14,583.59 primarily to the late fees and interest collected on three sub-associations.

Year-to-date expenses total \$364,532.95 which is \$50,284.39 less than the budgeted amount of \$414,817.34. 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.

Year to Date Expense Variances FAVORABLE by \$2,500.00 or more:

GL 5070 Parking Enforcement – Favorable by \$2,500 primarily due to this service not currently being used.

GL 6422 Decals & Parking Passes – Favorable by \$2,500.00. No expenses have posted to this GL YTD.

GL 5225 Newsletter Services – Favorable by \$2,583. No expenses have posted to this GL YTD.

GL 5302 Administrative Salaries – Favorable by \$7,118.62. Currently there is no permanent GM or AM.

GL 5340 Payroll Taxes/Benefits/Costs – Favorable by \$3,161.76. Currently there is no permanent GM or AM.

GL 6155 Turf Treatment & Enhancements – Favorable by \$5,605. Less usage than predicted for January. The committee may change the budget spread for the remaining months.

GL 6442 Snow Removal Services – Favorable by \$27,712.64. No significant snow events YTD. (ice melt on 1/8)

GL 6640 Lighting Supplies/ Repair & Maintenance – Favorable by \$5,212.92. Less usage than predicted.

GL 7030 Legal Services General Counsel – Favorable by \$3,882 as Dec was accrued and Jan statement received on 1/31 will be paid in Feb.

Year to Date Expense Variances UNFAVORABLE by \$2500 or More

GL 5210 Printing and Copying – Unfavorable by \$5,228.13. A recent post card mailing was printed for \$2,390. Another large, accrued printing expense for \$3,455.00. Brian is discussing printing expenses with Mike.

GL 6160 Tree & Shrub Maintenance – Unfavorable by \$4,805.50. No budget for January. The committee may change the budget spread for the remaining months.

Overall there is a positive variance between annual income and expenses in the amount of \$50,284.39 through February 29, 2020. 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.

Cameron Station Community Association

February 2020 Financial Report

Statement prepared by: Cheryl Weaver



Investment Listing Report

Cameron Station Community

As of Sat Feb 29, 2020

GI 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 Cecilia Hermogenes SWEEP Account		602,567.21	0.000%	01/01/1900	0	
1302 - Congressional Bank - MMA 5485 Congressional Bank	****5485 Signers: Tsitos/Hermogenes	Money Market	717,274.77	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	52,420.39	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	1,611,000.00	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	8,625.16	0.000%	01/01/1900	0	
Total Cash Investments:			<u>2,991,887.53</u>				
Total Cameron Station Community:			<u>2,991,887.53</u>				

Cheryl Weaver

Balance Sheet Report Cameron Station Community

As of February 29, 2020

	<u>Balance Feb 29, 2020</u>	<u>Balance Jan 31, 2020</u>	<u>Change</u>
<u>Assets</u>			
Cash & Investments			
1013 - Operating 3336	602,567.21	714,892.63	(112,325.42)
1302 - Congressional Bank - MM 5485	717,274.77	716,370.11	904.66
1330 - Morgan Stanley Smith Barney MM	52,420.39	55,860.32	(3,439.93)
1353 - Morgan Stanley Smith Barney Investments	1,611,000.00	1,607,000.00	4,000.00
1730 - Accrued Interest Receivable	8,625.16	6,456.55	2,168.61
Total Cash & Investments	2,991,887.53	3,100,579.61	(108,692.08)
Current Assets			
1500 - Residential Assessments Receivable	72,314.01	88,325.45	(16,011.44)
1530 - Allowance for Doubtful accounts	(35,132.60)	(35,132.60)	0.00
1600 - Prepaid Insurance	10,052.41	11,974.38	(1,921.97)
1640 - Other Prepaid Expenses	20,301.09	25,794.64	(5,493.55)
1725 - Insurance Receivable	(24,900.00)	(24,900.00)	0.00
1745 - Taxes Receivable	(19.00)	(19.00)	0.00
1799 - Clearing Account	0.00	5,093.27	(5,093.27)
Total Current Assets	42,615.91	71,136.14	(28,520.23)
Total Assets	3,034,503.44	3,171,715.75	(137,212.31)
<u>Liabilities</u>			
Current Liabilities			
2000 - Accounts Payable	(9,712.70)	0.00	(9,712.70)
2025 - Transfer Fee Payable	206.71	(205.40)	412.11
2050 - Resident Refunds	3,419.80	9,666.34	(6,246.54)
2200 - Income Taxes Payable	(148.00)	(148.00)	0.00
2300 - Accrued Expenses	33,644.33	18,554.58	15,089.75
2400 - Accrued Payroll Payable	15,249.70	4,882.00	10,367.70
2550 - Prepaid Assessments	143,801.72	131,042.75	12,758.97

Balance Sheet Report Cameron Station Community

As of February 29, 2020

	Balance Feb 29, 2020	Balance Jan 31, 2020	Change
<u>Liabilities</u>			
Current Liabilities			
2560 - Future Months Assessments	213,293.86	426,587.72	(213,293.86)
Total Current Liabilities	399,755.42	590,379.99	(190,624.57)
Total Liabilities	399,755.42	590,379.99	(190,624.57)
<u>Owners' Equity</u>			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	389,488.88	390,758.88	(1,270.00)
Total Unappropriated Owners' Equity	389,488.88	390,758.88	(1,270.00)
Capital Improvement Reserves			
3015 - Capital Improvement Reserves Beg.Bal.	18,966.50	18,966.50	0.00
3362 - Capital Improvement Reserves Contr.	4,000.00	2,000.00	2,000.00
Total Capital Improvement Reserves	22,966.50	20,966.50	2,000.00
Repair & Replacement Reserves			
3102 - Repair & Repl Reserve Beginning Balance	2,069,476.29	2,069,476.29	0.00
3276 - Repair & Repl Reserve Contributions	61,413.66	30,706.83	30,706.83
3280 - Repair & Repl Reserve Expenditures	(879.54)	0.00	(879.54)
Total Repair & Replacement Reserves	2,130,010.41	2,100,183.12	29,827.29
Total Owners' Equity	2,542,465.79	2,511,908.50	30,557.29
 Net Income / (Loss)	 92,282.23	 69,427.26	 22,854.97
Total Liabilities and Equity	3,034,503.44	3,171,715.75	(137,212.31)

Income Statement Summary
Cameron Station Community
February 01, 2020 thru February 29, 2020

	Current Period			Year to Date (2 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	213,293.86	213,293.77	0.09	426,587.75	426,582.38	5.37	2,559,508.00
Total Other Income	5,010.47	8,145.00	(3,134.53)	30,227.43	15,245.00	14,982.43	100,700.00
Total Income	218,304.33	221,438.77	(3,134.44)	456,815.18	441,827.38	14,987.80	2,660,208.00
Total Administrative	11,781.11	8,061.00	3,720.11	16,649.73	18,619.50	(1,969.77)	117,588.00
Total Activities	5,000.18	0.00	5,000.18	5,048.91	0.00	5,048.91	37,500.00
Total Communications	780.55	791.00	(10.45)	1,333.21	4,166.00	(2,832.79)	25,000.00
Total Insurance	591.25	633.00	(41.75)	1,182.50	1,266.50	(84.00)	7,600.00
Total Management Services	34,344.97	43,906.00	(9,563.03)	77,354.96	87,815.00	(10,460.04)	526,887.00
Total Trash Services	27,185.92	26,450.92	735.00	52,487.83	52,901.84	(414.01)	323,759.00
Total Common Area Maint & Services	42,031.91	60,304.00	(18,272.09)	79,104.60	113,608.50	(34,503.90)	689,970.00
Total Landscaping	0.00	833.00	(833.00)	300.00	1,666.50	(1,366.50)	13,800.00
Total Repair & Maintenance	825.00	0.00	825.00	825.00	0.00	825.00	4,000.00
Total Professional Services	3,132.68	4,584.00	(1,451.32)	3,132.68	9,167.00	(6,034.32)	63,300.00
Total Cameron Club Maint & Operations	33,308.66	24,791.00	8,517.66	55,176.18	54,484.50	691.68	404,072.00
Total Taxes & Insurance	2,763.39	2,854.00	(90.61)	5,526.78	5,708.00	(181.22)	44,250.00
Total Other Expenses	2,996.91	2,000.00	996.91	4,996.91	4,000.00	996.91	34,000.00
Total Reserve Contributions	30,706.83	30,707.00	(0.17)	61,413.66	61,414.00	(0.34)	368,482.00
Total Expense	195,449.36	203,916.92	(10,467.56)	364,532.95	414,817.34	(50,284.39)	2,660,208.00
Net Income / (Loss)	22,854.97	15,521.85	7,333.12	92,282.23	27,010.04	65,272.19	0.00

Income Statement Report Cameron Station Community Consolidated

February 01, 2020 thru February 29, 2020

	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Assessment Income								
4001 - Assessments - SFD/TH	0.00	0.00	0.00	361,210.90	361,207.00	3.90	1,444,629.00	1,083,618.10
4002 - Assessments - CONDO	0.00	0.00	0.00	218,664.28	218,663.00	1.28	874,653.40	655,989.12
4016 - Future Assessments - SFD/TH	120,403.63	120,403.63	0.00	(120,403.63)	(120,403.63)	0.00	0.00	120,403.63
4017 - Future Assessments - CONDO	72,888.09	72,888.09	0.00	(72,888.09)	(72,888.09)	0.00	0.00	72,888.09
4018 - Future Assessments - COMMERCIAL	2,759.09	2,759.00	0.09	(2,759.09)	(2,759.00)	(0.09)	0.00	2,759.09
4019 - Future Assessments - TMP	17,243.05	17,243.05	0.00	(17,243.05)	(17,243.05)	0.00	0.00	17,243.05
4130 - Commercial Assessments	0.00	0.00	0.00	8,277.28	8,277.00	0.28	33,109.30	24,831.72
4135 - TMP Assessments	0.00	0.00	0.00	51,729.15	51,729.15	0.00	206,816.60	155,187.45
Total Assessment Income	213,293.86	213,293.77	0.09	426,587.75	426,582.38	5.37	2,559,508.00	2,132,920.25
Other Income								
4245 - Newsletter Advertising	0.00	1,350.00	(1,350.00)	150.00	1,350.00	(1,200.00)	6,000.00	5,850.00
4250 - Facilities Passes/Guest Fess	0.00	100.00	(100.00)	80.00	500.00	(420.00)	2,000.00	1,920.00
4260 - Resale Processing Fees	621.59	440.00	381.59	938.96	880.00	58.96	8,800.00	7,861.04
4265 - Website Income	0.00	83.00	(83.00)	200.00	166.50	33.50	1,000.00	800.00
4295 - Charitable Donations Income	0.00	0.00	0.00	0.00	0.00	0.00	8,800.00	8,800.00
4400 - Room Rental Fees	0.00	666.00	(666.00)	1,200.00	1,333.00	(133.00)	8,000.00	6,800.00
4405 - Club Cleaning Fees	0.00	500.00	(500.00)	625.00	1,000.00	(375.00)	6,000.00	5,375.00
4710 - Late Fees & Interest	(75.00)	816.00	(691.00)	15,816.59	1,233.00	14,583.59	7,400.00	(8,416.59)
4720 - Legal Reimbursements	427.00	500.00	(73.00)	3,182.00	1,000.00	2,182.00	6,000.00	2,818.00
4805 - HOA Compliance Fees	(40.00)	418.00	(458.00)	60.00	833.00	(773.00)	5,000.00	4,940.00
4835 - Miscellaneous Income	0.00	0.00	0.00	20.00	0.00	20.00	0.00	(20.00)
4900 - Interest Earned - Operating Funds	1,148.20	1,058.00	90.20	2,288.08	2,116.50	171.58	12,700.00	10,411.92
4910 - Interest Earned - Reserve Funds	2,728.68	2,416.00	312.68	5,666.80	4,833.00	833.80	29,000.00	23,333.20
Total Other Income	5,010.47	8,145.00	(3,134.53)	30,227.43	15,245.00	14,982.43	100,700.00	70,472.57
Total Income	218,304.33	221,438.77	(3,134.44)	456,815.18	441,827.38	14,987.80	2,660,208.00	2,203,392.82

Income Statement Report Cameron Station Community Consolidated

February 01, 2020 thru February 29, 2020

Expense	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Administrative								
5015 - Bank Charges	0.00	20.00	(20.00)	0.00	40.00	(40.00)	240.00	240.00
5020 - Board Support	1,534.96	834.00	700.96	1,727.27	1,667.00	60.27	10,000.00	8,272.73
5025 - Collection Charges	(365.00)	250.00	(615.00)	156.00	500.00	(344.00)	3,000.00	2,844.00
5030 - Acct Setup/DD/Coupons	377.50	834.00	(456.50)	754.50	1,667.00	(912.50)	10,000.00	9,245.50
5035 - Architectural Comprehensives	0.00	0.00	0.00	0.00	0.00	0.00	6,880.00	6,880.00
5040 - Computer Network/C3	1,584.31	834.00	750.31	3,156.81	1,667.00	1,489.81	10,000.00	6,843.19
5065 - Software Licenses	0.00	42.00	(42.00)	0.00	83.50	(83.50)	500.00	500.00
5070 - Parking Enforcement	0.00	1,250.00	(1,250.00)	0.00	2,500.00	(2,500.00)	15,000.00	15,000.00
5080 - Annual Meeting Expenses	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
5085 - Office Equipment Lease	0.00	584.00	(584.00)	566.19	1,187.00	(600.81)	7,000.00	6,433.81
5090 - Office Supplies	1,412.59	291.00	1,121.59	1,388.55	583.00	805.55	3,500.00	2,111.45
5210 - Printing & Copying	6,329.98	625.00	5,704.98	8,478.13	1,250.00	5,228.13	7,500.00	1,021.87
5215 - Postage	319.79	834.00	(514.21)	1,275.35	1,667.00	(391.65)	10,000.00	8,724.65
5220 - Courier Service	0.00	62.00	(62.00)	0.00	125.00	(125.00)	750.00	750.00
5320 - Temp Desk Coverage	0.00	500.00	(500.00)	0.00	1,000.00	(1,000.00)	6,000.00	6,000.00
6040 - Bundled Telecom Services	586.98	1,101.00	(514.02)	1,038.53	2,203.00	(1,166.47)	13,218.00	12,181.47
6300 - Permits & Licenses	0.00	0.00	0.00	110.40	0.00	110.40	4,000.00	3,889.60
6422 - Decals & Parking Passes	0.00	0.00	0.00	0.00	2,500.00	(2,500.00)	7,500.00	7,500.00
Total Administrative	11,781.11	8,061.00	3,720.11	16,648.73	18,619.50	(1,969.77)	117,568.00	100,938.27
Activities								
5200 - Events & Awards	5,000.18	0.00	5,000.18	5,048.91	0.00	5,048.91	37,500.00	32,451.09
Total Activities	5,000.18	0.00	5,000.18	5,048.91	0.00	5,048.91	37,500.00	32,451.09
Communications								
5115 - Web Site Maintenance	0.00	291.00	(291.00)	0.00	583.00	(583.00)	3,500.00	3,500.00
5225 - Newsletter Services	0.00	0.00	0.00	0.00	2,583.00	(2,583.00)	15,500.00	15,500.00

