

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
7:00 PM, April 28, 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) | 7:03 PM |
| | a. Lieutenant Casey/Lieutenant Weinert – Postponed until further notice | |
| IV. | Homeowner Open Forum | 7:15 PM |
| V. | Approval of Minutes (Tab 1) | 7:20 PM |
| | a. January 28 2020 Board of Directors Meeting | (page 4) |
| | b. February 25 2020 Board of Directors Meeting | (page 10) |
| | c. March 31 2020 Board of Directors Meeting | (page 16) |
| | d. April 13 2020 Special Meeting | (page 23) |
| VI. | Financial Report (Tab 2) | 7:22 PM |
| | a. March 2020 Financial Statement | (page 28) |
| | b. Reserve Investment Report | (page 48) |
| VII. | ProFIT Report (Tab 3) | (page 50) 7:30 PM |
| VIII. | Officers & Committee Reports | 7:40 PM |
| | a. Facilities (Tab 4) | (page 55) |
| | b. Financial Advisory (Tab 5) | (page 59) |
| | c. Common Area (Tab 6) | (page 63) |
| | d. Activities & Events (Tab 7) | (page 70) |
| | e. Architectural Review (Tab 8) | (page 72) |
| | f. Communications (Tab 9) | (page 78) |
| IX. | Management Report (Tab 10) | (page 80) 8:10 PM |
| X. | Old Business | |
| XI. | New Business | |
| XII. | Board Decisions | 8:20 PM |
| | a. Finance Committee Charter Revisions (Tab 11) | (page 88) |
| | b. CCFC Recommended Proposal - Equpt (Tab 12) | (page 95) |
| | c. CAC Recommended Proposals- Common Area Imp (Tab 13) | (page 103) |
| | d. CAC Recommended Proposals – Brick Paver Install (Tab 13) | (page 106) |
| | e. CAC Recommended Proposals – Turf Enhancement (Tab 13) | (page 108) |
| | f. Termination of CMC Management Contract (Tab 14) | (page 112) |
| XIII. | Board Discussions (Tab 15) | 8:25 PM |
| | a. HOA Assessments & Delinquency Process | (page 114) |
| | b. Locker room water intrusion investigation results | (page 120) |

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- XIV. Executive Session (*State purpose prior to entering ES*)** (page 139)**9:00 PM**
a. Resident Hearing
b. Delinquency/Collections/Attorney Status Accounts/Covenants/Personnel/Contract
- XV. Adjournment** **9:30 PM**

TAB 1

Cameron Station Community Association, Inc.

Board Decision Request

April 28, 2020

Recommended Motion:

I move to approve the amended draft minutes of the January 28, 2020 Cameron Station Board of Directors meeting.

2nd:

Summary:

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

Committee Recommendation:

CMC Recommendation:

Management recommends approval of the minutes inclusive of proposed edits made.

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 JANUARY 28, 2020**

The Cameron Station Association Board of Directors met on January 28, 2020. The following persons were in attendance:

BOARD OF DIRECTORS

Michael Johnson, President

Sarah Meyer Walsh, Vice President

Tom Sugrue, Secretary

Joan Lampe, Director

Martin Menez, Treasurer

Jon Dellaria, Director

Kim Canter, Director

OTHERS

Brian Lord – Vice President & HOA Division Director, CMC

Todd Branson, Assistant General Manager, Recording Secretary, CMC

Michelle Moore, Recording Secretary

Lieutenant Sean Casey – Alexandria Sheriff's Department

Lieutenant M. Weinert – Alexandria Police Department

Residents of Cameron Station

REGULAR SESSION

CALL TO ORDER

President Michael Johnson called the Regular Session to order at 7:05 p.m.

APPROVAL OF AGENDA

Sarah Walsh made a motion to approve the agenda as presented. Kim Canter seconded, and motion passed unanimously.

GUEST SPEAKERS

Lieutenant Casey reported that the jail will be open to the public (21 years of age and up) Saturdays in March. He advised that residents should stay alert for scams in which callers pretend to members of law enforcement.

Lieutenant Weinert provided updated crime statistics for Cameron Station. He stated there was on-going traffic enforcement in the community with 18 traffic citations (not including parking) being issued in the past month. On automobile accidents in the area, he reported there were 16 crashes in or at the perimeter of Cameron Station, e.g., at Cameron Station Blvd. and Duke St., during the most recent 3-year span. An investigation of the accident that occurred at that intersection on January 26, 2020, in which a pedestrian was struck and killed is on-going.

HOMEOWNER OPEN FORUM

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Michael Meldon expressed concern over losing two community managers, and made the following recommendations: 1) Todd Branson be appointed Manager to provide stability in operations; 2) Additional staffing be hired even if that means an increase in quarterly assessments in order to accommodate the large daily influx of office email inquiries taxing existing staff; 3) Committee chairman be rotated regularly; and 4) Personal/petty complaints should be subject to in-person hearings and dropped if the complainant is a no show at the hearing.

Colby Hotstetler expressed satisfaction over community stepping stones and improved lighting. She mentioned ADS trash containers left on the street or on common areas should be removed. She was told by ADS that a Board member would need to call for any action to take place.

Melissa Vayra spoke on behalf of Samuel Tucker Elementary regarding the possible donation of the Great Room as a prize in the Silent Auction to be held as part of the upcoming Sweetheart Dance. Board members raised concerns over the possibility of other schools (in or outside community boundary) or organizations requesting use of the facility on similar terms and also whether the room cleaning fee would apply. Further research is needed to determine if the special cleaning fee is assessed for each separate event.

Martin Healy inquired about leaf collection status behind Brauner. He expressed concern over adverse impact of leaf accumulation.

E. Robert Cox stated he did not have his keys and could not re-enter the building. The entry code was changed with management approval for security reasons. He suggested the possibility of smartphone access codes. He was advised that this is really an issue for his Condo Board.

Elliott Waters spoke on a memorandum he had prepared addressing *Community Air Quality*. He referred the Board to the memo for information about the PM10 Monitoring Station at Armistead Boothe Park.

Greg Hillson expressed appreciation for efforts of Todd Branson, CMC Assistant GM for his professionalism and patience during the transition. He mentioned the importance of recording meetings so that absent homeowners have access. Also asked whether residents had a right to distribute recordings they themselves make of Board meetings, stating that he read the the recently adopted Resolution on the recording of meetings to permit such distribution.

A resident with concerns over cleanliness of common areas, as well as damaged/falling Emergency exit signs was advised to refer the issue to his condo association directly.

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RESIDENT HEARING (*Greg Hillson*)

Mr. Hillson requested access to ballots and proxy forms from the most recent Board election in unredacted form after expressing concerns over proxy validity due to "previous errors". His concerns included lack of written policies & procedures (whether in resolutions or bylaws) governing Board elections, as well as having "no controls in place" to prevent double voting - by proxy, as well as ballot. VP Sarah Walsh asked whether he would be comfortable with anyone seeing his proxy, and he responded, "Yes, as there was 'no expectation of privacy,' and no violation of BPOA or Virginia law". Mr. Hillson said he would like to see a robust voter management policy in place and suggested that electronic voting would remedy most of his issues.

Discussion by Board: It would undercut the reasonable expectations of residents to reveal identification information, including names and addresses, of individual proxy forms. Ballots are anonymous, and the same should apply to proxies. Voter turnout could be affected by a contrary rule. The underlying reasons for the request did not warrant a policy revision - as cross-checking and other systems are in place to prevent duplicate votes, and current tallying method did not cause undue cost to the association. Follow up promised.

APPROVAL OF MINUTES (TAB 1)

Joan Lampe made a motion to approve the minutes from the December 4th and 19th 2019 Board of Directors meeting as presented. Jon Dallaria seconded the motion and it passed unanimously.

FINANCIAL REPORT (TAB 2)

Treasurer Menez stated the report is deferred until next month so that accurate EOY information can be included. He emphasized that invoices must have correct GL code to avoid mis-categorization of expenses. President Johnson said *Variance Reports* need better descriptive explanations to clear up misunderstandings over why something is due or over budget.

PROFIT REPORT (TAB 3)

A Peloton bike has been added. The January 11th workshop had 12 attendees. Disinfectant wipes are on back order. There needs to be a backup plan when an employee doesn't show up. Sign placement on doors recommended, along with emergency contact info on glass when no one is in the center.

OFFICERS & COMMITTEE REPORTS

Facilities - Report was given by Mr. Branson. Water intrusion still exists in men's restroom/locker areas, affecting basketball flooring. Three engineering proposals pending.

Activities & Events - Report was given by Chairperson Andrew Young. The Holiday Party and Hayride were successful. There were 100 residents in the Great Room for the New Years party.

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The Mardis Gras party is scheduled for March.

Common Area - Report was given by ???. Emergency roof repair consistent with DMS crew. ???

Communications - Report was given by Rebecca Pipkins. Welcome bags were distributed to 28 new residents by Welcome Committee volunteers. So far the program has been very well received by new residents.

Financial Advisory - Report will be ready by Wednesday, January 29, 2020.

ARC -- Report given by Craig Schuck. Efforts are being made to inform homeowners about contacting ARC before making property changes, including camera installations and ring tones. Also discussed, were retrofit applications. The goal is to close each case promptly.

MANAGEMENT REPORT (TAB 10)

Report was given by Todd Branson. Alexandria Parks and Recreation to replace dead trees along Linear Path. Waiting for call from Chris Watson regarding leaves.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A possible new contract for Lancaster Landscaping was discussed.

BOARD DECISIONS -- ???

VP Walsh made a motion to approve fiscal year. Director Canter seconded, and motion passed unanimously.. VP Walsh made a motion to renew Wilton Elmore/Nationwide Insurance policy. Director Canter seconded, and motion passed unanimously. VP Walsh made a motion to approve pool caulking project (GL 6700). Director Canter seconded and motion passed unanimously.

BOARD DISCUSSIONS

The Board spent time discussing resident inquiries and complaints. Email delivery system is outdated; there are various new systems available for purchase. There is currently no system to allow for tracking follow-up with residents.

The current insurance coverage is with Wilton Elmore/Nationwide. The two prime categories that are covered are criminal and cyber. The Workers Comp. that currently covers Board members and volunteers expires on the 15th of April 2020.

There is water intrusion in the clubhouse, men's locker room and restroom. President Johnson

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asked if the root of the problem was known. Director Canter asked if there was an insurance investigation or if health issues have been reported. President Johnson stated it was their duty to notify insurance to make a damage claim. A management report has been requested.

EXECUTIVE SESSION

Director Canter moved that the Board move into Executive Session to discuss delinquencies, collection efforts and status of related litigation. Director Lampe seconded, and the motion was unanimously approved

The Board entered Executive Session at 10:00 pm.

VP Walsh moved that the Board come out of Executive Session at 10:20pm. Director Dallaria seconded and the motion was adopted unanimously.

ADJOURNMENT

Director Canter moved that the Board adjourn. Secretary Sugrue seconded and the motion passed unanimously.

NEXT MEETING – February 25, 2020

ADJOURNMENT

The Board adjourned at 10:23pm.

SIGNATURE

DATE

Cameron Station Community Association, Inc.

Board Decision Request

April 28, 2020

Recommended Motion:

I move to approve the amended 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:

Management recommends approval of the minutes inclusive of proposed edits made.

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

Present:

Jon Dellaria, Director

Joan Lampe, Director

Tom Sugrue, ~~Secretary~~ Director

Martin Menez, Treasurer

Sarah Meyer Walsh, ~~Vice President~~ Director

Absent:

Mike Johnson, President

Kim Canter, Director

OTHERS

Brian Lord – Vice President & HOA Division Director

Lieutenant Casey – Alexandria Sheriff's Department

Lieutenant Weinert – Alexandria Police Department

REGULAR SESSION

CALL TO ORDER

~~Vice President~~ 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 ~~and the delinquency resolution~~ to decision ~~and the delinquency resolution~~. Director Lampe seconded, and the motion passed unanimously.

OFFICER'S REPORT

Lieutenant Casey stated there were no major issues at the jail at this time. He noted that the Community Cabinet is coming up. He also would like to remind people to not fall for the "police" scams. Lieutenant Weinert started with giving an overview of the criminal incidents in Cameron Station during the preceding month. He reported that there is currently no update on the ~~traffic fatality~~ crash that occurred at the intersection of Cameron Station Boulevard and Duke Street.

HOMEOWNER OPEN FORUM

There were no questions/comments.

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APPROVAL OF MINUTES (TAB 1)

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

FINANCIAL REPORT (TAB 2)

Treasurer Menez gave the financial report for January. Income was to the good at about \$18,000. Expenses were 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. Our credit cards need to be updated due to Karen Soles's and Todd Branson'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 Mandley would like more attendance.

OFFICERS & COMMITTEE REPORTS

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

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 of the current system and provide recommendations on whether upgrades or replacements are appropriate and on what time frame.. 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.

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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 residents' "opt-in".

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

~~Secretary~~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. ~~Secretary~~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

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report c with the cost coming from the reserves. Director Lampe seconded, and motion passed unanimously. The Facilities Committee is scheduling a ~~t~~Town hall ~~m~~Meeting. Dan Ogg drafted announcement for ~~t~~Town hall.

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

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

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

SIGNATURE

DATE

Cameron Station Community Association, Inc.

Board Decision Request

April 28, 2020

Recommended Motion:

I move to approve the amended draft minutes of the March 31, 2020 Cameron Station Board of Directors meeting.

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Committee Recommendation:

CMC Recommendation:

Management recommends approval of the minutes inclusive of proposed edits made.

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 MARCH 31, 2020**

The Cameron Station Association Board of Directors met on March 31st. The following persons were in attendance:

BOARD OF DIRECTORS

Michael Johnson, President

Tom Sugrue, Secretary

Sarah Meyer Walsh, Vice President

Kim Canter, Director

Joan Lampe, Director

Martin Menez, Treasurer

Jon Dellaria, Director

OTHERS

Brian Lord – CMC Vice President & HOA Division Director

Jasmine Johnson – Assistant Public Health Emergency Management Coordinator for Alexandria Health Department.

Ben Rogers – Regional Manager for American Pool

REGULAR SESSION

CALL TO ORDER

President Michael Johnson called the Regular Session to order at 7:02 p.m.

APPROVAL OF AGENDA

Director Menez made a motion to amend the agenda to add Jasmine Johnson as a guest speaker. Secretary Sugrue made a motion to approve the amended agenda. Director Canter seconded, and the motion passed unanimously.

HOMEOWNER OPEN FORUM

Elliott Waters thanked the Board for keeping the community updated around COVID-19 and for scheduling the conference call. He also recommended recording all of the meetings, using a roll call method for voting and for the conference call schedule to be displayed online.

Greg Hilson thanked the Board for continuing business under the circumstances. He recommended using Zoom in the future for the meetings. He would also like the committee meetings agenda packages posted to the website.

GUEST SPEAKER

Ms. Johnson stated that the Health Department is actively monitoring cases of COVID-19. They are contacting the individuals infected and making sure they self-isolate for fourteen days.

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Alexandria is in coordination with other counties in VA, as well as D.C. and Maryland. The Health Department is reaching out to health care facilities, like nursing homes, to make sure they are stocked with the proper PPE. The Health Department just distributed PPE and funds to five different health care facilities and also, provided supplies to urgent care facilities that are actively testing. They are working with the City to make sure updates are provided. Posters are being distributed in different languages to try to ensure the message on social distancing is not missed. They are keeping in contact with hospitals and first responders to make sure they are safe and productive. There are sites available for first responders to get immediately tested if they present with symptoms. Mr. Rogers asked if Ms. Johnson was aware of when pool inspections could start. Ms. Johnson stated that was not her department, but she would check with the appropriate persons. Secretary Sugrue asked if there were still 30 confirmed cases of COVID-19 in Alexandria and what steps are being taken for people who test positive. Ms. Johnson stated that the number of cases is now 34. The Health Departments collect the contacts of presumptive and positive COVID-19 tests and reaches out to all of them. All individuals who have been in contact with the individual who tests positive are monitored. The Department has two teams that do this contact tracing all day every day.

APPROVAL OF MINUTES (TAB 1)

Director Martinez made a motion to continue tabling the minutes from January and to table the minutes from the February Board of Directors meeting until they are properly reviewed. Vice President Walsh seconded the motion, and it passed unanimously.

FINANCIAL REPORT (TAB 2)

Treasurer Menez gave the financial report for February. On the report dated March 16, 2020, that covers February, the Net Income Year to Date, surplus/(loss) variance is incorrect. The correct number is \$65,272.19. The amount in the table under investments for the operating balance is higher than expected. If this persists through March, some of the money may be transferred to Congressional Bank. There are variances still being worked through. Vice President Walsh asked how the Board is looking at the variance on printing/copying after all of the discussions that have been had. Mr. Lord stated that only the newsletter and postage have been approved.

PROFIT REPORT (TAB 3)

February attendance was 6,381 which is an average of 220 per day. Stretch and Core was the most attended class. There was also an increase in five of the ten classes. Currently all of the equipment is operational. The Peloton bikes were rearranged due to electrical work. Classes are being offered online, and the schedule has been emailed. Les Mills classes are also available. Children's classes have been requested; this is being worked on.

OFFICERS & COMMITTEE REPORTS

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Facilities (Tab 4) – Chairperson Ray Celeste asked Ben Rogers to give a report on the pool situation. Mr. Rogers explained that the pool will not be open until at least June 10th due to the stay at home order. American Pool has a meeting with the Health Department on April 7th. Three lifeguards have been hired. No in-person training is available, but the Red Cross has approved remote learning (videos/reading). President Johnson asked about the recruitment process since a large portion of lifeguards are international. Mr. Rogers states that they are mainly hiring Americans at this time. Vice President Walsh asked what the online testing that the Red Cross approved consists of. Mr. Rogers explained that right now it is just book training and no testing.

Mr. Celeste stated that an announcement of the online classes was sent out officially on the 30th. Online classes are still a work in progress. Director Johnson asked if the Committee has had the chance to review the rental rate for the Great Room. In January it was determined by the CCFC that the room rental rate was reasonable and in line with other communities. Director Canter would like to know what other communities do about cleaning fees as well as other fees. Chairperson Celeste also informed the Board that another RFP is being written in regard to the work on the basketball court.

Financial Advisory (Tab 5) – Report was given by Chairperson Takis Taousakis, who stated that Treasurer Martinez covered the majority of the report during his presentation. One area of focus is to finalize changes in the investment policy. The Committee has decided to have one final review before sending it to legal.

Common Area (Tab 6) – Report was given by Chairperson Robert Burns. In the agenda packet there are three items for consideration; spring flowers, pavers, and pocket park enhancement. A draft RFP for landscape services is being worked on. A trash survey has been sent out as an eblast. Director Dellaria asked if there were restrictions related to COVID-19 on the way Lancaster is working. Chairperson Burns replied that there are some restrictions in place, but Lancaster is considered essential because they are groundskeeping.

Activities & Events (Tab 7) – Report was given by Vice President Walsh. All activities have been tabled at the moment. The Committee is working on arranging an event with the Easter Bunny. Yard sale cannot happen in April due to stay at home order.

Architectural Review (Tab 8) – Nothing new to report.

Communications (Tab 9) – Report was given by Secretary Sugrue. There was no Communications meeting last month. The Welcome Committee has suspended the distribution of welcome bags until further notice. The shift on the Compass distribution from opt-in for electronic distribution to opt-in for mailings has also been suspended. The map project has also

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been put on hold until the stay at home order is lifted.

MANAGEMENT REPORT (TAB 10)

Report was given by Brian Lord. Alberto has increased the dog station rotation to five days a week for all of the stations. 2019 audit timeline was requested from Goldklang. Office employees are physically in the office and have received a letter stating they are essential employees. Vice President Walsh asked about an incident over the weekend regarding a delay in the delivery of a resale package. Mr. Lord responded that he did not have all of the details of the incident to provide an update, but he will look into it.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

There was no new business to discuss.

BOARD DECISIONS

Vice President Walsh made a motion to ratify the two decisions from the Board related to COVID-19, tab 11. Director Canter seconded and Treasurer Menez opened discussion to amend the memo to have the typos corrected. Director Canter made a motion to approve the amended version of the memo. Director Dellania seconded, and motion passed unanimously.

Treasurer Menez moved to approve the motion as stated regarding the streetlight repairs. Director Lampe seconded, and motion passed unanimously.

