

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
7:00 PM, May 28, 2020
Zoom 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 | |
| | b. Jasmine Johnson – City Health Department | |
| IV. | Homeowner Open Forum | 7:15 PM |
| V. | Approval of Minutes (Tab 1) | 7:20 PM |
| | a. April 28 2020 Board of Directors Meeting | (page 3) |
| VI. | Financial Report (Tab 2) | 7:22 PM |
| | a. April 2020 Financial Statement | (page 10) |
| | b. Reserve Investment Report | (page 30) |
| VII. | ProFIT Report (Tab 3) | (page 32) 7:30 PM |
| VIII. | Officers & Committee Reports | 7:40 PM |
| | a. Facilities (Tab 4) | (page 37) |
| | b. Financial Advisory (Tab 5) | (page 41) |
| | c. Common Area (Tab 6) | (page 46) |
| | d. Activities & Events (none) | |
| | e. Architectural Review (Tab 7) | (page 52) |
| | f. Communications (Tab 7-B) | (page 60) |
| IX. | Management Report (Tab 8) | (page 65) 8:10 PM |
| X. | Old Business | |
| XI. | New Business | |
| XII. | Board Decisions | 8:20 PM |
| | a. CAC Recommended Proposals- Erosion Control (Tab 9) | (page 73) |
| | b. CAC Recommended Proposals – Landscape improvement (Tab 9) | (page 77) |
| | c. CAC Recommended Proposals – Tree maintenance (Tab 9) | (page 81) |
| | d. Locker room water intrusion repairs (Tab 10) | (page 85) |
| | e. Trash Contract Approval (Discussed in ES) (Tab 11) | (page 90) |
| | f. Management Contract Approval (Tab 12) | (page 92) |
| XIII. | Board Discussions (Tab 13) | 8:25 PM |
| | a. Phased Pool re-opening plans | (page 94) |
| XIV. | Executive Session (<i>State purpose prior to entering ES</i>) | (page 106) 9:00 PM |
| | a. Delinquency/Collections/Attorney Status Accounts/Covenants/Personnel/Contract | |
| XV. | Adjournment | 9:30 PM |

TAB 1

Cameron Station Community Association, Inc.

Board Decision Request

May 26, 2020

Recommended Motion:

I move to approve the draft minutes with amendments of the April 28, 2020 Cameron Station Board of Directors meeting.

2nd:

Summary:

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

Committee Recommendation:

CMC Recommendation:

Financial Information:

Vote:

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

**CAMERON STATION ASSOCIATION
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The Cameron Station Association Board of Directors met on April 28, 2020. The following persons were in attendance:

BOARD OF DIRECTORS

Mike Johnson, President	Joan Lampe, Director
Sarah Meyer Walsh, Vice President	Jon Dellaria, Director
Martin Menez, Treasurer	Kim Canter, Director
Tom Sugrue, Secretary	

OTHERS

Brian Lord – Vice President & HOA Division Director
Residents of Cameron Station

REGULAR SESSION

CALL TO ORDER

President Johnson called the Regular Session to order at 7:04 p.m.

APPROVAL OF AGENDA

President Johnson stated that the resident hearing and the resident executive session items need to be added to the agenda. Treasurer Menez stated that Jasmine Johnson, Assistant Public Health Emergency Management Coordinator, Alexandria Health District/Virginia Department of Health, should be added as well. Director Canter made a motion to amend the agenda as stated. Director Lampe seconded and the motion passed unanimously.

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GUEST SPEAKERS

Officer reports postponed until further notice. Jasmine Johnson not on call.

HOMEOWNER OPEN FORUM

Greg Hilson inquired on whether residents can sit in the Zoom waiting room during the executive session and be let back into the meeting when the session is over. He recommended that the Board look into online/electronic voting for the next election due to the pandemic and social distancing. He also recommended that the Board look into lowering dues for the next couple of months.

RESIDENT HEARING (*Greg Hilson*)

Mr. Hilson did not have anything to add to his complaint.

APPROVAL OF MINUTES (TAB 1)

Secretary Sugrue made a motion to approve the January minutes after the removal of the common area statement and the board decision paragraph on page 4. Vice President Walsh

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seconded, and the motion passed unanimously.

Treasurer Menez made a motion to approve the February minutes as published in the Board package. Director Canter seconded, and the motion passed unanimously.

Treasurer Menez made a motion to approve the March minutes as presented in the Board package. Director Canter seconded, and motion passed unanimously.

Vice President Walsh made a motion to approve the draft minutes from the April 13th special Board meeting. Director Canter seconded, and the motion passed unanimously.

FINANCIAL REPORT (TAB 2)

Treasurer Menez reported that there is more money than anticipated in the operating account. There is a steady amount in Congressional bank. The net income for this year is in the black \$92,000. The \$699,000 in the operating account does not earn interest so \$200,000 will be transferred into the money market fund at Congressional Bank. The long-term CD's are rolled over on a 3-year cycle and the short term a 4-month cycle. The current delinquencies are at 2.2%. Money was paid upfront for pool expenses via the contract. The budget spread did not match the upfront expenses. Vice President Walsh stated that GL 4295 is incorrect due to a \$1,500 donation from Lancaster and a donation from casino night.

PROFIT REPORT (TAB 3)

Report was given by Psy Scott. Attendance for March was 3,507 with an average use of 113. Stretch and Core was the most attended class this month. All equipment is operational. Plan to work on electrical socket for Peloton bike when pandemic is over. No new clients this month and the workshops have to be rescheduled. A new Tango and Tai Chi workshop are being planned. Vice President Walsh would like to know how many residents are logging into the virtual classes. Mr. Scott does not have that data at this time.

OFFICERS & COMMITTEE REPORTS

Facilities (Tab 4) – Report was given by Ray Celeste and Rich Mandley. There is \$20,000 in the reserve to cover the \$12,222.76 cost of the three new equipment pieces. The three pieces looking to be replaced are all over ten years old. Mr. Celeste thanked Bryan and Rich for getting out the request for proposal for the gym floor. He also thanked Brittoni for getting the clubhouse steam cleaned.

Financial Advisory (Tab 5) – Report was given by Takis Taousakis. He had nothing new to report but Director Lampe had a question regarding the pool. She asked if the payments to American Pool match the contract and stated the budget spread needs fixing. Mr. Lord stated that the spread is incorrect because it is spread over six months, but the contract calls for seven payments. The total annual budget is correct and matches the contract. Treasurer Menez stated that the committee is looking to change credit card companies.

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Common Area (Tab 6) – Report was given by Robert Burns. There are three items on the agenda for Board consideration. The three items are as follows: 1.) Landscape area between 168 and 170 off Martin Lane, 2.) Installation of brick pavers in a pocket park located at the rear between 187-191 Cameron Station Blvd. The accurate amount for this consideration is \$2,697 not \$2,097 as stated in the recommended motion and 3.) Turf treatment throughout the community.

Commented [WU1]: Is this correct?

Activities & Events (Tab 7) – Report was given by Vice President Walsh. The committee is working on a dinner-to-go on a weekly basis on Fridays. The committee is also working on a virtual wine tasting. President Johnson recommended a virtual dine in where everyone makes the same dinner together over Zoom.

Architectural Review (Tab 8) – Report was given by Craig Schuck. There are a lot of roof replacements and the process is going a lot faster. The landscaping at 5248 Tancreti Lane has been cleaned up.

Communications (Tab 9) – Report was given by Karen Owens. There were 25 new residents this past month. There was no in person meetings, but emails and phone calls were made. Thank you signs have been ordered to place throughout the community to thank the service people who work in Cameron Station. Director Canter suggested a banner/sign for thee 2020 high school seniors. Treasurer Menez asked President Johnson if the was any clarification received on the use of signage during the pandemic. President Johnson has not received an email with an answer. Secretary Sugrue stated that it was decided that there no need to involve the city considering the nature of the signs.

MANAGEMENT REPORT (TAB 10)

Report was given by Brian Lord. Included on tab 10 is a general synopsis of what is occurring by the staff on site. Nicole is working on updating the owner information. As far as the records of homeowner's ~~corresponds~~ correspondence Brittoni is working on Karen's and Todd's emails. Mimi is up to 2018 on covenant letters and verification of what is stored electronically and if it matches what is in unit files. A contract renewal schedule has been created. President Johnson asked if there was a policy in place that CMC has to proactively obtain owner information. Mr. Lord stated that a policy can be created.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

There was no new business to discuss.

BOARD DECISIONS

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Treasurer Menez made a motion to approve the proposed changes to the Finance Committee Charter as stated. Director Lampe seconded, and motion passed unanimously.

Treasurer Menez made a motion to approve the CCFC recommended proposal for new equipment as written with the provision* that the warranty/repair is based on the in-service date of when the club opens. Director Dellaria seconded, Vice President Walsh opposed, and motion passed.

Vice President Walsh made a motion to approve all three CAC recommended proposals as a combined motion. Director Canter seconded, and motion passed unanimously.

BOARD DISCUSSIONS

Treasurer Menez stated that due to COVID-19 Carlton Place Condominiums did not make their payment on time. There was also a rise in delinquencies with homeowner payments. Discussion on these matters will take place in executive session.

Mr. Lord stated ETC found where the water intrusion was coming from and reported their findings to Nationwide. Nationwide says cause is not in the policy and Nationwide has denied the claim. They will pay ETC the \$4,200 for the proposal, but they will not pay for any repairs. A vendor will need to be brought in to perform the repairs.

EXECUTIVE SESSION

_____ made a motion to go into executive session at 8:50 for the purpose of discussing delinquency, collections, attorney status, personnel issues, and contracts. _____ seconded and the motion passed unanimously.

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Director Canter made a motion to exit executive session at 10:46 and was seconded by Director Lampe. Motion passed unanimously.

Director Lampe made a motion to refer to counsel, after a final inspection of accounts 205-3851 and 303-6453, to bring property back into compliance. Director Canter seconded, and the motion passed unanimously.

Director Lampe moved to defer assessments for account 303-4387 until June 30, 2020 and waive late fees upon payment of the quarterly assessment. Director Canter seconded, and the motion passed unanimously.

Vice President Walsh moved to send notice of determination for account 372-0206 as discussed in executive session. Director Canter seconded, and the motion passed unanimously.

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Vice President Walsh moved to terminate the CMC Management Contract without cause. [MsDirector](#). Lampe seconded and the motion passed unanimously.

ADJOURNMENT

Secretary Sugrue motioned to adjourn the meeting at 10:50 pm. Director Canter seconded, and the motion passed unanimously.

NEXT MEETING – May 26, 2020

SIGNATURE

DATE

TAB 2



MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Hannah McCracken, CMCA, AMS

DATE: May 15, 2020

RE: April 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	\$ 3,222,783.13		
Year to Date Income	\$ 891,810.93	\$ 889,417.76	\$2,393.17 - F
Year to Date Expense	\$ 744,686.62	\$ 881,961.18	\$137,274.56 - F
Net Income Year to Date, surplus/ (loss)	\$ 147,124.31	\$ 7,456.58	\$ 139,667.73 F

U: Unfavorable

F: Favorable

INVESTMENTS

GL Account & Institution	Investment Type	Balance as of 04/30/2020
GL 1013 - Pacific Premier Bank	Operating	\$ 626,609.67
GL 1302 - Congressional Bank	Money Market	\$ 918,787.66
GL 1330 - Morgan Stanley MM	Money Market	\$ 1,131.38
GL 1353 - Morgan Stanley Barney Investments	Certificate of Deposit	\$ 1,669,000.00
GL 1730 - Accrued Interest Receivable	Other	\$ 7,254.42
Total Cash & Investments		\$ 3,222,783.13

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of April 30, 2020 was \$74,613.30. The net delinquency rate is approximately 2.9%, which is below the industry standard of 3% - 5%. This is

based on the formula as follows: Net Residential Assessments Receivable \$74,613.30/Total Annual Assessments: \$2,559,508.00= 2.9%.

Accrued Repair & Replacement Reserves total \$2,171,602.07 and are fully supported by cash and investments. This is calculated as follows:

\$ 3,222,783.13 Cash & Investments		\$ 2,642,270.22 Total Cash Available
- \$ 580,512.41 Total Current Liabilities	→	- \$ 2,171,602.07 Total Reserves Balance
\$ 2,642,270.72 Total Cash Available		\$ 470,668.65 Positive Cash Position

The Capital Improvement Reserve account totals \$26,966.50 which is also fully supported by cash and investments.

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 \$891,810.93 which is \$2,393.17 more than the budgeted amount of \$889,417.76.

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

GL 4295 Charitable Donations – Unfavorable by \$3,800.00. Collections amounts being processed for May financials position.

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

GL 4710 Late Fees & Interest – Favorable by \$4,911.16.

Year-to-date expenses total \$744,686.62 which is \$137,274.56 less than the budgeted amount of \$881,961.18. 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 \$5,000.00 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 5200 Events and Awards – Favorable by \$2,728.32. Event cancellations due to COVID-19.

GL 5302 Administrative Salaries – Favorable by \$32,510.33. Currently there is no permanent GM or AM.

GL 5340 Payroll Taxes/Benefits/Costs – Favorable by \$8,961.55. Currently there is no permanent GM or AM.

GL 6025 Water Service- Favorable by \$3,334.20. Late irrigation turn on and Less usage due to no clubhouse usage.

GL 6150 Flower Rotation & Enhancements- Favorable by \$9,695.40. Less usage than predicted.

GL 6155 Turf Treatment & Enhancements – Favorable by \$8,330.00. 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 6685 Linear Park Maintenance – Favorable by \$5,417.00. No usage ytd.

GL 6760 Street Repair & Maintenance – Favorable by \$2,950.00. Less usage than predicted.

GL 6515 Building Repair & Maintenance – Favorable by \$4,663.60. Less usage than predicted.

GL 6570 Fitness Equipment – Favorable by \$2,551.44. Less usage than predicted. Gym is closed.

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

GL 5040 Computer Network/C3 – Unfavorable by \$2,877.81. IT support needed in the onsite office.

GL 6299 Irrigation System Contract – Unfavorable by \$8,059.00. Start up services were performed and needed repairs. No payments budgeted for April.