Income Statement Report Cameron Station Community Consolidated

February 01, 2020 thru February 29, 2020

	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Communications								
5316 - Other Communications	780.55	500.00	280.55	1,333.21	1,000.00	333.21	6,000.00	4,666.79
Total Communications	780.55	791.00	(10.45)	1,333.21	4,166.00	(2,832.79)	25,000.00	23,866.79
Insurance								
5408 - Crime Protection Coverage	300.00	308.00	(8.00)	600.00	616.50	(16.50)	3,700.00	3,100.00
5438 - Cyber Liability \$3 Million Coverage	291.25	325.00	(33.75)	582.50	650.00	(67.50)	3,900.00	3,317.50
Total Insurance	591.25	633.00	(41.75)	1,182.50	1,266.50	(84.00)	7,600.00	6,417.50
Management Services								
5302 - Administrative Salaries	22,501.91	28,175.00	(5,673.09)	49,230.38	56,349.00	(7,118.62)	338,091.00	288,860.62
5340 - Payroll Taxes/Benefits/Costs	3,743.89	7,567.00	(3,823.11)	11,971.24	15,133.00	(3,161.76)	90,796.00	78,824.76
7015 - Management Reimbursements	182.50	250.00	(67.50)	320.00	500.00	(180.00)	3,000.00	2,680.00
7040 - Management Fees	7,916.67	7,916.00	0.67	15,835.34	15,833.00	0.34	95,000.00	79,166.66
Total Management Services	34,344.97	43,908.00	(9,563.03)	77,354.96	87,815.00	(10,460.04)	526,887.00	449,532.04
Trash Services								
6035 - Trash and Recycling Service	27,185.92	26,450.92	735.00	52,487.83	52,901.84	(414.01)	323,759.00	271,271.17
Total Trash Services	27,185.92	26,450.92	735.00	52,487.83	52,901.84	(414.01)	323,759.00	271,271.17
Common Area Maint & Services								
6000 - Electric Service	3,950.67	3,416.00	534.67	6,207.32	6,533.00	1,374.32	41,000.00	32,792.68
6025 - Water Service	934.88	0.00	934.88	1,895.48	0.00	1,895.48	20,000.00	18,004.52
6100 - Grounds & Landscaping - Contract	12,996.00	12,956.00	0.00	25,982.00	25,982.00	0.00	155,952.00	129,960.00
6150 - Flower Rotation & Landscape Enhancem	(1,435.40)	0.00	(1,435.40)	(1,435.40)	0.00	(1,435.40)	23,000.00	24,435.40
6155 - Turf Treatment & Enhancements	1,395.00	7,000.00	(5,605.00)	1,395.00	7,000.00	(5,605.00)	20,000.00	18,605.00
6160 - Tree & Shrub Maintenance	3,405.50	0.00	3,405.50	4,805.50	0.00	4,805.50	34,000.00	29,194.50
6269 - Irrigation System Contract	0.00	0.00	0.00	0.00	0.00	0.00	22,150.00	22,150.00
6305 - TMP Expenses	17,500.00	17,500.00	0.00	35,000.00	35,000.00	0.00	210,000.00	175,000.00
6434 - Pest Control	0.00	209.00	(209.00)	184.00	417.00	(233.00)	2,500.00	2,316.00

Income Statement Report Cameron Station Community Consolidated

February 01, 2020 thru February 29, 2020

Expense	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Common Area Maint & Services								
6442 - Snow Removal Services	127.36	14,000.00	(13,872.64)	287.36	28,000.00	(27,712.64)	70,000.00	69,712.64
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
6600 - General Repair & Maintenance	2,690.00	767.00	1,923.00	331.79	1,533.50	(1,201.71)	9,200.00	8,868.21
6605 - General Maintenance Supplies	42.90	541.00	(498.10)	42.90	1,063.00	(1,040.10)	6,500.00	6,457.10
6640 - Lighting Supplies/Repair & Maintenance	0.00	3,166.00	(3,166.00)	1,120.08	6,333.00	(5,212.92)	36,000.00	36,879.92
6685 - Linear Park Landscape Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	21,668.00	21,668.00
6690 - Pet Stations	125.00	709.00	(584.00)	878.57	1,417.00	(538.43)	8,500.00	7,621.43
6760 - Street Repair & Maintenance	300.00	0.00	300.00	300.00	0.00	300.00	6,500.00	6,200.00
Total Common Area Maint & Services	42,031.91	60,304.00	(18,272.09)	79,104.60	113,608.50	(34,503.90)	689,970.00	610,865.40
Landscaping								
6135 - Erosion Control	0.00	833.00	(833.00)	0.00	1,666.50	(1,666.50)	10,000.00	10,000.00
6199 - Irrigation Repairs	0.00	0.00	0.00	300.00	0.00	300.00	3,800.00	3,500.00
Total Landscaping	0.00	833.00	(833.00)	300.00	1,666.50	(1,366.50)	13,800.00	13,500.00
Repair & Maintenance								
6755 - Storm Recovery Repair & Maintenance	825.00	0.00	825.00	825.00	0.00	825.00	4,000.00	3,175.00
Total Repair & Maintenance	825.00	0.00	825.00	825.00	0.00	825.00	4,000.00	3,175.00
Professional Services								
5105 - Reserve Studies	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
7000 - Audit & Tax Services	0.00	0.00	0.00	0.00	0.00	0.00	6,800.00	6,800.00
7020 - Legal Services	0.00	334.00	(334.00)	0.00	667.00	(667.00)	4,000.00	4,000.00
7025 - Legal Services - Collections	2,014.68	1,750.00	264.68	2,014.68	3,500.00	(1,485.32)	21,000.00	18,985.32
7030 - Legal Services - General Counsel	1,118.00	2,500.00	(1,382.00)	1,118.00	5,000.00	(3,882.00)	30,000.00	28,882.00
Total Professional Services	3,132.68	4,584.00	(1,451.32)	3,132.68	9,167.00	(6,034.32)	63,300.00	60,167.32
Cameron Club Maint & Operations								
5195 - Miscellaneous Expenses	25.00	84.00	(59.00)	25.00	167.00	(142.00)	1,000.00	975.00

Income Statement Report Cameron Station Community Consolidated

February 01, 2020 thru February 29, 2020

Expense	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Cameron Club Maint & Operations								
5318 - Health Club Management/Staff	14,034.48	13,760.00	274.48	28,068.46	27,519.00	549.46	165,112.00	137,043.54
6075 - Clubhouse Utilities	2,783.69	3,200.00	(416.31)	5,239.45	6,400.00	(1,160.55)	38,400.00	33,160.55
6315 - Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00
6408 - Elevator Services	354.77	0.00	354.77	709.54	1,125.00	(415.46)	4,500.00	3,790.46
6414 - Fire Prevention & Protection	531.61	0.00	531.61	1,243.28	0.00	1,243.28	10,000.00	8,756.72
6424 - HVAC Services	423.34	0.00	423.34	548.34	1,000.00	(451.66)	6,000.00	5,451.66
6430 - Janitorial Services	3,535.00	3,535.00	0.00	7,070.00	7,070.00	0.00	42,420.00	35,350.00
6436 - Special Cleanings	1,000.00	584.00	416.00	1,000.00	1,167.00	(167.00)	7,000.00	6,000.00
6438 - Pool Management	9,424.00	0.00	9,424.00	9,424.00	0.00	9,424.00	86,340.00	56,916.00
6440 - Safety & Security	0.00	450.00	(450.00)	0.00	1,200.00	(1,200.00)	5,500.00	5,500.00
6500 - Fire Suppression System	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	6,000.00	6,000.00
6515 - Building Repair & Maintenance	296.30	1,218.00	(921.70)	307.40	2,884.00	(2,576.60)	14,000.00	13,692.60
6525 - Community Center Improvement	0.00	166.00	(166.00)	0.00	333.00	(333.00)	2,000.00	2,000.00
6570 - Fitness Equipment Repair & Maintenance	0.00	791.00	(791.00)	0.00	1,583.00	(1,583.00)	9,500.00	9,500.00
6575 - Fitness Center Supplies	800.47	500.00	400.47	1,540.71	1,000.00	540.71	6,000.00	4,459.29
6590 - Access System Supplies	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	4,500.00	4,500.00
6595 - Access System Repairs	0.00	170.00	(170.00)	0.00	370.00	(370.00)	2,000.00	2,000.00
6700 - Pool Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
6710 - Pool Supplies	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
9934 - Recreation Equipment	0.00	333.00	(333.00)	0.00	666.50	(666.50)	4,000.00	4,000.00
Total Cameron Club Maint & Operations	33,308.66	24,791.00	8,517.66	55,176.16	54,484.50	691.66	404,072.00	348,895.82
Taxes & Insurance								
5390 - Fidelity/Workman's Comp	154.42	50.00	104.42	308.84	100.00	208.84	600.00	291.16
5415 - D&O Insurance Premiums	433.50	459.00	(25.50)	867.00	917.00	(50.00)	5,500.00	4,633.00
5420 - Umbrella	866.22	929.00	(62.78)	1,732.44	1,858.00	(125.56)	11,150.00	9,417.56
5445 - General Liability Insurance Premiums	1,309.25	1,416.00	(106.75)	2,618.50	2,833.00	(214.50)	17,000.00	14,381.50

**Income Statement Report
Cameron Station Community
Consolidated**

February 01, 2020 thru February 29, 2020

	Current Period			Year to Date (2 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Taxes & Insurance								
9000 - Income Tax	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Total Taxes & Insurance	2,763.39	2,854.00	(90.61)	5,526.78	5,708.00	(181.22)	44,250.00	38,723.22
Other Expenses								
5010 - Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	4,000.00	4,000.00	0.00	24,000.00	20,000.00
9848 - Electrical Expenses	996.91	0.00	996.91	996.91	0.00	996.91	0.00	(996.91)
9946 - Signs Expenses	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Total Other Expenses	2,996.91	2,000.00	996.91	4,996.91	4,000.00	996.91	34,000.00	29,003.09
Reserve Contributions								
9600 - Repair & Replacement Expenses	30,706.83	30,707.00	(0.17)	61,413.66	61,414.00	(0.34)	368,482.00	307,068.34
Total Reserve Contributions	30,706.83	30,707.00	(0.17)	61,413.66	61,414.00	(0.34)	368,482.00	307,068.34
Total Expense	195,449.36	205,916.92	(10,467.56)	364,532.95	414,817.34	(50,284.39)	2,660,208.00	2,295,675.05
Net Income / (Loss)	22,854.97	15,521.85	7,333.12	92,282.23	27,010.04	65,272.19	0.00	(92,282.23)

Income and Expense Projection Report
Cameron Station Community
As of February 29, 2020

Account Description	Jan Actual	Feb Actual	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Assessment Income														
4001 - Assessments - SFD/TH	361,211	0	0	361,208	0	0	361,207	0	0	361,207	0	0	1,444,833	1,444,829
4002 - Assessments - CONDO	218,664	0	0	218,664	0	0	218,663	0	0	218,663	0	0	874,655	874,653
4016 - Future Assessments - SFD/TH	(240,807)	120,404	120,404	(240,807)	120,404	120,404	(240,807)	120,404	120,404	(240,807)	120,404	120,404	0	0
4017 - Future Assessments - CONDO	(145,776)	72,888	72,888	(145,776)	72,888	72,888	(145,776)	72,888	72,888	(145,776)	72,888	72,888	0	0
4018 - Future Assessments - COMMERCIAL	(5,518)	2,759	2,759	(5,518)	2,759	2,759	(5,518)	2,759	2,759	(5,518)	2,759	2,759	(0)	0
4019 - Future Assessments - TMP	(34,486)	17,243	17,243	(34,486)	17,243	17,243	(34,486)	17,243	17,243	(34,486)	17,243	17,243	0	0
4130 - Commercial Assessments	8,277	0	0	8,278	0	0	8,277	0	0	8,277	0	0	33,109	33,109
4135 - TMP Assessments	51,729	0	0	51,729	0	0	51,729	0	0	51,729	0	0	206,917	206,917
Total Assessment Income	213,294	213,294	213,294	213,292	213,294	213,294	213,289	213,294	213,294	213,289	213,294	213,294	2,559,613	2,559,508
Other Income														
4245 - Newsletter Advertising	150	0	0	745	0	905	0	1,500	0	1,500	0	0	4,800	6,000
4250 - Facilities Passes/Guest Fees	80	0	200	200	200	200	200	100	100	100	100	100	1,580	2,000
4260 - Resale Processing Fees	117	822	440	1,100	1,100	1,100	1,100	880	660	880	440	440	8,859	8,800
4265 - Website Income	200	0	84	84	83	84	84	83	84	84	83	84	1,034	1,000
4295 - Charitable Donations Income	0	0	3,000	2,800	3,000	0	0	0	0	0	0	0	8,800	8,800
4400 - Room Rental Fees	1,200	0	667	667	666	667	667	666	667	667	666	667	7,867	8,000
4405 - Club Cleaning Fees	625	0	500	500	500	500	500	500	500	500	500	500	5,625	5,000
4710 - Late Fees & Interest	15,892	(75)	617	617	616	617	617	616	617	617	616	617	21,984	7,400
4720 - Legal Reimbursements	2,755	427	500	500	500	500	500	500	500	500	500	500	8,182	3,000
4805 - HOA Compliance Fees	100	(40)	417	417	416	417	417	416	417	417	416	417	4,227	5,000
4835 - Miscellaneous Income	20	0	0	0	0	0	0	0	0	0	0	0	20	6
4900 - Interest Earned - Operating Funds	1,140	1,148	1,058	1,059	1,058	1,059	1,058	1,058	1,059	1,059	1,058	1,058	12,672	12,700
4910 - Interest Earned - Reserve Funds	2,938	2,729	2,417	2,417	2,416	2,417	2,417	2,416	2,417	2,417	2,416	2,417	29,834	29,000
Total Other Income	25,217	5,010	9,900	11,105	10,555	8,465	7,560	8,735	7,020	8,520	6,795	6,800	115,682	100,700
Total Income	238,511	218,304	223,194	224,397	223,849	221,759	220,849	222,029	220,314	221,809	220,089	220,094	2,675,196	2,660,208
Administrative														
5015 - Bank Charges	0	0	20	20	20	20	20	20	20	20	20	20	200	240
5020 - Board Support	182	1,536	833	833	834	833	833	834	833	833	834	833	10,060	10,000