Treasurer Menez made a motion to table the insurance renewal. Director Dellaria seconded, and motion passed unanimously.

Director Dellaria made a motion to approve the motion for the flowers as stated. Vice President Walsh seconded, and motion passed unanimously.

Director Canter moved to approve the motion as stated for the paver repairs. Vice President Walsh seconded and Director Dellaria opposed. Motion carried.

Director Lampe made a motion to enhance the Knapp Pocket Park as proposed by the CAC for a total of \$21,733 to be allocated between the following three general ledger accounts; 3280 – repair and replacement reserve, 3364 capital improvement and 6160 – tree and shrub. Vice President Walsh seconded; motion passed unanimously.

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7 P.M. ON MARCH 31, 2020**

BOARD DISCUSSIONS

Locker room leak timeline is being worked on. Mr. Lord is working with the various committees on the contract RFP updates. Roofing has provided feedback about assessment, but it is the actual assessment of what was found. Mr. Lord has been in communication with Ray Celeste regarding this. HVAC has submitted their assessment of the systems to Ray.

Conversation with ProFit have been had regarding Sports Courts sticking points on last contract. There are some RFP's for the locker room. The irrigation consultant was approved at the last Board meeting but has not been engaged. The committee is still collecting background information for the consultant before they are brought on-site. A CMC sample is still needed for the paving RFP. A landscaping RFP has been submitted by Robert Burns, but he would like a list of potential vendors.

EXECUTIVE SESSION

Secretary Sugrue moved that the Board enter Executive Session to discuss delinquencies, collections, contracts and other legal matters. Director Lampe seconded, and the motion passed unanimously at 10:02 pm.

Director Canter moved to come out of Executive Session; Director Lampe seconded and the motion passed unanimously at 11:05.

MOTIONS FOLLOWING EXECUTIVE SESSION

Secretary Sugrue moved to advise counsel to discontinue collection efforts and recast amount owed as Questionable Debt for Account No. 3280092. Director Canter seconded and the motion passed unanimously.

Secretary Sugrue moved to waive administrative and legal fees for Account No. 2145167 in the amount of \$516. Director Canter seconded and the motion passed unanimously.

ADJOURNMENT

Secretary Sugrue moved to adjourn the Board meeting. Director Dallaria seconded, and the motion passed unanimously.

**CAMERON STATION ASSOCIATION
BOARD OF DIRECTORS MEETING
7 P.M. ON MARCH 31, 2020**

The meeting adjourned at 11:12.

NEXT MEETING – April 28, 2020

SIGNATURE

DATE

Cameron Station Community Association, Inc.

Board Decision Request

April 28, 2020

Recommended Motion:

I move to approve the draft minutes of the April 13, 2020 Cameron Station Special Board of Directors meeting.

2nd:

Summary:

Board Meeting minutes from the April Special Meeting are presented for review and edits.

Committee Recommendation:

CMC Recommendation:

Management recommends approval of the minutes.

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 Community Association

Board of Directors Meeting

Monday, April 13, 2020, 7:00 pm

Via Audio Conference Call Only

The special meeting of the Board of Directors was called to order by President Michael Johnson at 7:03 pm with a quorum present.

Board attendance

Michael Johnson, President

Jon Dellaria, Director

Sarah Meyer Walsh, Vice President

Kim Canter, Director

Martin Menez, Treasurer

Joan Lampe, Director

Thomas Sugrue, Secretary

Others Attending

Cameron Station residents

Todd Sinkins, Attorney

Motion to Approve Agenda

Moved by Joan Lampe, seconded by Kim Canter. Approved by unanimous vote.

Residents' Open Forum

Ray Celeste – noted that the subject of the meeting was contracts and that three of the community's contracts come under the jurisdiction of the Facilities Committee, which he chairs. He wished to let the Board know that he and the Facilities Committee believe that those three contractors have generally done a

good job and that when they make a mistake or there is a shortcoming, they fix it promptly.

Elliott Waters -- stated that the Agenda would be more helpful if instead of just stating that the subject of the meeting would be "contracts," it identified the specific contracts that were to be considered. He also stated that he would encourage the Board to consider including incentivizing provisions and performance metrics in the community's contracts.

Greg Hilson -- approves of the Board taking a deep dive into the community's contracts in the present circumstances to see where we can save money which then can be returned to residents. While he understands that it may be tempting to continue paying the contracts, this is the community's money and some of them are probably hurting.

Motion to Enter Executive Session for the purpose of discussing contracts and consulting with legal counsel.

Moved by Sarah Walsh, seconded by Joan Lampe. Approved by unanimous vote.

The Board enters Executive session at 7:21 pm.

Motion to Leave Executive Session.

Moved by Joan Lampe, seconded by Martin Menez. Approved by unanimous vote.

The Board exits Executive Session at 9:48pm.

Motion on Insurance Coverage – that we renew the elements of our insurance package that expire on April 14, 2020, with the following provisions:

- (i) That for the building/property policy, the deductible is increased to \$5,000 to \$1,000;
- (ii) That the umbrella coverage be maintained at \$15,000,000 contingent upon – a. the inclusion of a “duty to defend” provision in the underlying D&O policy, and b. verifying that the primary underlying insurers are rated A6 or better.

Moved by Martin Menez, seconded by Jon Dellaria. Approved by unanimous vote.

Motion to Adjourn

Moved by Kim Canter, seconded by Sarah Walsh. Approved by unanimous vote.

The meeting was adjourned at 10:05pm.

TAB 2



MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Hannah McCracken, CMCA, AMS

DATE: April 20, 2020

RE: March 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 | \$ 3,092,000.56 | | |
| Year to Date Income | \$ 660,704.25 | \$ 665,021.15 | |
| Year to Date Expense | \$ 556,280.02 | \$ 652,885.26 | |
| Net Income Year to Date, surplus/ (loss) | \$ 104,424.23 | \$ 12,135.89 | \$ 92,288.34 |

INVESTMENTS

| GL Account & Institution | Investment Type | Balance as of 3/31/2020 |
|---|------------------------|-------------------------|
| GL 1013 - Pacific Premier Bank | Operating | \$ 699,085.74 |
| GL 1302 - Congressional Bank | Money Market | \$ 718,154.61 |
| GL 1330 - Morgan Stanley MM | Money Market | \$ 1,111.69 |
| GL 1353 - Morgan Stanley Barney Investments | Certificate of Deposit | \$ 1,666,000.00 |
| GL 1730 - Accrued Interest Receivable | Other | \$ 7,648.52 |
| | | |
| Total Cash & Investments | | \$ 3,092,000.56 |

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of March 31, 2020 was \$55,768.61. 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 2.2%,

which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable \$55,768.61/Total Annual Assessments: \$2,559,508.00= 2.2%.

Accrued Repair & Replacement Reserves total \$2,143,707.24 and are fully supported by cash and investments. This is calculated as follows:

| | | |
|---|---|--|
| \$ 3,092,000.56 Cash & Investments | | \$ 2,622,533.35 Total Cash Available |
| - \$ 469,467.21 Total Current Liabilities | → | - \$ 2,143,707.24 Total Reserves Balance |
| \$ 2,622,533.35 Total Cash Available | | \$ 478,823.11 Positive Position |

The Capital Improvement Reserve account totals \$24,966.50 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.

Prior 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 \$660,704.25 which is \$4,316.90 less than the budgeted amount of \$665,021.15.

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

GL 4295 Charitable Donations – Unfavorable by \$3,000. None collected ytd.

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

Currently none.

Year-to-date expenses total \$556,280.02 which is \$96,605.24 less than the budgeted amount of \$652,885.26. 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 \$3,750.00 primarily due to this service not currently being used.

GL 6422 Decals & Parking Passes – Favorable by \$5,000.00. No expenses have posted to this GL YTD.

GL 5225 Newsletter Services – Favorable by \$5,167.00. No expenses have posted to this GL YTD.

GL 5302 Administrative Salaries – Favorable by \$24,018.55. Currently there is no permanent GM or AM.

GL 5340 Payroll Taxes/Benefits/Costs – Favorable by \$5,200.42. Currently there is no permanent GM or AM.

GL 6150 Flower Rotation & Enhancements- Favorable by \$7,535.40. Less usage than predicted.

GL 6155 Turf Treatment & Enhancements – Favorable by \$5,250. Less usage than predicted.

GL 6442 Snow Removal Services – Favorable by \$41,712.64. No significant snow events YTD. (ice melt on 1/8)

GL 6600 General Repair & Maintenance – Favorable by \$2,843.03. Less usage than predicted.

GL 6640 Lighting Supplies/ Repair & Maintenance – Favorable by \$2,806.95. Less usage than predicted.

GL 6685 Linear Park Maintenance – Favorable by \$2,708.50. No usage ytd.

GL 6135 Erosion Control- Favorable by \$2,500. No usage ytd.

GL 7030 Legal Services General Counsel – Favorable by \$4,198.00. Less usage than predicted.

GL 6515 Building Repair & Maintenance – Favorable by \$4,076.60

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

GL 5210 Printing and Copying – Unfavorable by \$8,315.64, Includes Newsletter expenses, will be reclassified to GL 5225 & 5215

GL 5205 Activity Charges- Unfavorable by \$2,812.00. Miscoded charge. Expense will be reclassified in April results.

GL 6160 Tree & Shrub Maintenance – Unfavorable by \$2,980.50. More usage than predicted, nothing budgeted until May

GL 7020 Legal Services – Unfavorable by \$3,886. Accrued March invoice for \$4286. It will be reclassified to GL 7030.

GL 6438 Pool Management – Unfavorable by \$18,845.00. The Budget spread predicted payments in April- September. Two of seven installment payments already made.

GL 6700 Pool Repair & Maintenance – Unfavorable by \$3,146.50. nothing was budgeted for this early in the year.

Overall there is a positive variance between annual income and expenses in the amount of \$104,424.23 through March 31, 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

March 2020 Financial Report

Statement prepared by: Cheryl Weaver



Investment Listing Report

Cameron Station Community

As of Tue Mar 31, 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 Carcel Hermogenes SWEEP Account | | 699,085.74 | 0.000% | 01/01/1900 | 0 | |
| 1302 - Congressional Bank - MM 5485 Congressional Bank | ****5485 Signers: Tsitos/Hermogenes | Money Market | 718,154.61 | 1.750% | 07/31/2018 | 0 | |
| 1330 - Morgan Stanley Smith Barney MM Morgan Stanley Smith Barney | ****-279 Signers: Martin Menez/ John A Tsitos/ Steve Philbin | Money Market | 1,111.69 | 0.750% | 09/19/2001 | 0 | |
| 1353 - Morgan Stanley Smith Barney Investments Morgan Stanely Smith Barney | ****-279 Signers: Martin Menez/ John A Tsitos/ Steve Philbin | Certificate of Deposit | 1,666,000.00 | 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 | 7,648.52 | 0.000% | 01/01/1900 | 0 | |
| Total Cash Investments: | | | 3,092,000.56 | | | | |
| Total Cameron Station Community: | | | 3,092,000.56 | | | | |

Cheryl Weaver

Balance Sheet Report

Cameron Station Community

As of March 31, 2020

| | <u>Balance Mar 31, 2020</u> | <u>Balance Feb 29, 2020</u> | <u>Change</u> |
|--|---------------------------------|---------------------------------|-------------------|
| <u>Assets</u> | | | |
| Cash & Investments | | | |
| 1013 - Operating 3336 | 699,085.74 | 602,567.21 | 96,518.53 |
| 1302 - Congressional Bank - MM 5485 | 718,154.61 | 717,274.77 | 879.84 |
| 1330 - Morgan Stanley Smith Barney MM | 1,111.69 | 52,420.39 | (51,308.70) |
| 1353 - Morgan Stanley Smith Barney Investments | 1,666,000.00 | 1,611,000.00 | 55,000.00 |
| 1730 - Accrued Interest Receivable | 7,648.52 | 8,625.16 | (976.64) |
| Total Cash & Investments | 3,092,000.56 | 2,991,887.53 | 100,113.03 |
| Current Assets | | | |
| 1500 - Residential Assessments Receivable | 55,768.61 | 72,314.01 | (16,545.40) |
| 1530 - Allowance for Doubtful accounts | (35,132.60) | (35,132.60) | 0.00 |
| 1600 - Prepaid Insurance | 7,778.44 | 10,052.41 | (2,273.97) |
| 1640 - Other Prepaid Expenses | 36,077.35 | 20,301.09 | 15,776.26 |
| 1725 - Insurance Receivable | (24,900.00) | (24,900.00) | 0.00 |
| 1745 - Taxes Receivable | (19.00) | (19.00) | 0.00 |
| 1799 - Clearing Account | 480.70 | 0.00 | 480.70 |
| Total Current Assets | 40,053.50 | 42,615.91 | (2,562.41) |
| Total Assets | 3,132,054.06 | 3,034,503.44 | 97,550.62 |
| <u>Liabilities</u> | | | |
| Current Liabilities | | | |
| 2000 - Accounts Payable | 0.00 | (9,712.70) | 9,712.70 |
| 2025 - Transfer Fee Payable | 410.79 | 206.71 | 204.08 |
| 2050 - Resident Refunds | 731.86 | 3,419.80 | (2,687.94) |
| 2200 - Income Taxes Payable | (148.00) | (148.00) | 0.00 |
| 2300 - Accrued Expenses | 29,262.85 | 33,644.33 | (4,381.48) |
| 2400 - Accrued Payroll Payable | 4,887.00 | 15,249.70 | (10,362.70) |
| 2550 - Prepaid Assessments | 434,322.71 | 143,801.72 | 290,520.99 |

Balance Sheet Report

Cameron Station Community

As of March 31, 2020

| | <u>Balance Mar 31, 2020</u> | <u>Balance Feb 29, 2020</u> | <u>Change</u> |
|--|---------------------------------|---------------------------------|-------------------------|
| <u>Liabilities</u> | | | |
| Current Liabilities | | | |
| 2560 - Future Months Assessments | 0.00 | 213,293.86 | (213,293.86) |
| Total Current Liabilities | <u>469,467.21</u> | <u>399,755.42</u> | <u>69,711.79</u> |
| Total Liabilities | <u>469,467.21</u> | <u>399,755.42</u> | <u>69,711.79</u> |
| <u>Owners' Equity</u> | | | |
| Unappropriated Owners' Equity | | | |
| 3000 - Owners Equity - Prior Years | 389,488.88 | 389,488.88 | 0.00 |
| Total Unappropriated Owners' Equity | <u>389,488.88</u> | <u>389,488.88</u> | <u>0.00</u> |
| Capital Improvement Reserves | | | |
| 3015 - Capital Improvement Reserves Beg.Bal. | 18,966.50 | 18,966.50 | 0.00 |
| 3362 - Capital Improvement Reserves Contr. | 6,000.00 | 4,000.00 | 2,000.00 |
| Total Capital Improvement Reserves | <u>24,966.50</u> | <u>22,966.50</u> | <u>2,000.00</u> |
| Repair & Replacement Reserves | | | |
| 3102 - Repair & Repl Reserve Beginning Balance | 2,069,476.29 | 2,069,476.29 | 0.00 |
| 3276 - Repair & Repl Reserve Contributions | 92,120.49 | 61,413.66 | 30,706.83 |
| 3280 - Repair & Repl Reserve Expenditures | (17,889.54) | (879.54) | (17,010.00) |
| Total Repair & Replacement Reserves | <u>2,143,707.24</u> | <u>2,130,010.41</u> | <u>13,696.83</u> |
| Total Owners' Equity | <u>2,558,162.62</u> | <u>2,542,465.79</u> | <u>15,696.83</u> |
| Net Income / (Loss) | <u>104,424.23</u> | <u>92,282.23</u> | <u>12,142.00</u> |
| Total Liabilities and Equity | <u><u>3,132,054.06</u></u> | <u><u>3,034,503.44</u></u> | <u><u>97,550.62</u></u> |

Income Statement Summary Cameron Station Community

March 01, 2020 thru March 31, 2020

| | Current Period | | | Year to Date (3 months) | | | Annual Budget |
|--|----------------------|------------------------|----------------------|-------------------------|----------------------|----------------------|---------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Total Assessment Income | 213,293.86 | 213,293.77 | 0.09 | 639,881.61 | 639,876.15 | 5.46 | 2,559,508.00 |
| Total Other Income | (9,404.79) | 9,900.00 | (19,304.79) | 20,822.64 | 25,145.00 | (4,322.36) | 100,700.00 |
| Total Income | 203,889.07 | 223,193.77 | (19,304.70) | 660,704.25 | 665,021.15 | (4,316.90) | 2,660,208.00 |
| Total Administrative | 8,809.13 | 12,579.50 | (3,770.37) | 25,458.86 | 31,199.00 | (5,740.14) | 117,588.00 |
| Total Activities | 4,725.81 | 5,357.00 | (631.19) | 9,774.72 | 5,357.00 | 4,417.72 | 37,500.00 |
| Total Communications | 950.05 | 3,376.00 | (2,425.95) | 2,283.26 | 7,542.00 | (5,258.74) | 25,000.00 |
| Total Insurance | 591.25 | 633.50 | (42.25) | 1,773.75 | 1,900.00 | (126.25) | 7,600.00 |
| Total Management Services | 25,050.58 | 43,907.00 | (18,856.42) | 102,405.54 | 131,722.00 | (29,316.46) | 526,887.00 |
| Total Trash Services | 27,173.19 | 26,450.92 | 722.27 | 79,661.02 | 79,352.76 | 308.26 | 323,759.00 |
| Total Common Area Maint & Services | 42,803.59 | 68,670.00 | (25,866.41) | 121,908.19 | 182,278.50 | (60,370.31) | 689,970.00 |
| Total Landscaping | 0.00 | 1,376.50 | (1,376.50) | 300.00 | 3,043.00 | (2,743.00) | 13,800.00 |
| Total Repair & Maintenance | 0.00 | 500.00 | (500.00) | 825.00 | 500.00 | 325.00 | 4,000.00 |
| Total Professional Services | 10,342.00 | 5,333.00 | 5,009.00 | 13,474.68 | 14,500.00 | (1,025.32) | 63,300.00 |
| Total Cameron Club Maint & Operations | 36,828.16 | 29,322.50 | 7,505.66 | 92,004.34 | 83,807.00 | 8,197.34 | 404,072.00 |
| Total Taxes & Insurance | 2,763.39 | 5,355.00 | (2,591.61) | 8,290.17 | 11,063.00 | (2,772.83) | 44,250.00 |
| Total Other Expenses | 1,003.09 | 4,500.00 | (3,496.91) | 6,000.00 | 8,500.00 | (2,500.00) | 34,000.00 |
| Total Reserve Contributions | 30,706.83 | 30,707.00 | (0.17) | 92,120.49 | 92,121.00 | (0.51) | 368,482.00 |
| Total Expense | 191,747.07 | 238,067.92 | (46,320.85) | 556,280.02 | 652,885.26 | (96,605.24) | 2,660,208.00 |
| Net Income / (Loss) | 12,142.00 | (14,874.15) | 27,016.15 | 104,424.23 | 12,135.89 | 92,288.34 | 0.00 |