GL 6438 Pool Management – Unfavorable by \$17,209.00. The Budget spread predicted payments in April- September. Two installment payments already made before April.

GL 6700 Pool Repair & Maintenance – Unfavorable by \$2,736.99. Very little was budgeted for this early in the year.

Overall there is a positive variance between annual income and expenses in the amount of \$139,667.73 through April 30, 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

April 2020
Financial Report

Statement prepared by: Cheryl Weaver



Investment Listing Report
Cameron Station Community
As of Thu Apr 30, 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		626,609.67	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	****5485 Signers: Tsitos/Hermogenes	Money Market	918,787.66	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	1,131.38	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	1,669,000.00	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	7,254.42	0.000%	01/01/1900	0	
Total Cash Investments:			3,222,783.13				
Total Cameron Station Community:			3,222,783.13				

Cheryl Weaver

Balance Sheet Report

Cameron Station Community

As of April 30, 2020

	<u>Balance Apr 30, 2020</u>	<u>Balance Mar 31, 2020</u>	<u>Change</u>
<u>Assets</u>			
Cash & Investments			
1013 - Operating 3336	626,609.67	699,085.74	(72,476.07)
1302 - Congressional Bank - MM 5485	918,787.66	718,154.61	200,633.05
1330 - Morgan Stanley Smith Barney MM	1,131.38	1,111.69	19.69
1353 - Morgan Stanley Smith Barney Investments	1,669,000.00	1,666,000.00	3,000.00
1730 - Accrued Interest Receivable	7,254.42	7,648.52	(394.10)
Total Cash & Investments	3,222,783.13	3,092,000.56	130,782.57
Current Assets			
1500 - Residential Assessments Receivable	74,613.30	55,768.61	18,844.69
1530 - Allowance for Doubtful accounts	(35,132.60)	(35,132.60)	0.00
1600 - Prepaid Insurance	28,704.32	7,778.44	20,925.88
1640 - Other Prepaid Expenses	49,645.02	36,077.35	13,567.67
1725 - Insurance Receivable	(24,900.00)	(24,900.00)	0.00
1745 - Taxes Receivable	(19.00)	(19.00)	0.00
1799 - Clearing Account	0.00	480.70	(480.70)
Total Current Assets	92,911.04	40,053.50	52,857.54
Total Assets	3,315,694.17	3,132,054.06	183,640.11
<u>Liabilities</u>			
Current Liabilities			
2025 - Transfer Fee Payable	938.96	410.79	528.17
2050 - Resident Refunds	4,331.19	731.86	3,599.33
2200 - Income Taxes Payable	(5,762.40)	(148.00)	(5,614.40)
2300 - Accrued Expenses	23,235.94	29,262.85	(6,026.91)
2400 - Accrued Payroll Payable	5,786.00	4,887.00	899.00
2550 - Prepaid Assessments	125,395.00	434,322.71	(308,927.71)

Balance Sheet Report

Cameron Station Community

As of April 30, 2020

	<u>Balance Apr 30, 2020</u>	<u>Balance Mar 31, 2020</u>	<u>Change</u>
<u>Liabilities</u>			
Current Liabilities			
2560 - Future Months Assessments	426,587.72	0.00	426,587.72
Total Current Liabilities	<u>580,512.41</u>	<u>469,467.21</u>	<u>111,045.20</u>
Total Liabilities	<u>580,512.41</u>	<u>469,467.21</u>	<u>111,045.20</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.	8,000.00	6,000.00	2,000.00
Total Capital Improvement Reserves	<u>26,966.50</u>	<u>24,966.50</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	122,827.32	92,120.49	30,706.83
3280 - Repair & Repl Reserve Expenditures	(20,701.54)	(17,889.54)	(2,812.00)
Total Repair & Replacement Reserves	<u>2,171,602.07</u>	<u>2,143,707.24</u>	<u>27,894.83</u>
Total Owners' Equity	<u>2,588,057.45</u>	<u>2,558,162.62</u>	<u>29,894.83</u>
 Net Income / (Loss)	 <u>147,124.31</u>	 <u>104,424.23</u>	 <u>42,700.08</u>
Total Liabilities and Equity	<u><u>3,315,694.17</u></u>	<u><u>3,132,054.06</u></u>	<u><u>183,640.11</u></u>

Income Statement Summary Cameron Station Community

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	213,293.89	213,291.61	2.28	853,175.50	853,167.76	7.74	2,559,508.00
Total Other Income	17,812.79	11,105.00	6,707.79	38,635.43	36,250.00	2,385.43	100,700.00
Total Income	231,106.68	224,396.61	6,710.07	891,810.93	889,417.76	2,393.17	2,660,208.00
Total Administrative	4,283.57	8,744.50	(4,460.93)	29,742.43	39,943.50	(10,201.07)	117,588.00
Total Activities	(1,788.54)	5,357.50	(7,146.04)	7,986.18	10,714.50	(2,728.32)	37,500.00
Total Communications	4,835.86	792.00	4,043.86	7,119.12	8,334.00	(1,214.88)	25,000.00
Total Insurance	591.25	633.50	(42.25)	2,365.00	2,533.50	(168.50)	7,600.00
Total Management Services	31,594.76	43,907.00	(12,312.24)	134,000.30	175,629.00	(41,628.70)	526,887.00
Total Trash Services	25,663.16	26,450.92	(787.76)	105,324.18	105,803.68	(479.50)	323,759.00
Total Common Area Maint & Services	52,869.17	58,930.00	(6,060.83)	174,777.36	241,208.50	(66,431.14)	689,970.00
Total Landscaping	1,870.00	1,376.00	494.00	2,170.00	4,419.00	(2,249.00)	13,800.00
Total Repair & Maintenance	335.00	500.00	(165.00)	1,160.00	1,000.00	160.00	4,000.00
Total Professional Services	111.00	4,583.00	(4,472.00)	13,585.68	19,083.00	(5,497.32)	63,300.00
Total Cameron Club Maint & Operations	32,232.85	41,241.50	(9,008.65)	124,237.19	125,048.50	(811.31)	404,072.00
Total Taxes & Insurance	2,879.09	2,854.00	25.09	11,169.26	13,917.00	(2,747.74)	44,250.00
Total Other Expenses	2,222.60	3,000.00	(777.40)	8,222.60	11,500.00	(3,277.40)	34,000.00
Total Reserve Contributions	30,706.83	30,706.00	0.83	122,827.32	122,827.00	0.32	368,482.00
Total Expense	188,406.60	229,075.92	(40,669.32)	744,686.62	881,961.18	(137,274.56)	2,660,208.00
 Net Income / (Loss)	 42,700.08	 (4,679.31)	 47,379.39	 147,124.31	 7,456.58	 139,667.73	 0.00

Income Statement Report Cameron Station Community Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Assessment Income								
4001 - Assessemnts - SFD/TH	361,210.90	361,208.00	2.90	722,421.80	722,415.00	6.80	1,444,829.00	722,407.20
4002 - Assessments - CONDO	218,664.28	218,664.00	0.28	437,328.56	437,327.00	1.56	874,653.40	437,324.84
4016 - Future Assessments - SFD/TH	(240,807.26)	(240,807.26)	0.00	(240,807.26)	(240,807.26)	0.00	0.00	240,807.26
4017 - Future Assessments - CONDO	(145,776.18)	(145,776.18)	0.00	(145,776.18)	(145,776.18)	0.00	0.00	145,776.18
4018 - Future Assessments - COMMERCIAL	(5,518.18)	(5,518.00)	(0.18)	(5,518.18)	(5,518.00)	(0.18)	0.00	5,518.18
4019 - Future Assessments - TMP	(34,486.10)	(34,486.10)	0.00	(34,486.10)	(34,486.10)	0.00	0.00	34,486.10
4130 - Commercial Assessments	8,277.28	8,278.00	(0.72)	16,554.56	16,555.00	(0.44)	33,109.00	16,554.44
4135 - TMP Assessments	51,729.15	51,729.15	0.00	103,458.30	103,458.30	0.00	206,916.60	103,458.30
Total Assessment Income	213,293.89	213,291.61	2.28	853,175.50	853,167.76	7.74	2,559,508.00	1,706,332.50
Other Income								
4245 - Newsletter Advertising	2,720.00	745.00	1,975.00	2,870.00	2,095.00	775.00	6,000.00	3,130.00
4250 - Facilities Passes/Guest Fess	435.00	200.00	235.00	515.00	900.00	(385.00)	2,000.00	1,485.00
4260 - Resale Processing Fees	352.11	1,100.00	(747.89)	2,230.03	2,420.00	(189.97)	8,800.00	6,569.97
4265 - Website Income	300.00	83.50	216.50	500.00	333.50	166.50	1,000.00	500.00
4295 - Charitable Donations Income	2,000.00	2,800.00	(800.00)	2,000.00	5,800.00	(3,800.00)	8,800.00	6,800.00
4400 - Room Rental Fees	1,220.00	667.00	553.00	2,420.00	2,667.00	(247.00)	8,000.00	5,580.00
4405 - Club Cleaning Fees	1,250.00	500.00	750.00	1,875.00	2,000.00	(125.00)	6,000.00	4,125.00
4710 - Late Fees & Interest	5,625.00	617.00	5,008.00	7,378.16	2,467.00	4,911.16	7,400.00	21.84
4720 - Legal Reimbursements	532.00	500.00	32.00	3,714.00	2,000.00	1,714.00	6,000.00	2,286.00
4805 - HOA Compliance Fees	0.00	417.00	(417.00)	60.00	1,667.00	(1,607.00)	5,000.00	4,940.00
4835 - Miscellaneous Income	10.00	0.00	10.00	30.00	0.00	30.00	0.00	(30.00)
4900 - Interest Earned - Operating Funds	743.09	1,058.50	(315.41)	4,036.19	4,233.50	(197.31)	12,700.00	8,663.81
4910 - Interest Earned - Reserve Funds	2,625.59	2,417.00	208.59	11,007.05	9,667.00	1,340.05	29,000.00	17,992.95
Total Other Income	17,812.79	11,105.00	6,707.79	38,635.43	36,250.00	2,385.43	100,700.00	62,064.57
Total Income	231,106.68	224,396.61	6,710.07	891,810.93	889,417.76	2,393.17	2,660,208.00	1,768,397.07

Income Statement Report Cameron Station Community Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
<u>Expense</u>								
Administrative								
5015 - Bank Charges	10.00	20.00	(10.00)	10.00	80.00	(70.00)	240.00	230.00
5020 - Board Support	741.85	833.00	(91.15)	2,761.45	3,333.00	(571.55)	10,000.00	7,238.55
5025 - Collection Charges	2,660.00	250.00	2,410.00	2,941.00	1,000.00	1,941.00	3,000.00	59.00
5030 - Acct Setup/DD/Coupons	2,394.50	833.00	1,561.50	3,529.00	3,333.00	196.00	10,000.00	6,471.00
5035 - Architechtrual Comprehensives	0.00	688.00	(688.00)	0.00	1,376.00	(1,376.00)	6,880.00	6,880.00
5040 - Computer Network/C3	1,684.00	833.00	851.00	6,210.81	3,333.00	2,877.81	10,000.00	3,789.19
5065 - Software Licenses	0.00	41.50	(41.50)	0.00	166.50	(166.50)	500.00	500.00
5070 - Parking Enforcement	0.00	1,250.00	(1,250.00)	0.00	5,000.00	(5,000.00)	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	1,199.90	583.00	616.90	2,405.66	2,333.00	72.66	7,000.00	4,594.34
5090 - Office Supplies	418.05	292.00	126.05	2,663.45	1,167.00	1,496.45	3,500.00	836.55
5210 - Printing & Copying	(6,076.85)	625.00	(6,701.85)	4,113.79	2,500.00	1,613.79	7,500.00	3,386.21
5215 - Postage	375.81	833.00	(457.19)	2,448.01	3,333.00	(884.99)	10,000.00	7,551.99
5220 - Courier Service	44.40	62.00	(17.60)	44.40	250.00	(205.60)	750.00	705.60
5320 - Temp Desk Coverage	0.50	500.00	(499.50)	0.50	2,000.00	(1,999.50)	6,000.00	5,999.50
6040 - Bundled Telecom Services	831.41	1,101.00	(269.59)	2,503.96	4,406.00	(1,902.04)	13,218.00	10,714.04
6300 - Permits & Licenses	0.00	0.00	0.00	110.40	1,333.00	(1,222.60)	4,000.00	3,889.60
6422 - Decals & Parking Passes	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	7,500.00	7,500.00
Total Administrative	4,283.57	8,744.50	(4,460.93)	29,742.43	39,943.50	(10,201.07)	117,588.00	87,845.57
Activities								
5200 - Events & Awards	1,023.46	5,357.50	(4,334.04)	7,986.18	10,714.50	(2,728.32)	37,500.00	29,513.82
5205 - Activity Charges	(2,812.00)	0.00	(2,812.00)	0.00	0.00	0.00	0.00	0.00
Total Activities	(1,788.54)	5,357.50	(7,146.04)	7,986.18	10,714.50	(2,728.32)	37,500.00	29,513.82
Communications								
5115 - Web Site Maintenance	46.50	292.00	(245.50)	558.00	1,167.00	(609.00)	3,500.00	2,942.00
5225 - Newsletter Services	4,724.36	0.00	4,724.36	4,724.36	5,167.00	(442.64)	15,500.00	10,775.64