Income and Expense Projection Report
Cameron Station Community
As of February 29, 2020

Account Description	Jan Actual	Feb Actual	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Administrative														
5025 - Collection Charges	521	(365)	250	250	250	250	250	250	250	250	250	250	2,856	3,000
5030 - Acol Setup/DD/Coupons	377	378	833	833	834	833	833	834	833	833	834	833	9,868	10,000
5035 - Architectural Comprehensives	0	0	688	688	688	688	688	688	688	688	688	688	6,880	6,880
5040 - Computer Network/CS	1,573	1,584	833	833	834	833	833	834	833	833	834	833	11,490	10,000
5055 - Software Licenses	0	0	42	42	42	42	42	42	42	42	42	42	417	500
5070 - Parking Enforcement	0	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	12,500	15,000
5080 - Annual Meeting Expenses	0	0	0	0	0	0	0	0	0	0	2,500	0	2,500	2,500
5085 - Office Equipment Lease	566	0	583	583	584	583	583	584	583	583	584	583	6,389	7,000
5090 - Office Supplies	(24)	1,413	292	292	291	292	292	291	292	292	291	292	4,306	3,500
5210 - Printing & Copying	148	6,330	625	625	625	625	625	625	625	625	625	625	12,728	7,500
5215 - Postage	956	320	833	833	834	833	833	834	833	833	834	833	9,606	10,000
5220 - Courier Service	0	0	63	62	63	62	63	62	63	62	63	62	625	750
5320 - Temp Desk Coverage	0	0	500	500	500	500	500	500	500	500	500	500	5,000	3,000
6040 - Bundled Telecom Services	450	587	1,102	1,101	1,102	1,101	1,102	1,101	1,102	1,101	1,102	1,101	12,052	13,218
6300 - Permits & Licenses	110	0	1,333	0	0	0	0	0	1,334	1,333	0	0	4,110	4,000
6422 - Decals & Parking Passes	0	0	2,500	0	0	0	0	0	0	0	2,500	0	5,000	7,500
Total Administrative	4,869	11,781	12,580	8,745	8,751	8,745	8,747	8,749	10,081	10,078	13,751	8,745	115,618	117,588
Activities														
5200 - Events & Awards	48	5,000	5,357	5,359	0	5,357	5,357	5,357	5,356	0	0	5,357	42,549	37,500
Total Activities	48	5,000	5,357	5,359	0	5,357	5,357	5,357	5,356	0	0	5,357	42,549	37,500
Communications														
5115 - Web Site Maintenance	0	0	292	292	291	292	292	291	292	292	291	292	2,917	3,500
5225 - Newsletter Services	0	0	2,584	0	2,583	0	2,583	0	2,584	0	2,583	0	12,917	15,500
5316 - Other Communications	553	781	500	500	500	500	500	500	500	500	500	500	6,333	8,000
Total Communications	553	781	3,376	792	3,374	792	3,375	791	3,376	792	3,374	792	22,167	25,000
Insurance														
5408 - Crime Protection Coverage	300	300	309	309	309	309	309	308	308	309	308	309	3,684	3,700

Income and Expense Projection Report
Cameron Station Community
As of February 29, 2020

Account Description	Jan Actual	Feb Actual	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Insurance														
5438 - Cyber Liability \$3 Million Coverage	291	291	325	325	325	325	325	325	325	325	325	325	3,833	3,900
Total Insurance	591	591	634	634	633	634	634	633	634	634	633	634	7,516	7,600
Management Services														
5302 - Administrative Salaries	26,728	22,502	28,174	28,174	28,174	28,175	28,174	28,174	28,174	28,175	28,174	28,174	330,972	338,091
5340 - Payroll Taxes/Benefits/Costs	8,227	3,744	7,566	7,566	7,567	7,566	7,566	7,567	7,566	7,566	7,567	7,566	87,634	90,796
7015 - Management Reimbursements	138	183	250	250	250	250	250	250	250	250	250	250	2,820	3,000
7040 - Management Fees	7,917	7,917	7,917	7,917	7,916	7,917	7,917	7,916	7,917	7,917	7,916	7,917	95,000	95,000
Total Management Services	43,010	34,345	43,907	43,907	43,907	43,908	43,907	43,907	43,907	43,908	43,907	43,907	516,427	526,887
Trash Services														
6035 - Trash and Recycling Service	25,302	27,186	26,451	26,451	26,451	26,451	27,509	27,509	27,509	27,509	27,509	27,509	323,345	323,759
Total Trash Services	25,302	27,186	26,451	26,451	26,451	26,451	27,509	27,509	27,509	27,509	27,509	27,509	323,345	323,759
Common Area Maint & Services														
6000 - Electric Service	4,257	3,851	3,417	3,417	3,416	3,417	3,417	3,416	3,417	3,417	3,416	3,417	42,374	41,000
6025 - Water Service	1,061	935	2,857	2,857	2,857	2,856	2,857	2,857	2,857	0	0	0	21,895	20,000
6100 - Grounds & Landscaping - Contract	12,996	12,895	12,996	12,996	12,996	12,996	12,996	12,996	12,996	12,996	12,996	12,996	155,852	155,962
6150 - Flower Rotation & Landscape Enhanc	0	(1,435)	0	3,286	3,286	3,286	3,286	3,286	3,286	3,286	0	0	21,565	23,000
6155 - Turf Treatment & Enhancements	0	1,395	700	5,400	2,700	700	875	875	875	875	0	0	14,395	20,000
6180 - Tree & Shrub Maintenance	1,400	3,406	0	0	6,800	6,800	6,800	6,800	6,800	0	0	0	36,806	34,000
6299 - Irrigation System Contract	0	0	0	0	2,150	10,000	2,000	2,000	2,000	0	4,000	0	22,150	22,150
6305 - TMP Expenses	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	210,000	210,000
6434 - Pest Control	184	0	208	208	208	208	208	208	208	208	208	208	2,267	2,500
6442 - Snow Removal Services	160	127	14,000	0	0	0	0	0	0	0	14,000	14,000	42,287	70,000
6585 - Fountain/Pond/Lake Repair & Maint	0	0	0	250	0	250	0	250	0	250	0	0	1,000	1,000
6600 - General Repair & Maintenance	(2,358)	2,690	767	767	767	767	767	767	767	767	767	767	7,998	9,200
6605 - General Maintenance Supplies	0	43	542	542	541	542	542	541	542	542	541	542	5,460	6,800
6640 - Lighting Supplies/Repair & Maintena	1,120	0	3,167	3,167	3,166	3,167	3,167	3,166	3,167	3,167	3,166	3,167	32,787	38,000
6685 - Linear Park Landscape Maintenance	0	0	2,709	2,709	2,709	2,709	2,709	2,709	2,709	2,709	0	0	21,668	21,668
6690 - Pet Stations	754	125	708	708	709	708	708	709	708	708	709	708	7,962	8,500

Income and Expense Projection Report
Cameron Station Community
As of February 29, 2020

Account Description	Jan Actual	Feb Actual	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Common Area Maint & Services														
6760 - Street Repair & Maintenance	0	300	0	3,250	0	0	0	0	0	3,250	0	0	6,800	6,500
Total Common Area Maint & Services	37,073	42,032	59,570	57,056	59,508	65,907	57,831	58,080	57,831	49,874	57,304	53,305	655,466	689,970
Landscaping														
6135 - Erosion Control	0	0	834	834	833	834	834	833	834	834	833	834	8,334	10,000
6199 - Irrigation Repairs	300	0	543	543	543	543	543	543	543	0	0	0	4,100	3,800
Total Landscaping	300	0	1,377	1,376	1,376	1,377	1,377	1,376	1,377	834	833	834	12,434	13,800
Repair & Maintenance														
6755 - Storm Recovery Repair & Maintenance	0	825	500	500	500	500	0	500	500	500	500	0	4,825	4,000
Total Repair & Maintenance	0	825	500	500	500	500	0	500	500	500	500	0	4,825	4,000
Professional Services														
5105 - Reserve Studies	0	0	750	0	750	0	0	0	0	0	0	0	1,500	1,500
7000 - Audit & Tax Services	0	0	0	0	6,800	0	0	0	0	0	0	0	6,800	5,800
7020 - Legal Services	0	0	333	333	334	333	333	334	333	333	334	333	3,333	4,000
7025 - Legal Services - Collections	0	2,015	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	19,515	21,000
7050 - Legal Services - General Counsel	0	1,118	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	26,118	30,000
Total Professional Services	0	3,133	5,333	4,583	12,134	4,583	4,583	4,584	4,583	4,583	4,584	4,583	57,266	63,300
Cameron Club Maint & Operations														
5195 - Miscellaneous Expenses	0	25	83	83	84	83	83	83	84	83	83	84	858	1,000
5318 - Health Club Management/Staff	14,034	14,034	13,759	13,759	13,760	13,759	13,759	13,760	13,759	13,759	13,760	13,759	165,661	165,112
6075 - Clubhouse Utilities	2,456	2,784	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	37,239	38,400
6315 - Uniforms	0	0	0	400	0	0	0	0	0	0	400	0	800	800
6408 - Elevator Services	355	355	0	1,125	0	0	1,125	0	0	1,125	0	0	4,085	4,500
6414 - Fire Prevention & Protection	712	532	2,500	2,500	0	0	2,500	0	2,500	0	0	0	11,243	10,000
6424 - HVAC Services	125	423	1,000	0	1,000	0	0	1,000	0	1,000	0	1,000	5,548	5,000
6430 - Janitorial Services	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	3,535	42,420	42,420
6436 - Special Cleanings	0	1,000	583	583	584	583	583	584	583	583	584	583	5,833	7,000
6438 - Pool Management	0	9,424	0	11,057	11,056	11,057	11,057	11,056	11,057	0	0	0	75,764	66,340

Income and Expense Projection Report
Cameron Station Community
As of February 29, 2020

Account Description	Jan Actual	Feb Actual	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Cameron Club Maint & Operations														
6440 - Safety & Security	0	0	450	450	450	450	450	450	450	450	450	250	4,300	5,500
6500 - Fire Suppression System	0	0	0	0	5,000	0	0	0	0	0	0	0	5,000	6,000
6515 - Building Repair & Maintenance	11	296	1,500	587	1,000	1,012	1,100	1,233	1,167	1,167	1,167	1,183	11,423	14,000
6525 - Community Center Improvement	0	0	167	167	166	167	167	166	167	167	166	167	1,667	2,000
6570 - Fitness Equipment Repair & Mainte	0	0	792	792	791	792	792	791	792	792	791	792	7,817	9,500
6575 - Fitness Center Supplies	640	900	500	500	500	500	500	500	500	500	500	500	5,541	6,000
6590 - Access System Supplies	0	0	750	0	750	0	750	0	750	0	500	0	3,500	4,500
6595 - Access System Repairs	0	0	170	170	170	170	170	170	170	170	170	100	1,630	2,000
6700 - Pool Repair & Maintenance	0	0	0	1,000	500	500	500	500	1,000	0	0	0	4,000	4,000
6710 - Pool Supplies	0	0	0	1,000	1,000	1,500	500	500	500	0	0	0	5,000	6,000
9934 - Recreation Equipment	0	0	334	334	333	334	334	333	334	334	333	334	3,334	4,000
Total Cameron Club Maint & Operations	21,856	33,369	29,323	41,242	43,879	37,642	41,105	37,861	40,548	26,855	25,639	25,487	404,764	404,072
Taxes & Insurance														
5350 - Fidelity/Workman's Comp	154	154	50	50	50	50	50	50	50	50	50	50	808	600
5415 - D&O Insurance Premiums	434	434	458	458	459	458	458	459	458	458	459	458	5,450	5,500
5420 - Umbrella	866	866	930	929	929	929	929	929	930	929	929	929	11,024	11,150
5445 - General Liability Insurance Premium	1,308	1,309	1,417	1,417	1,416	1,417	1,417	1,416	1,417	1,417	1,416	1,417	16,786	17,000
9000 - Income Tax	0	0	2,500	0	0	2,500	0	0	2,500	0	0	2,500	10,000	10,000
Total Taxes & Insurance	2,763	2,763	5,355	2,854	2,854	5,354	2,854	2,854	5,355	2,854	2,854	5,354	44,068	44,250
Other Expenses														
5010 - Bad Debt	0	0	2,500	0	0	0	0	0	2,500	0	0	2,500	7,500	7,500
9106 - Capital Improvements Reserve	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	24,000
9848 - Electrical Expenses	0	997	0	0	0	0	0	0	0	0	0	0	997	0
9946 - Signs Expenses	0	0	0	1,000	0	0	0	0	1,000	0	500	0	2,500	2,500
Total Other Expenses	2,000	2,997	4,500	3,000	2,000	2,000	2,000	2,000	5,500	2,000	2,500	4,500	34,997	34,000

Income and Expense Projection Report
Cameron Station Community
As of February 29, 2020

Account Description	Jan Actual	Feb Actual	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Reserve Contributions														
9800 - Repair & Replacement Expenses	30,707	30,707	30,707	30,706	30,707	30,707	30,707	30,707	30,707	30,706	30,707	30,707	368,482	368,482
Total Reserve Contributions	30,707	30,707	30,707	30,706	30,707	30,707	30,707	30,707	30,707	30,706	30,707	30,707	368,482	368,482
Total Expense	169,084	195,449	228,968	227,201	236,371	233,954	228,984	224,907	237,263	200,834	214,095	211,711	2,609,924	2,660,208
Association Summary	66,427	22,855	(5,774)	(2,805)	(12,523)	(12,196)	(9,135)	(2,879)	(16,950)	20,875	5,954	8,383	65,272	0