Income Statement Report Cameron Station Community Consolidated

March 01, 2020 thru March 31, 2020

| | Current Period | | | Year to Date (3 months) | | | Annual Budget | Budget Remaining |
|--|-------------------|-------------------|--------------------|-------------------------|-------------------|-------------------|---------------------|---------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | | |
| Income | | | | | | | | |
| Assessment Income | | | | | | | | |
| 4001 - Assessemnts - SFD/TH | 0.00 | 0.00 | 0.00 | 361,210.90 | 361,207.00 | 3.90 | 1,444,829.00 | 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4017 - Future Assessments - CONDO | 72,888.09 | 72,888.09 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4018 - Future Assessments - COMMERCIAL | 2,759.09 | 2,759.00 | 0.09 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4019 - Future Assessments - TMP | 17,243.05 | 17,243.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4130 - Commercial Assessments | 0.00 | 0.00 | 0.00 | 8,277.28 | 8,277.00 | 0.28 | 33,109.00 | 24,831.72 |
| 4135 - TMP Assessments | 0.00 | 0.00 | 0.00 | 51,729.15 | 51,729.15 | 0.00 | 206,916.60 | 155,187.45 |
| Total Assessment Income | 213,293.86 | 213,293.77 | 0.09 | 639,881.61 | 639,876.15 | 5.46 | 2,559,508.00 | 1,919,626.39 |
| Other Income | | | | | | | | |
| 4245 - Newsletter Advertising | 0.00 | 0.00 | 0.00 | 150.00 | 1,350.00 | (1,200.00) | 6,000.00 | 5,850.00 |
| 4250 - Facilities Passes/Guest Fess | 0.00 | 200.00 | (200.00) | 80.00 | 700.00 | (620.00) | 2,000.00 | 1,920.00 |
| 4260 - Resale Processing Fees | 938.96 | 440.00 | 498.96 | 1,877.92 | 1,320.00 | 557.92 | 8,800.00 | 6,922.08 |
| 4265 - Website Income | 0.00 | 83.50 | (83.50) | 200.00 | 250.00 | (50.00) | 1,000.00 | 800.00 |
| 4295 - Charitable Donations Income | 0.00 | 3,000.00 | (3,000.00) | 0.00 | 3,000.00 | (3,000.00) | 8,800.00 | 8,800.00 |
| 4400 - Room Rental Fees | 0.00 | 667.00 | (667.00) | 1,200.00 | 2,000.00 | (800.00) | 8,000.00 | 6,800.00 |
| 4405 - Club Cleaning Fees | 0.00 | 500.00 | (500.00) | 625.00 | 1,500.00 | (875.00) | 6,000.00 | 5,375.00 |
| 4710 - Late Fees & Interest | (14,063.43) | 617.00 | (14,680.43) | 1,753.16 | 1,850.00 | (96.84) | 7,400.00 | 5,646.84 |
| 4720 - Legal Reimbursements | 0.00 | 500.00 | (500.00) | 3,182.00 | 1,500.00 | 1,682.00 | 6,000.00 | 2,818.00 |
| 4805 - HOA Compliance Fees | 0.00 | 417.00 | (417.00) | 60.00 | 1,250.00 | (1,190.00) | 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 | 1,005.02 | 1,058.50 | (53.48) | 3,293.10 | 3,175.00 | 118.10 | 12,700.00 | 9,406.90 |
| 4910 - Interest Earned - Reserve Funds | 2,714.66 | 2,417.00 | 297.66 | 8,381.46 | 7,250.00 | 1,131.46 | 29,000.00 | 20,618.54 |
| Total Other Income | (9,404.79) | 9,900.00 | (19,304.79) | 20,822.64 | 25,145.00 | (4,322.36) | 100,700.00 | 79,877.36 |
| Total Income | 203,889.07 | 223,193.77 | (19,304.70) | 660,704.25 | 665,021.15 | (4,316.90) | 2,660,208.00 | 1,999,503.75 |

Income Statement Report Cameron Station Community Consolidated

March 01, 2020 thru March 31, 2020

| | Current Period | | | Year to Date (3 months) | | | Annual | Budget |
|--------------------------------------|-----------------|------------------|-------------------|-------------------------|------------------|-------------------|-------------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | Budget | Remaining |
| <u>Expense</u> | | | | | | | | |
| Administrative | | | | | | | | |
| 5015 - Bank Charges | 0.00 | 20.00 | (20.00) | 0.00 | 60.00 | (60.00) | 240.00 | 240.00 |
| 5020 - Board Support | 292.33 | 833.00 | (540.67) | 2,019.60 | 2,500.00 | (480.40) | 10,000.00 | 7,980.40 |
| 5025 - Collection Charges | 125.00 | 250.00 | (125.00) | 281.00 | 750.00 | (469.00) | 3,000.00 | 2,719.00 |
| 5030 - Acct Setup/DD/Coupons | 380.00 | 833.00 | (453.00) | 1,134.50 | 2,500.00 | (1,365.50) | 10,000.00 | 8,865.50 |
| 5035 - Architechtrual Comprehensives | 0.00 | 688.00 | (688.00) | 0.00 | 688.00 | (688.00) | 6,880.00 | 6,880.00 |
| 5040 - Computer Network/C3 | 1,370.00 | 833.00 | 537.00 | 4,526.81 | 2,500.00 | 2,026.81 | 10,000.00 | 5,473.19 |
| 5065 - Software Licenses | 0.00 | 41.50 | (41.50) | 0.00 | 125.00 | (125.00) | 500.00 | 500.00 |
| 5070 - Parking Enforcement | 0.00 | 1,250.00 | (1,250.00) | 0.00 | 3,750.00 | (3,750.00) | 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 | 639.57 | 583.00 | 56.57 | 1,205.76 | 1,750.00 | (544.24) | 7,000.00 | 5,794.24 |
| 5090 - Office Supplies | 856.85 | 292.00 | 564.85 | 2,245.40 | 875.00 | 1,370.40 | 3,500.00 | 1,254.60 |
| 5210 - Printing & Copying | 3,712.51 | 625.00 | 3,087.51 | 10,190.64 | 1,875.00 | 8,315.64 | 7,500.00 | (2,690.64) |
| 5215 - Postage | 796.85 | 833.00 | (36.15) | 2,072.20 | 2,500.00 | (427.80) | 10,000.00 | 7,927.80 |
| 5220 - Courier Service | 0.00 | 63.00 | (63.00) | 0.00 | 188.00 | (188.00) | 750.00 | 750.00 |
| 5320 - Temp Desk Coverage | 0.00 | 500.00 | (500.00) | 0.00 | 1,500.00 | (1,500.00) | 6,000.00 | 6,000.00 |
| 6040 - Bundled Telecom Services | 636.02 | 1,102.00 | (465.98) | 1,672.55 | 3,305.00 | (1,632.45) | 13,218.00 | 11,545.45 |
| 6300 - Permits & Licenses | 0.00 | 1,333.00 | (1,333.00) | 110.40 | 1,333.00 | (1,222.60) | 4,000.00 | 3,889.60 |
| 6422 - Decals & Parking Passes | 0.00 | 2,500.00 | (2,500.00) | 0.00 | 5,000.00 | (5,000.00) | 7,500.00 | 7,500.00 |
| Total Administrative | 8,809.13 | 12,579.50 | (3,770.37) | 25,458.86 | 31,199.00 | (5,740.14) | 117,588.00 | 92,129.14 |
| Activities | | | | | | | | |
| 5200 - Events & Awards | 1,913.81 | 5,357.00 | (3,443.19) | 6,962.72 | 5,357.00 | 1,605.72 | 37,500.00 | 30,537.28 |
| 5205 - Activity Charges | 2,812.00 | 0.00 | 2,812.00 | 2,812.00 | 0.00 | 2,812.00 | 0.00 | (2,812.00) |
| Total Activities | 4,725.81 | 5,357.00 | (631.19) | 9,774.72 | 5,357.00 | 4,417.72 | 37,500.00 | 27,725.28 |
| Communications | | | | | | | | |
| 5115 - Web Site Maintenance | 511.50 | 292.00 | 219.50 | 511.50 | 875.00 | (363.50) | 3,500.00 | 2,988.50 |
| 5225 - Newsletter Services | 0.00 | 2,584.00 | (2,584.00) | 0.00 | 5,167.00 | (5,167.00) | 15,500.00 | 15,500.00 |

Income Statement Report Cameron Station Community Consolidated

March 01, 2020 thru March 31, 2020

| | Current Period | | | Year to Date (3 months) | | | Annual Budget | Budget Remaining |
|---|------------------|------------------|--------------------|-------------------------|-------------------|--------------------|-------------------|-------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | | |
| <u>Expense</u> | | | | | | | | |
| Communications | | | | | | | | |
| 5316 - Other Communications | 438.55 | 500.00 | (61.45) | 1,771.76 | 1,500.00 | 271.76 | 6,000.00 | 4,228.24 |
| Total Communications | 950.05 | 3,376.00 | (2,425.95) | 2,283.26 | 7,542.00 | (5,258.74) | 25,000.00 | 22,716.74 |
| Insurance | | | | | | | | |
| 5408 - Crime Protection Coverage | 300.00 | 308.50 | (8.50) | 900.00 | 925.00 | (25.00) | 3,700.00 | 2,800.00 |
| 5438 - Cyber Liability \$3 Million Coverge | 291.25 | 325.00 | (33.75) | 873.75 | 975.00 | (101.25) | 3,900.00 | 3,026.25 |
| Total Insurance | 591.25 | 633.50 | (42.25) | 1,773.75 | 1,900.00 | (126.25) | 7,600.00 | 5,826.25 |
| Management Services | | | | | | | | |
| 5302 - Administrative Salaries | 11,274.07 | 28,174.00 | (16,899.93) | 60,504.45 | 84,523.00 | (24,018.55) | 338,091.00 | 277,586.55 |
| 5340 - Payroll Taxes/Benefits/Costs | 5,527.34 | 7,566.00 | (2,038.66) | 17,498.58 | 22,699.00 | (5,200.42) | 90,796.00 | 73,297.42 |
| 7015 - Management Reimbursements | 332.50 | 250.00 | 82.50 | 652.50 | 750.00 | (97.50) | 3,000.00 | 2,347.50 |
| 7040 - Management Fees | 7,916.67 | 7,917.00 | (0.33) | 23,750.01 | 23,750.00 | 0.01 | 95,000.00 | 71,249.99 |
| Total Management Services | 25,050.58 | 43,907.00 | (18,856.42) | 102,405.54 | 131,722.00 | (29,316.46) | 526,887.00 | 424,481.46 |
| Trash Services | | | | | | | | |
| 6035 - Trash and Recycling Service | 27,173.19 | 26,450.92 | 722.27 | 79,661.02 | 79,352.76 | 308.26 | 323,759.00 | 244,097.98 |
| Total Trash Services | 27,173.19 | 26,450.92 | 722.27 | 79,661.02 | 79,352.76 | 308.26 | 323,759.00 | 244,097.98 |
| Common Area Maint & Services | | | | | | | | |
| 6000 - Electric Service | 3,298.54 | 3,417.00 | (118.46) | 11,505.86 | 10,250.00 | 1,255.86 | 41,000.00 | 29,494.14 |
| 6025 - Water Service | (260.74) | 2,857.00 | (3,117.74) | 1,734.74 | 2,857.00 | (1,122.26) | 20,000.00 | 18,265.26 |
| 6100 - Grounds & Landscaping - Contract | 14,066.00 | 12,996.00 | 1,070.00 | 40,058.00 | 38,988.00 | 1,070.00 | 155,952.00 | 115,894.00 |
| 6150 - Flower Rotation & Lanscape Enhancerr | 0.00 | 6,100.00 | (6,100.00) | (1,435.40) | 6,100.00 | (7,535.40) | 23,000.00 | 24,435.40 |
| 6155 - Turf Treatment & Enhancements | 1,055.00 | 700.00 | 355.00 | 2,450.00 | 7,700.00 | (5,250.00) | 20,000.00 | 17,550.00 |
| 6160 - Tree & Shrub Maintenance | 1,175.00 | 3,000.00 | (1,825.00) | 5,980.50 | 3,000.00 | 2,980.50 | 34,000.00 | 28,019.50 |
| 6299 - 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 | 52,500.00 | 52,500.00 | 0.00 | 210,000.00 | 157,500.00 |
| 6434 - Pest Control | 229.17 | 208.00 | 21.17 | 413.17 | 625.00 | (211.83) | 2,500.00 | 2,086.83 |

Income Statement Report Cameron Station Community Consolidated

March 01, 2020 thru March 31, 2020

| | Current Period | | | Year to Date (3 months) | | | Annual Budget | Budget Remaining |
|---|------------------|------------------|--------------------|-------------------------|-------------------|--------------------|-------------------|-------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | | |
| <u>Expense</u> | | | | | | | | |
| Common Area Maint & Services | | | | | | | | |
| 6442 - Snow Removal Services | 0.00 | 14,000.00 | (14,000.00) | 287.36 | 42,000.00 | (41,712.64) | 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 | (874.82) | 766.50 | (1,641.32) | (543.03) | 2,300.00 | (2,843.03) | 9,200.00 | 9,743.03 |
| 6605 - General Maintenance Supplies | 0.00 | 542.00 | (542.00) | 42.90 | 1,625.00 | (1,582.10) | 6,500.00 | 6,457.10 |
| 6640 - Lighting Supplies/Repair & Maintenance | 5,572.97 | 3,167.00 | 2,405.97 | 6,693.05 | 9,500.00 | (2,806.95) | 38,000.00 | 31,306.95 |
| 6685 - Linear Park Landscape Maintenance | 0.00 | 2,708.50 | (2,708.50) | 0.00 | 2,708.50 | (2,708.50) | 21,668.00 | 21,668.00 |
| 6690 - Pet Stations | 1,042.47 | 708.00 | 334.47 | 1,921.04 | 2,125.00 | (203.96) | 8,500.00 | 6,578.96 |
| 6760 - Street Repair & Maintenance | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 | 300.00 | 6,500.00 | 6,200.00 |
| Total Common Area Maint & Services | 42,803.59 | 68,670.00 | (25,866.41) | 121,908.19 | 182,278.50 | (60,370.31) | 689,970.00 | 568,061.81 |
| Landscaping | | | | | | | | |
| 6135 - Erosion Control | 0.00 | 833.50 | (833.50) | 0.00 | 2,500.00 | (2,500.00) | 10,000.00 | 10,000.00 |
| 6199 - Irrigation Repairs | 0.00 | 543.00 | (543.00) | 300.00 | 543.00 | (243.00) | 3,800.00 | 3,500.00 |
| Total Landscaping | 0.00 | 1,376.50 | (1,376.50) | 300.00 | 3,043.00 | (2,743.00) | 13,800.00 | 13,500.00 |
| Repair & Maintenance | | | | | | | | |
| 6755 - Storm Recovery Repair & Maintenance | 0.00 | 500.00 | (500.00) | 825.00 | 500.00 | 325.00 | 4,000.00 | 3,175.00 |
| Total Repair & Maintenance | 0.00 | 500.00 | (500.00) | 825.00 | 500.00 | 325.00 | 4,000.00 | 3,175.00 |
| Professional Services | | | | | | | | |
| 5105 - Reserve Studies | 0.00 | 750.00 | (750.00) | 0.00 | 750.00 | (750.00) | 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 | 4,886.00 | 333.00 | 4,553.00 | 4,886.00 | 1,000.00 | 3,886.00 | 4,000.00 | (886.00) |
| 7025 - Legal Services - Collections | 3,272.00 | 1,750.00 | 1,522.00 | 5,286.68 | 5,250.00 | 36.68 | 21,000.00 | 15,713.32 |
| 7030 - Legal Services - General Counsel | 2,184.00 | 2,500.00 | (316.00) | 3,302.00 | 7,500.00 | (4,198.00) | 30,000.00 | 26,698.00 |
| Total Professional Services | 10,342.00 | 5,333.00 | 5,009.00 | 13,474.68 | 14,500.00 | (1,025.32) | 63,300.00 | 49,825.32 |
| Cameron Club Maint & Operations | | | | | | | | |
| 5195 - Miscellaneous Expenses | 0.00 | 83.00 | (83.00) | 25.00 | 250.00 | (225.00) | 1,000.00 | 975.00 |

Income Statement Report Cameron Station Community Consolidated

March 01, 2020 thru March 31, 2020

| | Current Period | | | Year to Date (3 months) | | | Annual | Budget |
|--|------------------|------------------|-----------------|-------------------------|------------------|-----------------|-------------------|-------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | Budget | Remaining |
| <u>Expense</u> | | | | | | | | |
| Cameron Club Maint & Operations | | | | | | | | |
| 5318 - Health Club Management/Staff | 14,034.48 | 13,759.00 | 275.48 | 42,102.94 | 41,278.00 | 824.94 | 165,112.00 | 123,009.06 |
| 6075 - Clubhouse Utilities | 3,654.44 | 3,200.00 | 454.44 | 8,893.89 | 9,600.00 | (706.11) | 38,400.00 | 29,506.11 |
| 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 | 1,064.31 | 1,125.00 | (60.69) | 4,500.00 | 3,435.69 |
| 6414 - Fire Prevention & Protection | 722.06 | 2,500.00 | (1,777.94) | 1,965.34 | 2,500.00 | (534.66) | 10,000.00 | 8,034.66 |
| 6424 - HVAC Services | 211.67 | 1,000.00 | (788.33) | 760.01 | 2,000.00 | (1,239.99) | 6,000.00 | 5,239.99 |
| 6430 - Janitorial Services | 3,535.00 | 3,535.00 | 0.00 | 10,605.00 | 10,605.00 | 0.00 | 42,420.00 | 31,815.00 |
| 6436 - Special Cleanings | 1,050.00 | 583.00 | 467.00 | 2,050.00 | 1,750.00 | 300.00 | 7,000.00 | 4,950.00 |
| 6438 - Pool Management | 9,421.00 | 0.00 | 9,421.00 | 18,845.00 | 0.00 | 18,845.00 | 66,340.00 | 47,495.00 |
| 6440 - Safety & Security | 0.00 | 450.00 | (450.00) | 0.00 | 1,650.00 | (1,650.00) | 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 | 0.00 | 1,500.00 | (1,500.00) | 307.40 | 4,384.00 | (4,076.60) | 14,000.00 | 13,692.60 |
| 6525 - Community Center Improvement | 0.00 | 167.00 | (167.00) | 0.00 | 500.00 | (500.00) | 2,000.00 | 2,000.00 |
| 6570 - Fitness Equipment Repair & Maintenan | 615.56 | 792.00 | (176.44) | 615.56 | 2,375.00 | (1,759.44) | 9,500.00 | 8,884.44 |
| 6575 - Fitness Center Supplies | 82.68 | 500.00 | (417.32) | 1,623.39 | 1,500.00 | 123.39 | 6,000.00 | 4,376.61 |
| 6590 - Access System Supplies | 0.00 | 750.00 | (750.00) | 0.00 | 1,750.00 | (1,750.00) | 4,500.00 | 4,500.00 |
| 6595 - Access System Repairs | 0.00 | 170.00 | (170.00) | 0.00 | 540.00 | (540.00) | 2,000.00 | 2,000.00 |
| 6700 - Pool Repair & Maintenance | 3,146.50 | 0.00 | 3,146.50 | 3,146.50 | 0.00 | 3,146.50 | 4,000.00 | 853.50 |
| 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 | 333.50 | (333.50) | 0.00 | 1,000.00 | (1,000.00) | 4,000.00 | 4,000.00 |
| Total Cameron Club Maint & Operations | 36,828.16 | 29,322.50 | 7,505.66 | 92,004.34 | 83,807.00 | 8,197.34 | 404,072.00 | 312,067.66 |
| Taxes & Insurance | | | | | | | | |
| 5390 - Fidelity/Workman's Comp | 154.42 | 50.00 | 104.42 | 463.26 | 150.00 | 313.26 | 600.00 | 136.74 |
| 5415 - D&O Insurance Premiums | 433.50 | 458.00 | (24.50) | 1,300.50 | 1,375.00 | (74.50) | 5,500.00 | 4,199.50 |
| 5420 - Umbrella | 866.22 | 930.00 | (63.78) | 2,598.66 | 2,788.00 | (189.34) | 11,150.00 | 8,551.34 |
| 5445 - General Liability Insurance Premiums | 1,309.25 | 1,417.00 | (107.75) | 3,927.75 | 4,250.00 | (322.25) | 17,000.00 | 13,072.25 |