Income Statement Report Cameron Station Community Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Communications								
5316 - Other Communications	65.00	500.00	(435.00)	1,836.76	2,000.00	(163.24)	6,000.00	4,163.24
Total Communications	4,835.86	792.00	4,043.86	7,119.12	8,334.00	(1,214.88)	25,000.00	17,880.88
Insurance								
5408 - Crime Protection Coverage	300.00	308.50	(8.50)	1,200.00	1,233.50	(33.50)	3,700.00	2,500.00
5438 - Cyber Liability \$3 Million Coverge	291.25	325.00	(33.75)	1,165.00	1,300.00	(135.00)	3,900.00	2,735.00
Total Insurance	591.25	633.50	(42.25)	2,365.00	2,533.50	(168.50)	7,600.00	5,235.00
Management Services								
5302 - Administrative Salaries	19,682.22	28,174.00	(8,491.78)	80,186.67	112,697.00	(32,510.33)	338,091.00	257,904.33
5340 - Payroll Taxes/Benefits/Costs	3,804.87	7,566.00	(3,761.13)	21,303.45	30,265.00	(8,961.55)	90,796.00	69,492.55
7015 - Management Reimbursements	191.00	250.00	(59.00)	843.50	1,000.00	(156.50)	3,000.00	2,156.50
7040 - Management Fees	7,916.67	7,917.00	(0.33)	31,666.68	31,667.00	(0.32)	95,000.00	63,333.32
Total Management Services	31,594.76	43,907.00	(12,312.24)	134,000.30	175,629.00	(41,628.70)	526,887.00	392,886.70
Trash Services								
6035 - Trash and Recycling Service	25,663.16	26,450.92	(787.76)	105,324.18	105,803.68	(479.50)	323,759.00	218,434.82
Total Trash Services	25,663.16	26,450.92	(787.76)	105,324.18	105,803.68	(479.50)	323,759.00	218,434.82
Common Area Maint & Services								
6000 - Electric Service	3,502.80	3,417.00	85.80	15,008.66	13,667.00	1,341.66	41,000.00	25,991.34
6025 - Water Service	645.06	2,857.00	(2,211.94)	2,379.80	5,714.00	(3,334.20)	20,000.00	17,620.20
6100 - Grounds & Landscaping - Contract	12,996.00	12,996.00	0.00	53,054.00	51,984.00	1,070.00	155,952.00	102,898.00
6150 - Flower Rotation & Lanscape Enhancern	0.00	2,160.00	(2,160.00)	(1,435.40)	8,260.00	(9,695.40)	23,000.00	24,435.40
6155 - Turf Treatment & Enhancements	2,320.00	5,400.00	(3,080.00)	4,770.00	13,100.00	(8,330.00)	20,000.00	15,230.00
6160 - Tree & Shrub Maintenance	725.00	3,000.00	(2,275.00)	6,705.50	6,000.00	705.50	34,000.00	27,294.50
6299 - Irrigation System Contract	8,059.00	0.00	8,059.00	8,059.00	0.00	8,059.00	22,150.00	14,091.00
6305 - TMP Expenses	17,500.00	17,500.00	0.00	70,000.00	70,000.00	0.00	210,000.00	140,000.00
6434 - Pest Control	229.17	208.00	21.17	642.34	833.00	(190.66)	2,500.00	1,857.66

Income Statement Report Cameron Station Community Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Common Area Maint & Services								
6442 - Snow Removal Services	0.00	0.00	0.00	287.36	42,000.00	(41,712.64)	70,000.00	69,712.64
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	250.00	(250.00)	0.00	250.00	(250.00)	1,000.00	1,000.00
6600 - General Repair & Maintenance	1,905.00	766.50	1,138.50	1,361.97	3,066.50	(1,704.53)	9,200.00	7,838.03
6605 - General Maintenance Supplies	92.72	542.00	(449.28)	135.62	2,167.00	(2,031.38)	6,500.00	6,364.38
6640 - Lighting Supplies/Repair & Maintenance	4,020.57	3,167.00	853.57	10,713.62	12,667.00	(1,953.38)	38,000.00	27,286.38
6685 - Linear Park Landscape Maintenance	0.00	2,708.50	(2,708.50)	0.00	5,417.00	(5,417.00)	21,668.00	21,668.00
6690 - Pet Stations	873.85	708.00	165.85	2,794.89	2,833.00	(38.11)	8,500.00	5,705.11
6760 - Street Repair & Maintenance	0.00	3,250.00	(3,250.00)	300.00	3,250.00	(2,950.00)	6,500.00	6,200.00
Total Common Area Maint & Services	52,869.17	58,930.00	(6,060.83)	174,777.36	241,208.50	(66,431.14)	689,970.00	515,192.64
Landscaping								
6135 - Erosion Control	1,870.00	833.50	1,036.50	1,870.00	3,333.50	(1,463.50)	10,000.00	8,130.00
6199 - Irrigation Repairs	0.00	542.50	(542.50)	300.00	1,085.50	(785.50)	3,800.00	3,500.00
Total Landscaping	1,870.00	1,376.00	494.00	2,170.00	4,419.00	(2,249.00)	13,800.00	11,630.00
Repair & Maintenance								
6755 - Storm Recovery Repair & Maintenance	335.00	500.00	(165.00)	1,160.00	1,000.00	160.00	4,000.00	2,840.00
Total Repair & Maintenance	335.00	500.00	(165.00)	1,160.00	1,000.00	160.00	4,000.00	2,840.00
Professional Services								
5105 - Reserve Studies	0.00	0.00	0.00	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	(4,286.00)	333.00	(4,619.00)	600.00	1,333.00	(733.00)	4,000.00	3,400.00
7025 - Legal Services - Collections	111.00	1,750.00	(1,639.00)	5,397.68	7,000.00	(1,602.32)	21,000.00	15,602.32
7030 - Legal Services - General Counsel	4,286.00	2,500.00	1,786.00	7,588.00	10,000.00	(2,412.00)	30,000.00	22,412.00
Total Professional Services	111.00	4,583.00	(4,472.00)	13,585.68	19,083.00	(5,497.32)	63,300.00	49,714.32
Cameron Club Maint & Operations								
5195 - Miscellaneous Expenses	0.00	83.00	(83.00)	25.00	333.00	(308.00)	1,000.00	975.00

Income Statement Report Cameron Station Community Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
<u>Expense</u>								
Cameron Club Maint & Operations								
5318 - Health Club Management/Staff	14,034.98	13,759.00	275.98	56,137.92	55,037.00	1,100.92	165,112.00	108,974.08
6075 - Clubhouse Utilities	1,446.75	3,200.00	(1,753.25)	10,340.64	12,800.00	(2,459.36)	38,400.00	28,059.36
6315 - Uniforms	0.00	400.00	(400.00)	0.00	400.00	(400.00)	800.00	800.00
6408 - Elevator Services	444.02	1,125.00	(680.98)	1,508.33	2,250.00	(741.67)	4,500.00	2,991.67
6414 - Fire Prevention & Protection	902.06	2,500.00	(1,597.94)	2,867.40	5,000.00	(2,132.60)	10,000.00	7,132.60
6424 - HVAC Services	1,473.50	0.00	1,473.50	2,233.51	2,000.00	233.51	6,000.00	3,766.49
6430 - Janitorial Services	3,535.00	3,535.00	0.00	14,140.00	14,140.00	0.00	42,420.00	28,280.00
6436 - Special Cleanings	0.00	583.00	(583.00)	2,050.00	2,333.00	(283.00)	7,000.00	4,950.00
6438 - Pool Management	9,421.00	11,057.00	(1,636.00)	28,266.00	11,057.00	17,209.00	66,340.00	38,074.00
6440 - Safety & Security	385.05	450.00	(64.95)	385.05	2,100.00	(1,714.95)	5,500.00	5,114.95
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	587.00	(587.00)	307.40	4,971.00	(4,663.60)	14,000.00	13,692.60
6525 - Community Center Improvement	0.00	167.00	(167.00)	0.00	667.00	(667.00)	2,000.00	2,000.00
6570 - Fitness Equipment Repair & Maintenan	0.00	792.00	(792.00)	615.56	3,167.00	(2,551.44)	9,500.00	8,884.44
6575 - Fitness Center Supplies	0.00	500.00	(500.00)	1,623.39	2,000.00	(376.61)	6,000.00	4,376.61
6590 - Access System Supplies	0.00	0.00	0.00	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	710.00	(710.00)	2,000.00	2,000.00
6700 - Pool Repair & Maintenance	590.49	1,000.00	(409.51)	3,736.99	1,000.00	2,736.99	4,000.00	263.01
6710 - Pool Supplies	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	5,000.00	5,000.00
9934 - Recreation Equipment	0.00	333.50	(333.50)	0.00	1,333.50	(1,333.50)	4,000.00	4,000.00
Total Cameron Club Maint & Operations	32,232.85	41,241.50	(9,008.65)	124,237.19	125,048.50	(811.31)	404,072.00	279,834.81
Taxes & Insurance								
5390 - Fidelity/Workman's Comp	205.50	50.00	155.50	668.76	200.00	468.76	600.00	(68.76)
5415 - D&O Insurance Premiums	433.50	458.00	(24.50)	1,734.00	1,833.00	(99.00)	5,500.00	3,766.00
5420 - Umbrella	866.18	929.00	(62.82)	3,464.84	3,717.00	(252.16)	11,150.00	7,685.16
5445 - General Liability Insurance Premiums	1,373.91	1,417.00	(43.09)	5,301.66	5,667.00	(365.34)	17,000.00	11,698.34

Income Statement Report Cameron Station Community Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Taxes & Insurance								
9000 - Income Tax	0.00	0.00	0.00	0.00	2,500.00	(2,500.00)	10,000.00	10,000.00
Total Taxes & Insurance	2,879.09	2,854.00	25.09	11,169.26	13,917.00	(2,747.74)	44,250.00	33,080.74
Other Expenses								
5010 - Bad Debt	0.00	0.00	0.00	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	8,000.00	8,000.00	0.00	24,000.00	16,000.00
9946 - Signs Expenses	222.60	1,000.00	(777.40)	222.60	1,000.00	(777.40)	2,500.00	2,277.40
Total Other Expenses	2,222.60	3,000.00	(777.40)	8,222.60	11,500.00	(3,277.40)	34,000.00	25,777.40
Reserve Contributions								
9800 - Repair & Replacement Expenses	30,706.83	30,706.00	0.83	122,827.32	122,827.00	0.32	368,482.00	245,654.68
Total Reserve Contributions	30,706.83	30,706.00	0.83	122,827.32	122,827.00	0.32	368,482.00	245,654.68
Total Expense	188,406.60	229,075.92	(40,669.32)	744,686.62	881,961.18	(137,274.56)	2,660,208.00	1,915,521.38
Net Income / (Loss)	42,700.08	(4,679.31)	47,379.39	147,124.31	7,456.58	139,667.73	0.00	(147,124.31)

Income and Expense Projection Report

Cameron Station Community

As of April 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	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	361,211	0	0	361,207	0	0	361,207	0	0	1,444,836	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	8,277	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	213,294	213,294	213,294	213,289	213,294	213,294	213,289	213,294	213,294	2,559,516	2,559,508
Other Income														
4245 - Newsletter Advertising	150	0	0	2,720	0	905	0	1,500	0	1,500	0	0	6,775	6,000
4250 - Facilities Passes/Guest Fess	80	0	0	435	200	200	200	100	100	100	100	100	1,615	2,000
4260 - Resale Processing Fees	117	822	939	352	1,100	1,100	1,100	880	660	660	440	440	8,610	8,800
4265 - Website Income	200	0	0	300	83	84	84	83	84	84	83	84	1,167	1,000
4295 - Charitable Donations Income	0	0	0	2,000	3,000	0	0	0	0	0	0	0	5,000	8,800
4400 - Room Rental Fees	1,200	0	0	1,220	666	667	667	666	667	667	666	667	7,753	8,000
4405 - Club Cleaning Fees	625	0	0	1,250	500	500	500	500	500	500	500	500	5,875	6,000
4710 - Late Fees & Interest	15,892	(75)	(14,063)	5,625	616	617	617	616	617	617	616	617	12,311	7,400
4720 - Legal Reimbursements	2,755	427	0	532	500	500	500	500	500	500	500	500	7,714	6,000
4805 - HOA Compliance Fees	100	(40)	0	0	416	417	417	416	417	417	416	417	3,393	5,000
4835 - Miscellaneous Income	20	0	0	10	0	0	0	0	0	0	0	0	30	0
4900 - Interest Earned - Operating Funds	1,140	1,148	1,005	743	1,058	1,059	1,059	1,058	1,059	1,059	1,058	1,059	12,503	12,700
4910 - Interest Earned - Reserve Funds	2,938	2,729	2,715	2,626	2,416	2,417	2,417	2,416	2,417	2,417	2,416	2,417	30,340	29,000
Total Other Income	25,217	5,010	(9,405)	17,813	10,555	8,465	7,560	8,735	7,020	8,520	6,795	6,800	103,085	100,700
Total Income	238,511	218,304	203,889	231,107	223,849	221,759	220,849	222,029	220,314	221,809	220,089	220,094	2,662,601	2,660,208
Administrative														
5015 - Bank Charges	0	0	0	10	20	20	20	20	20	20	20	20	170	240
5020 - Board Support	192	1,535	292	742	834	833	833	834	833	833	834	833	9,428	10,000

Income and Expense Projection Report

Cameron Station Community

As of April 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	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	2,660	250	250	250	250	250	250	250	250	4,941	3,000
5030 - Acct Setup/DD/Coupons	377	378	380	2,395	834	833	833	834	833	833	834	833	10,196	10,000
5035 - Architechtrual Comprehensives	0	0	0	0	688	688	688	688	688	688	688	688	5,504	6,880
5040 - Computer Network/C3	1,573	1,584	1,370	1,684	834	833	833	834	833	833	834	833	12,878	10,000
5065 - Software Licenses	0	0	0	0	42	42	42	42	42	42	42	42	334	500
5070 - Parking Enforcement	0	0	0	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	10,000	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	1,200	584	583	583	584	583	583	584	583	7,073	7,000
5090 - Office Supplies	(24)	1,413	857	418	291	292	292	291	292	292	291	292	4,996	3,500
5210 - Printing & Copying	148	6,330	3,713	(6,077)	625	625	625	625	625	625	625	625	9,114	7,500
5215 - Postage	956	320	797	376	834	833	833	834	833	833	834	833	9,115	10,000
5220 - Courier Service	0	0	0	44	63	62	63	62	63	62	63	62	544	750
5320 - Temp Desk Coverage	0	0	0	1	500	500	500	500	500	500	500	500	4,001	6,000
6040 - Bundled Telecom Services	450	587	636	831	1,102	1,101	1,102	1,101	1,102	1,101	1,102	1,101	11,316	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	4,284	8,751	8,745	8,747	8,749	10,081	10,078	13,751	8,745	107,387	117,588
Activities														
5200 - Events & Awards	49	5,000	1,914	1,023	0	5,357	5,357	5,357	5,358	0	0	5,357	34,772	37,500
5205 - Activity Charges	0	0	2,812	(2,812)	0	0	0	0	0	0	0	0	0	0
Total Activities	49	5,000	4,726	(1,789)	0	5,357	5,357	5,357	5,358	0	0	5,357	34,772	37,500
Communications														
5115 - Web Site Maintenance	0	0	512	47	291	292	292	291	292	292	291	292	2,891	3,500
5225 - Newsletter Services	0	0	0	4,724	2,583	0	2,583	0	2,584	0	2,583	0	15,057	15,500
5316 - Other Communications	553	781	439	65	500	500	500	500	500	500	500	500	5,837	6,000
Total Communications	553	781	950	4,836	3,374	792	3,375	791	3,376	792	3,374	792	23,785	25,000
Insurance														
5408 - Crime Protection Coverage	300	300	300	300	308	309	309	308	309	309	308	309	3,667	3,700