**Cameron Station
Replacement Reserve**

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE	2020	2021	2022	2023	2024	2025
MORGAN STANLEY BANK DEPOSIT	\$ 321	0.20%	\$ 0.64	-						
PACIFIC WESTERN BANK - CA	\$ 75,000	1.90%	\$ 1,425.00	04/13/20	\$ 75,000					
MS PRIVATE BANK - NY	\$ 90,000	2.55%	\$ 2,585.00	08/08/20	\$ 90,000					
COMENITY BANK JUMBO - NY	\$ 100,000	2.90%	\$ 2,900.00	10/13/20	\$ 100,000					
DISCOVER BANK - DE	\$ 100,800	1.90%	\$ 1,900.00	12/21/20	\$ 100,000					
DISCOVER BANK - DE	\$ 75,000	2.70%	\$ 2,025.00	03/15/21		\$ 75,000				
SALLIE MAE BANK - UT	\$ 75,000	2.80%	\$ 2,100.00	04/19/21		\$ 75,000				
SYNCHRONY BANK - UT	\$ 100,000	1.50%	\$ 1,500.00	03/17/21		\$ 100,000				
SALLIE MAE BANK - UT	\$ 73,000	2.05%	\$ 1,495.50	07/19/21		\$ 73,000				
ALLY BANK - UT	\$ 105,000	1.80%	\$ 1,890.00	10/04/21		\$ 105,000				
CAPITAL ONE NA - MCLEAN, VA	\$ 100,000	2.25%	\$ 2,250.00	12/29/21		\$ 100,000				
GOLDMAN SACHS - NY	\$ 100,000	2.35%	\$ 2,350.00	03/15/22			\$ 100,000			
CENTERSTATE BANK - FL	\$ 79,000	0.85%	\$ 671.50	03/30/22			\$ 79,000			
AMERICAN EXPRESS BANK - UT	\$ 75,000	2.35%	\$ 1,762.50	06/03/22			\$ 75,000			
BMW BANK - UT	\$ 105,000	1.65%	\$ 1,732.50	07/16/22			\$ 105,000			
MS PRIVATE BANK - NY	\$ 107,000	1.65%	\$ 1,979.50	12/12/22			\$ 107,000			
AMERICAN EXPRESS BANK - UT	\$ 101,000	1.45%	\$ 1,404.50	3/32/23				\$ 101,000		
TOTAL	\$ 1,450,321		\$ 30,012.64		\$ 365,000	\$ 528,000	\$ 466,000	\$ 101,000	\$ -	\$ -

as of 3/24/20

**Cameron Station
Operating Reserve**

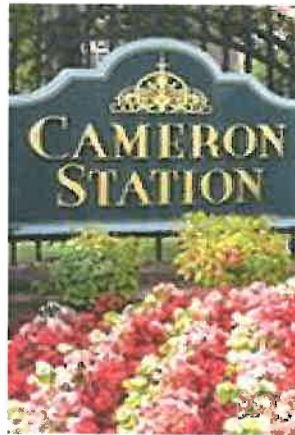
SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE	2020	2021	2022	2023	2024	2025
MORGAN STANLEY BANK DEPOSIT	\$ 787	0.02%	\$ 9.10	-						
BEAL BANK - NV	\$ 50,000	1.65%	\$ 825.00	04/08/20	\$ 50,000					
21st CENTURY BANK - MN	\$ 52,000	1.65%	\$ 858.00	05/01/20	\$ 52,000					
SANDY SPRING BANK - MD	\$ 54,000	1.55%	\$ 837.00	08/05/20	\$ 54,000					
MERCHANTS BANK - IN	\$ 50,000	0.95%	\$ 475.00	07/27/20	\$ 50,000					
TOTAL	\$ 206,787		\$ 2,995.10		\$ 206,000	\$ -	\$ -	\$ -	\$ -	\$ -

as of 3/24/20

This information and data is being provided at your request and is from sources considered reliable, but their accuracy and completeness is not guaranteed. It has been prepared for illustrative purposes only and is not intended to be used as a substitute for the transaction statements you receive from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your transaction statements to verify its accuracy. This information is based upon the market value of your account as of the close of business on March 23, 2020 and is subject to daily market fluctuation.

Prices and yields are as of March 25, 2020 and subject to change and availability.
Morgan Stanley Smith Barney, Member SIPC.

TAB 3



Cameron Club Monthly Report

February 2020

Attendance and Usage

February – 6,381

- Average usage per day- 220

Previous month:

- January– 6,652
- Average usage per day- 214

Facility & Operations

Group Exercise Class Program

- Stretch and Core was the most attended classes this month.
- We saw an increase in 5 out of 10 classes from last month.

Exercise and Facilities Equipment

- Currently all equipment is operational. Due to the placement of the electrical sockets for the Peloton's, we are working on providing a cover that will allow protection for the cords, as our first option. If this proves to be unsuccessful, we would like to rearrange the floor plan to switch places with the recumbent bikes.

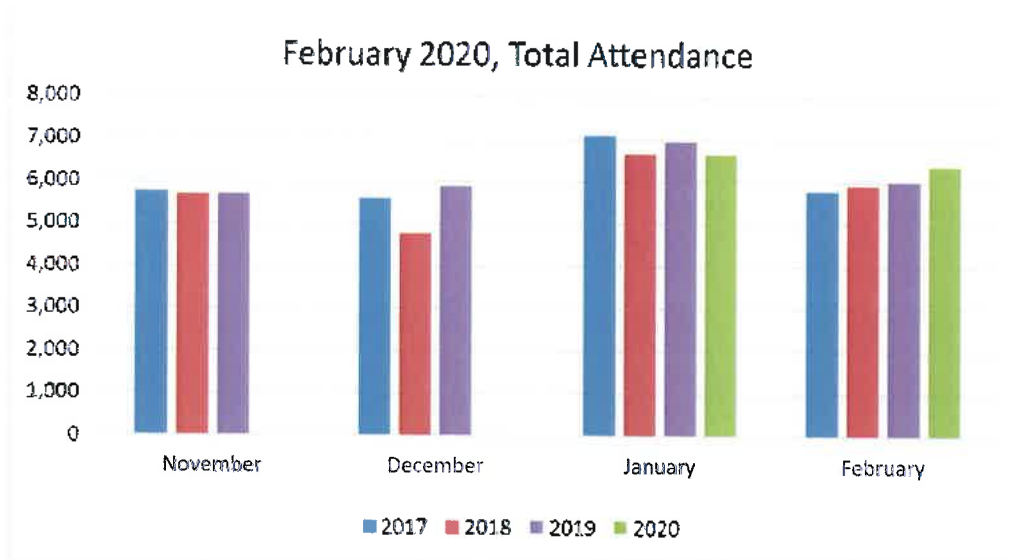
Personal Training

- For the month of February, we received 2 new clients.

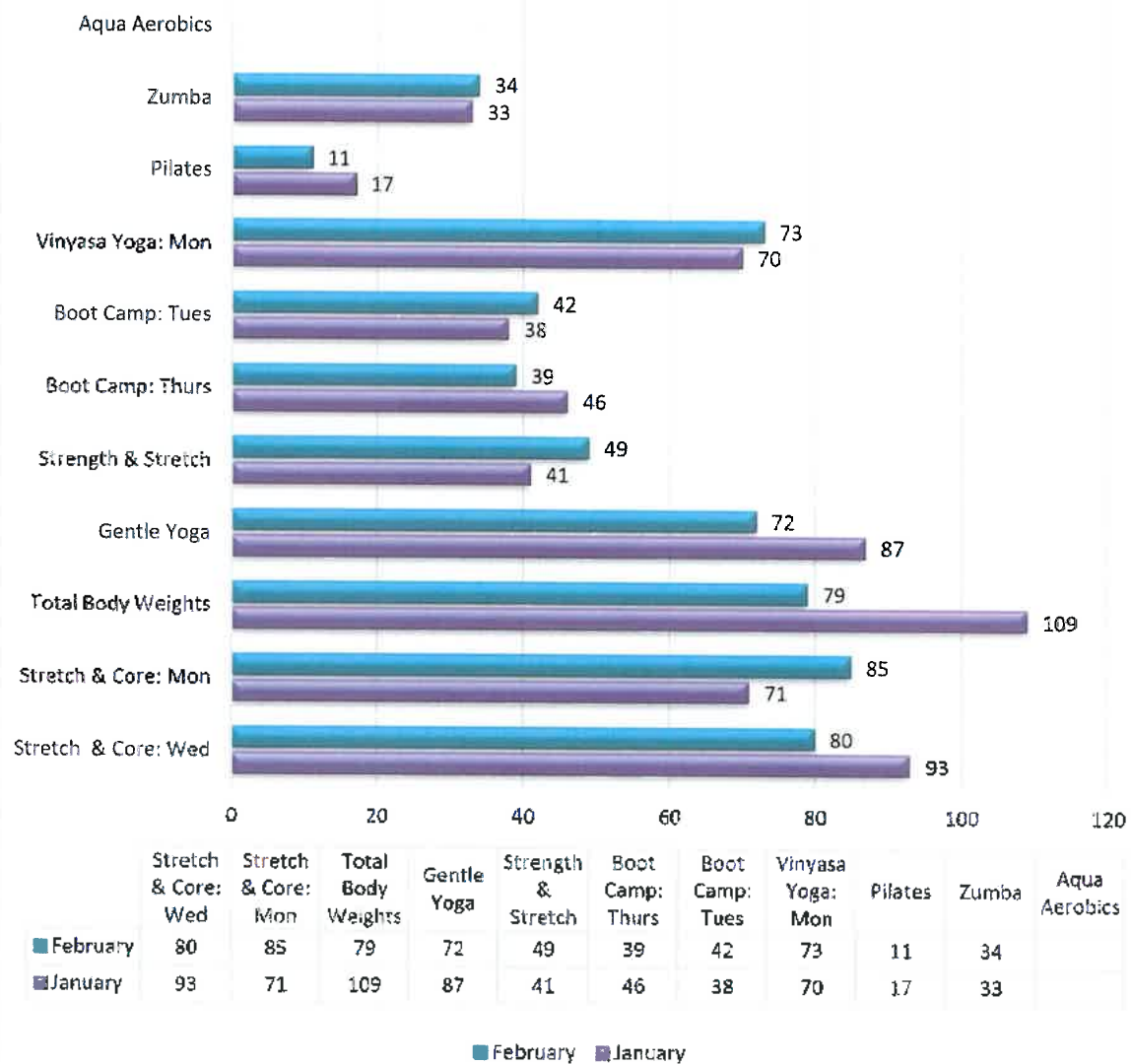
Upcoming Goals & Events

- The workshop with PK Move on the 24th of February had 20 people in attendance. This workshop was for senior citizens and is focused on strength and mobility, along with stabilization. The next workshop we are working on finalizing will be a beginner Tango class. This will introduce residents to the world of Tango.

Graphs



Class Attendance January 2020/February 2020



TAB 4

**DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, March 12, 2020**

The following individuals attended the meeting:

Ray Celeste, CCFC Chair

Dan Ogg, CCFC Vice Chair (via phone)

Brendan Hanlon, CCFC Member

Jon Dellaria, Board of Director's (BOD) Representative to the CCFC

PsyGianni Scott, ProFIT Fitness Center Manager/Activities Director

Brian Lord, HOA Division Director, Community Management Corporation (Community Management Corporation (CMC) (via phone)

The following individuals were absent:

Tim Regan, CCFC Member

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:41 p.m.
2. Brendan Hanlon made a motion to approve the agenda. The motion was seconded by Dan Ogg and it passed unanimously.
3. Resident's Open Forum. No residents attended the meeting.
4. Ray Celeste made a motion to approve the CCFC's meeting minutes for February. The motion was seconded by Dan Ogg and it passed unanimously.
5. Covid19 Virus. The committee engaged in a lengthy discussion regarding the ongoing Covid19 virus and possible actions that may be necessary now and in the immediate future regarding Cameron Station Community facilities. The discussion culminated with the committee providing feedback to the BOD to assist in the development of a community wide communication being prepared for distribution on Friday, March 13th.
6. Pool Matters. Brian Lord updated the committee on actions currently underway and scheduled to prepare the pool for opening. The actions include cleaning, equipment testing, readiness for inspection, hiring of pool manager and scheduling pre-opening meeting for pool staff. The pool is currently scheduled for a soft opening for the weekend prior to Memorial Day Weekend (May 16th).
7. BOD Update. Jon Dellaria provided feedback from the most recent BOD meeting; there were no action items for the CCFC.
8. CMC Management report. Brian Lord provided the CMC Management update.
 - a) The building HVAC system is scheduled for inspection and maintenance on March 31st.

- b) The water intrusion issue at the Clubhouse is still being worked and an inspection is scheduled the week of March 18th. It is anticipated this will identify actions necessary to remediate the issue and allow for a plan of action to be prepared. Known repairs to the bathrooms outside the Great Room and a shower in the Men's Locker Room are on hold pending the resolution of the intrusion issue.
- c) The Financials were reviewed, and CMC were asked to follow up on several specific items, mostly validating the accuracy of accounting codes applied to several transactions. **The codes are General Ledger (GL) 5318 and GL 6414. Brian Lord has been tasked to find out why there is an issue with both codes. He stated he would look into the matter.**
- d) Brian Lord committed to working the issue of an updated RFP for the all-purpose exercise court to include updated contract expectations. The vendor previously selected by the BODs to execute the project was unwilling to commit to specific requirements during contract negotiation.
- e) The CCFC requested CMC Management initiate the development of a draft RFP for renovation of both the Men's and Ladies Locker Rooms. The initial draft is will start to be worked on the week of 22 March.

9. ProFIT Report:

- a) PsyGianni Scott provided the ProFIT monthly report. Attendance in February was 6,381 (220 per day) compared to January's attendance of 6,652 (214 per day).
- b) Classes were well attended, with an increase in 5 out of 10 classes month over month.
- c) All equipment is currently operational.
- d) The PK Move workshop on February 24th had 20 people attend.
- e) The AudioFetch system was discussed regarding its unreliability. It was decided this issue will be best resolved by assigning it to CMC Management and the CCFC Chair took the action to follow up. Brian Lord has been tasked to follow up on this matter.

- 10. Old Business. Dan Ogg advised the Club Security Town Hall Meeting to discuss overall facility security is scheduled for April 19th at 6pm. Dan Ogg will chair the meeting.
- 11. Ray Celeste advised that new photos of the community and residents were selected; they are not printed yet, but they will be soon.
- 12. Adjournment: Brendan Hanlon made a motion to adjourn the meeting. Dan Ogg seconded the motion and it passed unanimously. The meeting was adjourned at 8:56 p.m.

TAB 5

Cameron Station Community Association
Financial Advisory Committee Meeting
February 24, 2020
Cameron Club Henderson Room

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:13 pm.
- b. Members Present; Jeff Gathers (Acting Chair), Bill Blumberg, Andrew Hill and Fred Blum.
- c. Member Absent: Chairman Takis Taousakis.
- d. Others Present: Martin Menez, Board Treasurer and Board Liaison to the FAC; John Tsitos, President, Community Management Corporation

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The January 27, 2020 minutes were approved unanimously.