Income Statement Report Cameron Station Community Consolidated

March 01, 2020 thru March 31, 2020

| | Current Period | | | Year to Date (3 months) | | | Annual Budget | Budget Remaining |
|--------------------------------------|-------------------|--------------------|--------------------|-------------------------|-------------------|--------------------|---------------------|---------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | | |
| <u>Expense</u> | | | | | | | | |
| Taxes & Insurance | | | | | | | | |
| 9000 - Income Tax | 0.00 | 2,500.00 | (2,500.00) | 0.00 | 2,500.00 | (2,500.00) | 10,000.00 | 10,000.00 |
| Total Taxes & Insurance | 2,763.39 | 5,355.00 | (2,591.61) | 8,290.17 | 11,063.00 | (2,772.83) | 44,250.00 | 35,959.83 |
| Other Expenses | | | | | | | | |
| 5010 - Bad Debt | 0.00 | 2,500.00 | (2,500.00) | 0.00 | 2,500.00 | (2,500.00) | 7,500.00 | 7,500.00 |
| 9106 - Capital Improvements Reserve | 2,000.00 | 2,000.00 | 0.00 | 6,000.00 | 6,000.00 | 0.00 | 24,000.00 | 18,000.00 |
| 9848 - Electrical Expenses | (996.91) | 0.00 | (996.91) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9946 - Signs Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 |
| Total Other Expenses | 1,003.09 | 4,500.00 | (3,496.91) | 6,000.00 | 8,500.00 | (2,500.00) | 34,000.00 | 28,000.00 |
| Reserve Contributions | | | | | | | | |
| 9800 - Repair & Replacement Expenses | 30,706.83 | 30,707.00 | (0.17) | 92,120.49 | 92,121.00 | (0.51) | 368,482.00 | 276,361.51 |
| Total Reserve Contributions | 30,706.83 | 30,707.00 | (0.17) | 92,120.49 | 92,121.00 | (0.51) | 368,482.00 | 276,361.51 |
| Total Expense | 191,747.07 | 238,067.92 | (46,320.85) | 556,280.02 | 652,885.26 | (96,605.24) | 2,660,208.00 | 2,103,927.98 |
| Net Income / (Loss) | 12,142.00 | (14,874.15) | 27,016.15 | 104,424.23 | 12,135.89 | 92,288.34 | 0.00 | (104,424.23) |

Income and Expense Projection Report

Cameron Station Community

As of March 31, 2020

| Account Description | Jan Actual | Feb Actual | Mar Actual | 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 - Assessemnts - 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 | 2,559,513 | 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 Fess | 80 | 0 | 0 | 200 | 200 | 200 | 200 | 100 | 100 | 100 | 100 | 100 | 1,380 | 2,000 |
| 4260 - Resale Processing Fees | 117 | 822 | 939 | 1,100 | 1,100 | 1,100 | 1,100 | 880 | 660 | 660 | 440 | 440 | 9,358 | 8,800 |
| 4265 - Website Income | 200 | 0 | 0 | 84 | 83 | 84 | 84 | 83 | 84 | 84 | 83 | 84 | 950 | 1,000 |
| 4295 - Charitable Donations Income | 0 | 0 | 0 | 2,800 | 3,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,800 | 8,800 |
| 4400 - Room Rental Fees | 1,200 | 0 | 0 | 667 | 666 | 667 | 667 | 666 | 667 | 667 | 666 | 667 | 7,200 | 8,000 |
| 4405 - Club Cleaning Fees | 625 | 0 | 0 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 5,125 | 6,000 |
| 4710 - Late Fees & Interest | 15,892 | (75) | (14,063) | 617 | 616 | 617 | 617 | 616 | 617 | 617 | 616 | 617 | 7,303 | 7,400 |
| 4720 - Legal Reimbursements | 2,755 | 427 | 0 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 7,682 | 6,000 |
| 4805 - HOA Compliance Fees | 100 | (40) | 0 | 417 | 416 | 417 | 417 | 416 | 417 | 417 | 416 | 417 | 3,810 | 5,000 |
| 4835 - Miscellaneous Income | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 0 |
| 4900 - Interest Earned - Operating Funds | 1,140 | 1,148 | 1,005 | 1,059 | 1,058 | 1,059 | 1,059 | 1,058 | 1,059 | 1,059 | 1,058 | 1,059 | 12,818 | 12,700 |
| 4910 - Interest Earned - Reserve Funds | 2,938 | 2,729 | 2,715 | 2,417 | 2,416 | 2,417 | 2,417 | 2,416 | 2,417 | 2,417 | 2,416 | 2,417 | 30,131 | 29,000 |
| Total Other Income | 25,217 | 5,010 | (9,405) | 11,105 | 10,555 | 8,465 | 7,560 | 8,735 | 7,020 | 8,520 | 6,795 | 6,800 | 96,378 | 100,700 |
| Total Income | 238,511 | 218,304 | 203,889 | 224,397 | 223,849 | 221,759 | 220,849 | 222,029 | 220,314 | 221,809 | 220,089 | 220,094 | 2,655,891 | 2,660,208 |
| Administrative | | | | | | | | | | | | | | |
| 5015 - Bank Charges | 0 | 0 | 0 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 180 | 240 |
| 5020 - Board Support | 192 | 1,535 | 292 | 833 | 834 | 833 | 833 | 834 | 833 | 833 | 834 | 833 | 9,520 | 10,000 |

Income and Expense Projection Report

Cameron Station Community

As of March 31, 2020

| Account Description | Jan Actual | Feb Actual | Mar Actual | 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) | 125 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 2,531 | 3,000 |
| 5030 - Acct Setup/DD/Coupons | 377 | 378 | 380 | 833 | 834 | 833 | 833 | 834 | 833 | 833 | 834 | 833 | 8,635 | 10,000 |
| 5035 - Architechtrual Comprehensives | 0 | 0 | 0 | 688 | 688 | 688 | 688 | 688 | 688 | 688 | 688 | 688 | 6,192 | 6,880 |
| 5040 - Computer Network/C3 | 1,573 | 1,584 | 1,370 | 833 | 834 | 833 | 833 | 834 | 833 | 833 | 834 | 833 | 12,027 | 10,000 |
| 5065 - Software Licenses | 0 | 0 | 0 | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 375 | 500 |
| 5070 - Parking Enforcement | 0 | 0 | 0 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 11,250 | 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 | 640 | 583 | 584 | 583 | 583 | 584 | 583 | 583 | 584 | 583 | 6,456 | 7,000 |
| 5090 - Office Supplies | (24) | 1,413 | 857 | 292 | 291 | 292 | 292 | 291 | 292 | 292 | 291 | 292 | 4,870 | 3,500 |
| 5210 - Printing & Copying | 148 | 6,330 | 3,713 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 625 | 15,816 | 7,500 |
| 5215 - Postage | 956 | 320 | 797 | 833 | 834 | 833 | 833 | 834 | 833 | 833 | 834 | 833 | 9,572 | 10,000 |
| 5220 - Courier Service | 0 | 0 | 0 | 62 | 63 | 62 | 63 | 62 | 63 | 62 | 63 | 62 | 562 | 750 |
| 5320 - Temp Desk Coverage | 0 | 0 | 0 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 4,500 | 6,000 |
| 6040 - Bundled Telecom Services | 450 | 587 | 636 | 1,101 | 1,102 | 1,101 | 1,102 | 1,101 | 1,102 | 1,101 | 1,102 | 1,101 | 11,586 | 13,218 |
| 6300 - Permits & Licenses | 110 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,334 | 1,333 | 0 | 0 | 2,777 | 4,000 |
| 6422 - Decals & Parking Passes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 7,500 |
| Total Administrative | 4,869 | 11,781 | 8,809 | 8,745 | 8,751 | 8,745 | 8,747 | 8,749 | 10,081 | 10,078 | 13,751 | 8,745 | 111,848 | 117,588 |
| Activities | | | | | | | | | | | | | | |
| 5200 - Events & Awards | 49 | 5,000 | 1,914 | 5,358 | 0 | 5,357 | 5,357 | 5,357 | 5,358 | 0 | 0 | 5,357 | 39,106 | 37,500 |
| 5205 - Activity Charges | 0 | 0 | 2,812 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,812 | 0 |
| Total Activities | 49 | 5,000 | 4,726 | 5,358 | 0 | 5,357 | 5,357 | 5,357 | 5,358 | 0 | 0 | 5,357 | 41,918 | 37,500 |
| Communications | | | | | | | | | | | | | | |
| 5115 - Web Site Maintenance | 0 | 0 | 512 | 292 | 291 | 292 | 292 | 291 | 292 | 292 | 291 | 292 | 3,137 | 3,500 |
| 5225 - Newsletter Services | 0 | 0 | 0 | 0 | 2,583 | 0 | 2,583 | 0 | 2,584 | 0 | 2,583 | 0 | 10,333 | 15,500 |
| 5316 - Other Communications | 553 | 781 | 439 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 6,272 | 6,000 |
| Total Communications | 553 | 781 | 950 | 792 | 3,374 | 792 | 3,375 | 791 | 3,376 | 792 | 3,374 | 792 | 19,741 | 25,000 |
| Insurance | | | | | | | | | | | | | | |
| 5408 - Crime Protection Coverage | 300 | 300 | 300 | 309 | 308 | 309 | 309 | 308 | 309 | 309 | 308 | 309 | 3,675 | 3,700 |

Income and Expense Projection Report

Cameron Station Community

As of March 31, 2020

| Account Description | Jan Actual | Feb Actual | Mar Actual | 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 | 291 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 3,799 | 3,900 |
| Total Insurance | 591 | 591 | 591 | 634 | 633 | 634 | 634 | 633 | 634 | 634 | 633 | 634 | 7,474 | 7,600 |
| Management Services | | | | | | | | | | | | | | |
| 5302 - Administrative Salaries | 26,728 | 22,502 | 11,274 | 28,174 | 28,174 | 28,175 | 28,174 | 28,174 | 28,174 | 28,175 | 28,174 | 28,174 | 314,072 | 338,091 |
| 5340 - Payroll Taxes/Benefits/Costs | 8,227 | 3,744 | 5,527 | 7,566 | 7,567 | 7,566 | 7,566 | 7,567 | 7,566 | 7,566 | 7,567 | 7,566 | 85,596 | 90,796 |
| 7015 - Management Reimbursements | 138 | 183 | 333 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 2,903 | 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 | 25,051 | 43,907 | 43,907 | 43,908 | 43,907 | 43,907 | 43,907 | 43,908 | 43,907 | 43,907 | 497,571 | 526,887 |
| Trash Services | | | | | | | | | | | | | | |
| 6035 - Trash and Recycling Service | 25,302 | 27,186 | 27,173 | 26,451 | 26,451 | 26,451 | 27,509 | 27,509 | 27,509 | 27,509 | 27,509 | 27,509 | 324,067 | 323,759 |
| Total Trash Services | 25,302 | 27,186 | 27,173 | 26,451 | 26,451 | 26,451 | 27,509 | 27,509 | 27,509 | 27,509 | 27,509 | 27,509 | 324,067 | 323,759 |
| Common Area Maint & Services | | | | | | | | | | | | | | |
| 6000 - Electric Service | 4,257 | 3,951 | 3,299 | 3,417 | 3,416 | 3,417 | 3,417 | 3,416 | 3,417 | 3,417 | 3,416 | 3,417 | 42,256 | 41,000 |
| 6025 - Water Service | 1,061 | 935 | (261) | 2,857 | 2,857 | 2,858 | 2,857 | 2,857 | 2,857 | 0 | 0 | 0 | 18,878 | 20,000 |
| 6100 - Grounds & Landscaping - Contract | 12,996 | 12,996 | 14,066 | 12,996 | 12,996 | 12,996 | 12,996 | 12,996 | 12,996 | 12,996 | 12,996 | 12,996 | 157,022 | 155,952 |
| 6150 - Flower Rotation & Landscape Enhanc | 0 | (1,435) | 0 | 2,160 | 2,160 | 2,160 | 2,160 | 2,160 | 6,100 | 0 | 0 | 0 | 15,465 | 23,000 |
| 6155 - Turf Treatment & Enhancements | 0 | 1,395 | 1,055 | 5,400 | 2,700 | 700 | 875 | 875 | 875 | 875 | 0 | 0 | 14,750 | 20,000 |
| 6160 - Tree & Shrub Maintenance | 1,400 | 3,406 | 1,175 | 3,000 | 6,800 | 6,800 | 6,800 | 3,800 | 3,800 | 0 | 0 | 0 | 36,981 | 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 | 229 | 208 | 209 | 208 | 208 | 209 | 208 | 208 | 209 | 208 | 2,288 | 2,500 |
| 6442 - Snow Removal Services | 160 | 127 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14,000 | 14,000 | 28,287 | 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 | (875) | 767 | 767 | 767 | 767 | 767 | 767 | 767 | 767 | 767 | 6,357 | 9,200 |
| 6605 - General Maintenance Supplies | 0 | 43 | 0 | 542 | 541 | 542 | 542 | 541 | 542 | 542 | 541 | 542 | 4,918 | 6,500 |
| 6640 - Lighting Supplies/Repair & Mainten | 1,120 | 0 | 5,573 | 3,167 | 3,166 | 3,167 | 3,167 | 3,166 | 3,167 | 3,167 | 3,166 | 3,167 | 35,193 | 38,000 |
| 6685 - Linear Park Landscape Maintenance | 0 | 0 | 0 | 2,709 | 2,709 | 2,709 | 2,709 | 2,709 | 2,709 | 2,709 | 0 | 0 | 18,960 | 21,668 |
| 6690 - Pet Stations | 754 | 125 | 1,042 | 708 | 709 | 708 | 708 | 709 | 708 | 708 | 709 | 708 | 8,296 | 8,500 |

Income and Expense Projection Report

Cameron Station Community

As of March 31, 2020

| Account Description | Jan Actual | Feb Actual | Mar Actual | 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 | 42,804 | 58,930 | 58,680 | 64,781 | 56,705 | 53,955 | 57,645 | 46,388 | 57,304 | 53,305 | 629,600 | 689,970 |
| Landscaping | | | | | | | | | | | | | | |
| 6135 - Erosion Control | 0 | 0 | 0 | 834 | 833 | 834 | 834 | 833 | 834 | 834 | 833 | 834 | 7,500 | 10,000 |
| 6199 - Irrigation Repairs | 300 | 0 | 0 | 543 | 543 | 543 | 543 | 543 | 543 | 0 | 0 | 0 | 3,557 | 3,800 |
| Total Landscaping | 300 | 0 | 0 | 1,376 | 1,376 | 1,377 | 1,377 | 1,376 | 1,377 | 834 | 833 | 834 | 11,057 | 13,800 |
| Repair & Maintenance | | | | | | | | | | | | | | |
| 6755 - Storm Recovery Repair & Maintenance | 0 | 825 | 0 | 500 | 500 | 500 | 0 | 500 | 500 | 500 | 500 | 0 | 4,325 | 4,000 |
| Total Repair & Maintenance | 0 | 825 | 0 | 500 | 500 | 500 | 0 | 500 | 500 | 500 | 500 | 0 | 4,325 | 4,000 |
| Professional Services | | | | | | | | | | | | | | |
| 5105 - Reserve Studies | 0 | 0 | 0 | 0 | 750 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 750 | 1,500 |
| 7000 - Audit & Tax Services | 0 | 0 | 0 | 0 | 6,800 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,800 | 6,800 |
| 7020 - Legal Services | 0 | 0 | 4,886 | 333 | 334 | 333 | 333 | 334 | 333 | 333 | 334 | 333 | 7,886 | 4,000 |
| 7025 - Legal Services - Collections | 0 | 2,015 | 3,272 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 21,037 | 21,000 |
| 7030 - Legal Services - General Counsel | 0 | 1,118 | 2,184 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 25,802 | 30,000 |
| Total Professional Services | 0 | 3,133 | 10,342 | 4,583 | 12,134 | 4,583 | 4,583 | 4,584 | 4,583 | 4,583 | 4,584 | 4,583 | 62,275 | 63,300 |
| Cameron Club Maint & Operations | | | | | | | | | | | | | | |
| 5195 - Miscellaneous Expenses | 0 | 25 | 0 | 83 | 84 | 83 | 83 | 83 | 84 | 83 | 83 | 84 | 775 | 1,000 |
| 5318 - Health Club Management/Staff | 14,034 | 14,034 | 14,034 | 13,759 | 13,760 | 13,759 | 13,759 | 13,760 | 13,759 | 13,759 | 13,760 | 13,759 | 165,937 | 165,112 |
| 6075 - Clubhouse Utilities | 2,456 | 2,784 | 3,654 | 3,200 | 3,200 | 3,200 | 3,200 | 3,200 | 3,200 | 3,200 | 3,200 | 3,200 | 37,694 | 38,400 |
| 6315 - Uniforms | 0 | 0 | 0 | 400 | 0 | 0 | 0 | 0 | 0 | 0 | 400 | 0 | 800 | 800 |
| 6408 - Elevator Services | 355 | 355 | 355 | 1,125 | 0 | 0 | 1,125 | 0 | 0 | 1,125 | 0 | 0 | 4,439 | 4,500 |
| 6414 - Fire Prevention & Protection | 712 | 532 | 722 | 2,500 | 0 | 0 | 2,500 | 0 | 2,500 | 0 | 0 | 0 | 9,465 | 10,000 |
| 6424 - HVAC Services | 125 | 423 | 212 | 0 | 1,000 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 1,000 | 4,760 | 6,000 |
| 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 | 1,050 | 583 | 584 | 583 | 583 | 584 | 583 | 583 | 584 | 583 | 7,300 | 7,000 |
| 6438 - Pool Management | 0 | 9,424 | 9,421 | 11,057 | 11,056 | 11,057 | 11,057 | 11,056 | 11,057 | 0 | 0 | 0 | 85,185 | 66,340 |

Income and Expense Projection Report

Cameron Station Community

As of March 31, 2020

| Account Description | Jan Actual | Feb Actual | Mar Actual | 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 | 0 | 450 | 450 | 450 | 450 | 450 | 450 | 450 | 450 | 250 | 3,850 | 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 | 0 | 587 | 1,000 | 1,012 | 1,100 | 1,233 | 1,167 | 1,167 | 1,167 | 1,183 | 9,923 | 14,000 |
| 6525 - Community Center Improvement | 0 | 0 | 0 | 167 | 166 | 167 | 167 | 166 | 167 | 167 | 166 | 167 | 1,500 | 2,000 |
| 6570 - Fitness Equipment Repair & Maintenance | 0 | 0 | 616 | 792 | 791 | 792 | 792 | 791 | 792 | 792 | 791 | 792 | 7,741 | 9,500 |
| 6575 - Fitness Center Supplies | 640 | 900 | 83 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 6,123 | 6,000 |
| 6590 - Access System Supplies | 0 | 0 | 0 | 0 | 750 | 0 | 750 | 0 | 750 | 0 | 500 | 0 | 2,750 | 4,500 |
| 6595 - Access System Repairs | 0 | 0 | 0 | 170 | 170 | 170 | 170 | 170 | 170 | 170 | 170 | 100 | 1,460 | 2,000 |
| 6700 - Pool Repair & Maintenance | 0 | 0 | 3,147 | 1,000 | 500 | 500 | 500 | 500 | 1,000 | 0 | 0 | 0 | 7,147 | 4,000 |
| 6710 - Pool Supplies | 0 | 0 | 0 | 1,000 | 1,000 | 1,500 | 500 | 500 | 500 | 0 | 0 | 0 | 5,000 | 5,000 |
| 9934 - Recreation Equipment | 0 | 0 | 0 | 334 | 333 | 334 | 334 | 333 | 334 | 334 | 333 | 334 | 3,000 | 4,000 |
| Total Cameron Club Maint & Operations | 21,868 | 33,309 | 36,828 | 41,242 | 43,879 | 37,642 | 41,105 | 37,861 | 40,548 | 26,865 | 25,639 | 25,487 | 412,269 | 404,072 |
| Taxes & Insurance | | | | | | | | | | | | | | |
| 5390 - Fidelity/Workman's Comp | 154 | 154 | 154 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 913 | 600 |
| 5415 - D&O Insurance Premiums | 434 | 434 | 434 | 458 | 459 | 458 | 458 | 459 | 458 | 458 | 459 | 458 | 5,426 | 5,500 |
| 5420 - Umbrella | 866 | 866 | 866 | 929 | 929 | 929 | 929 | 929 | 930 | 929 | 929 | 929 | 10,961 | 11,150 |
| 5445 - General Liability Insurance Premium | 1,309 | 1,309 | 1,309 | 1,417 | 1,416 | 1,417 | 1,417 | 1,416 | 1,417 | 1,417 | 1,416 | 1,417 | 16,678 | 17,000 |
| 9000 - Income Tax | 0 | 0 | 0 | 0 | 0 | 2,500 | 0 | 0 | 2,500 | 0 | 0 | 2,500 | 7,500 | 10,000 |
| Total Taxes & Insurance | 2,763 | 2,763 | 2,763 | 2,854 | 2,854 | 5,354 | 2,854 | 2,854 | 5,355 | 2,854 | 2,854 | 5,354 | 41,477 | 44,250 |
| Other Expenses | | | | | | | | | | | | | | |
| 5010 - Bad Debt | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,500 | 0 | 0 | 2,500 | 5,000 | 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 | (997) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 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 | 1,003 | 3,000 | 2,000 | 2,000 | 2,000 | 2,000 | 5,500 | 2,000 | 2,500 | 4,500 | 31,500 | 34,000 |