Income and Expense Projection Report

Cameron Station Community

As of April 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	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	291	325	325	325	325	325	325	325	325	3,765	3,900
Total Insurance	591	591	591	591	633	634	634	633	634	634	633	634	7,432	7,600
Management Services														
5302 - Administrative Salaries	26,728	22,502	11,274	19,682	28,174	28,175	28,174	28,174	28,174	28,175	28,174	28,174	305,581	338,091
5340 - Payroll Taxes/Benefits/Costs	8,227	3,744	5,527	3,805	7,567	7,566	7,566	7,567	7,566	7,566	7,567	7,566	81,834	90,796
7015 - Management Reimbursements	138	183	333	191	250	250	250	250	250	250	250	250	2,844	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	31,595	43,907	43,908	43,907	43,907	43,907	43,908	43,907	43,907	485,258	526,887
Trash Services														
6035 - Trash and Recycling Service	25,302	27,186	27,173	25,663	26,451	26,451	27,509	27,509	27,509	27,509	27,509	27,509	323,280	323,759
Total Trash Services	25,302	27,186	27,173	25,663	26,451	26,451	27,509	27,509	27,509	27,509	27,509	27,509	323,280	323,759
Common Area Maint & Services														
6000 - Electric Service	4,257	3,951	3,299	3,503	3,416	3,417	3,417	3,416	3,417	3,417	3,416	3,417	42,342	41,000
6025 - Water Service	1,061	935	(261)	645	2,857	2,858	2,857	2,857	2,857	0	0	0	16,666	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	0	2,160	2,160	2,160	2,160	6,100	0	0	0	13,305	23,000
6155 - Turf Treatment & Enhancements	0	1,395	1,055	2,320	2,700	700	875	875	875	875	0	0	11,670	20,000
6160 - Tree & Shrub Maintenance	1,400	3,406	1,175	725	6,800	6,800	6,800	3,800	3,800	0	0	0	34,706	34,000
6299 - Irrigation System Contract	0	0	0	8,059	2,150	10,000	2,000	2,000	2,000	0	4,000	0	30,209	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	229	209	208	208	209	208	208	209	208	2,309	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	0	0	250	0	250	0	250	0	0	750	1,000
6600 - General Repair & Maintenance	(2,358)	2,690	(875)	1,905	767	767	767	767	767	767	767	767	7,495	9,200
6605 - General Maintenance Supplies	0	43	0	93	541	542	542	541	542	542	541	542	4,469	6,500
6640 - Lighting Supplies/Repair & Mainten	1,120	0	5,573	4,021	3,166	3,167	3,167	3,166	3,167	3,167	3,166	3,167	36,047	38,000
6685 - Linear Park Landscape Maintenance	0	0	0	0	2,709	2,709	2,709	2,709	2,709	2,709	0	0	16,251	21,668
6690 - Pet Stations	754	125	1,042	874	709	708	708	709	708	708	709	708	8,462	8,500

Income and Expense Projection Report

Cameron Station Community

As of April 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	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	0	0	0	0	0	0	3,250	0	0	3,550	6,500
Total Common Area Maint & Services	37,073	42,032	42,804	52,869	58,680	64,781	56,705	53,955	57,645	46,388	57,304	53,305	623,539	689,970
Landscaping														
6135 - Erosion Control	0	0	0	1,870	833	834	834	833	834	834	833	834	8,537	10,000
6199 - Irrigation Repairs	300	0	0	0	543	543	543	543	543	0	0	0	3,015	3,800
Total Landscaping	300	0	0	1,870	1,376	1,377	1,377	1,376	1,377	834	833	834	11,551	13,800
Repair & Maintenance														
6755 - Storm Recovery Repair & Maintenance	0	825	0	335	500	500	0	500	500	500	500	0	4,160	4,000
Total Repair & Maintenance	0	825	0	335	500	500	0	500	500	500	500	0	4,160	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	(4,286)	334	333	333	334	333	333	334	333	3,267	4,000
7025 - Legal Services - Collections	0	2,015	3,272	111	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	19,398	21,000
7030 - Legal Services - General Counsel	0	1,118	2,184	4,286	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	27,588	30,000
Total Professional Services	0	3,133	10,342	111	12,134	4,583	4,583	4,584	4,583	4,583	4,584	4,583	57,803	63,300
Cameron Club Maint & Operations														
5195 - Miscellaneous Expenses	0	25	0	0	84	83	83	83	84	83	83	84	692	1,000
5318 - Health Club Management/Staff	14,034	14,034	14,034	14,035	13,760	13,759	13,759	13,760	13,759	13,759	13,760	13,759	166,213	165,112
6075 - Clubhouse Utilities	2,456	2,784	3,654	1,447	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	35,941	38,400
6315 - Uniforms	0	0	0	0	0	0	0	0	0	0	400	0	400	800
6408 - Elevator Services	355	355	355	444	0	0	1,125	0	0	1,125	0	0	3,758	4,500
6414 - Fire Prevention & Protection	712	532	722	902	0	0	2,500	0	2,500	0	0	0	7,867	10,000
6424 - HVAC Services	125	423	212	1,474	1,000	0	0	1,000	0	1,000	0	1,000	6,234	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	0	584	583	583	584	583	583	584	583	6,717	7,000
6438 - Pool Management	0	9,424	9,421	9,421	11,056	11,057	11,057	11,056	11,057	0	0	0	83,549	66,340

Income and Expense Projection Report

Cameron Station Community

As of April 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	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	385	450	450	450	450	450	450	450	250	3,785	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	0	1,000	1,012	1,100	1,233	1,167	1,167	1,167	1,183	9,336	14,000
6525 - Community Center Improvement	0	0	0	0	166	167	167	166	167	167	166	167	1,333	2,000
6570 - Fitness Equipment Repair & Maintenance	0	0	616	0	791	792	792	791	792	792	791	792	6,949	9,500
6575 - Fitness Center Supplies	640	900	83	0	500	500	500	500	500	500	500	500	5,623	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	0	170	170	170	170	170	170	170	100	1,290	2,000
6700 - Pool Repair & Maintenance	0	0	3,147	590	500	500	500	500	1,000	0	0	0	6,737	4,000
6710 - Pool Supplies	0	0	0	0	1,000	1,500	500	500	500	0	0	0	4,000	5,000
9934 - Recreation Equipment	0	0	0	0	333	334	334	333	334	334	333	334	2,667	4,000
Total Cameron Club Maint & Operations	21,868	33,309	36,828	32,233	43,879	37,642	41,105	37,861	40,548	26,865	25,639	25,487	403,261	404,072
Taxes & Insurance														
5390 - Fidelity/Workman's Comp	154	154	154	206	50	50	50	50	50	50	50	50	1,069	600
5415 - D&O Insurance Premiums	434	434	434	434	459	458	458	459	458	458	459	458	5,401	5,500
5420 - Umbrella	866	866	866	866	929	929	929	929	930	929	929	929	10,898	11,150
5445 - General Liability Insurance Premium	1,309	1,309	1,309	1,374	1,416	1,417	1,417	1,416	1,417	1,417	1,416	1,417	16,635	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	2,879	2,854	5,354	2,854	2,854	5,355	2,854	2,854	5,354	41,502	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	223	0	0	0	0	1,000	0	500	0	1,723	2,500
Total Other Expenses	2,000	2,997	1,003	2,223	2,000	2,000	2,000	2,000	5,500	2,000	2,500	4,500	30,723	34,000

Income and Expense Projection Report

Cameron Station Community

As of April 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	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	30,707	30,707	30,707	30,707	30,707	30,707	30,706	30,707	30,707	368,482	368,482
Total Reserve Contributions	30,707	30,707	30,707	30,707	30,707	30,707	30,707	30,707	30,707	30,706	30,707	30,707	368,482	368,482
Total Expense	169,084	195,449	191,747	188,407	235,245	232,829	228,858	220,782	237,077	197,649	214,095	211,711	2,522,933	2,660,208
Association Summary	69,427	22,855	12,142	42,700	(11,397)	(11,070)	(8,009)	1,247	(16,764)	24,160	5,994	8,383	139,668	0

**Cameron Station
Replacement Reserve**

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE	2020	2021	2022	2023	2024	2025
MORGAN STANLEY BANK DEPOSIT	\$ 2,190	0.02%	\$ 0.44	-						
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	\$ 1,464,190		\$ 29,626.94		\$ 290,000	\$ 528,000	\$ 466,000	\$ 178,000	\$ -	\$ -

as of 5/18/20

**Cameron Station
Operating Reserve**

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE	2020	2021	2022	2023	2024	2025
MORGAN STANLEY BANK DEPOSIT	\$ 342	0.02%	\$ 0.07	-						
SANDY SPRING BANK - MD	\$ 54,000	1.55%	\$ 837.00	06/05/20	\$ 50,000					
MERCHANTS BANK - IN	\$ 50,000	0.95%	\$ 475.00	07/27/20	\$ 52,000					
FEDERAL SAVINGS BANK	\$ 51,000	0.85%	\$ 433.50	08/28/20	\$ 54,000					
BEAL BANK - TX	\$ 52,000	0.20%	\$ 104.00	09/09/20	\$ 50,000					
TOTAL	\$ 207,342		\$ 1,849.57		\$ 206,000	\$ -	\$ -	\$ -	\$ -	\$ -

as of 5/18/20

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 May 15, 2020 and is subject to daily market fluctuation.

Prices and yields are as of May 18, 2020 and subject to change and availability.
Morgan Stanley Smith Barney. Member SIPC.

TAB 3



Cameron Club Monthly Report

April 2020

Attendance and Usage

April – N/A

- Average usage per day- N/A

Previous month:

- March – 3,507
- Average usage per day- 113

Facility & Operations

Group Exercise Class Program

- The online classes are being attended by Cameron residents. We were able to reach out to some of the members to get their feedback. We are unable to track the total of residents at this time as the data would be inconclusive due to the inability to isolate Cameron residents exclusively.

Exercise and Facilities Equipment

- Heartline has completed the PM and has sprayed a protective disinfectant called Virex on all gym equipment, followed by a protective solution called Penetrax. This solution will protect the gym equipment up to 4 months. Alberto is working on getting the protective covers for the electrical sockets, for the Pelotons.

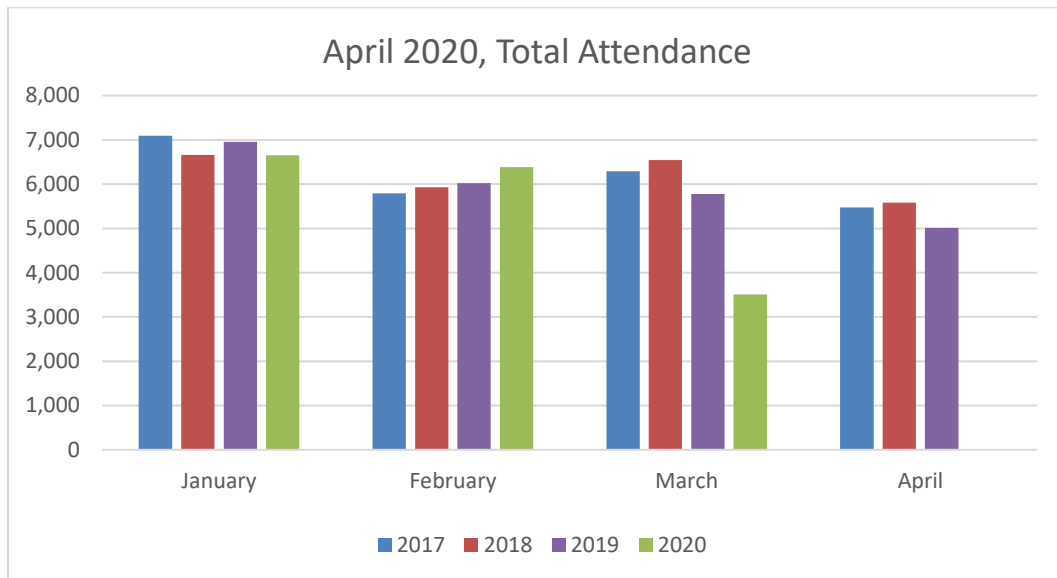
Personal Training

- For the month of April, we did not receive any new clients for this month. We are continuing to do virtual personal training.