IV. Resident Open Forum

There were no other residents present.

V. Review of Financial Results

Both the December 31, 2019 and January 31, 2020 financial results and variance reports were discussed. The 2019 year-end results had not been published for review prior to the January FAC meeting. Mr. Menez previewed what he would present to the Board at their meeting the following evening:

The total FY 2019 budget contemplated expenditures of \$2,585,725 that would be offset by total income of precisely the same amount, generating Net Income of \$0. Actual income results were favorable by \$23,948 over budget, due largely to "catch-up" Resale Processing Fees and higher-than-anticipated Investment Income. Unfortunately, total expenditures were also over budget -- by \$65,187 -- despite snow removal expenditures \$39,301 under budget.

The budget discussion continued with a focus on certain line items in greater detail: Many such lines fall in the category of Common Area Maintenance budget lines, which are managed with significant input from the Common Area Committee (CAC) and technical guidance from the principal contractor, Lancaster Landscapes. The following lines are shown with the amounts *over* budget in 2019:

GL 6100 Grounds & Landscaping- Contract	\$6,396
GL 6159 Flower Rotation & landscape Enhancements	2,672
GL 6155 Turf Treatment & Enhancements	6,810
GL 6160 Tree & Shrub Maintenance	19,005
GL 6199 Irrigation Repairs	16,484
GL 6200 Watering & Supplies	3,815
 TOTAL CAC Items	 \$55,182
 GL 6600 General Repairs & Maintenance	 \$19,465
<u>GL 7030 Legal Service – General Counsel</u>	<u>24,502</u>
 GRAND TOTAL MAJOR EXPENSE ITEMS	 \$99,149

In addition, regarding 2019 year-end financial results:

-- Regarding General Counsel, there were some items that arguably could have been anticipated and several extraordinary items, due largely to resident inquiries requiring a legal opinion.

-- Printing expenses (GL1510) were \$11,535 over budget. The FAC will check with management as to whether production of the new residents "welcome package" is included in this line. If so, can these costs be separately identified?

-- There are situations in which the Board can approve significant expenditures above the annual line-item budget, but the budget itself will not be changed.

The Treasurer discussed the lack of "situational awareness" with respect to budget execution by management. With FAC's design guidance, management adopted a new accrual-tracking spreadsheet in January. Maintenance of this tool will allow management and committee chairs to track the costs of approved initiatives as they are given the "green light" by management. This approach will facilitate "real-time" financial decisions, in contrast to the current reliance on approved invoices. This change should help identify looming budget problems by highlighting them at the *beginning* of the spending process, and as further spending decisions (commitments) are made.

January Financial Results

Monthly results were favorable, as aggregate expenditures were under budget. The biggest issue on the income side was assessment delinquency and the resulting percentage impact. Three condominium associations were late in their assessment payments and will be charged interest and penalties accordingly.

Management will investigate the negative variance in assessment income compliance on both townhouse/single family and condominium owners.

Reserve Fund Investment Worksheet: The committee discussed the desired coordination between the reserve study's planning timeline and the timing of investment maturities -- specifically to have sufficient liquidity to pay the bills as projects proceed to completion. The phased repaving of private streets, our biggest capital budget item, is the main driver on this issue. An overhaul of the irrigation system is being evaluated to precede paving. We may be able to negotiate reasonable payment terms to help cash flow. Also noted was the most recent prior community manager's suggestion to hire an independent engineer to oversee the planning and execution of the repaving work.

Final note: The proposed spreadsheet should be "read-only" in its distribution, to ensure its integrity.

VI. Old Business

Investment Policy- Mr. Menez commented that some items in the current draft need better definitions, e.g., "capital expenditures," before sending to Counsel for review. Information copies of the final draft will also be shared with the auditor and investment manager.

Committee Expense Process- The committee discussed use of the spreadsheet described above for ad-hoc items over \$250, expanded credit card use, expeditious contractor/vendor invoicing, and a policy to allow no more than seven calendar days to turn over receipts -- all to improve recordkeeping and cost management.

Eliminate Mis-categorization - A key part of the "get-well" plan. There is a significant need to code expenditures correctly and consistently for the process changes to work as intended. The new spreadsheet noted above will help the on-site staff to select the correct GL code(s) for each project at the outset -- and matching invoices to the materials and work ultimately provided. This is particularly important for landscape maintenance services, as the main contractor (Lancaster Landscapes) provides not only basic services (mowing, raking, etc.) for a fixed fee (GL6100) but also numerous ad hoc projects that are budgeted and billed separately under several distinct categories (GL 6150, 6155, 6160, etc). According to CMC management, on-site errors cause the majority of problems.

There was a brief discussion on potentially more efficient bill paying procedures, to include electronic payment, with qualified vendors sending certain invoices directly to the CMC bill payment system.

HOA Credit Cards & Related Issues: Management is working on increasing credit limits from the current level of 5,000 and pursuing single account "authorized user" approach rather than a card being issued to an individual. This would allow more flexibility and require a card user log for internal control. A "cash-back" type card has also been recommended by CMC.

VII. New Business

The Committee will likely propose changes to the FAC charter to redefine "quorum" for the conduct of an official meeting. The alternative definition to be subject to Board approval: "A simple majority of committee members present will constitute a quorum, with a minimum of three members present." This is the approach currently used by the CSCA Board of Directors.

Membership- We still need to recruit two members. Can the Board help?

VIII. The meeting was adjourned at 9:07 p.m.

TAB 6

**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE
Monday, March 9, 2020**

The March 9, 2020 meeting of the Common Area Committee (CAC) was called to order by Robert Burns at 7 p.m. in the Henderson Room.

Members Present: Robert Burns, CAC Chairman Kathy McCollom, CAC Vice Chairman
 Kyle Geron, CAC Member Mindy Lyle, CAC Member
 Linda Greenberg, CAC Member S. Hockley Walsh, CAC Member
 Joan Lampe, Board liaison
Member Absent: Wendy Ulmer, CAC Secretary

Others in Attendance:

CMC: Brian Lord, Vice President and HOA Division Director, and Brittoni King, Interim Property Manager

Lancaster Landscapes: Joel Owens, Adrienne Zaleski, Carlos Rios

Mr. D's Property Services, Maxwell Domalavage, Owner

Residents: Sherri and Didier LeGoff, 5219 Brawner Place

Don Macviettie, 4922 Donovan

Matt Grimm, 191 Cameron Station Boulevard

Linda Greenberg took the Minutes because Secretary Wendy Ulmer was absent.

Burns introduced new CMC staff Brittoni King and Brian Lord. Each briefly described what they are doing during the transition with Cameron Station management.

Old Business:

Motion to Approve Meeting Minutes for February 10, 2020.

Moved by McCollom

Seconded by Burns

For: All

Against: None

Motion Passed.

Updates since last meeting:

Motion to Approve Contract with Hydro Designs inc. Board asked CAC to approve the Hydro Irrigation proposal. The board approved it with one caveat, see italicized sentence in proposal, number 3, Report, item c. Recommendation for improvements or replacement, with estimates of design, consulting, and construction costs. *The reasons and potential benefits associated with the recommendations will be discussed.*

Discussion: Members were concerned that Hydro would have sufficient drawings of irrigation system for scope of work. Burns asked Lancaster to provide all plans showing present irrigation system. Lancaster and Lyle thought that plans may not begin until after the 13-year bond out and are incomplete. It was decided to have Lancaster provide the existing plans to CAC; these plans will be shown to Hydro Designs. Before presenting to Hydro, the plans will be reviewed by CAC and CMC members Burns,

Gerron and Lord. Hydro will be asked if the plans are sufficient for their evaluation. If the plans are insufficient, Burns can explore with Hydro what elements can and cannot be completed. If Hydro feels the plans are sufficient for the scope of work, CAC voted to go forward with the proposal.

Moved by Lyle

Seconded by Greenberg

For: All -- IF Hydro first agrees that the plans provided by Lancaster are sufficient to proceed with the evaluation.

Against: None

Motion Passed.

Paving Proposal: Gerron has no contracts to review. Lord will provide to Lyle the draft RFP for paving completed by former CMC manager Judy Johnson. Lyle will have the draft updated with assistance from the team at the firm at which she is a team member. Lyle will provide the revised draft for Gerron.

New Business:

Resident Open Forum:

Mr. and Mrs. LeGoff asked what had been decided about installation of their Little Free Library. They are happy to have it placed in the small park at the intersections of Cameron Station Boulevard, Ferdinand Day and Tancreti. Lyle arranged to meet with them and Lancaster to finalize its location and installation. In addition, Burns asked the LeGoffs if they would be comfortable having news of the new Little Free Library sent out to the community. They said yes. Burns will inform the Communications Committee. He asked if they would participate in a "grand opening" event when the Library is installed. They are happy to.

Don MacViettie said the fir trees behind his home need to be thinned out or some removed because the trees are hitting his home. The lower dead branches need to be trimmed as well. Lancaster was asked to recommend the best treatment for the area. Lyle stressed need to replace trees that are removed in order to maintain the city's required tree canopy.

Matt Grimm asked what had been decided about the bricks near his home and in the circle park. It was explained that these issues will be taken up by proposals to be considered later. His contact is cmg973@gmail.com. CMC can update him on the project's status once all approvals are in place.

Vendor Presentation: Domalavage explained his pressure and soft washing services using a PowerPoint presentation. His firm is being considered for cleaning the brick wall along Duke Street that totals \$3,045.09. This proposal will be submitted to CMC for consideration in the April CAC packet.

Budget Planning and Review: Burns asked King to explain new financial tracking system introduced for 2020. King used the monitor to show expenses and dollars available in CAC line items; system tracks the transactions of CAC and all committees. It is also password protected. Lord added that this is "Real Time" tracking – money as committed as well as money when spent. Lord described it as a checkbook perspective. He also pointed out status notes on proposals from February Minutes.

Board Update: Lampe, as liaison with the board, was concerned that the Knapp Pocket Park and other park proposals were not in the budget. To move forward, funding will need to be determined.

Proposal Consideration:

Operating Budget #6150

Motion to Install Begonias around the Gazebo at Ticer Pocket Park. #30339.

Discussion: CAC policy is not to plant annuals in pocket parks. Soles had requested these earlier. \$1,740.

Motion Tabled.

Operating Budget #6150

Motion to enhance strip between road and walkway on Cameron Station Boulevard between townhomes from 171 to 195. #30170. Discussion as to best way to treat this high visibility area. Lancaster thought mulch could work but Liriope was a better option for this area. This enhancement should be considered a pilot project. Lancaster will remove thin turf on strip, install 90 one-gallon Big Blue Liriope @ \$18 each for \$1,620 and install 2 yards of hardwood mulch @ \$75 each for \$150. Labor is 10 hours @\$55 or \$550 for a total of \$2,320.

Moved by Greenberg

Seconded by McCollom

For: All

Against: None

Motion Passed.

Operating Budget #6150

Motion to enhance small triangular plot behind 185 to 195 Cameron Station Boulevard. #30174. Remove mulch and plant 1 pallet of tall fescue sod/\$575. Around 6 crabapple trees install 7 one-gallon Big Blue Liriope for a total of 42 plants or \$472.50. 12 hours of labor @\$55/hour or \$660. \$2,587.50 Discussion: The area is not irrigated. Various options for improving the area were considered. It was decided to look for a permeable cover for the area.

Motion Tabled.

Reserve Expense

Repair pavers behind Gazebo at Cameron Station Circle. #30174. #29761 Revised. Remove and reset existing pavers/bricks to direct water away from walkway and onto grass. 250 square feet. 24 hours of labor @\$55 or \$2,640. Existing bricks/pavers will be reset in 2 yards of crushed concrete @\$175 /each and 2 yards of sand @\$117.50 each or a total of \$3,225.

Moved by Greenberg.

Seconded by McCollom

For: All

Against: None

Motion Passed.

Operating Budget #6150

Motion to install annual flowers at Duke Street Entrance, Cameron Station Circle and Cameron Club. #30335.

Entrance: install 45 "ruby slippers" Coleus, 6" pot @ \$10.50 each and install 120 "tattoo-orange" Vinca, 6" pot @\$6.50/each. \$472.50 + \$780 or \$1,252.

Circle: Install 90 Coleus "green hallo" 6" pot @ \$10.50 each for \$945 + \$1,950 or \$2,895.

Club: Install 300 Sunpatiens "royal Magenta" 6" pot @ \$6.50 each for \$1,950. Total: \$6,097.50.

Moved by McCollom

Seconded by Greenberg

For: All

Against: None

Motion Passed.

Operating Expense #6150

Motion to install bushes at two locations near Cameron Station Boulevard. #30338. Replacing bushes previously removed.

First, at Cameron Station Boulevard end of Minda Court, install 2 30-36" HicksII Yews @\$100 each for \$200 plus 2 hours labor @ \$45/hour or \$90.

Second, at utility box at side of 377 Cameron Station Boulevard, install 3 30-36" HicksII Yews @ \$100 each for \$300, plus 3 hours labor @ \$45/hour or \$135. Total: \$725.

Moved by Lyle

Seconded by McCollom

For: All

Against: None

Motion Passed.

Reserve Fund for Tree Installation and Operating Fund #6135

Motion to remediate common area behind 260 – 264 Medlock. #30340 replaces 30303. Regrade area and seed to redirect standing water behind two townhomes (Operating Fund) and install two 10-12' River Birch @ \$750 each, 4 yards of topsoil @ \$95 each (Reserve Fund) for a total of \$1,930. (Note: CAC had previously considered another option. That option required Ms. Utility to mark the area which showed that the digging would be too close to the utility lines.) This option, #30340, should address the water issue and not cause a utility problem.

Moved by Burns

Seconded by Greenberg

For: All

Against: None

Motion Passed.

Reserve Fund for Tree Installation and Capital Funds

Knapp Park Proposal

Motion to enhance Knapp Pocket Park. #30190 (October 7, 2019 Revised). Discussion: Greenberg reviewed history of park, work to-date and proposals provided by Lancaster Landscapes and Ruppert Properties. Bids requested from multiple firms and were reviewed on site by McCollom and Greenberg. Lancaster's proposal more comprehensive and meets the needs of CAC. Lancaster will replace dead and dying trees and shrubs, install two conversation areas, while leaving green areas for children and dogs. Financing will be worked out. Burns will meet with Finance Committee chairman and review options for best results prior to the proposal moving to the board for consideration. Greenberg will provide a memo for the board to help explain what has occurred with the project, \$21,733. (Breakdown between Reserve and Capital Funds to be provided.)