Income and Expense Projection Report

Cameron Station Community

As of March 31, 2020

| Account Description | Jan Actual | Feb Actual | Mar Actual | 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 | 368,481 | 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 | 368,481 | 368,482 |
| Total Expense | 169,084 | 195,449 | 191,747 | 229,076 | 235,245 | 232,829 | 228,858 | 220,782 | 237,077 | 197,649 | 214,095 | 211,711 | 2,563,603 | 2,660,208 |
| Association Summary | 69,427 | 22,855 | 12,142 | (4,679) | (11,397) | (11,070) | (8,009) | 1,247 | (16,764) | 24,160 | 5,994 | 8,383 | 92,288 | 0 |

**Cameron Station
Replacement Reserve**

| SECURITY | QUANTITY | INTEREST RATE | ANNUAL INCOME | MATURITY DATE | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|-----------------------------|---------------------|---------------|---------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------|-------------|
| MORGAN STANLEY BANK DEPOSIT | \$ 1,052 | 0.02% | \$ 0.21 | - | | | | | | |
| MS PRIVATE BANK - NY | \$ 90,000 | 2.85% | \$ 2,565.00 | 06/08/20 | \$ 90,000 | | | | | |
| COMENITY BANK JUMBO - NY | \$ 100,000 | 2.90% | \$ 2,900.00 | 10/13/20 | \$ 100,000 | | | | | |
| DISCOVER BANK - DE | \$ 100,000 | 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 | 06/17/21 | | \$ 100,000 | | | | |
| SALLIE MAE BANK - UT | \$ 73,000 | 2.05% | \$ 1,496.50 | 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 | 05/03/22 | | | \$ 75,000 | | | |
| BMW BANK - UT | \$ 105,000 | 1.65% | \$ 1,732.50 | 07/18/22 | | | \$ 105,000 | | | |
| MS PRIVATE BANK - NY | \$ 107,000 | 1.85% | \$ 1,979.50 | 12/12/22 | | | \$ 107,000 | | | |
| AMERICAN EXPRESS BANK - UT | \$ 101,000 | 1.45% | \$ 1,464.50 | 3/32/23 | | | | \$ 101,000 | | |
| CAPITAL ONE NA - MCLEAN, VA | \$ 77,000 | 1.35% | \$ 1,039.50 | 04/24/23 | | | | \$ 77,000 | | |
| TOTAL | \$ 1,463,052 | | \$ 29,626.71 | | \$ 290,000 | \$ 528,000 | \$ 466,000 | \$ 178,000 | \$ - | \$ - |

Corrected as of 4/20/20

**Cameron Station
Operating Reserve**

| SECURITY | QUANTITY | INTEREST RATE | ANNUAL INCOME | MATURITY DATE | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|-----------------------------|-------------------|---------------|--------------------|---------------|-------------------|-------------|-------------|-------------|-------------|-------------|
| MORGAN STANLEY BANK DEPOSIT | \$ 57 | 0.02% | \$ 0.01 | - | | | | | | |
| 21st CENTURY BANK - MN | \$ 52,000 | 1.65% | \$ 858.00 | 05/07/20 | \$ 50,000 | | | | | |
| SANDY SPRING BANK - MD | \$ 54,000 | 1.55% | \$ 837.00 | 06/05/20 | \$ 52,000 | | | | | |
| MERCHANTS BANK - IN | \$ 50,000 | 0.95% | \$ 475.00 | 07/27/20 | \$ 54,000 | | | | | |
| FEDERAL SAVINGS BANK | \$ 51,000 | 0.85% | \$ 433.50 | 08/28/20 | \$ 50,000 | | | | | |
| TOTAL | \$ 207,057 | | \$ 2,603.51 | | \$ 206,000 | \$ - | \$ - | \$ - | \$ - | \$ - |

as of 4/20/20

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 April 17, 2020 and is subject to daily market fluctuation.

Prices and yields are as of April 20, 2020 and subject to change and availability
Morgan Stanley Smith Barney. Member SIPC.

TAB 3



Cameron Club Monthly Report

March 2020

Attendance and Usage

March – 3,507

- Average usage per day- 113

Previous month:

- February – 6,381
- Average usage per day- 220

Facility & Operations

Group Exercise Class Program

- Stretch and Core was the most attended classes this month.
- We didn't see an increase an increase in any of the classes due to the pandemic.

Exercise and Facilities Equipment

- Currently all equipment is operational. As soon as the pandemic clears, we're planning on working on the electrical sockets for the Peloton's. We're looking into providing a cover that will allow protection for the cords, as our first option, with a second option of rearranging the floor plan to switch places with the recumbent bikes.

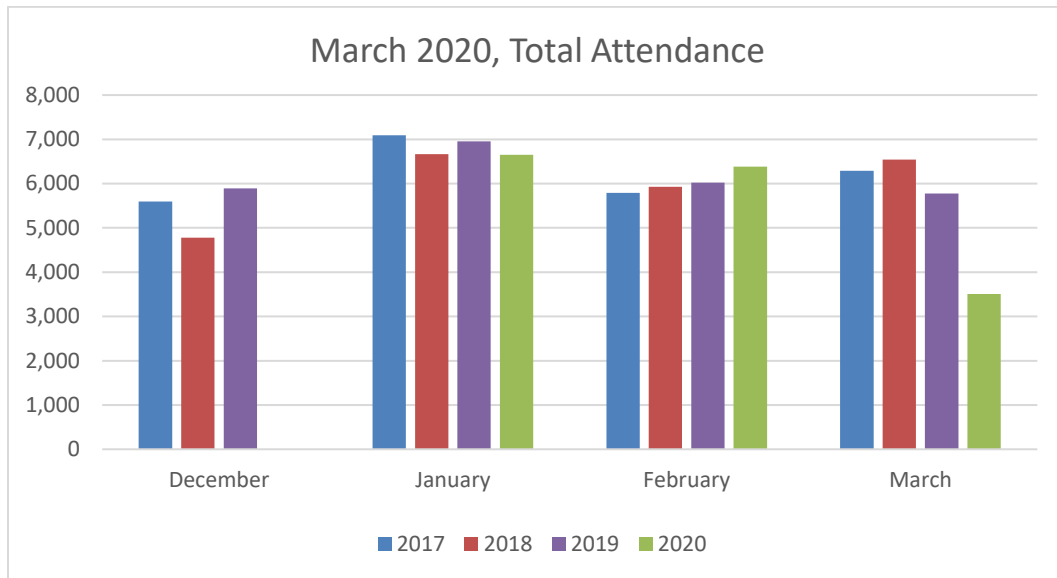
Personal Training

- For the month of March, we did not receive any new clients for this month.

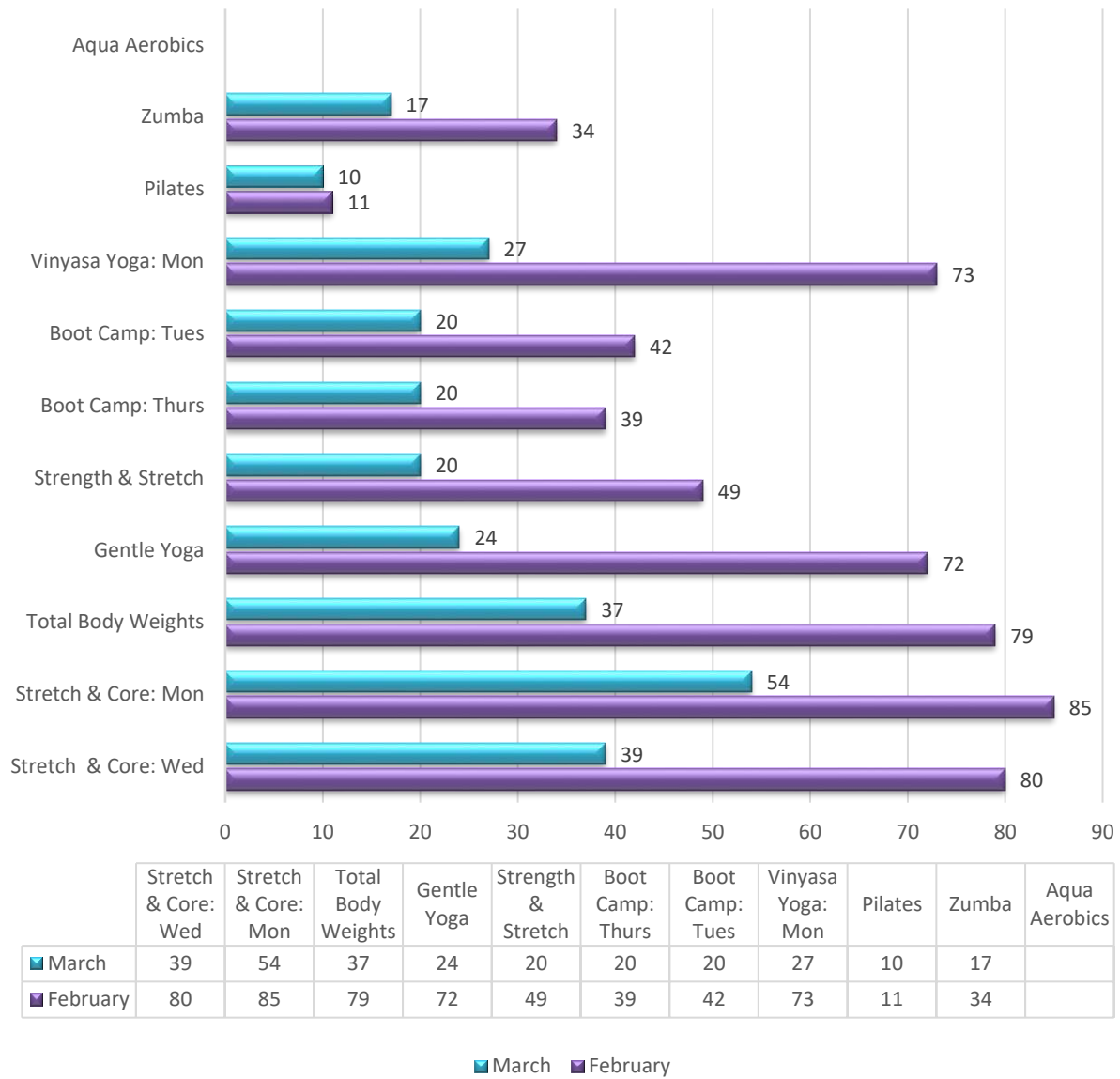
Upcoming Goals & Events

- The next workshop we're working on finalizing will be a beginner Tango class. This will introduce residents to the world of Tango. In light of current events we would like to also offer a Tai Chi workshop. This will allow residents to work on their mobility after being quarantined and shake off those cabin fever blues.

Graphs



Class Attendance February 2020/March 2020



TAB 4

DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, APRIL 9, 2020

The following individuals attended the meeting:

Ray Celeste, CCFC Chair (via phone)

Dan Ogg, CCFC Vice Chair (via phone)

Tim Regan, CCFC Recording Secretary (via phone)

Brendan Hanlon, CCFC Member (via phone)

John Dellaria, Board of Director's (BOD) Representative to the CCFC (via phone)

Brittoni King, Community Management Corporation (CMC) (via phone)

Ben Rogers, American Pools (via phone)

Rich Mandley, ProFIT Fitness (via phone)

PsyGianni Scott, ProFIT Fitness (via phone)

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:04 p.m.
2. Tim Regan made a motion to approve the agenda. The motion was seconded by Brendon Hanlon and it passed unanimously.
3. Residents' Open Forum. No residents attended the meeting. A concern was raised by Board of Director, Marty Menez, that the community be sufficiently notified that CCFC's April meeting would be conducted via telephone conference. Ray Celeste made the point that the community was informed via two community email blasts, a week apart, the meeting would be conducted via telephone conference.
4. Brendon Hanlon made a motion to approve the CCFC's meeting minutes for March. The motion was seconded by Dan Ogg and it passed unanimously.
5. Pool Matters. Ben Rogers provided the update. The pool is roughly 90% ready to be opened. Waiting for some parts to come in and an approval from the health department to determine final approval prior to inspection before pool opening. Three guards are fully hired but hiring of international guards might be delayed due to COVID-19 situation. A pool manager has not been determined. There are more American lifeguards that have been hired and pending their training, they will be disbursed as needed. The furniture is out and stationed on the pool deck. The deck will be power washed, and the furniture will be cleaned prior to setting it up. Furniture looks to be in good shape. Pool will be maintained and cleaned regardless of opening date. The community will be credited for any lifeguard hours that remain unused due to delayed or inability to open. Brittoni King is going to inspect all tables and umbrellas to make sure they are in good shape prior to opening. Ben Rodgers stated that the determination of when we can open will be determined by several factors including the CDC, Alexandria health department, and if the Governor's stay at home directive lifts prior to the current June 10th termination date.

6. BOD Update. Jon Dellaria and Ray Celeste provided the BOD update. The BOD discussed the cleaning fee associated with the rental of the great room and determined that it wasn't feasible to waive it as CMC staff would not be on sight on the weekends to inspect. They also discussed the current rental fee and determined that it was fair compared to the rest of the market. No action items for the CCFC came from the call.
7. CMC Management report. Brittoni King provided the CMC Management update.
 - a) CMC is waiting for the insurance company to respond regarding the broken shower in the men's locker room.
 - b) The Request for Proposal (RFP) for the basketball court floor has been distributed to several companies.
 - c) New General Ledger (GL) codes were added to the accrual spending chart. These mainly affect contracts. The spending chart has also been formatted in numerical order. The accrual spending chart will be updated daily by CMC.
 - d) Ray Celeste is going to work with Brian Lord to get an RFP for locker room renovations.
8. ProFIT Report:
 - a) PsyGianni Scott provided the ProFIT monthly report. Attendance in March was 3,507 (113 per day) compared to February's attendance of 6,381 (220 per day).
 - b) Stretch and Core were the most attended classes in the month. There was no increase in any class due to COVID-19.
 - c) Equipment is all operational. Electrical sockets will be fixed for the Peloton bikes by the time the fitness center reopens.
 - d) In March there were no new personal training clients.
 - e) The next workshop will be a beginner Tango class and due to COVID-19, they will offer a Tai Chi workshop to allow residents to work on mobility after being quarantined.
 - f) Heartline is ready to deliver the functional trainer that was previously approved for purchase. ProFIT is going to work with them to get an installation date prior to the gym's reopening.
 - g) There has not been a remedy to the AudioFetch system. Broadcast Vision has a product that used to be used in the gym prior to Audio Fetch. There was discussion about replacing the AudioFetch with Broadcast Vision, slowly phasing it in.

A motion was made by Tim Regan to direct management to purchase 8 Broadcast Vision audio receivers with funds from GL9934, not to exceed \$1,500. The motion was seconded by Brendon Hanlon and passed unanimously. There is \$4000 currently in GL9934.

- h) Rich Mandley presented the ProFIT Cameron Club Fitness Center equipment proposal. ProFit is going to assign a number to each piece of equipment and attach it to an inventory report for easier identification. The recommendation is to replace the Cybex Arc Trainer with an updated model from Life Fitness and to procure a Nautilus Instinct Lateral Pulldown and remove the Cybex preacher arm curl machine. Rich Mandley also recommended that the current abdominal crunch machine be removed and replaced with a newer model from Nautilus.

Dan Ogg moved that CCFC recommend that the BOD approve the proposal from Heartline for the purchase of 3 pieces of exercise equipment using GL3280 (Reserve Study Funds), item 189, for the amount of \$12,222.76, leaving \$7,777.24. The motion was seconded by Tim Regan and passed unanimously.

- i) Ray Celeste suggested that there be weekly e-mail blasts, in addition to the weekly email blasts, that promote the virtual training that is currently available.

9. Old Business. Dan Ogg presented the security update.

a) The town hall meeting with the residents is postponed indefinitely due to COVID-19. The city and BOD will provide the guidance for rescheduling.

b) Ray Celeste is going to follow up with Pat Sugrue regarding the photos to be hung in the clubhouse that were approved by the CCFC in February.

10. Adjournment: Brendon Hanlon made a motion to adjourn the meeting. Dan Ogg seconded the motion and it passed unanimously. The meeting was adjourned at 8:23 p.m.

TAB 5

**Cameron Station Community Association
Financial Advisory Committee Meeting
March 30, 2020
Cameron Club Henderson Room**

MEETING MINUTES

I, Call to Order

- a. The meeting was called to order at 7:03 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers, Andrew Hill and Fred Blum.
- c. Others Present: Martin Menez, Board Treasurer and Board Liaison and Brian Lord, Vice President & HOA Division Director CMC/Associa.
- d. The meeting was conducted via a conference call due to the Covid19 meeting restrictions and the Cameron Club being closed.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The February 24, 2020 minutes were approved unanimously.

IV. Resident Open Forum

Several residents participated in the conference call. It was proposed we follow the City's lead on budget cutting, as the City Manager proposed an almost \$100,000,000 target in possible cuts. **Greg Hillson** proposed cutting parking enforcement GL 5070, activities and events GL 5200, non-contract landscaping (multiple GL codes) and Board Support, GL 5020, and noted there may be other items. The resident recognized many contract items were beyond our immediate control.

V. Review of Financial Results

a. February 29, 2020 Financial Statements and Variance Report

It was noted **that the** Variance Report had layout errors on net income in the Executive Summary. Overall results are \$65,272 net positive results. Income was \$14,988 over and expense were \$50,284 under budget. Major expense items under budget were: Management Services, \$10,460, Total Common Area, \$34,504 and Professional Services, \$6,034. Good weather and not having an on-site community manager were contributors. These items total \$50,998 and were partly offset by smaller items over budget. The executive summary will be fixed to properly show various totals.

The chair commented that the operating account balances are high, at \$605,567, especially for a month without assessment receipts, the usual seasonal pattern. However,

the Treasurer thought waiting for March results before making any transfers to money market account was the best approach. This will reflect any transfer to investments.

The Board waived interest on delinquent condo first quarter payments (three delinquent associations) **if they switch to** electronic fund transfer (EFT). The other three condo associations **are encouraged to use** EFT.

The Variance Report will eliminate reference to Allowance for Doubtful accounts **in calculating delinquency rate**, but it will still be used on the balance sheet.

Other Variance Report corrections are; in the Accrual Repair Reserves table replace “positive cash flow” to “cash position”, a far more accurate description of our financial position. Change “Prop” to “Prior Year”. in the discussion of the above.

Why the change in owner’s equity in February 2020? Brian Lord will check

b. Accrual Information – Spending Spreadsheet

Several items had problems with the budget spread; Total Activities, Pool Management Contract and Printing. These items showed no budgeted spending, which distorts our budget execution analysis and variance report utility.

Related to the above is the use of spending approval spreadsheet. Flower rotation & Landscaping (GL 6150) had a negative variance again a budget spread issue of \$1,435, which needs to be explained.

The budget spread will be fixed in April and beyond. This will require input from Robert Burns, Chairman Common Area Committee, Brian Lord, Brittoni King, acting community manager and Hannah McCracken, CMC **portfolio manager**.

Fred Blum discussed tree replacement. There are two accounts listed in the Spending Chart, Repair & Replacement Expenditures (GL 3280), and Flower Rotation and Landscape Enhancement (GL 6150). Why are we using repair and replacement reserve funds versus operating funds? Trees are a long-life item, shown in the R&R study. Also, we want consistent treatment of this expense, which is sound accounting practice. Jeff Gathers noted we want to avoid using R&R funds as a slush fund. Bill Blumberg commented on the cumulative cost impact of planting many trees.

c. Reserve Fund Investment Worksheet

Treasurer Menez noted that a CD **was** called, and that we are entering a lower rate environment which will negatively impact interest income.