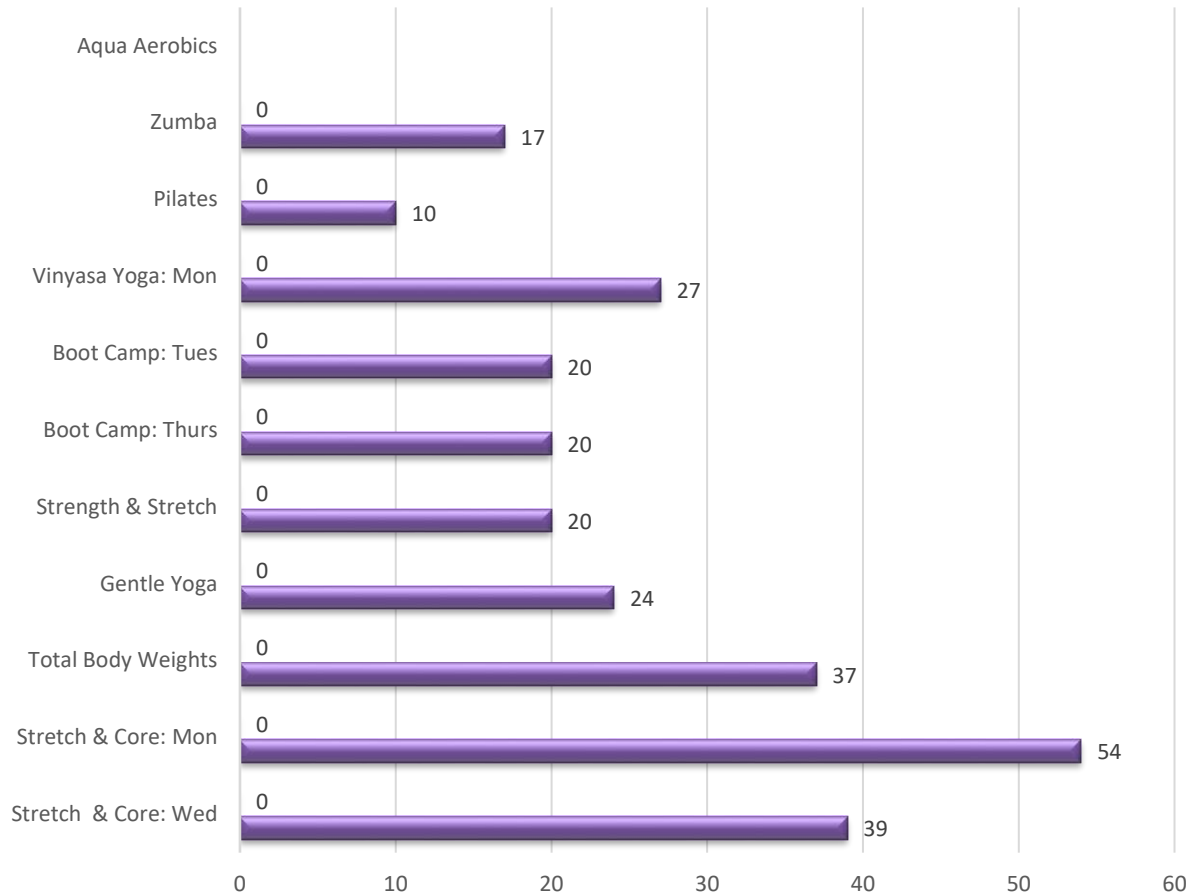
Upcoming Goals & Events

- Our focus has been designing and putting into place protocols that will allow the fitness center to operate as smooth as possible when we reopen. Our original idea was to have a Tango workshop. Due to the restrictions that we are sure will be put into place when it comes to classes, we will postpone the Tango workshop for a later date. We will continue to move forward with a Tai Chi workshop. This will allow residents to work on their mobility and get back into the swing of socialization and working out.

Graphs



Class Attendance March 2020/April 2020



	Stretch & Core: Wed	Stretch & Core: Mon	Total Body Weights	Gentle Yoga	Strength & Stretch	Boot Camp: Thurs	Boot Camp: Tues	Vinyasa Yoga: Mon	Pilates	Zumba	Aqua Aerobics
Aprl	0	0	0	0	0	0	0	0	0	0	
March	39	54	37	24	20	20	20	27	10	17	

■ Aprl
 ■ March

TAB 4

DRAFT MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, MAY 14, 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)
Brittoni King, CMC Management (via phone)
Ben Rogers, American Pools (via phone)
Jon Dellaria, Board of Director's (BOD) Representative to the CCFC (via phone)
Rich Mandley, ProFIT Fitness (via phone)
PsyGianni Scott, ProFIT Fitness (via phone)
Matt Shea, Herbert Construction (via phone)

The following individuals were absent:

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:02 p.m.
2. Ray Celeste moved that Matt Shea present locker room renovations after the approval of the minutes, approving the agenda. The motion was seconded by Dan Ogg and it passed unanimously.
3. Brendan Hanlon made a motion to approve the CCFC minutes from April. The motion was seconded by Tim Regan and it passed unanimously.
4. Locker Room Renovations. Matt Shea provided the update on the locker room renovations. Matt, as an unpaid consultant, detailed the process necessary to renovate and update the locker rooms. Matt walked through the locker rooms with Ray Celeste, Brittoni King, Rich Mandley, Alberto Calderon, and assisted the CCFC to determine the scope of the work necessary in order for us to put together the request for proposal.
5. Resident's Open Forum: No residents attended the meeting.
6. Pool Matters. Ben Rogers provided the update. Per direction from the Governor and the CDC, new signs and regulations will be in effect when the pool opens. The opening date will still be determined while working with the proper authorities. Lifeguard training has begun, and additional training is needed for new regulations related to Covid-19. The pool is in good shape and ready to open when allowed. Alexandria City has not announced if they are going to require additional pre-opening inspections. The furniture will be set up as soon as the deck is power washed.

7. BOD Update. Ray Celeste provided the BOD update. The BOD approved the purchase of the exercise equipment suggested by the CCFC. The equipment has been ordered and will be delivered near the date of the re-opening of the gym. The BOD request that all warranties begin when the gym opens. This was approved by Heartline Inc.
8. CMC Management report. Brittoni King provided the CMC Management update.
 - a) The maintenance tracker will be uploaded to the Google drive so it can be accessed by CCFC members.
 - b) The RFP for the basketball court floor has been distributed to several companies, and bids are due on 14 May.
 - c) There are some variances in the spending report that CCFC will be addressing with CMC.
 - d) CMC is taking estimates from contractors to create an incline in the men's shower floor to improve the drainage. The goal is to prevent further water damage to the walls near the sinks.
9. ProFIT Report: PsyGianni Scott provided the ProFIT monthly report.
 - a) We are unable to track the total of the residents using the online classes, but they are being well attended. Attendance in March was 3,507 (113 per day) until the Fitness Center shut down.
 - b) Heartline sprayed a protective disinfectant in the gym that will last in the facility and on the equipment for approximately 4 months.
 - c) Equipment is all operational. Electrical sockets will be fixed for the Pelotons by the time the fitness center reopens.
 - d) In April, there were no new personal training clients. Virtual training, however, is taking place.
 - e) ProFIT is going to make use of the gazebo for group classes outside as soon as they can. ProFIT plans to follow all applicable state and local restrictions for limiting class sizes and observing social distancing. A notice will go out with all the details.
 - f) ProFIT is ready to open and will attempt to make the opening as smooth as possible. There are concerns about enforcement of social distancing in the gym due to the size. They will be meeting all of the necessary guidelines.
 - g) Tai-Chi will be the first group class offered as it allows people to keep their distance.
 - h) The gym is fully stocked on wipes and hand sanitizer.

- i) The audio receivers have been purchased and are due to be delivered by Monday, May 18.

10. 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)The photos for the clubhouse that were approved by the CCFC in February will go up at the discretion of the Communications Committee.

11. Adjournment: Dan Ogg made a motion that the meeting be adjourned. The motion was seconded by Tim Regan. The meeting was adjourned at 8:35 pm.

TAB 5

**Cameron Station Community Association
Financial Advisory Committee Meeting
April 27, 2020**

MEETING MINUTES

I. Call to Order

- a. The meeting was conducted via conference call due to the COVID-19 meeting restrictions and the Cameron Club Building being closed.
- b. The meeting was called to order at 7:03 PM.
- c. Members Present; Chairman Takis Taousakis, Bill Blumberg, Fred Blum, Jeff Gathers, and Andrew Hill
- d. Others Present: Martin Menez, Board Treasurer and Board Liaison, Brittoni King, Acting Community Manager and Brian Lord, Vice President & HOA Division Director CMC/Associa

II. Approval of Agenda and Previous Month's Minutes

The agenda was approved unanimously.

III Approval of Previous Month's Minutes

The March 30, 2020 meeting minutes were approved unanimously.

IV. Resident Open Forum

No residents called in to participate.

V. Review of Financial Results

a. March 31, 2020 Financial Statements and Variance Report Discussion-

We reviewed many variance items, as discussed below. The overall financial results were favorable, with expenses well under budget and offsetting income being only slightly under budget.

The committee also discussed several minor, editorial changes to the Executive Summary tables.

It would help to fill in the Year-To-Date (YTD) variance column and add a "U" for unfavorable or an "F" for favorable variances as appropriate next to the dollar amount on that column. Then add a legend to explain the "U" and "F", to help readers who may not have a financial background.

In the Investments table, the numbers should be right justified to improve both the appearance and readability.

Balance sheet. The Treasurer commented that the delinquency rates will be on the next Board meeting agenda due to COVID-19 effects. Brian Lord will update the Board. Also, we suggest adding the word “cash” so it reads “Positive Cash Position” and deleting the last sentence, as it does not add information. Also eliminate the sentence referring to the “allowance for doubtful accounts”.

Capital Improvement Reserve. We suggest deleting the second sentence related to Capital projects. Management should be aware of any such projects and their cost prior to approval and should report after board approval.

Income Statement- For Charitable Donations, GL 4295, there are no YTD collections. The Treasurer will check on this at the next Board meeting. There is also a “spread impact” with no budgeted income shown through March. Bill Blumberg noted that any deferral of contributions could be related to the economic slowdown.

Expenditure Statements. There are several accounts that warrant further follow-up with management:

Parking Enforcement, GL 5070. There is no expense YTD, in large part because there has been difficulty in filling the job. The preference is a retired or off duty police officer.

Decals & Parking Passes GL 6422. Brittoni King will check to see why nothing has been charged YTD. Expenses may have been incorrectly charged to Printing. Brittoni will also check the spread report to see if this was properly spread.

Printing & Copying, GL 5210. This account had an unfavorable variance but may include items that should be reclassified to GL 6422 Decals, as discussed above, and/or GL 5225 Newsletter Services and GL 5215 Postage. Currently this line item has already exceeded its YTD budget, raising questions from at least one Board member. However, the amount is correct on the spreadsheet.

Fred Blum inquired about Legal Services, and the two GL codes 7020 Legal Services and 7030 Legal Services- General Counsel. The account definitions may not be very clear, and these two items look very similar. GL 7020 is a retainer and to have someone answer the phone for short, simple questions, versus General Counsel issues, GL 7030, concerning more involved issues or contract negotiations.

Description of expense GL codes follow-up. Bill Blumberg will draft a list of descriptions to address this problem. This will also help consistency during management employee turnover by providing guidance on how to charge expense(s) that could reasonably be charged to more than one a variety of account. Written guidance,

consistently applied, will help all involved: the Board, committee chairs, the FAC and management.

Activity Charges, GL 5205. Brian Lord will look into this \$2,812 charge in March. GL 5205 has no annual budget in 2020 and does not appear in monthly reports. Based on the related e-mail trail, this expense should most likely have been charged to Reserve & Replacement Reserve expenses GL 3280, item #118, as it was for the gymnasium sound system.

Pool Management, GL 6438 & Pool Repair & Maintenance GL 6700. GL 6438 has an unfavorable negative variance of \$18,845. Since this is a fixed price contract, it appears that the contract terms were not reflected correctly in the budget spread document. Brian Lord will take care of fixing the budget spread to match the contract terms and reflect what we owe in each future month. The Treasurer noted that COVID-19 may affect the pool opening and all related pool management expenses.

b. Accrual Information – Spending Chart

The spending chart was put together to serve as a tool for all committees to have up to date expense information. All committees need to make sure that their expenses are charged to the correct GL code.

c. Reserve Fund Investment Worksheet-

The Treasurer is rolling over Morgan Stanley CDs with like maturity until we have better insight into both the irrigation system. and paving projects and when they will occur.

VI. Old Business

a. CSCA investment Policy.

Fred Blum recommended that the Treasurer send the current draft to Morgan Stanley for comment.

b. CMC Payroll Questions.

Andrew Hill stated that the accrual information added to the payroll spreadsheet provided at the end of the month has closed out this matter. The Treasurer asked where we fund compensation for Brittoni King. Brian Lord replied GL 5302, Administrative Salaries.

c. HOA Paid Credit-Card Changes.

We discussed several aspects of this issue. Andrew Hill recommended using the American Express Blue Business card, with a straight 2% cash back and no annual fee, a simple, straight forward arrangement. The FAC also discussed acceptance and cash-back for the American Express card, specifically at COSTCO and BJ's since COSTCO no longer accepts AMEX. It was noted that COSTCO issues its own VISA

card and if we spend enough at COSTCO this may be worth getting. It was decided to table this discussion until further information is gathered from Sarah Walsh and the Events Committee on the amount currently spent at COSTCO.

- d. **Repair & Replacement Reserve Project Discussion.** The Chairman recommended we postpone this discussion until there is a permanent community manager.

VII New Business

- a. **Transfer of Operating Funds to Congressional Bank.**

Operating account balances are very high, as seems that some reserve funds are still in the operating account. The Treasurer recommended we transfer \$200,000 to Congressional Bank, bringing the total there to \$918,000. Brian Lord will transfer the \$200,000.

- b. **CMC Invoice Questions- January through March.**

Andrew Hill will keep us informed on these items.

- c. **Late Fees-** Only one delinquent condo association for March, apparently not on EFT.

- d. **CMC accounts Payable Process-** GL Coding- Discussion by Brian Lord on the CMC standardized “Strong Room” software that pays only on invoices received, not on statement accruals. It is the crucial role of on-site management to check and assign proper GL codes, especially where multiple GL codes may apply on a single invoice. Strong Room also looks for correct remittance information and/or duplicate invoices. Brian Lord will make sure all Management understand the importance of correct codes.

- e. **RFP for Investment Management Company-** The Treasurer has concerns about Morgan Stanley. Also following the investment policy guidelines, we should start investigating options for our investment management firm. Fred Blum noted that the RFP should include the updated investment policy upon its final adoption.