Moved by Greenberg

Seconded by McCollom

For: All

Against: None

Motion Passed.

Operating Expense #6640Power Systems Electric (PSE) to replace 12 non-operating HID or fluorescent pole lights in common area. List of pole locations provided and locations verified by Burns during a night time inspection, \$3,045.09.

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

Potomac River Watershed Clean up: Zaleski reviewed clean-up activities planned for Saturday, April 18, 2020 and sponsored by Lancaster. This is a volunteer community activity. Details will be circulated by CMC in a special eblast and in the community newsletter.

2020 RFPs for Landscaping, Paving and Trash

Lyle will provide an RFP for Paving based on prior discussion.

Greenberg will work on Landscaping RFP draft provided by Burns.

Gerron will work on Paving RFP.

Lampe will work on Trash Survey.

Trash Survey

Lampe passed out a draft Trash Survey. CAC approved its content. It was suggested that for a better resident response rate, the Survey be sent as a stand-alone eblast.

Compass article: McCollom submitted CAC "Notes" and Greenberg submitted an article for the Pride of Ownership contest.

The next CAC meeting is April 13, 2020.

The meeting adjourned at 9:06.

TAB 7

As of March 25 2020, no committee report has been provided.

TAB 8

**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday March 3, 2020**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for March was held on March 3, 2020. The meeting was called to order at 7:00 p.m. by ARC Chair, Karen Diener, located at 200 Cameron Station Blvd., Alexandria, VA 22304, with a quorum present.

ARC MEMBERS IN ATTENDANCE

Karen Diener – ARC Chairperson
Jeremy Drislane – ARC Member
Kevin Devaney – ARC Member
Craig Schuck – ARC Member
Sharon Wilkinson – ARC Member

MEMBERS ABSENT

Gayle Hatheway – ARC Vice Chair
Stephen Pearson – ARC Member

OTHERS IN ATTENDANCE

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

APPROVE AGENDA

MOVE TO: “Approve the Agenda as amended (include application #20-38, emergency roof replacement work)”

Moved By: Karen Diener

Seconded By: Sharon Wilkinson

For: Craig Schuck, Kevin Devaney, Jeremy Drislane

Against: None

Absent: Gayle Hatheway, Stephen Pearson

MOTION PASSED

RESIDENTS OPEN FORUM

Ms. Rebecca Landis representing the Board of Directors for Woodland Hall Condominiums was present for this forum, Ms. Landis asked if it would be possible for Woodland Hall Condominium to replace their existing shingle roof with metal material because metal roof is more durable. The Committee responded that it would

DRAFT

not be possible because per the Design and Maintenance Guide the color and the style of any exterior part of the house that is being altered or replaced has to match the existing or the original material.

Ms. Landis stated that since there are metal roofs in the community this alteration would still be in keeping with the community's style and character.

The Committee advised that the original builders designed the homes and condos in Cameron Station with metal and shingle roofs as part of the master plan, changing this design in one place will change this architecturally distinctive exteriors that were put in place originally in the master plan of the community during its development period.

MOVE TO: "Approve the ARC Meeting Minutes from February 2020 as presented."

There wasn't enough quorum to conduct votes on the February Minutes at this meeting. Only 2 Members that were present at the February meeting were present at this meeting.

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
302 Cameron Station Blvd.	Deck Repair	Approved as submitted. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
5243 Brawner	Roof Replacement	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
238 Murtha St.	Window Replacement Appeal	The Appeal Approved as submitted. Moved By: Kevin Devaney Seconded By: Karen Diener For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
5009 Donovan Dr.	Doorbell Camera	Approved as submitted. Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None

		Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
169 Barrett Pl	Storage Bench Installation in Rear Patio.	Approved with Stipulation That all stained surface area matches once the common area fence is replaced and stained. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
169 Barrett Pl	Paver Replacement in Rear Patio	Approved as submitted Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
5246 Bessley Pl	Replace Fence Lattice with Different Style.	Disapproved Replacement must be like with like Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
328 Helmuth Ln	Window Modification	Approved with Stipulation Provided the siding matches the existing where window was removed in color and profile. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
4916 Waple Ln	Replace Doors	Approved with Stipulation Provided that all molding is the same as existing in color and profile Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None

		Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
4916 Waple Ln	Window Replacements	Approved with Stipulation Provided that the metal cladding match the existing trim around all windows in profile and look. Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
4916 Waple Ln	Roof Replacement	Approved as submitted. Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
170 Martin Ln	Roof Replacement	Approved as submitted. Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
4915 Donovan Dr.	Tree Replacement	Approved as submitted. Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
4915 Donovan Dr.	Driveway Extension	Returned for more Information Please provide plat/site survey with work location marked, please provide sketched drawing of proposed work, materials, height, dimensions etc. Moved By: Jeremy Drislane Seconded By: Craig Schuck For: All Against: None Absent: Gayle Hatheway, Stephen Pearson

		MOTION PASSED
5251 Brawner Pl	Install a doorbell camera and remove an existing camera	Approved as submitted. Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: Gayle Hatheway, Stephen Pearson MOTION PASSED
211 Cameron Station Blvd.	Dual Application for extending lead walkway, landscape modification & retroactive application for lattice installed on the side of the house.	Reviewed electronically by email and returned to the homeowner for more information as follows: Please provide 1. Pictures, sketches, type of materials to be used and a proposal and scope of work from the contractors. 2. Please provide a plat with work location marked to show that the proposed barriers remain on your property and does not encroach in the common areas and or other privately owned areas.

MATTERS FOR INFO/DISCUSSION/DECISION

Board Meeting Report

There was a brief update, report made to members on topics discussed from the previous board meeting. An ARC member is scheduled to attend the next board meeting.

Covenants Report- February 2020

- The # of Comprehensive Inspections conducted in February is 0.
- The number of Resale Inspections conducted in February is 7.
- The number of Exterior Modification Applications reviewed in February is 13.
- No vehicle was towed in February.
- The # of letters mailed in February is 44. Follow up inspections have been conducted on some homes and 14 letters are abatement letters, the remaining letters are for property violations, application result notifications, and parking violations.
- The next meeting of the Architectural Review Committee is on March 3, 2020 applications are due for this meeting on February 21, 2020.

HEARING OPEN SESSION

There were no residents present for this session.

MOVE TO: "Enter Executive Session for Hearing deliberations at 8:50p.m."

Moved By: Craig Schuck

Seconded By: Karen Diener

For: All

Against: None

Absent: Gayle Hatheway, Stephen Pearson

MOTION PASSED

MOVE TO: "Exit Executive Session at 9:00p.m."

Moved By: Sharon Wilkinson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Gayle Hatheway, Stephen Pearson

MOTION PASSED

MOVE TO: "Move to abate a violation and waive fines for Account 00448-3474 because the house is now in compliance"

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Gayle Hatheway, Stephen Pearson

MOTION PASSED

MOVE TO: "Adjourn the Meeting at 9:00p.m."

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Gayle Hatheway, Stephen Pearson

MOTION PASSED

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

TAB 9

As of March 25 2020, no committee report has been provided.

TAB 10

Management Report – March 2020

Management continues to oversee operations of the property with a limited staff schedule while a search for new GM is conducted and while dealing with employee personal leave. A temporary staff member was added to the team with management experience to assist with back office operations. Assistance, oversight, direction is also being provided by CMC Portfolio Manager and VP/Division Director.

Current Tasks:

- Work with Committee's as much as possible
- Provide financial reporting and answers to questions
- We are working to redevelop processes and procedures/interact
- Development of maintenance plans and schedules
- Requested a 2019 audit timeline from Goldklang, which is expected to begin in May.
- Staff is currently reviewing all homeowner correspondence, email, architecture, etc to update all unit files, both electronic storage as well as hard copy files. All sale and transfer information is kept at CMC corporate files, specific homeowner correspondence, complaints, violations, applications, parking, etc is kept onsite.

Administrative

- Answering all incoming calls
- Maintain Community Calendar
- Assist all community committees with administrative assignments
- Submit all Community newsletter Ads
- Schedules all event and reservation, post to community information bulletin outside of each conference room
- Train all residents on AV equipment for reserved events
- Submit invoice, credit card statements and reimbursements once all information is collected
- Edit and update policy resolutions for Asst. General Manager
- Follow up with all email request forwarded by Asst. General Manager
- Post BOD packages via website and send copies to all BOD members
- Assist accounting department reconciling invoices and payments
- Contact vendors for new invoice to be sent directly to corporate
- Answer all concerns and complaints for the Condominium residents throughout Cameron Station
- Update Community Welcoming Packet

- Train co-worker on various community projects
- Order Fitness, Office and Maintenance Supplies
- Recertification of all Community residents for the new year 2020
- Data Entry

Covenants Report

- Entered all alleged violations, inspections and applications in C3 database and maintained updated data.
- Prepared and mailed Exterior Application decision letters.
- Answered overflow incoming phone lines.
- Answered resident inquiries concerning association services, policies, and association Governing Documents and Design & Maintenance Standards.
- Conducted routine inspections of private homes for covenants violations, and landscape maintenance needs.
- Generated covenants and maintenance violation letters to residents when necessary
- Enforced various Association Policies when needed, and handled all incoming compliant forms from residents.
- Assisted with Maintaining and updating community website.
- Prepared monthly ARC meeting discussion packages.
- Prepared weekly email blasts, including additional announcements as directed by Management and the Activities and Events Committee.
- Covered the administrative desk during the times when we are short staffed and assisted with issuing photo ID cards, new homeowner registrations, guest pass punch cards, parking decals, visitor passes and meeting room contracts and handled all incoming calls during this time.

Maintenance Activities

- Contact American Water about broken water meter on CSB on March 12, 2020. Meter was repaired on March 25, 2020
- Drywall repair and paint touch up throughout out the clubhouse on a regular basis
- Touch up caulking as needed throughout the clubhouse
- Replaced American Flag
- Clean debris around the drain on the roof
- Constantly pick up branches at gazebo for Lancaster to pick up
- Service Dog Stations throughout the community on a regular basis (Doody Calls on reserve/backup should staff be out of work for the day)
- Collect trash throughout the community on a regular basis
- Assist PSE with the replacement of the lights above the stairs in the clubhouse
- Assist Engineer on troubleshooting leak in the clubhouse
- Snake clogged toilet in women's locker room
- Replace ballast in men's locker room
- Check clubhouse daily for proper function (lights, leak, mechanical equipment, etc)

Pool Opening Information

- a. Management has communicated with American Pools Representative Ben Rogers requesting an itemized schedule of pool opening activities and an overview of staffing for the upcoming season. They have prepared a "welcome Package" for management and will be distributed for committee review.
- b. We will coordinate with staff for steam cleaning of deck as well as furniture when out.
- c. Furniture will come out in early April and will be inspected.
- d. Parts order is placed (following January Board approval).

Cameron Station Community Association

Timeframe:

1. **Mulching** - Scheduled to begin at the end of March (unless otherwise requested). Historically, the community has requested that the mulching to occur the week before Easter
2. **Additional Seeding** - Grass is still dormant and needs to be evaluated when green up starts to occur. If there are spots that need to be addressed, we will address following the pre-emergent application. Temps. need to be 50 degrees at night for successful germination.
3. **Pre-Emergent Application** - scheduled for the last week of March (weather permitting). We will notify management with exact date so that it can be included in an eblast
4. **Irrigation System** - Spring Start Up/Repairs is scheduled within the next two weeks. The system won't be turned on until the weather warms up - approx. the first week of April
5. **Annual Flower Rotation (Spring/Summer)** - tentatively scheduled for 1st week of May
6. **Tree Days** - ongoing based on requests
7. **Proposals** - To be reviewed and discussed

30335 - Annual Flowers (200 CSB, circle and entrance sign)

30338 - Installation of plant material to replace items previously removed

30339 - John Ticer Annual Flowers

30170 - Installation of liriope at main circle (also refer to Proposal #30174)

29761 - Reconsideration of brick proposal for rear of gazebo

30310 - Revision of proposal to improve drainage behind 260-262 Medlock

Covenants Count Report
Cameron Station Community
 Sun Mar 01, 2020 thru Tue Mar 31, 2020

Type	Applications	Violations	Inspections	Total
Deck	1	0	0	1
Door(s)/Addition/Replacement	1	0	0	1
Driveway/Extension	1	0	0	1
Exterior Modifications	0	1	0	1
Holiday Decorations	0	1	0	1
Landscaping	1	1	0	2
Latticework	1	0	0	1
Parking: Sidewalk	0	2	0	2
Patio	1	0	0	1
Property Maintenance	0	12	0	12
Resale	0	0	9	9
Roof Replacement/Repair	3	0	0	3
Shed	1	0	0	1
Trash/Recycling Containers	0	4	0	4
Tree Planting/Removal	1	0	0	1
Undefined Item	2	0	0	2
Windows	3	0	0	3
Totals:	16	21	9	46

Covenants Status Count Report
 Wed Jan 01, 2020 thru Thu Dec 31, 2020

Association	Type	Status	Count
Cameron Station Community	Application	Approved	15
		Denied	2
		Incomplete	1
		Approved with Stipulations	5
	Inspection	Entered	13
		RESALE	3
		First Violation Letter	22
	Violation	Second Violation Letter	2
		Third Violation Letter	1
		Abated	37
		Charge Letter	2
		Total Cameron Station Community:	103

TAB 11

Cameron Station Community Association, Inc.

Board Decision Request

March 31, 2020

Recommended Motion:

I move to ratify the two decisions made by the Board by electronic email regarding operations of Cameron Station amenities and management in lieu of the COVID-19 pandemic. Formal correspondences with decisions made are attached.

2nd:

Summary:

The Board held multiple electronic discussions regarding the operations of the property in lieu of COVID-19, in conjunction with the association attorney and management. Formal decisions were announced on March 13 and March 17.

Committee Recommendation:

CMC Recommendation:

Financial Information:

Vote:

Board Members	In Favor	Opposed	Abstained	Absent
Michael Johnson				
Sarah Meyer Walsh				
Tom Sugrue				
Martin Menez				
Jon Delaria				
Joan Lampe				
Kim Canter				

TO: All Owners and Residents
FROM: Board of Directors, Cameron Station Community Association
RE: Coronavirus COVID-19
DATE: March 13, 2020

M E M O R A N D U M

The Board of Directors and Management are monitoring the outbreak of the COVID-19 coronavirus and its impact on Cameron Station.

We encourage residents to follow the latest guidance and updates issued by the [Centers for Disease Control and Prevention](#), the [Virginia Department of Health](#) and [the City of Alexandria](#). We are taking the following actions and making the recommendations described in this notice based on the information currently made available by the CDC, Virginia Department of Health and City of Alexandria.