VI. Old Business

a. CSCA Investment Policy

Investment Policy, we will take one more look, partly for editorial (layout) reasons before sending to Counsel. Fred Blum suggested that the investment advisor may have operational question, also copy to auditor. We are changing the review sequence so that Counsel goes last.

b. CSCA Payroll Questions

Management payroll questions concerning variance between ADP report sent to the Treasurer and the monthly financial statement. Questions were raised by Andrew Hill and sent to Brian for resolution.

c. Committee Expense Process

Committee expense process and the spreadsheets will be in the Board package.

d. HOA paid credit-card charges

HOA credit card comparison will be done by Brittoni King, acting community manager, with an analysis of the pro/con of different products. Brian would like FAC involvement, and Bill Blumberg will take that role. Brittoni King is also getting additional credit statements for Andrew Hill's review.

e. Proposed change to FAC Charter

FAC Charter, the big issue is changing what constitutes a quorum, currently we need four members present. The major change is to make a simple majority constitute a quorum. Chairman Taousakis will draft the changes and submit to CMC for inclusion in the April BOD meeting for approval. Additional changes to the charter may be needed but they affect other committee charters and need to be coordinated with all the other committees.

f. Repair & replacement Reserve project Discussion

Reserve & Replacement projects 2020 planned spend is \$1.4 million. Can management handle planned projects? Bigger problem is with current shortage of on-site management staff. What can realistically be done in 2020? This should be a priority for new management team.

VII. New Business

No new business.

VIII. Adjournment

Meeting was adjourned at 8:31.

TAB 6

**Cameron Station Community Association
Common Area Committee**

**Regular Monthly Meeting
Monday April 13, 2020
7:00 p.m.
Via Zoom Instructions**

1. Call to Order and Roll Call:
2. Old Business
 - A. Previous Minutes
 - B. Updates from Last Meeting
3. New Business
 - A. Resident Open Forum
 - B. Board Update
 - C. Consideration of Common Area Applications
 - D. Common Areas During Covid 19 – How you can help
 - E. Budget Planning and Review – 2020 Budget and Tracking
 - F. Reserve Planning – Irrigation Contract Update and Paving – Kyle and Mindy
 - G. Proposal Consideration – Pocket Parks, Common Area Improvements, Replacement Landscaping
 - H. Brick Wall Cleaning Project
 - I. Knapp Pocket Park – Linda and Kathy
 - J. LED Lighting Pilot – Reactions and Evaluation
 - K. April 18 – Potomac River Watershed Clean up – Postponed
 - L. Results of Sanitation and Recycling Survey – Joan
 - M. 2020 RFPs and Timelines – Sanitation, Landscape, Paving
 - N. Reminder – May 11, 2020 Regular Meeting
 - O. Updates needed for The Compass newsletter
 - P. Adjourn

MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE
Monday, April 13, 2020

The April 2020 meeting of the Common Area Committee (CAC) was called to order by Robert Burns at 7 p.m. through a virtual Zoom Meeting.

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
 Wendy Ulmer, CAC Member

Others in Attendance:

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

Lancaster Landscapes: Adrienne Zaleski

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

Residents: None

Old Business:

Motion to Approve Meeting Minutes for March 9, 2020

Moved by Lyle

Seconded by McCollom

For: All

Against: None

Motion Passed.

Updates since last meeting:

Trash Survey: A few major themes captured from the survey results:

1. Need glass recycling here at Cameron
2. Service appears to be very good for most folks
3. Common complaints are schedule (random times), litter in street is not picked up by trash collectors, and containers are not returned to the proper homes afterwards. Also a few residents noted the bins/containers are broken. There were very few residents that noted missed pickups more than 1x.

CAC agreed the need to bid out the Trash/Recycling Contract

Budget Planning/Review: CMC representatives Lord and King are closely tracking along with CAC members through the new financial system as mentioned in prior minutes.

Paving: Lyle, Burns and Geron reviewed the contract, Lord will review with Lampe's assistance and add necessary general provisions. CAC and CMC noted the necessity for specific work definitions; an example would be Donovan's sub-surface requirements.

Irrigation: Hydro is in touch with Zaleski (Lancaster Landscapes) for existing irrigation plans ; however, the work is currently delayed by COVID-19 restrictions. These restrictions are also delaying timing and coordination with Paving work.

Knapp Park: McCollom & Greenberg met with Lancaster at the park to review the revised drawing with a financial breakdown.

LED Lighting: There is a general positive reaction to the replacement test light in the community with no discernable difference in appearance. There is a significant increase in life span: current lighting life-span was 2.8 years, new LEDs average 11.2 years. CAC agreed that new installs should proceed with the LEDs given the increased lifespan and LED cost reduction

New Business:

Resident Open Forum: No residents attending

Board Update: Burns shared items from prior Board meeting

Consideration of Common Area Applications: None

Proposal Considerations: The CAC reviewed CS budget for each proposal to ensure adequate funding to cover the costs prior to a final vote or determining to hold the proposal.

Erosion Repair: (30368) Erosion control line

The total cost is: \$1,870 (Budget Line: 6135)

- Property line at Knapp and Dealer:
- Remove silt and debris from storm drain
- Remove and rearrange existing stone.
- Add river stone 6-9" in diameter.

Move to: Approve Erosion Repair

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

Motion Passed

Shrub Maintenance: (30135) - Yew bed between 195 CSB and 5051 Kilburn:

The total cost is: \$780 (Budget Line: 6160)

- install 6" metal edge (approx. 40' in length) to prevent mulch from spilling onto the sidewalk.

Move to: Approve Shrub Project

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

Motion Passed

Brick Pavers: (30377) Install Brick Pavers in the area around 195 CSB

The total cost is: \$608 (Budget Line: 3364)

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

Move to: Approve Brick Pavers

Moved by: Geron

Seconded By: Greenberg

For: All

Against: None

Motion Passed

Capital Improvements: (30376) Install Brick pavers between trees at Pocket park at rear of 187-191 CSB

Total Cost is: \$2,697 (Budget line 3364)

- Between trees (area approx. 10 x 4' 3 locations) remove mulch, prepare area for brick paver installation, install Pavers

Move to: Approve Pavers

Moved by: McCollom

Seconded By: Greenberg

For: All

Against: None

Motion Passed

Turf Treatment & Enhancements: (30370) Area between 168-170 martin lane (along foundation and between path)

Total cost is: \$2,670 (Budget Line: 6155)

- Remove thin turf, regrade and install liriopes between existing stepping stones

Move to: Approve Turf Treatment & Enhancements:

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

Motion Passed

Tree/Shrub Maintenance: (30385) Common area near unit 103 CSB

Total cost is: \$725 (Budget Line: 6160)

- Remove (5) dead/declining yews and replace with (5) Hicksii

-

Move to: Approve Tree/Shrub Maintenance:

Moved by: McCollom

Seconded By: Walsh

For: All

Against: None

Motion Passed

Turf Treatment and Enhancement: (30386) Spring Turf Restoration (irrigated areas only). Remove debris, install fescue

seed

Total cost is: \$3,900 (Budget Line: 6155)

- - Remove debris where needed, spread a thin layer of compro mixed soil.
- Install tall Fescue grass seed at designated locations

Move to: Approve Turf Treatment & Enhancements:

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

Motion Passed

These motions were tabled

Proposal (LI19-002) Donovan Park Fountain Replacement. The total cost is: \$9,000 to remove and replace current fountain due to cracks, leaking and suspected stress in foundation.

CAC discussed the expensive and repetitive issues with this and other fountains. One suggestion is to replace the fountain with a splash-park. The splash-park would be self-contained, lower cost of installation and maintenance and could provide an aesthetical play-space for the neighborhood.

Fountain Repair/Maintenance : (29784) Donovan Park Fountain Repair. The total cost is: \$2,900 to repair the current fountain due to cracks, leaking and suspected stress in foundation.

CAC discussed the expensive and repetitive issues with this and other fountains. One suggestion is to replace the fountain with a splash-park. The splash-park would be self-contained, lower cost of installation and maintenance and could provide an aesthetical play-space for the neighborhood.

Landscape Enhancements: (30371) Remove and replace dead Greenspires around mailbox. Total cost is \$1,336.

CAC discussed prior/ongoing issues with plants around the mailbox. One suggestion is to install mulch with a metal edge to keep it from overflowing into adjacent property/walkways.

Tree and Shrub Maintenance: (30372) This was called in by resident at 5229 Tancreti Lane - Remove tree root growing from common area tree under the patio fence and damaging the brick paver patio. Inside back yard, remove and reset brick pavers after tree root is removed. Total cost is \$990

CAC discussed obtaining verification whether this is a Private or Common area

Brick Wall Cleaning (undetermined): Mr D's Property Service provided a presentation of the company, their work and their proposal for the Brick Wall Cleaning for Cameron Station. The proposal tabled for additional discussion along with determination of budget for next year (Reserve funds or General Maintenance funds).

Discussion:

COVID-19 and Common Areas: The CAC discussed safety measures as recommended by CDC and local authorities to include preventing group gatherings and personal protection throughout the community. Burns asked Committee members to be on the outlook for common area items that need to be addressed due to increased usage and to report those

Pocket Parks: The CAC noted increased use of Pocket Parks during the current virtual reality. This may result in increased maintenance requirements.

Path Lighting: Lyle noted many Cameron Station paths are difficult to see when street lights are burnt out, specifically the areas around Bessley, Brawner and Murtha paths. Burns asked for addresses when these are noted and repairs can be made and he will walk through area as well.

Tree Removal/Replacement: CAC noted resident questions regarding the replacement of trees the City of Alexandria removed. Lyle noted the City is on a no-work order until June 2nd.

Trash Pick-up: McCollom mentioned the trash was not picked up in several Pocket Parks this past week. King will bring this up with contractor

Potomac River Watershed Cleanup: This event has been postponed. CAC will provide update as to rescheduling

Adjacent Community: Lyle noted Woodland Hall putting up signs saying dead end and asked management company to look into the issue with the Master Association.

Walk throughs: Starting earlier due to weather. First walk through will be April 23rd at 8:30am. The walk through will cover the School-side – West and will respect social distancing rules.

“Tree Day” program: This is an annual event where various items could be completed by Lancaster within 2 “tree days” with a 3 man crew working all day doing as much as can be done. Lord and asked someone from CAC to review so he can sign off on it. Adrienne/Lancaster to advise current identified needs. This represents 2 full days of work for a fee of \$1400 vs pricing individually.

Compass: McCollom to provide an article on how CAC is involved in designs for the semi-annual flowers while Greenberg is writing an article on Knapp park.

The next CAC meeting will be on May 11th at 7pm.

The meeting adjourned at 8:37pm

TAB 7

As of April 22 2020, no committee report has been provided for this Board Report.

TAB 8

**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday April 7, 2020**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for April was held on April 7, 2020. The meeting was called to order at 7:00 p.m. by ARC Chair, Karen Diener, with a quorum present. The meeting was conducted via a conference call due to the COVID-19 social distancing guidelines and the meeting rooms in Cameron Club being closed.

ARC MEMBERS IN ATTENDANCE VIA CONFERENCE CALL

Karen Diener - ARC Chairperson
Gayle Hatheway - ARC Vice Chair
Kevin Devaney - ARC Member
Craig Schuck- ARC Member
Sharon Wilkinson- ARC Member
Stephen Pearson- ARC Member

MEMBERS ABSENT

Jeremy Drislane - ARC Member

OTHERS IN ATTENDANCE VIA CONFERENCE CALL

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

APPROVE AGENDA

MOVE TO: “Approve the Agenda as amended (include application #20-49 & #20-50, emergency roof replacement applications)”

Moved By: Craig Schuck

Seconded By: Stephen Pearson

For: All

Against: None

Absent: Jeremy Drislane

MOTION PASSED

RESIDENTS OPEN FORUM

Some residents/applicants have dialed in and joined the meeting however they called in to discuss their exterior modification applications, not for an open forum.

MOVE TO: “Approve the ARC Meeting Minutes from February 2020 as corrected”

Moved By: Sharon Wilkinson

Seconded By: Gayle Hatheway

For: Stephen Pearson, Craig Schuck

Abstain: Karen Diener, Kevin Devaney

Against: None

Absent: Jeremy Drislane

MOTION PASSED

MOVE TO: “Approve the ARC Meeting Minutes from March 2020 as corrected”

Moved By: Kevin Devaney

Seconded By: Craig Schuck

For: Karen Diener, Sharon Wilkinson

Abstain: Stephen Pearson, Gayle Hatheway

Against: None

Absent: Jeremy Drislane

MOTION PASSED

| ADDRESS | MODICATION REQUEST | ARC ACTION/VOTE |
|---------------------------|--|---|
| 5168 California Ln | Roof Replacement | Approved as submitted. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Jeremy Drislane MOTION PASSED |
| 349 Cameron Station Blvd. | Install Irrigation system & Landscape Enhancement work | Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Jeremy Drislane MOTION PASSED |

| | | |
|---------------------------|---------------------------------------|--|
| 4913 John Ticer Dr. | Landscape Enhancement | <p>Approved with Stipulation: This application is approved with the exclusion of the water feature decorative object from the Landscaping work, and it also excludes the proposed front door painting on this application. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Jeremy Drislane MOTION PASSED</p> |
| 114 Cameron Station Blvd. | Replace door by deck/rear of house | <p>Approved as submitted Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Jeremy Drislane MOTION PASSED</p> |
| 5234 Brawner Pl | Tree Replacement | <p>Approved as submitted Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane MOTION PASSED</p> |
| 5270 Pocosin Ln | Install Camera in Middle lower window | <p>Disapproved. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Jeremy Drislane MOTION PASSED</p> |
| 234 Cameron Station Blvd. | Replace House # | <p>Disapproved. Moved By: Gayle Hatheway Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane MOTION PASSED</p> |
| 5164 California Ln | Roof Replacement | <p>Approved with Stipulation: Roof color to be used Onyx Black. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Jeremy Drislane MOTION PASSED</p> |

| | | |
|------------------------------|------------------|---|
| 5262 Bessley Pl | Roof Replacement | Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Jeremy Drislane MOTION PASSED |
| 5264 Bessley Pl | Roof Replacement | Approved as submitted. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane MOTION PASSED |
| 5006 Grimm Dr. | Roof Replacement | Approved Pending Color Selection. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane MOTION PASSED |
| 321 Cameron Station Blvd. | Roof Repair | Approved as submitted. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane MOTION PASSED |

MATTERS FOR INFO/DISCUSSION/DECISION**Board Meeting Report**

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

Covenants Report- March 2020

- The # of Comprehensive Inspections conducted in March is 0.
- The number of Resale Inspections conducted in March is 12.
- The number of Exterior Modification Applications reviewed in March is 16.
- No vehicle was towed in March.
- The # of letters mailed in March is 38. 16 application result letters, 7 abatement letters, and the remaining are violation letters.
- The next meeting of the Architectural Review Committee is on April 7, 2020 applications are due for this meeting by March 27, 2020.

MOVE TO: "Adjourn the Meeting at 8:30 p.m."

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane

MOTION PASSED

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

TAB 9

As of April 22 2020, no committee report has been provided for this Board Report.

TAB 10

Management Report – April 2020

Management continues to oversee operations of the property with a limited staff while a search for new GM is conducted. Site staff remains working out of clubhouse management office. 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 to complete tasks or assist with projects
- Provide financial reporting and answers to questions
- We are working to redevelop or re-establish processes and procedures
- Development of maintenance plans and schedules. Daily reports provided.
- 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.
- Staff is currently cross referencing owner information between CMC information and the sub association. CMC information on ownership is only accurate when the sub associations provide CMC with change in ownership information. As of 4/22, the results were:
 - **Woodland Hall** – **1** owner that doesn't match
 - **Carlton Place** – **22** owners do NOT match
 - **Residence @400 Cameron Station** – **31** owners do NOT match
 - **Main Street Condos** – **32** owners do NOT match
 - Currently on **Condos of Cameron Blvd** -and 4- owner do NOT match
- Requesting proposals for a mini sinkhole on Knapp place. one provided to date

Administrative

- Mail new owners/tenant resident registrations forms, ID's, vehicle decals and visitor's parking pass, or resident have the option of stopping by the office for pick-up
- Assist when needed to Management & Association
- Answered all incoming calls
- Submit invoices & credit card statements
- Put together Welcoming Packets
- Answer all emails
- Service calls for leased equipment
- Owner roster verification & cross reference for accuracy

- Data entry all 2020 registration
- All administrative duties assigned

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 concerns from residents regarding the violations of various association policies.
- Assisted with Maintaining and updating community website.
- Prepared monthly ARC meeting discussion packages. Attended the ARC monthly meeting.
- Prepared weekly email blasts, including additional announcements as directed by Management various Committees and the Board the Board of Directors.
- Covered the administrative desk during the times when we are short staffed and handled all incoming calls and assisted residents with various questions.
- Currently working on backlog filing, updating the unit files with ARC information, this project is still underway.

Maintenance Activities

- Check doors around clubhouse daily
- Check water heater and tank daily
- Check air handler units on roof daily
- Replace ballast in women's locker room
- Service all 24 dog stations and pick up trash around community (Doody Calls available when maintenance staff not present)
- Troubleshoot fire alarm panel
- Assist Stanley Steamers with the carpet cleaning Saturday 04/18/2020 (requested by CCFC)
- Fire alarm test and wet system test completed at the clubhouse (PASS)
- Repair and paint damaged wall in upstairs gym
- Replace trash can receptacle on Gardner Dr
- Water pooling at Murtha St has been addressed and take care of by Lancaster
- Perform fireman elevator test
- Will begin pool preparation

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. CCFC updated.
2. Trademasters is the current HVAC vendor. At their last PM visit in March they provided an overall assessment of the current HVAC systems. While most equipment was in good condition, some is recommended to be replaced. CCFC Updated.
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). An RFP was issued on 4/16/20 to these companies directly to inquire if they would entertain providing another proposal. CCFC involved.
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. No action on this RFP, project planning requires on site management staff. CCFC was suggested to perform product investigation or consult a design-build company for the project.
5. Waste Removal Contract RFP was distributed to six trash haulers on 4/17/20. CAC updated and involved.
6. Landscape Contract RFP was distributed to nine companies on 4/17/20. CAC updated and involved.

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

Parking Complaints/Enforcement

Management is experiencing a high number of parking complaints. Being that the parking enforcement position has not been filled, management would like to utilize its part time employee to perform these duties. Management is soliciting local law enforcement to see if they are available to assist with this process. Does the Board have any objection to this? Does the Board wish to suspend parking enforcement during this COVID-19 period?

Covenants Count Report
Cameron Station Community
Wed Apr 01, 2020 thru Thu Apr 30, 2020

| Type | Applications | Violations | Inspections | Total |
|--------------------------------------|--------------|------------|-------------|-----------|
| Door(s)/Addition/Replacement | 1 | 0 | 0 | 1 |
| House Numbers | 1 | 0 | 0 | 1 |
| Landscaping | 3 | 10 | 0 | 13 |
| Parking: Resident in Visitor Parking | 0 | 9 | 0 | 9 |
| Property Maintenance | 0 | 7 | 0 | 7 |
| Resale | 0 | 0 | 3 | 3 |
| Roof Replacement/Repair | 5 | 0 | 0 | 5 |
| Tree Planting/Removal | 1 | 0 | 0 | 1 |
| Undefined Item | 1 | 0 | 0 | 1 |
| Totals: | 12 | 26 | 3 | 41 |

| Association | Type | Status | Count |
|---------------------------|----------------------------------|----------------------------|-------|
| Cameron Station Community | Application | First Violation Letter | 1 |
| | | Approved | 7 |
| | | Denied | 2 |
| | | Approved with Stipulations | 2 |
| | Inspection | Entered | 3 |
| | Violation | First Violation Letter | 16 |
| | | Second Violation Letter | 6 |
| | | Abated | 4 |
| | Total Cameron Station Community: | | 41 |

CAMERON STATION COMMUNITY ASSOCIATION

CONTRACT RENEWAL SCHEDULE

| SERVICE | SUBCONTRACTOR | START | EXPIRE | Contact Name | Contact Information | Special Conditions/Dates/Service level |
|----------------------|-------------------------|----------|------------|----------------------------------|--|--|
| Management | CMC | 1/1/2020 | 12/31/2024 | Brian Lord | 703-631-7200 | \$95,000 annual amount. Payroll and exhibit fees applicable and billed separately. |
| General Maintenance | CMC Onsite Staff | | | | | |
| Legal- Collections | Rees Broome | Month | Month | Jessica Lawless | jlawless@ressbroome.com 703-790-1911 | |
| Legal-General | Rees Broome | Month | Month | Todd Sinkins | tsinkins@reesbroome.com 703-790-1911 | |
| Audit/Taxes | Goldklang | Annual | Annual | Anne Sheehan | 703-391-9004 Asheehan@ggroupcpas.com | Annual Contract. Audit performed May 2020 \$6300, taxes \$500 |
| Insurance, Liability | Nationwide-Puffenbarger | 4/15/20 | 4/14/21 | Cathy Powell | 703-352-0707 cathy@pinsfs.com | Multiple policies. |
| Landscaping | Lancaster | 1/1/17 | 12/31/20 | Adrienne Zaleski/ Carlos Rios | (703) 846-0944 azaleski@lancasterlandscapes.com | \$12,996/mo, \$155,952/annual. |
| Snow Removal | None | | | | | |
| Trash | American Disposal | 6/1/15 | 5/31/20 | Nikki Phennenger | nphenn@adsimail.com 703.932.7834 | 30 day notice for term. Trash Mon and Thurs, recycling Thurs |

| | | | | | | |
|-------------|----------------------|------------------------|--------------------|-------------------------------|--|---|
| Cleaning | NSC | 6/1/17 | 4/30/19 Monthly | Leykum Abitte Johnny Sejas | labitte@nscinc1.com 202-770-5860 | Contract month to month as of April 2019. |
| Pet Waste | Doody calls | As needed | As Needed | Chris Goodman | CGoodman@doodycalls.com 703-731-0878 | Call 24 hours in advance of service \$276 per visit to empty all cans. |
| Pool | American Pools | 1/1/18 | 12/31/20 | Ben Rogers | brogers@americanpool.com 703-579-0885 | \$65,950 2020 contract rate. May 23-Sep 7 season 2020. |
| Fitness | Profit | 1/1/18 | 12/31/20 | Rich Mandley | 703-824-0600 rmandley@pro-fitclubs.com | Onsite daily. |
| Lighting | PSE | As Needed | As Needed | Jon Robeson | Jon.robeson@psec.net 703-778-2626 | Inspections 2x per month, quotes provided following inspection. |
| HVAC | Trademasters | Annual PM Agreement | June 2020 | Gloria Bragg | 703-644-6400 GBragg@trademasters.com | Quarterly PM visits. Semi annual payment of \$1270. |
| Shuttle Bus | Fleet Transportation | 6/1/18 | 5/31/23 | Tony Polk | trpolk@fleettransportation.com 703-933-2600 | 60 day notice. \$17,500/month. |
| Website | LMK Web Design | Hourly | As Needed | Lisa Keyser | lisa@lmkwebdesign.com | As needed basis. |

Reserve Study completed May 2019; Miller Dodson

TAB 11

Cameron Station Community Association, Inc.