VIII. Meeting Adjournment

Meeting was adjourned at 9:21 PM

TAB 6

**Cameron Station Community Association
Common Area Committee**

**Regular Monthly Meeting
Monday May 11, 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 – June 8, 2020 Regular Meeting
 - O. Updates needed for The Compass newsletter
 - P. Adjourn

MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE
Monday, May 11, 2020

The May 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 Gerron, CAC Member Mindy Lyle, CAC Member
 Wendy Ulmer, CAC Member S. Hockley Walsh, CAC Member
 Joan Lampe, Board Liaison

Others in Attendance:

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

Residents: None

Old Business:

Motion to Approve Meeting Minutes for April 13, 2020

Moved by Walsh

Seconded by McCollom

For: All

Against: None

Motion Passed.

Updates since last meeting: None

New Business:

Resident Open Forum: No residents attending

Board Update:

Community Shuttle Bus: Shuttle service is discontinued until at least June 11th

Pool: The summer opening is delayed until at least June 11th with Alexandria Health Department sign-off

Community Management Company: The Board is interviewing two Management Companies after the decision to terminate the current contract with CMC.

Consideration of Common Area Applications: None

Budget Planning and Review: King provided information and suggested appropriate coding has been noted.

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: (30398) 4905 Gardner/rear

The total cost is: \$3,365 (Budget Line: 6135)

- Remove Tree Roots
- Regrade area and create a swale directing water to storm drain
- Install Fescue sod in regraded and swale areas
- May consider tree replacement if needed

Move to: Approve Erosion Repair

Moved by: McCollom

Seconded By: Gerron

For: All

Against: None

Motion Passed

Tree & Shrub Maintenance: (30406) – 110- 112 Martin Lane along Duke Street

The total cost is: \$1,670 (Budget Line: 6160)

- Remove 10 dead Yews
- Replace with Hicksii Yews

Move to: Approve Tree & Shrub Maintenance

Moved by: Lyle

Seconded By: McCollom

For: All

Against: None

Motion Passed

Tree & Shrub Maintenance: (30409, 30410, 30411): Tree removal at Pocosin Lane, 395 CSB, 241 Medlock

The total cost is: \$2,050 (Budget Line: 6160)

- Remove trees at each location
- Regrade area, install grass seed and cover with Penn Mulch at the Medlock location

Move to: Approve Tree & Shrub Maintenance

Moved by: McCollom

Seconded By: Lyle

For: All

Against: None

Motion Passed

Tree & Shrub Maintenance: (30425): Two Tree Days

The total cost is: \$2,800 (Budget Line: 6160)

- Remove 2 trees at Bessley
- Remove 1 tree behind Carlton Place
- Remove in common area behind 4922 Donovan
- Clear deadwood from Leylands behind Woodland Hall

Move to: Approve Tree & Shrub Maintenance

Moved by: McCollom

Seconded By: Ulmer

For: All

Against: None

Motion Passed

Flower rotation & Landscape Enhancement (30371 - Revised): Martin Lane Mailbox

The total cost is: \$250 (Budget Line: 6150)

- Remove mulch
- Regrade Area
- Install grass seed

Move to: Approve Flower rotation & Landscape Enhancement

Moved by: Gerron

Seconded By: Lyle

For: All

Against: None

Motion Passed

Tree & Shrub Maintenance (30372): 5229 Tancreti

The total cost is: \$990 (Budget Line: 6160)

- Remove tree root growing from common area tree under patio fence, damaging brick patio pavers
- Inside backyard, remove and reset brick pavers

Move to: Approve Tree & Shrub Maintenance

Moved by: McCollom

Seconded By: Gerron

For: All

Against: None

Motion Passed

Erosion Control (30253 - Revised): 5254 Bessley Place

The total cost is: \$1,180 (Budget Line: 6135)

- Remove thin turf
- Install hardwood mulch

Move to: Approve Erosion Control

Moved by: McCollom

Seconded By: Lyle

For: All

Against: None

Motion Passed

These motions were tabled

Sweeping Corp of America Street sweeping/winter cleanup. Annual street sweeping proposal. Total cost is \$4,900. CAC members require additional information. Need to know where and how the debris will be disposed of and how water will be obtained. Once that is determined, CMC can advise and committee can consider. Discussion also involved when to have sweeping performed in light of the significant amount of use of visitor parking being used by residents and sweeping contractor needed those spaces cleared for sweeping access.

Discussion:

Knapp Park: Greenberg provided updates, McCollom and Carlos (Lancaster) reviewing where to place benches

Pride of Ownership: McCollom and Greenberg will advise CMC after judging to make sure the properties are in good standing and to coordinate gift cards with CMC. Judging will take place May 14th

Walk through: May 21st at 8:30am at the 400 Building. This month's walkthrough will be School-side East

Results of Sanitation Survey: Lampe provided information from the survey. American Disposal is the incumbent; however, Bates is competitive and services many local areas. Bates would provide an annual savings with a price increase in year 3. Community requires specific information and a community walk through. Lampe, Burns and Lyle will work this issue in the following weeks. Burns and Lord sent over community maps. Lord stated a need to extend current American Disposal contract for a month for negotiations.

Landscaping: Spring planting is planned for late May

2020 RFPs & Timelines: Paving RFPs have not been sent out; Burns inquired whether the Board needs to approve prior to sending. Lyle noted some streets may need priority as pavement is deteriorating. It was noted that the City will be paving City streets and will publish paving schedule later in the year. Burns asked CMC to provide additional language if needed. Burns and Lampe to work with Board to move forward.

Next meeting: June 8th 2020

Updates for Compass: McCollom to write about how to pick flowers and Greenberg will write about all the little parks in the community.

Adjourn: 8:22pm

TAB 7

**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday May 5, 2020**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for May was held on May 5, 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 due to the meeting rooms in the Cameron Club being closed.

ARC MEMBERS IN ATTENDANCE VIA CONFERENCE CALL

Karen Diener - ARC Chairperson
Gayle Hatheway - ARC Vice Chair
Craig Schuck- ARC Member
Stephen Pearson- ARC Member

JOINED LATE

Kevin Devaney – ARC Member – Joined at 7:30p.m.
Jeremy Drislane – ARC Member – Joined at 7:40p.m.

MEMBERS ABSENT

Sharon Wilkinson - ARC Member

OTHERS IN ATTENDANCE VIA CONFERENCE CALL

Cameron Station Residents
Bethlehem Kebede, Recording Secretary, CMC

APPROVE AGENDA

MOVE TO: “Approve the Agenda as presented”

Moved By: Craig Schuck
Seconded By: Gayle Hatheway
For: All
Against: None
Absent: Jeremy Drislane, Kevin Devaney, Sharon Wilkinson

MOTION PASSED

RESIDENTS OPEN FORUM

Residents 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 April 2020 as presented”

Moved By: Craig Schuck

Seconded By: Gayle Hatheway

For: All

Against: None

Absent: Jeremy Drislane, Sharon Wilkinson, Kevin Devaney

MOTION PASSED

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
5003 Barbour Dr.	Repair Stonework around 2 nd Floor Window	Approved. Materials and color to be used like for like Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Sharon Wilkinson MOTION PASSED
168 Martin Ln	Tree Replacement & Landscaping Work	Move To Approve the Tree Replacement Application and Request more information for the Landscape application as follows 1. Location of brick wall marked on a Plat 2. Scope of work from the contractors doing the work 3. Dimension and Measurement information for the retaining wall 4. List of plants if any Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Sharon Wilkinson MOTION PASSED

466 Ferdinand Day	Install Camera	Approved as Submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Jeremy Drislane, Kevin Devaney, Sharon Wilkinson MOTION PASSED
383 Livermore Ln	Patio Remodeling	Approved as Submitted. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Sharon Wilkinson MOTION PASSED
5010 Gardner Dr.	Pave Patio	Approved as Submitted. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Jeremy Drislane, Kevin Devaney, Sharon Wilkinson MOTION PASSED
5249 Brawner Pl	Tree Replacement	Approved as Submitted. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent: Jeremy Drislane, Kevin Devaney, Sharon Wilkinson MOTION PASSED
4922 Donovan Dr.	Window Replacement	Approved as Submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent: Sharon Wilkinson MOTION PASSED
5126 Knapp Pl	Landscape Enhancement Work	Return for More Information Details on the type of plants to be planted, Details on the size and number of planters to be used. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane, Kevin Devaney, Sharon Wilkinson MOTION PASSED

4920 John Ticer Dr.	Tree Replacement	<p>Approved on the condition that the Replacement Tree Maple is a Trident Maple. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent, Sharon Wilkinson MOTION PASSED</p>
4923 Donovan Dr.	Roof Replacement – Ratify Only	<p>Approved as Submitted. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent, Sharon Wilkinson MOTION PASSED</p>
4921 Donovan Dr.	Roof Replacement – Ratify Only	<p>Approved as Submitted. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent, Sharon Wilkinson MOTION PASSED</p>
265 Murtha St.	Deck Resizing	<p>Disapproved. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent, Sharon Wilkinson MOTION PASSED</p>
5011 John Ticer Dr.	Install Hot Tub	<p>Approved with a Stipulation All Requirements of Virginia Environmental Safety and Sanitary Guidelines are to be followed when discharging water from hot tub. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None Absent, Sharon Wilkinson MOTION PASSED</p>

327 Helmuth Ln	Install Backyard Pato	<p>Approved with a Stipulation A separate application is required for removing and replacing a tree located in the backyard. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent, Sharon Wilkinson MOTION PASSED</p>
5006 John Ticer Dr.	Various Backyard and Landscaping Work	<p>Approved with a Stipulation Provided that the lights to be installed are ground level with the illumination pointing down to the ground. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None Absent, Sharon Wilkinson MOTION PASSED</p>
4921 Barbour Dr.	Retroactive Application for Trellises	<p>Disapproved. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent, Sharon Wilkinson MOTION PASSED</p>
5006 Grimm Dr.	Ratify Roof Color	<p>Approved as Submitted. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None Absent, Sharon Wilkinson MOTION PASSED</p>
5249 Brawner Pl	Install Landscape Retaining Wall	<p>Return for More Information: Scope of Work, Brick material information, Measurements, and dimensions for the brick wall. Also ensure that the brick wall stays within the property line, submit work location marked on plat. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None Absent, Sharon Wilkinson MOTION PASSED</p>

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- April 2020

- The # of Comprehensive Inspections conducted in April is 0.
- The number of Resale Inspections conducted in April is 4.
- The number of Exterior Modification Applications reviewed in April is 12.
- No vehicle was towed in April.
- The # of letters mailed in April is 73. 9 application result letters, and 60 letters for various violations
- The next meeting of the Architectural Review Committee is on May 5, 2020 applications are due for this meeting by April 24, 2020.

Hearing Open Session

There were no residents present for this session.

MOVE TO: "Enter Executive Session for Hearing deliberations at 9:10p.m."

Moved By: Karen Diener

Seconded By: Craig Schuck

For: All

Against: None

Absent: Sharon Wilkinson

MOTION PASSED

MOVE TO: "Exit Executive Session at 9:15p.m."

Moved By: Karen Diener

Seconded By: Craig Schuck

For: All

Against: None

Absent: Sharon Wilkinson

MOTION PASSED

MOVE TO: “Move to waive fines for Account 00271-0343 because the homeowner presented documents showing the cited modification is an approved modification”

Moved By: Craig Schuck

Seconded By: Karen Diener

For: All

Against: None

Absent: Sharon Wilkinson

MOTION PASSED

MOVE TO: “Move to grant 40 days to account 00320-1589 to bring the property in compliance ”

Moved By: Craig Schuck

Seconded By: Karen Diener

For: All

Against: None

Absent: Sharon Wilkinson

MOTION PASSED

MOVE TO: “Adjourn the Meeting at 9:15 p.m.”

Moved By: Craig Schuck

Seconded By: Karen Diener

For: All

Against: None

Absent: Sharon Wilkinson

MOTION PASSED

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

TAB 7 -B

APPROVED

**Cameron Station Communications Committee
Meeting Minutes
April 15, 2020**

ComCom Members Present:

Ava Avila, Tricia Hemel, Rebecca Pipkins, Linda Taousakis, Susan Klejst, Karen Owens

Members Not Present:

David Thorpe

Compass Members Present:

Carla Besosa, Lenore Marema, Pat Sugrue, Marian Cavanagh

HOA Board Member Liaison Present:

Tom Sugrue

Non-Committee Members Present:

Kimberly Dillon

Call to Order

Tricia Hemel called the meeting to order at 7:04 pm through the use of Zoom

Previous Meeting Minutes

Upon a motion duly seconded, the minutes of the ComCom meeting on March 18, 2020 were approved.

Member Update

The HOA Board of Directors approved Karen Owens as a member of the Committee.

Budget Update

The Committee budget is under control. With some expenses still to be settled, the Committee has used the funds in its budget only for editions of *The Compass* and cookies for the Welcome Committee.

Welcome Committee

There are 25 new residents in Cameron Station this month. Because of COVID-19, the Committee will not meet with new residents in person or distribute welcome bags, but will call or email them to welcome new residents.

Active Projects

The Cameron Station Map project is on hold for now.

The new photos for the Clubhouse have been made and the ComCom will gather at some future time to fit them into the existing frames.

The Compass

The contractors and designers are moving ahead for the electronic version of *The Compass*, whether or not there still is a print edition for the May/June edition. *The Compass* staff is gathering information and pictures that are uplifting in these difficult times.

APPROVED

Committee Member Focus/Updates

Members from *The Compass* are working with the HOA staff to make the Weekly Email Blast more attractive to readers. The focus is to shorten the length, prioritize the issues and create a consistent format and style.

The Committee also discussed the merits of reposting items of interest to residents on Facebook, Next Door Neighbor and Grapevine and will continue to revisit this issue:

A new initiative from the ComCom is signage at the entrances thanking the many workers coming into Cameron Station that maintain our neighborhood and provide necessary services.

Upcoming Meetings

The ComCom will next meet on Wednesday, May 20 at 7 pm. Meeting arrangements TBD.