The Board of Directors has made the decision to make changes to certain services of the Association.

With respect to the use of the Cameron Club's Fitness Center, the Association is keeping the gym and classes open at this time. However, the Board is constantly monitoring the recommendations by the CDC, Virginia Department of Health and City of Alexandria, and the Board may choose to close the gym and cancel classes if that action is recommended by those organizations. ProFit has informed us they are implementing increased levels and frequency of cleaning the gym equipment, and we have asked them to explore additional options as well. Also, we request that people use sanitizing wipes on each piece of equipment that they use in the gym.

With respect to the Cameron Club's meeting rooms, we are going to keep the meeting rooms open at this time. However, we will be monitoring the recommendations constantly and will be constantly re-evaluating whether to keep the Association's facilities open, or perhaps switch to electronic alternatives..

While we are keeping the facilities open at this time, we recognize that the spread of COVID-19 will make it likely that we will be closing the Cameron Club facilities at some time in the future.

Similarly, the Association is keeping the shuttle bus operating on its normal schedule. The Board will reevaluate this decision if Metro service is either reduced or closed. However, we are working with our vendor to increase cleanings between trips to help prevent the spread of the virus.

With respect to the Association's on-site staff, if staff are sick in any way, they will be asked to stay home.

We will be installing signage in the bathrooms and locker rooms of the Cameron Club to remind people to wash their hands with soap and water for at least 20 seconds, per the CDC recommendations.

Some other specific things you can do, in addition to general advice provided in the resources above, are as follows:

- Each time you return to your home, you should wash your hands with soap and water.
- Throw any tissues away in trash receptacles. Do not leave tissues lying around.
- Wipe down and dry fitness center equipment after every use.
- Please read and review and information sent to you by the Association and its management team.
- Please use hand sanitizer and sanitize exposed surfaces frequently.
- Please be patient if the Association is operating short-staffed due to illness or quarantine.
- Please do not assume that someone has contracted the virus because they traveled to a specific country recently. Please do not target individuals.
- The CDC recommends to avoid touching your eyes, nose, and mouth with unwashed hands as much as possible.

As noted above, if the Association is required to take more drastic measures, such as postponing meetings and events, limiting access to high-traffic areas, cutting back on services, etc., we will keep you apprised.

Please be patient with the Board and our management team as we navigate this novel and constantly evolving situation. We must emphasize that the information contained in this notice is based on the information currently available to us and the recommendations being made by the CDC, Virginia Department of Health and the City of Alexandria. As the information changes and recommendations evolve in reaction to such changed circumstances, the Association will provide updated notices as it deems appropriate. Please also recognize that the Association is not a medical provider and specific concerns you have about the virus should be addressed with medical professionals.

Thank you,

Board of Directors



TO: All Owners and Residents
FROM: Board of Directors, Cameron Station Community Association
RE: Coronavirus COVID-19
DATE: March 17, 2020

MEMORANDUM

The Coronavirus and outbreak of Covid-19 has caused the Board of Directors and Management to continue to evaluate the risk to the residents of Cameron Station caused by this existential health crisis and the extent to which we can take reasonable and responsible steps to reduce the risk of exposure. Since the Board made its decisions last week with respect to the use of the Associations facilities, the recommendations and directives from the Commonwealth of Virginia and Federal Government have evolved. At this point, a number of states are recommending that people not participate in gatherings of more than ten people, and are closing bars, restaurants and gyms. In light of the evolving and worsening health crisis, the Board has decided to be proactive in addressing its facilities and services.

As a result, the Board reluctantly has made the following decisions, each of which are effective tomorrow, March 18, 2020:

- The amenities in the Cameron Club, including the gym, basketball court and meeting rooms, in the shall be closed until further notice. As a result, all classes will be cancelled until further notice;
- The management offices in the Cameron Club will remain open, but only for essential Association business to minimize contact between members of our management staff and our residents;
- All pending room rentals through the end of April are canceled and any deposits or fees paid by renters will be refunded;
- The shuttle bus shall remain operational under its regular schedule. We are constantly evaluating ridership and use of the shuttlebus and may restrict or suspend its operations if circumstances warrant.

We continue to encourage residents to follow the latest guidance and updates issued by the [Centers for Disease Control and Prevention](#), the [Virginia Department of Health](#) and [the City of Alexandria](#). The Board appreciates your patience and understanding in these difficult times. As circumstances evolve, the Board and management will continue to evaluate its operations and

Memorandum To: All Owners and Residents
March 9, 2020
Page 2

Please be patient with the Board and our management team as we navigate this novel and constantly evolving situation. As the recommendations and directives from the State and Federal Government change, the Board will re-evaluate its decisions and react appropriately.

Thank you,

Board of Directors

Tab 12

Cameron Station Community Association, Inc.

Board Decision Request

March 31, 2020

Recommended Motion:

I move to ratify the decision to approve the proposal submitted by PSE for street light repairs, so long as none are on city property, in the amount of \$3,045.09. Costs to be charged to GL 6640, Lighting Supplies/R&M.

2nd:

Summary:

This proposal was submitted electronically for Board decision due to the timing of completing the significant number of repairs. This request was made following extensive discussions with the CAC and PSE.

Committee Recommendation:

The Committee supported the decision to approve the proposal after multiple reviews and edits.

CMC Recommendation:

Financial Information:

This GL has an annual allocation of \$38K, with a monthly budget of \$3,166. This was added to the expenditure tracking spreadsheet.

Vote:

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

Brian Lord

From: jdellaria@gmail.com
Sent: Thursday, March 12, 2020 10:21 AM
To: Martin Menez
Cc: Kim Canter; Brian Lord; Joan Lampe; Robert Burns; Sarah Meyer Walsh; boardofdirectors@cameronstation.org
Subject: Re: Street Light Repairs - BOD Motion to Consider for Approval

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

Yeay

Sent from my iPhone

On Mar 11, 2020, at 11:22 PM, Martin Menez <Martin.Menez@att.net> wrote:

Aye.

Marty

Martin Menez

Mobile: [+1-703-609-4560](tel:+1-703-609-4560)

Email: Martin.Menez@att.net

Sent from my iPhone

On Mar 11, 2020, at 22:26, Kim Canter <kim@interopion.com> wrote:

I vote yes.

On Wed, Mar 11, 2020 at 10:25 PM Martin Menez <Martin.Menez@att.net> wrote:

I second Sarah's motion.

Marty

Martin Menez

Mobile: +1-703-609-4560

Email: Martin.Menez@att.net

From: Sarah Meyer Walsh [<mailto:sarah@hautepapier.com>]

Sent: Wednesday, March 11, 2020, 10:18 PM

To: Brian Lord

Cc: boardofdirectors@cameronstation.org; Joan Lampe; Robert Burns

Subject: Street Light Repairs - BOD Motion to Consider for Approval

I move to approve pole/street light repairs from PSE at a total of \$3,045.09 with costs to be charged to GL #6640 so long as none are on city property.

Sent from my iPhone

Sarah Meyer Walsh

Owner

Haute Papier Collections

866.740.4222 (p)

866.539.4055 (f)

On Mar 11, 2020, at 10:13 PM, Brian Lord blord@cmc-management.com wrote:

Board,

At their meeting Monday night the committee unanimously approved the attached proposal for pole/street light repairs from PSE for \$3,045.09. Costs to be charged to GL # 6640. The tracking spreadsheet shows there is plenty of available funds for this repair. There are a lot of pole lights out and they need to be fixed for safety and security reasons. There was a delay on PSE's part with missing a mid-month inspection and they were forwarding correspondence to Todd and Karen (despite me telling them to send inspection results the week of 2/24 to me). Robert Burns has walked the locations and confirmed outages. **Can I have a motion to approve and a second?** Again, we would like to get this scheduled ASAP and not wait for the March BOD meeting as there have been numerous complaints of the lights being out by homeowners.

Joan/Robert, have I missed anything?

Brian Lord, CMCA®, AMS®, PCAM®

Vice President & HOA Division Director



From Power Systems Electric
Corp
4709 Eisenhower Avenue
Alexandria VA 22304
7037782626

Quote No. 1111135

Type Inspection
Prepared By A01 Dept
Created On 02/28/2020
Valid Until 03/13/2020

Quote For Cameron Station
Community Association -
c/o CMC, Inc. - CMC-12550
Cameron Station Community
Association - LITEM
Cameron Station Blvd,
Murtha St, Medlock Ln,
Donovan Dr, Martin Ln
Alexandria VA 22304
703-567-4881

Description of Work

INCOMPLETE INSPECTION REPORT PLEASE SIGN

To: Brian Lord @ BLord@cmc-management.com

Date: 2/28/20 (Revised Tuesday, March 3, 2020)

PSE: Work Order #18279661

**Inspection Type: Monthly **

Status: Repairs Are Required

Cost to Date: \$0.00

Approximate Additional Cost to : \$3,045.09

Based on our most recent Lighting Inspection, common area security lighting has been found inoperable. The approximate pricing above is based on replacing typical HID or fluorescent lighting components i.e. ballast(s) and lamp(s) as required to restore lighting to the locations stated below. Price does not include repairs, if any, to other infrastructures, socket, wiring etc. or photocell replacements. It is unknown at this time which components have failed. However, the customer will only be charged for the labor and material used to facilitate the necessary repair(s)/replacement(s) to actual failed components. Immediate authorization of repairs is requested in order to maintain proper operation of common area safety and security lighting. As a valued customer participating in our Lighting Inspection Program, a 20% discount has been applied to material required to facilitate repairs.

Outage(s) requiring repair, found during the recent Lighting Inspection:

1. 5182 Brawner Place, pole light located near rear of address - pole light is out
2. 335 Fucci Court, pole light located near rear of address - pole light is out
3. 5104 Grim Drive, pole light located front of the address - pole light is out
4. 5032 Grim Drive, pole light located near front of the address - pole light is out
5. 5016 Grim Drive, pole light located near front of the address - Pole light is out
6. 4923 Donovan Drive, pole light located front of the address - Pole light is out
7. 5006 Donovan Drive, pole light located front of the address - Pole light is out
8. Donovan Drive and Kilborn Street, Pole light located in Parking island - Pole light is out
9. 5081 Donovan Drive, pole light located front of the address - Pole light is out
10. 5024 Barbour Drive, pole light located on right side of front of address - Pole light is out
11. 5014 Barbour Drive, pole light located located near rear corner - Pole light is Out (added by customer)
12. 4924-4926 Gardner Drive, pole light located near front of address - Pole light out (added by customer)
13. Gardner Drive & Waple Lane, pole light located on common area path - Pole light out (added by customer)
14. 5053 Minda Court - Pole light out (added by customer)
15. 181 Comay - pole light located across from the address - Pole light out (added by customer)

Thank you for the opportunity to be of service.

Representing Power Systems Electric Corporation : Jon Robeson

Services to be completed

[Lighting] Location - Building

Lighting Inspection Repairs

GRAND TOTAL \$3,045.09

Terms and Conditions

TERMS AND CONDITIONS

1. Power Systems Electric Corporation (PSEC) is not responsible for any charges that could be made by the Utility Company in connection with this work. Customer will pay such charges, if any, directly to the appropriate Utility Company. Any special arrangements for appointments should be made directly between the Customer and the Utility Company. Therefore, payment of our invoice (s) shall not be delayed due to unfinished work related to Utility Company. Our contract shall be considered complete and final payment (s) and/or outstanding balances are due upon final electrical inspection of work. Final payment (s) shall not be withheld pending the Power Company scheduling of new service or connections.
2. PSEC is not responsible for restoration of any plaster, decorations, landscaping, grass area, blacktop, concrete or other materials, if any, damaged by us because of this installation or work.
3. Underground cable work and excavations if applicable and indicated in scope of work text; price includes necessary trench, back fill and grass seed with straw cover. However, final restoration of disturbed areas, if any, is not included in this scope of work.
4. Underground excavations; scope of work does not include excavation or removal of rock, if any. Additional charges will apply for work that involves excavation or removal of rock and customer agrees to any such additional charges.
5. In the event the party (PSEC) entitled to payments due under this agreement does not receive such payments when due, the party (PSEC) entitled to payment may terminate this agreement upon 10 days written notice. Such termination shall cause all amounts due or to become due under this Agreement to be immediately payable without further demand or notice, and the party (PSEC) entitled to payment may reduce such debt to judgment. Additionally, Customer understands and agrees to pay any reasonable costs incurred by PSEC in connection with enforcement of its rights and remedies, including, but not limited to reasonable attorneys fees, other collection costs plus interest on overdue amounts at the highest rate allowed by law.
6. This contract is based on PSEC installing the scope of work without changes. If Customer makes changes, we reserve the right to invoice the Customer for the entire installation on a time and materials basis and Customer agrees to pay such invoice.
7. The scope of work and contract is based on PSEC making the installation during normal PSEC working hours (Monday through Friday, 7:30 AM 4:00 PM), if Customer selects or desires work to be done at other times, it is understood and agreed by Customer that additional overtime charges may apply.
8. Customer understands and agrees that the scope of work is based on PSEC making the installation without waiting, should the Customer hold up mechanics in their work or cause them to lose time by waiting, the Customer is to pay for such time lost.
9. This contract is made directly between PSEC and the Customer. We therefore look directly to the Customer for prompt payment; hence, payment of our invoice (s) shall not be delayed pending payments to Customer by third parties, insurance company, etc.
10. Materials supplied by PSEC and delivered to and/or stored on the job site become the responsibility of the Customer or Owner(s) of that property, and/or the managing agent/company.
11. Materials and equipment, unless indicated otherwise on the front of this contract and approved by PSEC in writing, may become the property of PSEC in the event of Customer default in payment to PSEC.
12. Attention to the terms and conditions are printed on the front of this contract/quotation and it is Customers responsibility to read and understand same before signing contract, failure of Customer, or person signing contract in behalf of Customer, to read same will not release them from full compliance with all the terms and conditions.
13. PSEC IS NOT AN INSURER: DISCLAIMER OF WARRANTIES LIMITED LIABILITY
 - 13a. Customer agrees and understands; that PSEC shall maintain general liability, vehicle and workmans compensation insurance in force for PSEC employees and work as preformed by PSEC; that PSEC is not an insurer and that insurance, if any, covering customers property, personal injury, including death, and real or personal property loss or damage in, about or to the premises shall be obtained by the Customer; that PSEC MAKES NO GUARANTEE, REPRESENTATION OR WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE; that the equipment or services are designed as improvements, but not to eliminate certain risks or loss and that the dollar amounts charged by PSEC are not sufficient to warrant or guarantee that no loss or damage will occur; that PSEC is not liable for any loss or damage which may occur even if due to the active or passive, joint or several negligence of PSEC, its agents, servants, employees, suppliers or sub-contractors. Any claim brought in product or strict liability and/or breach of warranty express or implied, and/or breach of contract express or implied, notwithstanding

the above provisions, should there arise any liability on the part of PSEC. Such liability shall be limited to the maximum sum of \$2000.00, regardless of whether any loss or damage was caused by or contributed to by any conduct, act, or omission of PSE, its agents, servants, or employees, and this liability shall be exclusive. Some states do not allow the limitation or exclusion of incidental or consequential damages or limitation or exclusion of implied warranties; therefore, the above limitations or exclusions may not apply.