Board Decision Request

April 28, 2020

Recommended Motion:

I move to approve the proposed changes to the Finance Committee Charter as provided to the Board in the April 28 2020 meeting package.

2nd:

Summary:

The Finance Committee is recommending the Board approve changes to their charter in the areas that affect the definition of what constitutes a quorum for the committee. Additional proposed changes will come at a later date and time. The request from the Committee Chair is enclosed as well as all proposed changes in RED.

Committee Recommendation:

Committee unanimously approved and recommends changes.

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 | | | | |

Brian Lord

From: Takis Taousakis <takis_taousakis@yahoo.com>
Sent: Monday, April 13, 2020 4:55 PM
To: Brittoni King; Hannah McCracken; Nicole Davis; Bethlehem Kebede
Cc: Martin Menez; Andrew Hill; Fred Blum; Jeff Gathers; Bill Blumberg; Brian Lord
Subject: FAC Charter Update for April 2020 BOD meeting
Attachments: FAC_Financial Advisory Committee Charter 2020 Rev 1.docx

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

Brittoni, please include the attached FAC updated charter to the BOD package for them to vote on the indicated changes in **red**. The changes to the charter only affect the definition of what constitutes a quorum. The existing charter defines a quorum as 4 members and we want to change it to a simple majority. There are a few more changes needed to modernize and update this charter (Appointment and Terms, Election of Officers) but the changes are more extensive and they need to be coordinated with other committee charters. We will address additional charter changes at a later date

Regards,

Takis Taousakis

**CAMERON STATION COMMUNITY
ASSOCIATION ADMINISTRATIVE
RESOLUTION NO. 20**

FINANCIAL ADVISORY COMMITTEE CHARTER

WHEREAS, Article 11l, Section 3.4 of the Bylaws grants the Board of Directors all the powers necessary for the administration of the affairs of the association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require to be exercised and done by the Association's membership; and

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to advise the Board of Directors, in a reasonable and productive manner, on issues affecting the financial position of the Association;

NOW THEREFORE, be it resolved that a Financial Advisory Committee shall be established, and that the following procedures for this committee be adopted and implemented herewith:

A. RESPONSIBILITIES

The primary responsibility of the Financial Advisory Committee is to advise the Board of Directors, in a reasonable and productive manner, on issues affecting the financial position of the Association. In accomplishing this goal, the Board of Directors shall assign the committee with tasks from time to time that may include but not be limited to:

Providing the Board of Directors with recommendations regarding:

- The monthly financial statement as prepared by the Managing Agent
- Assessment delinquencies and collection policies
- The annual audit and tax returns as prepared by the Association's audit firm
- Repair & replacement, operating and capital reserves
- The annual budget as prepared by the Managing Agent
- The annual budget ~~process~~ processes
- Funding options for special projects or unbudgeted expenses
- Investments
- Assist other committees, as requested, with regards to the budget and/or other financial matters

B. ELIGIBILITY

Committee candidates and members shall be property owners in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation, or pending legal action with the Cameron Station Community Association.

A member shall not serve on more than one committee at a time. There shall not be more than one member of a household serving on the same committee at the same time.

C. APPOINTMENT AND TERMS

Available committee seats will be advertised at least thirty days prior to appointment. Recruitment of candidates may be done through the newsletter, posting in the community center, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the association are represented on its committees.

Interested homeowners must submit a written request for appointment to the Community Manager. Committee members in good standing are eligible for reappointment.

The Board of Directors will announce committee appointments each year at the Annual Meeting for terms beginning in January of the following year. The Board of Directors may make additional appointments throughout the year if vacancies occur.

Committee terms will be staggered so that approximately one half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall initially appoint three members for a one-year term and four members for a two-year term. Thereafter, committee members will be appointed for two-year terms. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member they are replacing.

D. REMOVAL

The Board of Directors may remove any committee member, including the chairperson, at any time.

The committee may make recommendations to the Board of Directors regarding the removal of committee members.

A committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive committee meetings without notice or explanation.

E. ELECTION OF OFFICERS

The Board shall appoint the Chairperson of the committee. In January of each year, members of the committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary

who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Community Manager, in a timely manner, for inclusion in the monthly Board meeting package and for posting on the web site. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee member attendance and all votes of the committee.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee. In addition, the Chairperson is responsible for responding in a timely manner to committee e-mail messages forwarded from the web site.

F. MEETINGS

Committee meetings shall be held in the community center or other recognized meeting place of the association. All committee meetings shall be open to the membership. In order for the membership to be reasonably informed of committee meetings, the committee Chairperson shall ensure that all regular committee meeting dates of the committee are listed in the newsletter, on the web site, posted in the community center and publicized through any other means of posting that the Board deems appropriate. If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon five business days posted notice stating the reason for the meeting.

The committee Chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. The total number of committee members is seven (7). A simple majority of the members ~~shall be four (4) present shall constitute a quorum.~~ A majority vote of members while a quorum is present shall constitute a decision of the committee. All voting shall be conducted in open session.

All committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

G. COMMUNICATIONS

In the interest of ensuring strong communications between the Board of Directors and the committee, it is expected that the committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors. The committee representative will present committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.

The committee is expected to maintain regular communications with the Board Liaison

designated by the Board of Directors, if any, and with the Community Manager.

It is expected that the committee will provide accurate and timely information about its activities for publication in the newsletter, on the web site and other communication vehicles of the Association. ~~I~~It is the responsibility of the committee to ensure that this information is updated on a regular basis.

H. SUB-COMMITTEES

The committee may designate volunteer sub-committees to work on specific projects on behalf of, and at the direction of, the committee. Sub-committee volunteers are not voting members of the committee unless they have been appointed as such in accordance with Paragraphs B & C of this resolution.

RESOLUTION NO. 20, FINANCIAL ADVISORY COMMITTEE CHARTER, WAS DULY ADOPTED BY A UNANIMOUS VOTE AT THE ~~MARCH 12, 2002~~APRIL 28, 2020 MEETING OF THE BOARD OF DIRECTORS

Tab 12

Cameron Station Community Association, Inc.

Board Decision Request

April 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Heartline Fitness for three new fitness center pieces of equipment as described in this meeting package in the amount of \$12,222.76. Costs to be charged to GL 3280, Reserve Expenditures.

2nd:

Summary:

The CCFC is proposing the purchase of three new pieces of equipment for the fitness center. Details of each are attached.

Committee Recommendation:

The CCFC approved recommending this expense and additional equipment for the Board's review.

CMC Recommendation:

Financial Information:

The GL Code is 3280, reserve expenditures, Item 189 and that line item has \$20K in it.

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: Celeste, Raymond <Raymond.Celeste@mail.house.gov>
Sent: Friday, April 10, 2020 8:16 AM
To: Brittoni King
Cc: 'Jon Dellaria'; dano150@aol.com; brendanhanlon1@gmail.com;
Regan.Tim@gmail.com; Richard Mandley; Psy Scott; Brian Lord; Bethlehem Kebede;
Hannah McCracken; Takis Taousakis
Subject: INVOICE TO BE INCLUDED IN BODS' PACKET FOR 28 APRIL'S MEETING
Attachments: Cameron Station - Updated Quote #57458.pdf4.3.2020.pdf

Importance: High

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

Good morning, Brittoni! As a follow up to our meeting last night, pls ensure the attached invoice is included in the BODs' packet with our motion for consideration for the next BODs' meeting on Tuesday 28 April!

Many, many thanks, Brittoni! Happy Easter!

Sincerely,

Ray

PS The GL Code is 3280, Item 189 and that line item has \$20K in it.

Quote #57458

Date: 04/03/2020
Expires: 05/31/2020



"The Fitness & Wellness Experts!"

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

Bill To

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

Ship To

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

Customer Info

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

| Sales Rep | | Customer PO | Terms | |
|----------------|-------------------------------|---|-----------------------|-------------|
| 87 Geoff Vogel | | | 50%Deposit/50%N30 | |
| Quantity | Item | Description | Rate | Amount |
| 1 | INATTSC-ALLXX | LIFE FITNESS TOTAL BODY ARC TRAINER WITH C CONSOLE MSRP \$8299 | \$5,399.00 | \$5,399.00 |
| 1 | 9-IPAC3 | Nautilus Inspiration Abdominal Crunch MSRP \$5399 | \$3,199.00 | \$3,199.00 |
| 1 | 9NL-D3340-29AGS | Nautilus Instinct Lat Pulldown/Low Row MSRP \$3499 | \$2,499.00 | \$2,499.00 |
| 1 | Installation Services - HL | Delivery & Installation Services | \$500.00 | \$500.00 |
| | | | Subtotal | \$11,597.00 |
| | | | Discount | (\$611.21) |
| | | | Shipping | \$606.26 |
| | | | Tax Total (6%) | \$630.71 |
| | | | Total | \$12,222.76 |

Quote Details

Email Approved quotes to: approved@heartlinefitness.com

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

Standard Terms and Conditions:

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

Trade-in equipment are donated to Heartline's "School-In-Need" Program

Approval Signature: Name: _____ Date: _____

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

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

Please provide two contact names and numbers.

Primary contact name & number: _____ (____) _____

Secondary contact name & number: _____ (____) _____

Facility Name: _____

Complete ship to address: _____

City: _____ State: _____ Zip Code: _____

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

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

On what floor level will the equipment be installed? _____

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

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

What is the narrowest measurement of the stairs? _____

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

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

Please describe anything unusual about your facility that could affect delivery

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

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

All equipment is shipped directly from our manufacture's factory

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

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

Requirements:

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



Acknowledgement of power requirement

Initials: _____

Site Survey Completed by: _____

Cameron Club Exercise Equipment

2020 Capital Recommendations

Updated: Friday, April 10, 2020

Budget: \$20,000

Updated 2020 Capital

Unit

| | Quantity | Recommended Replacement | Quantity | Price | Budget |
|---|----------|--|----------|-------------|-------------|
| 1 | 1 | Life Fitness Total Body Arc Trainer (Cybex)* | 1 | \$ 5,399.00 | \$ 5,399.00 |
| 2 | 1 | Nautilus Lateral Pull Down | 1 | \$ 3,199.00 | \$ 3,199.00 |
| 3 | 1 | Nautilus Abdominal Crunch | 1 | \$ 3,200.00 | \$ 2,499.00 |
| 4 | | | 1 | | \$ - |
| 5 | | | | | \$ - |

\$ 11,097.00

* Life Fitness acquired Cybex. The Elliptical is the same unit.

Discount \$ (611.91)

Delivery & Taxes \$1,792.00

Total \$12,277.09

Budget **\$20,000.00**

Budget remaining

Net Remaining **\$7,722.91**

Note: There is one remaining Arch Trainer, but based on usage, we may not need to replace the unit.

Ab Pulldown



Body Trainer

Lat Pulldown



Tab 13

Cameron Station Community Association, Inc.

Board Decision Request

April 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscaping for landscape enhancements as described in this meeting package in the amount of \$2670.00. Costs to be charged to GL 6155 Turf Treatment and Enhancements.

2nd:

Summary:

Turf Treatment & Enhancements: (30370) Area between 168-170 martin lane (along foundation and between path). Remove thin turf, regrade and install liriopes between existing stepping stones

Committee Recommendation:

The committee voted unanimously in favor of this proposal and recommends Board approval.

CMC Recommendation:

Financial Information:

Proposal Considerations: The CAC reviewed CS budget for each proposal to ensure adequate funding to cover the costs prior to a final vote or determining to hold the proposal.

Vote:

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



April 1, 2020 **(REVISED 4/3/20)**

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:

LANDSCAPE ENHANCEMENTS

AREA BETWEEN 168-170 MARTIN LANE (ALONG FOUNDATION AND BETWEEN PATH):

- REMOVE THIN TURF, REGRADE AND INSTALL LIRIOPE.

LABOR AND MATERIALS:

| | |
|--|------------|
| - (24) HRS. OF LABOR @ \$55/EA..... | \$1,320.00 |
| - (2) YDS. OF PLANTING SOIL @ \$115/EA..... | \$230.00 |
| - (4) YDS. OF HARDWOOD MULCH @ \$65/EA..... | \$260.00 |
| - (60) 1 GAL. LIRIOPE BIG BLUE @ \$12.50/EA..... | \$750.00 |

BETWEEN EXISTING STEPPING STONES:

| | |
|--------------------------------------|----------|
| - INSTALL (1) TON OF STONE DUST..... | \$110.00 |
|--------------------------------------|----------|

PROPOSAL TOTAL: \$2,670.00

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

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

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

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

Authorized Signature: Carlos Ries
 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: _____

CSCA Common Area Committee- April Board Approval Items

GL 6155 Turf Treatments & Enhancements

[illegible]

| | |
|-----------|------------------|
| \$7,965.0 | Amount Spent YTD |
|-----------|------------------|

| | |
|------------------|-------------------|
| \$7,700.0 | YTD Budget |
|------------------|-------------------|

| | |
|------------|---------------|
| \$20,000.0 | Annual Budget |
|------------|---------------|

| | |
|------------|-------------------------|
| \$12,035.0 | Budget Remaining |
|------------|-------------------------|

Last Update: 4/22/2020

Cameron Station Community Association, Inc.

Board Decision Request

April 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscaping for landscape enhancements as described in this meeting package in the amount of \$2097.00. Costs to be charged to GL 3364 Capital Improvement Expenditures.

2nd:

Summary:

Capital Improvements: (30376) Install Brick pavers between trees at Pocket park at rear of 187-191 CSB

Total Cost is: \$2,097 (Budget line 3364)

Between trees (area approx. 10 x 4' 3 locations) remove mulch, prepare area for brick paver installation, install Pavers

Committee Recommendation:

The committee voted unanimously in favor of this proposal and recommends Board approval.

CMC Recommendation:

Financial Information:

Proposal Considerations: The CAC reviewed CS budget for each proposal to ensure adequate funding to cover the costs prior to a final vote or determining to hold the proposal.

Vote:

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



April 2, 2020 (REVISED 4/3/20)

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:

BRICK PAVER INSTALLATION

POCKET PARK AT REAR OF 187-191 CSB:

OPTION 1:

- BETWEEN TREES (AREA APPROX. 10 X 4' 3 LOCATIONS) REMOVE MULCH AND PREPARE AREA FOR BRICK PAVER INSTALLATION.
- INSTALL BRICK PAVERS IN (3) 10 X 4' AREAS (TOTAL OF 120 SQ. FT.).

LABOR AND MATERIALS:

| | |
|---|------------|
| - (36) HRS. OF LABOR @ \$55/PER HR..... | \$1,980.00 |
| - BRICK PAVERS..... | \$425.00 |
| - (1) YD. OF CRUSHED CONCRETE..... | \$175.00 |
| - (1) YD. OF SAND..... | \$117.00 |

OPTION 2:

- SAME AS ABOVE BUT REPLACING PAVERS WITH WEST VIRGINIA FIELDSTONE.\$2,097.00

PROPOSAL TOTAL OPTION 1: \$2,697.00 (SIGN AND DATE) _____

PROPOSAL TOTAL OPTION 2: \$2,097.00 (SIGN AND DATE) _____

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

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

SIGNATURE: _____

Cameron Station Community Association, Inc.

Board Decision Request

April 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscaping for common area turf enhancements in the amount of \$3900. Costs to be charged to GL 6155 Turf Enhancement and Treatment.

2nd:

Summary:

Proposal attached from Lancaster Landscapes for spring turf treatments to irrigated common areas throughout property. Specific locations indicated on enclosed proposal.

Committee Recommendation:

CAC recommends Board approval of this proposal.

CMC Recommendation:

Financial Information:

Proposal Considerations: The CAC reviewed CS budget for each proposal to ensure adequate funding to cover the costs prior to a final vote or determining to hold the proposal.

Vote:

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



April 9, 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:

LANDSCAPE ENHANCEMENTS

Spring turf restoration - only on irrigated areas.
 Remove debris where needed, spread a thin layer of compo mixed soil.
 Install tall fescue grass seed at following locations:

Cameron Station Circle
Brenman Park
165-171 CSB
Donovan Pocket Park
Barbour-Gardner Pocket Park
Minda Court
Martin Lane Park (2) Grimm Pocket Park
Donovan - CSB Park (2)
Knapp - CSB Park (2)

| | |
|---|---------|
| Top soil - compo mixed (8) yds. at \$95 each..... | \$760 |
| Transition blend grass seed (4) bags at \$125 each..... | \$500 |
| Labor (48) hrs at \$55 each..... | \$2,640 |

PROPOSAL TOTAL: \$3,900.00

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

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

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

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

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

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

CSCA Common Area Committee- April Board Approval Items

GL 6155 Turf Treatments & Enhancements

[illegible]

| | |
|-----------|------------------|
| \$7,965.0 | Amount Spent YTD |
|-----------|------------------|

| | |
|------------------|-------------------|
| \$7,700.0 | YTD Budget |
|------------------|-------------------|

| | |
|------------|---------------|
| \$20,000.0 | Annual Budget |
|------------|---------------|

| | |
|------------|-------------------------|
| \$12,035.0 | Budget Remaining |
|------------|-------------------------|

Last Update: 4/22/2020

Tab 14

Cameron Station Community Association, Inc.

Board Decision Request

April 28, 2020

Recommended Motion:

I move to terminate the CMC management contract.

2nd:

Summary:

This motion was requested to be included in the Board package by the Board President.

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 | | | | |

TAB 15

Board Discussion Items**A. HOA Assessments and Delinquency Process**

The Treasurer has requested this item be added to the agenda for discussion. Particularly since there have been requests for waivers of late fees, etc in light of the COVID-19 pandemic and not being able to make their assessment payments in a timely manner. The Board should consult with legal as to what options are available. Suspension of assessments is not recommended. Residents should be encouraged to submit special exceptions or payment plans to the Board for individual considerations. A copy of the collection's resolution is attached for reference.

B. 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. A copy of their final formal report is attached. Nationwide has denied this claim per the insurance policy, also attached. Nationwide has been requested for specific language that would lead them to deny the claim. In the interim we will begin solicit companies capable of both the remediation and repair.