Adjournment

The meeting was adjourned at 7:47 pm

Respectfully submitted by,
Lenore S Marema

**Cameron Station Communications Committee
Meeting Minutes
May 20, 2020**

ComCom Members Present:

Ava Avila, Tricia Hemel, Rebecca Pipkins, Linda Taousakis, Susan Klejst, David Thorpe

Members Not Present:

Karen Owens

Newsletter Subcommittee Members Present:

Carla Besosa, Lenore Marema, Pat Sugrue, Marian Cavanagh

HOA Board Member Liaison Present:

Tom Sugrue

Non-Committee Members Present:

Kimberly Dillon

Call to Order

Tricia Hemel called the meeting to order at 7:06 pm through the use of Zoom.

Previous Meeting Minutes

Upon a motion duly seconded, the minutes from the committee's meeting on April 22, 2020, were approved.

Board Update

Board member, Tom Sugrue, reported that the Board has been interviewing HOA management companies and is in the process now of winnowing the groups down to one final candidate.

Budget Update

The new expenses for the month were the Congrats 2020 Grads and Thank You to COVID-19 workers yard signage and *The Compass*. The committee is projected to be on budget.

Welcome Committee

Committee members contacted last month's new residents by email, but only a few received any responses. Those new residents at least have a contact if they have questions. There are eight new residents, and Tricia Hemel will assign contacts to committee members.

Active Projects

The committee decided to leave the Congrats 2020 Grads poster up until mid-June, and the Thank You to COVID-19 workers until at least Phase 2 of the reopening of Virginia.

The Compass

Due to the large amount of information received, the May/June issue is 28 pages. The budget, which includes the cost of postage, is based on four 24-page issues and one 28-page.

Committee Member Focus/Updates

Weekly Email Blasts:

This publication has become more readable and attractive with a few changes, including prioritizing the issues, shortening the length, and deleting information after several cycles or using links for these items. The editing that the committee has done has significantly improved the consistency of style and reduced proofreading errors.

DRAFT

Communications Facebook Page:

The committee is discussing the greater use of social media, because more people rely on it for their information instead of emails and newsletters. One possibility is a Facebook page on which only the Communications Committee could post information about news and events in Cameron Station. It would not be interactive. The sense of the committee was that this could be of value to the community, but there are items that must be addressed, such as managing the process, bringing in other committees and legal issues. The committee agreed that we should wait and see what our new HOA management company has to offer by way of social media tools.

Food Truck:

Committee Member Susan Klejst gave a preview of the visits to Cameron Station from Mt Vernon Food Truck, which she arranged.

Food Bank

Committee Member Rebecca Pipkins updated the committee on her efforts to organize donations for the local food bank. Many residents have made donations which Rebecca delivers every Friday.

Upcoming Meetings

The committee will next meet on June 17, 2020. Consideration will be given to moving the meeting earlier in the month to provide more time to get the minutes in the Board Book. Details TBD.

Adjournment

The meeting was adjourned at 8:03 pm

Respectfully submitted by,
Lenore S. Marema

TAB 8

Management Report – May 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.
- 2019 Audit is underway, conducted by Goldklang.
- 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 has cross referenced 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. Site staff is updating the homeowner database with new information.
 - **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. UPDATE: We received information about a second location where there is a pothole similar to Knapp. VA Water has been contacted and is trying to get a team to inspect both locations as at least the Knapp area may be their responsibility.

Administrative

- Continued working on Community owner roster
- Register all New residents to the Community
- Re-registration for 2020 data input
- Assist Managers in Community filing
- Update Landscaping log & added new request
- Ordered PPE supplies for the staff

- Confirmed all Newsletter/Website Ad submissions
- Update all residents wanting to be removed/added to Community Newsletter and Email Blast
- Submit invoices and resident reimbursement

Covenants Report

- Entered all alleged violations, inspections and applications in C3 database.
- Prepared and mailed Exterior modification 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
- Handled all incoming concerns from residents regarding the violations of various association policies.
- Assisted with uploading backlog Minutes on the Website from 2019 and 2020.
- Prepared monthly ARC meeting packets and attended the ARC monthly meeting.
- Prepared weekly and daily email blasts
- Currently working on filing, updating the unit files with ARC information, this project is still underway.

Maintenance Activities

- Much of the maintenance activities this ½ month have been completed by Lancaster Landscape for property maintenance as well as Doody Calls for dog Station pickup. Staff have not been available the last 2 weeks due to leave.

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. UPDATE: 1 proposal provided to date and provided to CCFC.
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. UPDATE: CCFC has had involvement with GC and is preparing RFP for this 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
Fri May 01, 2020 thru Sun May 31, 2020

Type	Applications	Violations	Inspections	Total
Deck Alteration	1	0	0	1
Door(s)/Addition/Replacement	0	1	0	1
Driveway/Extension	0	2	0	2
Hot Tub	1	0	0	1
Landscaping	5	25	0	30
Parking: Sidewalk	0	1	0	1
Patio	3	0	0	3
Property Maintenance	0	3	0	3
Resale	0	0	3	3
Roof Replacement/Repair	3	0	0	3
Tree Planting/Removal	2	1	0	3
Trellis	1	0	0	1
Undefined Item	2	0	0	2
Windows	1	0	0	1
Totals:	19	33	3	55

Association	Type	Status	Count
Cameron Station Community	Application	Second Violation Letter	1
		Approved	9
		Denied	2
		Incomplete	3
		Approved with Stipulations	4
	Inspection Violation	Entered	3
		First Violation Letter	24
		Second Violation Letter	2
		Abated	6
		Charge Letter	1
		Total Cameron Station Community:	55

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 9

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



PROPOSAL NO.
30398

April 20, 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:

EROSION CONTROL

4905 GARDNER (REAR):

- REMOVE TREE ROOTS.
- REGRADE AREA TO CREATE A SWALE AND DIRECT WATER TO THE EXISTING STORM DRAIN.
- ON SWALE AND REGRADED AREA, INSTALL (1) PALLET OF TALL FESCUE SOD.

LABOR AND MATERIALS:

- (48) HRS. OF LABOR @ \$55/PER HR..... \$2,640.00
- (1) PALLET OF TALL FESCUE SOD..... \$725.00

PROPOSAL TOTAL: \$3,365.00

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 material's 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

May 26, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for plant removal and installation along Duke Street in the amount of \$1,670. Costs to be charged to GL 6160, Tree and Shrub Maintenance.

2nd:

Summary:

Please see attached proposal and supporting pictures.

Committee Recommendation:

CAC has reviewed and agrees this work needs to be completed.

CMC Recommendation:

Proceed with Committee recommendation. The shrubs have expired their life span and died in Sep/Oct 2019 due to draught.

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.

GL 6160		Tree & Shrub Maintenance						
Description	Amount	Vendor Name	Proposal Number	Approved By	Date Approved	Committed by	Date Committed	Completed Date
Tree services	\$1,400.00	Lancaster Landscapes, Inc	5684	CAC	2/3/2020	Todd Branson	1/27/2020	2/4/2020
Tree services, Gardner & Waple	\$1,400.00	Lancaster Landscapes, Inc	5804	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020
Tree service, Bessley park	\$1,400.00	Lancaster Landscapes, Inc	5805	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020
Shrubs and mulch	\$1,400.00	Lancaster Landscapes, Inc	5798	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020
Pending Transactions (Have not been paid)								
Remove/ Replace Dead Yews	\$725.00	Lancaster	30385	CAC	4/13/2020	Robert Burns	4/13/2020	
Knapp Park Improvment	\$4,377.00	Lancaster Landscapes		CAC	3/9/2020	Robert Burns		
Remove & replace yews	\$1,670.00	Lancaster Landscapes	30406	CAC	5/11/2020	CAC	5/11/2020	
Remove dead maple tree	\$900.00	Lancaster Landscapes	30409	CAC	5/11/2020	CAC	5/11/2020	
Remove dead maple tree	\$800.00	Lancaster Landscapes	30410	CAC	5/11/2020	CAC	5/11/2020	
Remove dead cherry tree	\$350.00	Lancaster Landscapes	30411	CAC	5/11/2020	CAC	5/11/2020	
Tree day trimming	\$2,800.00	Lancaster Landscapes	30425	CAC	5/11/2020	CAC	5/11/2020	
Remove tree roots, reset pavers	\$990.00	Lancaster Landscapes	30372	CAC	5/11/2020	CAC	5/11/2020	
	\$18,212.0	Amount Spent YTD						
	\$6,000.0	YTD Budget						
	\$34,000.0	Annual Budget						
	\$15,788.0	Budget Remaining						
Last Update:								

Vote:

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

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



PROPOSAL NO.
30406

April 23, 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:

PLANT MATERIAL REMOVAL AND INSTALLATION

110-112 MARTIN LANE (FRONT) - ALONG DUKE STREET:

- REMOVE (10) DEAD YEWS, INCLUDING THE STUMPS..... \$220.00
- INSTALL (10) HICKSII YEWS 30-36" @ \$100/EA..... \$1,000.00
- \$45/PER PLANT TO INSTALL..... \$450.00

PROPOSAL TOTAL: \$1,670.00

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____





Cameron Station Community Association, Inc.

Board Decision Request

May 26, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for tree pruning days (3). Costs to be charged to GL 6160, Tree and Shrub Maintenance.

2nd:

Summary:

Please see attached proposal and supporting pictures.

Committee Recommendation:

CAC has reviewed and agrees this work needs to be completed.

CMC Recommendation:

Committee recommendation was initially 2 days at \$2,800. However, since committee meeting more resident feedback has been provided, initiating more tree work/days needed. This was discussed with CAC Chair and he agrees with the additional day.

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. Spreadhseet to be updated, but funds available.

GL 6160		Tree & Shrub Maintenance						
Description	Amount	Vendor Name	Proposal Number	Approved By	Date Approved	Committed by	Date Committed	Completed Date
Tree services	\$1,400.00	Lancaster Landscapes, Inc	5684	CAC	2/3/2020	Todd Branson	1/27/2020	2/4/2020
Tree services, Gardner & Waple	\$1,400.00	Lancaster Landscapes, Inc	5804	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020
Tree service, Bessley park	\$1,400.00	Lancaster Landscapes, Inc	5805	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020
Shrubs and mulch	\$1,400.00	Lancaster Landscapes, Inc	5798	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020
Pending Transactions (Have not been paid)								
Remove/ Replace Dead Yews	\$725.00	Lancaster	30385	CAC	4/13/2020	Robert Burns	4/13/2020	
Knapp Park Improvment	\$4,377.00	Lancaster Landscapes		CAC	3/9/2020	Robert Burns		
Remove & replace yews	\$1,670.00	Lancaster Landscapes	30406	CAC	5/11/2020	CAC	5/11/2020	
Remove dead maple tree	\$900.00	Lancaster Landscapes	30409	CAC	5/11/2020	CAC	5/11/2020	
Remove dead maple tree	\$800.00	Lancaster Landscapes	30410	CAC	5/11/2020	CAC	5/11/2020	
Remove dead cherry tree	\$350.00	Lancaster Landscapes	30411	CAC	5/11/2020	CAC	5/11/2020	
Tree day trimming	\$2,800.00	Lancaster Landscapes	30425	CAC	5/11/2020	CAC	5/11/2020	
Remove tree roots, reset pavers	\$990.00	Lancaster Landscapes	30372	CAC	5/11/2020	CAC	5/11/2020	
	\$18,212.0	Amount Spent YTD						
	\$6,999.0	YTD Budget						
	\$34,000.0	Annual Budget						
	\$15,788.0	Budget Remaining						
Last Update:								

Vote:

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

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



PROPOSAL NO.
30425 (REVISED 5.19.2020)

May 4th, 2020 (REVISED 5.19.2020)

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:

TREE DAY (DAY 2, 3 AND 4 OF FISCAL YEAR 2020)

Scope of Work: (3) Tree Days

(1) 3-man crew - use of climber, chipper truck, and grounds man per day.

Work includes but is not limited to; elevating trees above lights and signs, pruning trees away from buildings, pruning back trees from wood lines, or removing deadwood or broken branches

WORK LOCATIONS

- Bessley Place – (2) Trees
- Behind Carlton Place (along fence line)
- Trees in common area behind and next to 4922 Donovan Drive
- Clean deadwood from Leylands behind Woodland Hall.
- 120 Martin Lane (common area tree in front of residence)
- 5042 Grimm Drive (back of residence per management)
- 5013 Barbour (common area tree needs to be trimmed – per management)
- 5110 Knapp Place (common area tree needs to be trimmed – per management)

PROPOSAL TOTAL: \$ 4200.00

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.

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: _____

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

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



PROPOSAL NO.
30425

May 4th, 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:

TREE DAY (DAY 2 AND 3 OF FISCAL YEAR 2020)

Scope of Work: (2) Tree Days

(1) 3-man crew - use of climber, chipper truck, and grounds man per day.

Work includes but is not limited to; elevating trees above lights and signs, pruning trees away from buildings, pruning back trees from wood lines, or removing deadwood or broken branches

WORK LOCATIONS

Bessley – (2) Trees

Behind Carlton Place (along fence line)

Trees in common area behind and next to 4922 Donovan Drive

Clean deadwood from Leylands behind Woodland Hall.

PROPOSAL TOTAL: \$ 2,800.00

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 void if plants have (1) not been properly maintained (watered) (2) are damaged due to incidents not precipitated by contractor or its forces such as weather conditions, pedestrian traffic, animal damage, etc. (3) if invoice for services rendered has not been paid in full within the 30 day time allowance. Properties requiring re-installations will be inspected. Plant materials meeting warranty requirements will be listed and replaced, in mass, at the end of the warranty period, unless agreed to otherwise by contractor and client. This will ensure that all plants requiring replacements are installed under the best possible conditions and in compliance with current industry standards. Subsurface obstructions are not covered by proposal.

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

All 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: _____

SIGNATURE: _____

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

TAB 10

Cameron Station Community Association, Inc.

Board Decision Request

May 26, 2020

Recommended Motion:

I move to approve the proposal submitted by Reston Painting for repairs to men's locker room due to water intrusion unless a proposal by another contractor is less expensive and meets all requirements of the ETC report. Costs of \$10,425 to be charged to GL 3280, Reserve Expenditures.