13b. LEGAL LIABILITY LIMITATIONS: It is expressly understood and agreed between the client and PSE that in the event of any allegation(s) by the client of any breach of contract, breach of duty, error or omission against PSE, its officers, directors, employees, agents and/or contractors, the assertion of a claim arising from said allegation(s) shall be against PSE. Under no circumstances shall the client assert any allegation against an individual officer, director, employee, agent and/or contractor in any individual capacity. The remedy for any and all claims is expressly limited to PSE in its corporate capacity.

14. PSEC shall perform this scope of work in accordance to National Electric Code Requirements, in a quality and workman like manner.

15. THIS Agreement shall be deemed to have been in Rockville, Maryland and shall be governed by the laws of the State of Maryland. Any action commenced against PSEC arising out of this Agreement or any of their services shall be commenced in Montgomery County, MD. The parties expressly waive jury-by-jury trial. No suit or action shall be brought against PSEC more than one (1) year after the accrual of the cause of action therefore.

16. THIS Agreement and quotation contains the full understanding of the parties and can be modified only in writing and signed by the parties.

17. Power Systems Electric Corporation, for purposes of this contract shall be known as and referred to as PSEC.

18. AUTHORITY: The person signing this contract warrants that they have the authority to sign as, or on behalf of, the client for whom or for whose benefit the PSE services are rendered.

3/01, 7/01, 12/03,9/05, 05/06

Approved by Brian Lord on 3/12/2020 10:35am from IP address 12.69.190.12

Tab 13



To: Cameron Station Board of Directors

From: Brian Lord/Hannah McCracken

Date: March 25, 2020

Re: Insurance Renewal

Cameron Station Community Association is coming up for their insurance renewal on 4-15-20. The insurance includes but not limited to: General Liability \$1,000,000 occur / \$2,000,000 agg, Building / Property Blanket limit, Replacement Cost, Directors & Officers, Workers Comp and Umbrella. There are 4 separate insurance carriers for the 04-15-2020.

Renewal Policies have been received and are under review with the Treasurer, CMC, and Nationwide..

As a reminder, this does NOT include the \$3,000,000 Crime / Fidelity and the \$3,000,000 Cyber Liability policies written 01-01-2020.

Action: The Board will be requested to make an electronic (email) decision on the renewal package as the expiration date will be prior to the next open Board meeting.

Tab 14

2

Cameron Station Community Association, Inc.

Board Decision Request

March 31, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for Spring/Summer Annual Flower Rotation in the amount of \$6,097.50. Costs to be charged to GL 6150, Flower Rotation and Landscape Enhancements.

2nd:

Summary:

This proposal is to install spring/summer flowers at the property entrance on Duke Street, at the Cameron Station Circle, and at the Management Office/Cameron Club.

Committee Recommendation:

The committee reviewed the proposal at their March meeting and approved unanimously.

CMC Recommendation:

This proposal is a budgeted item and defer to the Committee recommendation.

Financial Information:

The annual budget for this GL is \$23K. This proposal was added to the spending chart and will not create an annual negative variance (though will create a monthly variance to budget when paid).

Vote:

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

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



PROPOSAL NO.
30335

March 4, 2020

CUSTOMER # 229

Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

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:

SPRING/SUMMER ANNUAL FLOWER ROTATION

Scope of Work: Installation of annual flowers at the following locations;

Property Entrance/Duke Street

Installation of (45) coleus "ruby slippers" 6" pot @\$10.50 each.....\$472.50
Installation of (120) vinca "tattoo orange" 6" pot @\$6.50 each.....\$780.00

Cameron Station Circle

Installation of (90) coleus "green hallo" 6" pot @ \$10.50 each.....\$945.00
Installation of (300) sunpatiens "tropical rose" 6" pot @ \$6.50 each.....\$1,950.00

At 200 CSB - Management Office/Cameron Club

Installation of (300) sunpatiens "royal magenta" 6"pot @\$6.50 each.....\$1,950.00

PROPOSAL TOTAL: \$6097.50

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

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

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

All materials 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 Community Association, Inc.

Board Decision Request

March 31, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for Paver Repairs at the rear of the gazebo in the amount of \$3,225. Costs to be charged to Reserve Expenditures, GL 3280.

2nd:

Summary:

The scope of this work will include:

Remove and reset existing pavers/bricks to direct water away from walkway and onto grass. 250 square feet. 24 hours of labor @\$55 or \$2,640. Existing bricks/pavers will be reset in 2 yards of crushed concrete @\$175 /each and 2 yards of sand @\$117.50 each or a total of \$3,225.

Committee Recommendation:

The committee reviewed this proposal at their March meeting and unanimously approved the project.

CMC Recommendation:

Defer to the Board based on the Committee's recommendation.

Financial Information:

The reserve study, in lines 41, does provide a \$45K allowance for paver repairs in 2019-2024.

Vote:

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



March 21st, 2019

CUSTOMER # 229

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

Dear Karen,

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

PAVER REPAIR

At Cameron Station Circle – Rear of Gazebo

Scope of work:

Remove and reset existing pavers/bricks to direct water to flow onto grassy area and away from walkway

Total area approx. 250sf.

Please note: All repairs will match color and size of existing paver walkways throughout the community.

Labor: (24) hours @ \$55.00 each.....\$2640.00

Materials:

Bricks/Pavers – existing pavers to be used

Crushed concrete (2) yards @ \$175.00 each.....\$350.00

Sand (2) yards @ \$117.50 each.....\$235.00



PROPOSAL TOTAL: \$3225.00

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 first 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 incurred in such collection efforts.

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

To: Cameron Station Board of Directors

From: Brian Lord/Hannah McCracken

Date: March 25, 2020

Re: Pocket Park Enhancement (1 of 3)

At their March meeting, the CAC had discussions regarding a pocket park enhancement. From their minutes:

**Reserve Fund for Tree Installation and Capital Funds
Knapp Park Proposal**

Motion to enhance Knapp Pocket Park. #30190 (October 7, 2019 Revised). Discussion: Greenberg reviewed history of park, work to-date and proposals provided by Lancaster Landscapes and Ruppert Properties. **Bids requested from multiple firms and were reviewed on site by McCollom and Greenberg.** Lancaster's proposal more comprehensive and meets the needs of CAC. Lancaster will replace dead and dying trees and shrubs, install two conversation areas, while leaving green areas for children and dogs. Financing will be worked out. Burns will meet with Finance Committee chairman and review options for best results prior to the proposal moving to the board for consideration. Greenberg will provide a memo for the board to help explain what has occurred with the project, \$21,733. (Breakdown between Reserve and Capital Funds to be provided.)

Moved by Greenberg

Seconded by McCollom

For: All

Against: None

Motion Passed.

**There was to be discussions with the Treasurer/FAC in regards to funding allocations.
Additional information and formal motion to follow.**

March Minutes with vote on funding Knapp Park Improvements

Reserve Fund for Tree Installation and Capital Funds

Knapp Park Proposal

Motion to enhance Knapp Pocket Park. #30190 (October 7, 2019 Revised). Discussion: Greenberg reviewed history of park, work to-date and proposals provided by Lancaster Landscapes and Ruppert Properties. Bids requested from multiple firms and were reviewed on site by McCollom and Greenberg. Lancaster's proposal more comprehensive and meets the needs of CAC. Lancaster will replace dead and dying trees and shrubs, install two conversation areas, while leaving green areas for children and dogs. Financing will be worked out. Burns will meet with Finance Committee chairman and review options for best results prior to the proposal moving to the board for consideration. Greenberg will provide a memo for the board to help explain what has occurred with the project, \$21,733. (Breakdown between Reserve and Capital Funds to be provided.)

Moved by Greenberg

Seconded by McCollom

For: All

Against: None

Motion Passed.

Notes:

The Operating Expenses will be taken from #6160.

Background: Plans to improve Knapp Pocket Park gained interest after the summer walk-through 2019. The park looked dreary. Lancaster submitted a proposal in October for Knapp Park. CAC liked the concept, but wanted to consider other vendors and concepts. We wanted three proposals ideally. Karen Soles requests proposals from seven landscapers and in early February, the 5th 2020. Three of the seven landscapers contacted by Soles attended the pre-bid meeting. Lancaster Landscapes was one. They had already submitted a proposal. Ruppert Landscaping and Professional Grounds sent representatives and had not previously seen the park. Greenberg and Branson showed them the park. Greenberg described the concept of a revitalized park and suggested they see John Ticer and Donovan Drive parks for examples of what CAC is looking for. Both firms said they would send bids by February 19, 2020.

CAC received one bid from Ruppert Landscaping. Ruppert also explained that they wouldn't do the kind of detailed drawing requested because CAC was not their client and the expense was too great. This is a problem in soliciting bids. Ruppert offered much less in the way of trees and shrubs for just about the same money. It was also obvious from the proposal that they weren't sure how to price some of the items; they seemed less experienced.

Since we did not have concerns or questions about Lancaster's proposal we felt comfortable submitting it the board. The price seemed reasonable as well.

In addition, please consider:

Knapp Park, as is, has never been improved. It has some of its original, bullder-grade trees and plants. Many of the trees and plants that were chosen for this park have not thrived. Partly this is because of poor soil and drainage; partly it is because the trees and plants selected were not suited to the environment, particularly because the trees have changed what was a sunny area into a shadier one.

Over the years dead trees and plants have been replaced on an as needed basis. Many of the remaining trees although not dead are stunted and unattractive. Thus, the park has a haphazard look.

The park is used by residents in the townhouses on three sides.

Lancaster knows the soil, plants and trees that thrive in Cameron Station. The plan they presented is attractive and realistic. The two conversation areas are an inviting feature and the grassy areas are an ample green area for dogs and children.

Each of the parks should look inviting and bringing Knapp Pocket Park up to Cameron Station standards is a good investment.

Revised 3/24/2020									
Lancaster's Proposal for Knapp Pocket Park						Work according to Revised Drawing			
Funding									
Reserves	(Replacement)								
	Remove 8 Locust trees, including stumps							(Keep 4 Locust trees)	
	Labor to remove trees				2,400				
	Labor to remove stumps				1200				
	Dump Fee				550				
	Install 5 European Hornbeam 2-3" Calipher @ \$575 each				2,875				
					7,025	Total		7025	
Capital	(New Work)								
	Install two half circles of brick pavers to match existing pavers, 650 pavers @ \$3/each				1,950				
	Approx 250 sq ft.								
	Labor				1,750				
	Install 3 yards of crushed concrete @ \$95/sq yd				285				
	Install 4 yards stone dust/sand @ \$95/per yd				380				
	Install 25 2x2' Blue Stone Pavers @ \$32.50/each				812.5				
	Labor 10 hours to install @ \$55/hour				550				
	Approx 50 square feet.								
	Install 7 1-gallon Variegated Liriopes @ \$10.50 each				73.5				
	Remove all yews, dispose of off site								
	Labor to remove plants 24 hours @ \$55/hour				1,320				
	Dump fee				550				
	Install 12 Weeping Yews 18-24" @ \$95/each				1,140				
	Install 16 Spreading Yews 18-24" @ \$95 each				1520				
					10,331	Total		10331	
Operating Expense									
	Moving two benches from park to center of each half circle.								
	Benches in new condition.			(Not in proposal.)	0				
	Install 15 3-gallon Azaleas Delaware Valleeu @ each				555				
	Install 24 3-gallon Azaleas Blaaw Pink @ \$33 each				792				
	Install 8 yards of hardwood mulch @ \$75 each				600				
	Install 3 yards of Planting Top Soil Mixed @ \$75 each				225				
	Install 3 bags of 50-pound fertilizer 10-10-10 @\$75 each				225				
	Labor 36 hours to install @\$55 hour				1980				
					4377	Total		4377	
					Grand Total			21733	

TAB 15

Board Discussion Items

A. Locker Room Leak/ETC Findings

Nationwide authorized the proposal from ETC for the locker room leak investigation in the amount of \$4,200. ETC performed their investigation on March 19. The informal findings are that:

Yes, they confirmed the shower pans need to be replaced and the floor re tiled, also that the bench screws were not sealed properly so there is a minor amount of water leaking from there as well.

This information was sent back to the claims rep, who unfortunately is out of the office until 3/30. ETC is preparing a formal report, with repair recommendation, which will be sent to Nationwide for a determination on if there will be any amount of coverage. Once ETC report is received we can begin soliciting proposals based on their involvement. See email provided.

B. Contract RFP Updates

1. Roof: CRS Roofing performed an inspection of the roof last year (May timeframe). We have contacted them to request a copy of their findings and will have a meeting to discuss future recommendations.
2. Trademasters is the current HVAC vendor. Their next visit for PM is scheduled for March 26. At that time, they will provide an overall assessment of the current HVAC systems. If wanted sooner, they could do it for an additional inspection fee. Based on their assessments of the HVAC systems, we will in conjunction with CCFC on Replacement RFP's,
3. Management has had a discussion with attorney Todd Sinkins to understand the 6 sticking points that resulted in the last contract not moving forward Weyers flooring. We have a copy of the last RFP as well as other companies that had submitted a proposal SportsCourts, Abacus, and PlayonCourts). While at that time it was done through AOC, we will reach out to them directly and not through the use of AOC. The RFP will be updated to include the contract expectations.
4. A locker room renovation (cosmetic) RFP has been identified from another CMC property. We are combing through to begin customizing it for CS. But, we will need some involvement from the committee on details after basic RFP is complete.

Note: All of these projects are very extensive and would move more effectively and efficiently with management staffing onsite at the property.

C. COVID-19 Updates

Management is doing what it can to support the community during this time and taking direction from the BOD. The management office is staffed with admin and maintenance support with minimal interaction from residents. Janitorial and Profit are taking the opportunity for additional thorough cleanings.

Fleet Transportation is working with residents in lieu of Metro closing down 17 stations. Conference call options are available for Board and essential/mandatory committee business.

The remainder of this discussion is at the Board's discretion with plans for future actions.