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.

Updated Collections Resolution: No Interest

CAMERON STATION COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 2019-__

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

Supersedes all prior Cameron Station Assessment Collection Resolutions

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

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

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

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

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

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

WHEREAS, Article VIII, Section 8.2 (b) provides that where an assessment against an Owner is payable in installments, upon default of the Owner in making the timely payment of any

installment, the remaining total of the assessments may be accelerated at the option of the Board of Directors and the entire balance of the assessment may be declared due and payable in full; and

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

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

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

I. Definitions

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

II. Payments

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

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

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

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

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

III. Remedies for Non-Payment of Assessments

A. Late Charge:

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

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

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

payments of such Owner's assessments or other payments, the Board may require all future payments to be made by certified check or money order for the remainder of such accounting year.

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

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

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

**CAMERON STATION COMMUNITY
ASSOCIATION, INC.**

Engineering and Technical Consultants, Inc.

7165 Columbia Gateway Drive, Suite B; Columbia, Maryland 21046
t 410.312.4761 f 410.312.0482

April 15, 2020

Cameron Station Community Association
c/o Community Management Association, an Associa Company
4840 Westfields Boulevard, Suite 300
Chantilly, Virginia 20151

ATTENTION: Mr. Brian Lord

SUBJECT: Report of Professional Engineering and Consulting Services
Water Intrusion Investigation
Cameron Station Community Association
200 Cameron Station Boulevard
Alexandria, Virginia 22304
ETC Project: M0-4015
Nationwide Claim Number: 161933-GK

Dear Mr. Lord:

Engineering and Technical Consultants, Inc. (ETC) respectfully submits this report of our professional engineering services for the above referenced project. Our services were performed in accordance with your written acceptance of our proposal PM9-7023, dated February 4, 2020, which was approved on March 13, 2020.

This report includes a summary of background information, discussions of our findings, comments and recommendations. In addition, we have provided photographs/figures to help describe and document certain items discussed in this report.

BACKGROUND INFORMATION

Cameron Station Community (Cameron Station) is a mixed-use community consisting of three-story townhomes and low-rise garden-style buildings. Construction of the community began in the late 1990's. The Community features a Clubhouse that is two stories tall. The façade is clad in a brick veneer and an asphalt shingle roof is situated on top of the building.

We understand that the areas near the of the men's restroom and locker room have been exhibiting signs of elevated moisture in the form of organic growth. We further understand that multiple plumbers and the in-house staff have determined that the pipes in the subject area did not appear to be leaking and that the drains did not appeared to have leaks. Additionally, Virginia American Water recently indicated that the Clubhouse had used considerably more water than expected. Therefore, Management requested ETC to help evaluate the apparent water intrusion issues and to provide recommendations to address the noted concerns.

Professional Relationships That Endure....Over 30 Years!

Water Intrusion ♦ Roofing ♦ Structural ♦ Architectural ♦ Pavement ♦ Warranty/Reserve Studies ♦ Litigation Support

SCOPE OF SERVICES

Our findings are based on physical inspections of the building conducted by a representative of our staff on March 19, 2020. Our scope of services included the items listed below.

1. We interviewed the Management staff and the Building Engineer, to gain a better understanding of the history of the water infiltration issues.
2. We performed a visual examination of the physically and visually accessible interior of the subject areas.
3. We removed two (2) small sections of drywall to observe the condition of the wall structure and hidden piping. These areas were covered with the existing drywall and tape.
4. We retained the services of a qualified contractor (American Exteriors) to remove a small section of the concrete floor slab to determine if wet conditions existed under the slab.
5. We spot checked the interior of the subject area with a Delmhorst moisture meter to determine the current moisture content of the exposed drywall, and other surfaces as deemed necessary by ETC.

Partial building plans were provided to us and our services were limited to inspections of the visually and physically accessible building components, as well limited intrusive sampling. Consequently, some evaluations/opinions expressed in this report are based on assumptions regarding such matters as concealed details, construction profile, condition of internal components, etc. We have divided this section of our report by unit.

FINDINGS AND COMMENTS

We met with Mr. Alberto Calderon (Building Engineer) to review the history of the water intrusion. He indicated that one (1) to two (2) times in the past year the carpet in the hallway outside of the Men's bathroom (Photograph 1) had become wet. He indicated that this did not occur in conjunction with any rain event. He further indicated that they had taken moisture readings of drywall at the base of the walls in this area and near the sinks and showers in the men's locker room (Photographs 2). He indicated that previous contractor's and plumbers were retained to perform a video camera survey of the floor drains, shower drains and sink drains and they did not observe any deficiencies in these pipes.

We took moisture readings of the lower six-inches (6") of drywall throughout the hallway, and men's locker room around the showers and sinks. In general, the drywall was dry with a moisture content of approximately .1%. The following list describes deficiencies as well as items of concern we observed during our investigation and is intended to be summary in nature. Please reference Figure 1 for locations.

1. Around the wall of the handicap shower we observed bubbled paint and corrosion from the drywall corner bead. We used the moisture meter to test the drywall on the outside wall of the handicap shower (Location A, Photograph 3) and determined that the wall was wet with a moisture content of 2.4% (Photograph 4). Additionally, the wall to the left of the shower (Location B, Photograph 3) was wet with a moisture content of .7% (Photograph 5).
2. We removed portions of the drywall in Location A, found that the wood framing was stained, indicating that moisture has been entering the wall cavity (Photograph 6). We tested the inside wallboard surface(back side of the tiled shower wall) for moisture and found that it was very moist and exceeded the range of the moisture meter. This indicated that moisture was likely coming from the shower side of the wall.
3. We turned on the handicap shower and directed water onto the wall where we removed drywall. Within approximately ten (10) minutes, water began dripping in the wall cavity (Photograph 7). Therefore, it appeared that the penetration from fasteners that secure the folding bench to the shower wall were not sealed (Photograph 8), and that water was able to enter the wall cavity through these penetrations.
4. After determining that the handicap shower was leaking, we removed drywall from the wall at the end of the hallway (Photograph 9). We turned on the handicap shower and directed water onto the floor of the shower, and observed water entering the wall cavity from underneath the bottom plate of the wall (Photograph 10).
5. We removed the previously cut drywall in the men's bathroom closet next to the entry door and observed stained wall framing (Photograph 11). We turned on the shower adjacent to the handicap shower and allowed water to run on the shower floor for approximately five (5) minutes before water began entering the wall cavity underneath the bottom plate of the wood framed wall (Photograph 12).
6. We observed the wall cavity through the remaining previously cut observation holes in the men's restroom and did not observe any stained wood framing indicating that the other shower along the men's bathroom do not appear to be leaking.

We asked the Contractor to remove a small portion of the concrete floor slab in the hallway near the entrance to the men's bathroom to determine the conditions under the slab. This location was selected as the carpet had become wet in the past but was farthest away from potential water sources such as leaking showers and plumbing, and was the mostly likely location (that was experiencing elevated moisture levels) that could have been related to groundwater saturating the floor slab.

The slab consisted of four-inch thick concrete placed over a plastic sheet vapor barrier on four-inches (4") of gravel (Photograph 13). The Contractor removed approximately 10-inches (10") of gravel and soil below the slab and we did not observe any water or excessively moist soils. Therefore, it does not appear that the water intrusion is related to ground water or a buried (leaking) water line.

Recommendations

Based on our observations made while on site, as well as our experience with similar projects and conditions, we recommend that the following corrective actions be taken and/or follow-up engineering (investigative) services be performed.

1. The fastener penetrations through the shower wall should be properly sealed to prevent water from entering the wall cavity.
2. The shower pans should be inspected by a qualified tile contractor and repaired if possible. It may be necessary to remove and replace the shower pans to prevent future water intrusion.
3. Due to the stained wood framing located in the wall cavity, an Industrial Hygienist should be retained to evaluate the presence of mold within the wall cavity.

CLOSING COMMENTS

Although our evaluation was confined to visual examination of exposed surfaces, as well as limited sampling and water testing, we believe it was sufficient for us to form a reasonable judgment of the existing general conditions. In addition, our findings regarding specific defects do not include locations of all similar conditions throughout the property. We have performed our services using the degree of skill and care ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality. No other warranty, expressed or implied, is made or intended.


Due to the general nature of our scope of work, no responsibility can be assumed for latent defects that may appear in the future, for items that were not examined, or for differing opinions of others. In addition, we cannot warrant or guarantee the structure or its components.

Our services were not performed, and this report was not issued, in anticipation of any litigation. If litigation is anticipated, this report should be considered "preliminary" in nature and more extensive sampling, testing, documentation, etc. may be required.

We appreciate this opportunity to be of service. If any questions arise regarding the information in this report, please feel free to contact us.

Very truly yours,

ENGINEERING AND TECHNICAL
CONSULTANTS, INC.



Dylan J. St. Leger
Project Engineer



Christopher W. Carlson, P.E., SECB
Chief Structural Engineer

ATTACHMENTS: Photographs/Figures (13 photographs, 1 figure)

PHOTOGRAPHS/FIGURES (13 PHOTOGRAPHS, 1 FIGURE)

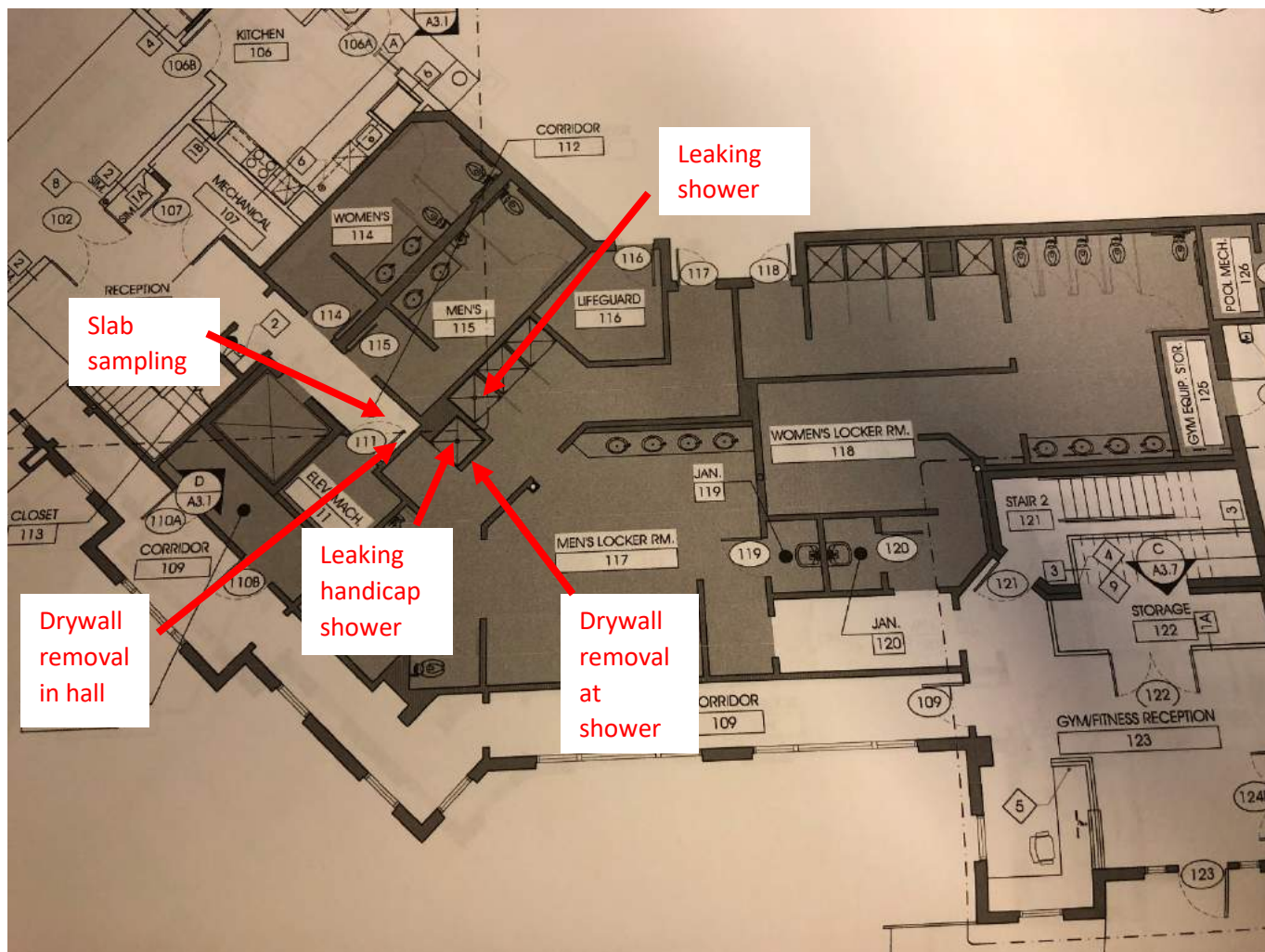


Figure 1 – Floor plan of subject area.



Photograph 1 – Area of water intrusion in hallway outside of men's bathroom.



Photograph 2 – Area of previously observed moisture near sinks in men's locker room. This area also includes back side of wall (not pictured). Both areas has a moisture content of less than .2%



Photograph 3 – Walls with elevated moisture readings outside of handicap shower.



Photograph 4 – Moisture content of 2.4% at Location A which indicated the drywall was wet.



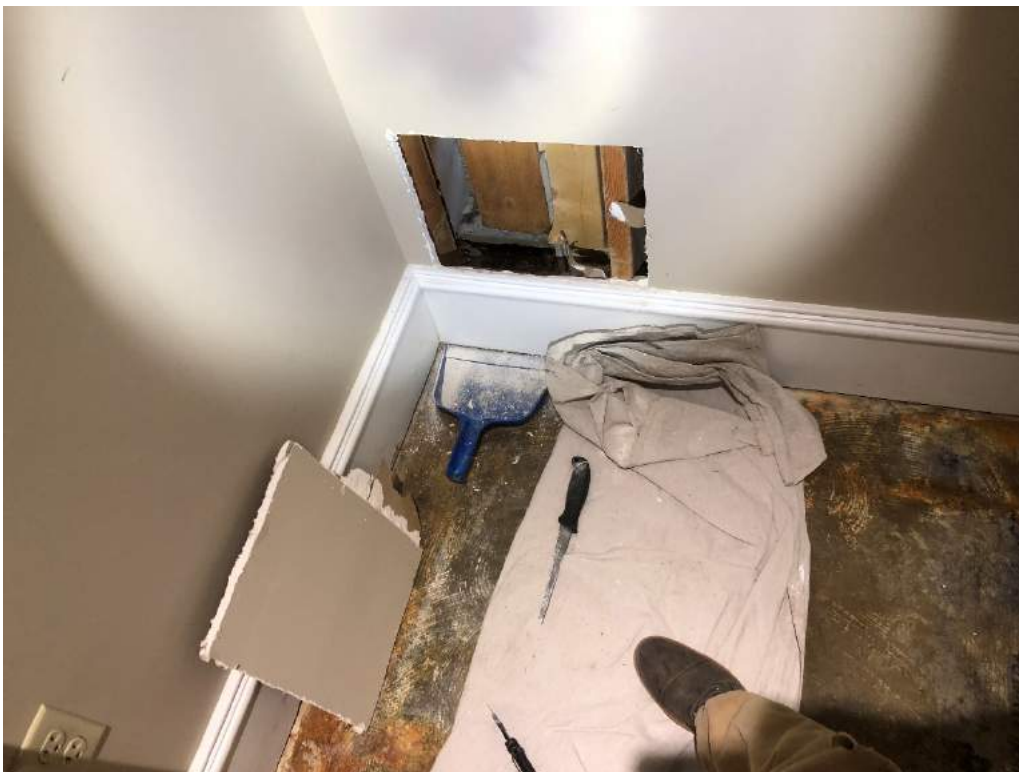
Photograph 5 – Moisture content of .7% at Location B, which indicated the drywall was wet.



Photograph 7 – Water dripping within the wall cavity at Location A. Note wet spot (red arrow).



Photograph 8 – Penetration through shower wall. Fasteners were not sealed.



Photograph 9 – Removed drywall in wall at end of hallway near men's bathroom door.



Photograph 10 – Water entering wall cavity beneath bottom plate of wall at end of hallway.



Photograph 11 – Observation hole in men's bathroom closest to entrance door.



Photograph 12 – Stained wood (blue arrow) and water (red arrow) within wall cavity of men's bathroom. (See Photograph 11)



Photograph 13 – Observation hole cut through concrete slab. No water was observed.



Brian Lord
Page 1 of 3

| | |
|----------------------|--|
| Date prepared | April 19, 2020 |
| Claim number | 161933-GK |
| Policy number | ACP BPHM2456062659 |
| Questions? | Contact Claims Associate Adam Kline KLINEA4@nationwide.com Phone 614 435 4096 Fax 866-359-2985 |

Cameron Station Community Association, Inc
4840 Westfields Blvd
Ste 300
Chantilly, VA 20151-4219

Claim details

| | |
|---------------|--|
| Insurer: | Nationwide Mutual Insurance Company |
| Policyholder: | Cameron Station Community Association, Inc |
| Claim number: | 161933-GK |
| Loss date: | January 16, 2020 |

Dear Brian Lord,

We completed our review of this commercial property water damage loss reported to have occurred on January 16, 2020. We made every effort to provide a fair and thorough evaluation of your policy of insurance and investigation of your loss.

Based on our investigation and review of your policy contract, Nationwide Mutual Insurance Company's opinion is this loss was caused by constant or repeated seepage or leakage of water. We must respectfully advise you that your policy number ACP BPHM2456062659 does not provide coverage for this loss.

About our decision

Our investigation indicates you suffered a loss at 200 Cameron Station Blvd, Alexandria, VA 22304. It was initially reported that water damage was discovered in or near the area of the men's locker room in the clubhouse. Engineering and Technical Consultants was hired to investigate the cause and origin of the water damage and they determined that the source of the water involved the deficiencies of shower pans as well as a leak involving fasteners on a shower seat.

In an attempt to find coverage for your loss and damages, we completed a thorough review of your policy. Your property is covered against risks of direct physical loss that are not specifically limited or excluded under the Premier Businessowners Property Coverage Form (PB0002 1114). Our review found that constant or repeated seepage or leakage of water from any plumbing system, including from or around any shower stall, is an excluded cause of loss. Because of this exclusion, we are unable to provide coverage for this loss. We refer you to the applicable policy wording below.

Policy details

Your commercial property policy states the following:

PREMIER BUSINESSOWNERS PROPERTY COVERAGE FORM
PB0002 1114

Various provisions in this policy restrict coverage. Please read the entire policy carefully to determine rights, duties and what is and is not covered.

Throughout this policy the words "you" and "your" refer to the Named Insureds shown in the Declarations. The words "we", "us" and "our" refer to the Company providing this insurance. Other words and phrases that appear in quotation marks have special meaning. Please refer to Section H. PROPERTY DEFINITIONS.

A. COVERAGES

We will pay for direct physical loss of or damage to Covered Property at the described premises in the Declarations caused by or resulting from any Covered Cause of Loss.

B. EXCLUSIONS

2. We will not pay for loss or damage caused by or resulting from any of the following:

p. Leakage or Seepage

Constant or repeated seepage or leakage of water or steam, or the presence or condensation of humidity, moisture or vapor, whether continuous or intermittent from any:

(1) Heating, air conditioning or refrigerating system;

(2) Domestic appliance; or

(3) Plumbing system, including from or around any shower stall or other shower bath installation, bathtub or other plumbing fixture.

E. PROPERTY LOSS CONDITIONS

4. Legal Action Against Us

No one may bring a legal action against us under this insurance unless:

a. There has been full compliance with all of the terms of this insurance; and

b. The action is brought within 1 year after the date on which the direct physical loss or damage occurred.

Additional information

We expressly reserve all other rights, defenses, or contentions, which are available to us under the policy of insurance, by law or otherwise, and do not waive any such rights or defenses which we now have or which may become known to us in the future.

If you have information about this claim that may affect our current decision, please forward it to us as soon as possible.

For more information

If you have any questions or concerns, please contact me at 614-435-4096 or KLINEA4@nationwide.com.

Sincerely,

Adam Kline
Nationwide Mutual Insurance Company
P.O. Box 182068
Columbus, OH 43218-2068

CC
PUFFENBARGER INSURANCE & FINAN

Virginia law requires the following: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.