2nd:

Summary:

Two companies were provided with the ETC report outlining water intrusion issues in the men's locker rooms and perimeter bathrooms: Reston Painting and Contracting and USA Contactors. This is an all inclusive proposal for all repairs suggested in the ETC findings report. USA visited the property to review conditions but has not provided proposal.

Committee Recommendation:

These proposals have not gone to committee as timing is of the essence. These repairs need to be completed in coordination and timing of the pool being opened (date TBD). Both need about 10 days to mobilize and about 2 weeks to complete the work. Tiles will be provided as close as possible, though may not be identical.

CMC Recommendation:

Move forward with a not to exceed amount of this proposal and conditions in case USA provides a lesser amount and meets all repair specifications of the ETC report.

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				



Reston Painting & Contracting

CMC MANAGEMENT - Community Management Corp.
CMC- Community Management Corp.
4840 Westfields Blvd., Suite 300
Chantilly, VA 20151

☎ (703) 631-7200

✉ TGarver@cmc-management.com

ESTIMATE	#441
ESTIMATE DATE	May 19, 2020
TOTAL	\$10,425.00

SERVICE ADDRESS

Cameron Station

CONTACT US

619 Carlisle Drive
Herndon, VA 20170

☎ (703) 904-1702

✉ info@restonpaint.com

ESTIMATE

Services	amount
Commercial-Carpentry- Men's Handicap shower	\$400.00
Remove fold down shower bench. Inject clear silicone in all screw holes Re-mount bench with new rubber gaskets at all penetration point. Using clear silicone seal around all mounting brackets. Complete job clean up.	
Commercial-Carpentry- Men's Shower Stalls	\$9,300.00
Remove all polymer partitions and save to re-install. Demo all floor tiles/ wall tiles/ Thresholds/ shower pans. Cut new 2x4 and build up shower curb. Line shower pan with rubber liner Pour new concrete shower pan to slope towards drains. Hang new tile backer board on 3 walls Install new floor tile on concrete pan. Install new wall tile on all 3 walls of shower stall. Grout all new tile work Seal grout after 48 Hours to allow grout to cure. Drill hole in wall tiles to remount partitions Inject clear silicone in all screw holes Re-mount partitions with new rubber gaskets at all penetration point. Using clear silicone seal around all mounting brackets/ all inside corners. Complete job clean up. Wall Tile budget- \$2.50 per SQ.FT. Floor tile Budget- \$5 per SQ FT.	
Commercial-Interior Painting- Drywall repairs	\$725.00
Using 5/8 drywall patch holes in hallway/ women's room/men's room. Tape and skim out drywall to paint ready Seal and prime all new work. Using color matched paint entire wall in women's room/ entire wall in hallway/ entire wall in men's room. Complete job clean up.	
Subtotal	\$10,425.00
Total	\$10,425.00

Reston Painting & Contracting Terms & Conditions

Reston Painting & Contracting's Standards & Policies

Quality Assurance and Workmanship:

Workmanship shall be of best quality performed by a skilled mechanics. A full-time uniformed foreman will be on-site throughout job duration. All RPC employees are full-time and professionally trained. No subcontractors will be used. All applicable standards adopted by the PDCA shall be incorporated into this document.

Surface Preparation:

Perform preparation and cleaning procedures in accordance with paint manufacturer's instructions. Painted surfaces shall be carefully inspected for evidence of deterioration and surface imperfections. Glossy or very hard surfaces of old paint film must be clean and dull before repaint. Drywall repairs, wood rot and other surfaces not meeting minimum standards shall be repaired prior to painting.

Caulking:

All existing loose caulk shall be removed and the area cleaned prior to re-caulking with acrylic / silicon caulk to assure desired adhesion to both surfaces. New caulk lines will be clean and straight. All construction joints, expansion joints, window and door perimeters, siding, wood, metal and masonry joints shall be inspected and re-caulked in accordance with PDCA standards if adjoining surface is repainted.

Materials:

- ☐ Quality: RPC will provide the best quality grade of paint of various types of coatings applicable to substrate being coated.
- ☐ Storage & Delivery: Delivery of materials will be made to job site in it's original, new and unopened package. Store all unused material in tightly covered containers. Protect from freezing when necessary.

Finished Coats: Provide finished coats which are compatible with prime coats used. All materials shall be applied in complete accordance with manufacturer's recommendations and instructions. A finished surface is one that is uniform in color and sheen, free of foreign material, lumps, skins, sags, holidays, misses or insufficient coverage. Touch up paints shall be labeled and left for customers use.

Site Protection / Clean up

Protect all finished surfaces on the building against damage due to the work of this proposal, protect landscaping, shrubbery, grass, paving, private property and unpainted surfaces with plastic sheeting and drop clothes. All trash and debris will be cleaned up and removed on a daily basis.

Paint Schedule / Notices:

All work will be done during normal working hours 7:30 AM to 7:30 PM Monday through Friday and 9:00 AM to 5:00 PM on Saturday if necessary. Homeowners shall be notified in advance of the work schedule for their property. A timeline shall be set and adhered to.

Carpentry:

Extent of wood rot cannot be fully assessed until work is in progress. Additional carpentry, wood rot, not identified within this scope of work shall be billed at an hourly rate of \$65.00 per man hour, plus cost of materials. All new material shall be of uncut length where available. Replaced wood to be primed and sealed on all edges, ends, face and backside. Fasteners shall be of size and type required by local building codes.

Change Orders:

The contract work shall be for a fixed fee. Hidden pre-existing damage to the building is not the responsibility of Reston Painting & Contracting. Repair of previously existing damages shall be per mutual agreement between homeowner and RPC. (See time and material rate for carpentry).

Access:

The contractor shall be given free and complete access to all areas necessary for the performance of the work. The owner shall secure permission to work on or over adjoining property at no cost to the contractor. The owner shall furnish at no cost to the contractor an appropriate space of the premises in which to store materials and equipment and to supply all necessary utilities.

Warranty:

We guarantee our craftsmanship for 2 years upon date of completion. (see attached warranty or "Seal of Excellence" on or website).

Payment Terms: No credits or adjustments to the agreement sum shall be made unless mutually agreed by the contractor and owner. Overdue payments will bear interest at 1½ % per month. The contractor shall be entitled to recover its cost of collection of any sums not paid when due including reasonable attorney's fees whether or not suit is filed. 1/3 deposit required upon acceptance, balance due net 15 days.

TAB 11

Cameron Station Community Association, Inc.

Board Decision Request

May 26, 2020

Recommended Motion:

I move to approve the proposal submitted by _____ for trash and recycling services. Costs to be charged to GL 6035, Trash and recycling Services..

2nd:

Summary:

No information or contract has been provided to management. The contract was bid out to six companies with four responses. CAC is reviewing all proposals and CAC will provide the recommendation. ADS is the incumbent.

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 12

Cameron Station Community Association, Inc.

Board Decision Request

May 26, 2020

Recommended Motion:

I move to approve the proposal submitted by _____ Management Services for Cameron Station. Costs to be charged to GL 7040 Management Fees.

2nd:

Summary:

Management is not involved with this motion and bidding process. Motion to be forthcoming from the Board.

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 13

Brian Lord

From: Sandesh Risal <srisal@americanpool.com>
Sent: Monday, May 18, 2020 2:32 PM
To: mike@mikejohnsonlaw.com; Brian Lord; Brittoni King; Ray Celeste
Cc: Benjamin Rogers; Austin Woodard
Subject: Cameron Station Pool Opening
Attachments: 2020_AmericanPool_COVID_19.pdf

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

Good afternoon all,

I've attached a document that outlines what we know so far about the protocols in opening the pool. The document runs through requirements such as COVID signing around the pool, PPE, Social Distancing, Cleaning Procedures, and protections for our staff.

Here is what we know:

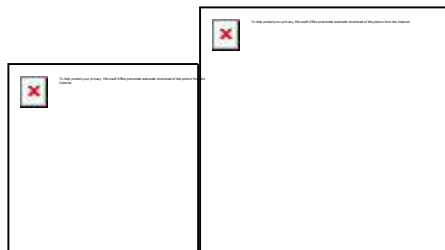
- Phase 1 limits the opening of outdoor swim facilities strictly for lap swim.
- Pools may open with 1 person per lane, not to exceed 10 people.
- The lanes must be fixed to the pool - meaning simply throwing a rope in the pool to divide the pool will not suffice. The lanes must have actual racing lane tiles on the floor and targets.
- Our company will need at least 30 days to resume American Red Cross training, and to train our guards on COVID-19 related precautions and procedures. **The earliest we are prepared to open would be June 28th.**

In the meantime, what we will need from the community is:

- **A signed COVID-19 Addendum outlining how many service visits per week they would like to receive with corresponding weekly credit amount**
- (please note, if we do not receive this addendum by Friday, May 22nd, we will have to default to the closure section of our contract, which presumes no service and a 50% actual contractor daily operating cost beginning on the 8th day. The addendum offers more of a credit back while continuing service)
- Confirmation of all required signage as outlined under the "Patron Education & Signage" portion
- What policies does the community want in place for PPE, will you require masks on the pool deck, etc.
- A sanitation station of hand sanitizer and wipes if the furniture is placed out is required in the facility by state mandate. We will need confirmation that this station is ready and stocked prior to opening
- A plan on how capacity will be enforced (we make recommendations under the "Physical Distancing Category - Coming and going, Reduced Capacity")
- How you would like the furniture set up (we make recommendations under the "Physical Distancing Category - Area Layout and Furniture")
- How is the community going to enforce these policies? (under the "Physical Distancing Category - Enforcement")
- Purchase of COVID-19 trauma kit (Under protections for our Staff)

If you have any questions about this, please let me know. I will be more than happy to schedule a time to speak with you regarding this information.

Sincerely,



SANDESH RISAL
REGIONAL VICE PRESIDENT
AMERICAN POOL LLC

MD: 410-363-6800 | VA: 703-579-0885

americanpool.com | guardforlife.com

MD: 9305 Gerwig Lane, Suite E, Columbia, MD 21046

VA: 6596 Fleet Drive, Alexandria, VA 22310

NSPF® Certified Pool Operator

NSPF® Certified Advanced Service Technician



Brian Lord

From:

Sent:

Wednesday, May 20, 2020 11:37 AM

To:

Subject:

FOLLOW UP TO YESTERDAY'S TELEPHONE CONFERENCE FOR THE POOL OPERATION PLAN

Importance:

High

[EXTERNAL EMAIL] This email originated from outside of the organization.

DRAFT

Dear Colleagues,

Good morning! Here are my notes and thoughts on last night's meeting. I thought it went very well! Thanks!

- Psy will work with Sandesh and Jeremy on the pool reservation software program matter. The plan is to use either the MindBody software application; or American Pools software application.
- There will be no swim lessons offered this pool season.
- We will offer a Saturday morning water aerobics class.
- No guests of residents will be allowed at the pool this season.
- We are currently awaiting the pool plan from the City of Alexandria.
- Here are my thoughts on the access route/plan to the pool.
 - A resident will make a reservation via the software program Psy develops or we purchase from American Pool.
 - We will have a time limit on how long the resident will have at the pool.
 - They will enter through the fitness foyer area and swipe their resident ID card.
 - They will exit to the pool deck via the men's/women's locker rooms.
 - They will go to the lifeguard table and state their name so the lifeguard can check off their name from the reservation roster. The reservation roster will have on it their reservation time.
- We anticipate a 28 June start.
- We have to purchase a COVID-19 trauma kit which has in it the PPE items for our lifeguards.
- Psy will work on a sign that will have on it the new pool rules that will be placed on a A-frame stand and placed out on the pool deck.
- We will have no pool furniture for Phase I.

- We will allow residents to bring their own pool furniture once we are in Phase II (50% of our pool deck capacity, 60 people) of reopening but not in Phase I (10 people on the pool deck only)?
- Phase I will be lap swim only. We have 6 lap lanes.
- We will have our community umbrellas on the pool deck.
- We must provide a sanitation station of hand sanitizer on the pool deck.
- And wipes if the pool furniture is placed out.
- We must have in place all COVID-19 signage as required by the state/city.

Many thanks for your consideration!

Sincerely,

Ray

Reopening of _____:Outdoor Recreation

Current Projections - Highly Likely to Change Based on County, State, & Federal information

	Stay at Home: Expires June 10th	Phase One: June 11th	Phase Two: June 25th	Phase Three: July 9th
Trails	Open for Exercise Only with Social Distancing	Open with Social Distancing	Open with Social Distancing	Open
Parks	Open for Exercise Only with Social Distancing	Open with Social Distancing	Open with Social Distancing	Open
Pool	Closed	Closed	Open with Social Distancing	Open

Residents are responsible for frequent and proper hygiene.

Individuals must be healthy to use all open _____ facilities or amenities. If you feel sick, Stay Home.

Reopening of _____:Indoor Recreation

Current Projections - Highly Likely to Change Based on County, State, & Federal information

	Stay at Home: Expires June 10th	Phase One: June 11th	Phase Two: June 25th	Phase Three: July 9th
Office's	Open with Social Distancing	Open with Social Distancing	Open with Social Distancing	Open
Indoor Basketball	Closed	Closed	Open to non-vulnerable	Open
Community Room	Closed	Closed	Open to non-vulnerable and social distancing	Open
Fitness Center	Closed	Closed	Closed	Open to non-vulnerable

Residents are responsible for frequent and proper hygiene.

**Individuals must be healthy to use all open _____ facilities or amenities.
If you feel sick, Stay Home.**



AMERICAN POOL CLIENT PLAN FOR OPERATIONS DURING COVID-19

American Pool continues to monitor coronavirus (COVID-19) developments with regard to swimming pool operations. While local authorities will provide ultimate direction as to what additional precautions will be required and when opening for use will be permitted, we can use the information that is available today to prepare for that eventuality.

On May 9, the CDC produced considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19. A review of this document as well as other industry materials has provided enough guidance for us to prepare an initial plan for opening swimming pools for bathers this season. This foundational plan will allow us to respond more quickly to our clients once local health authorities provide more specific requirements.

Once local requirements are published, they will be reviewed by our team and your Regional Manager will be in touch to plan the details of reopening with you and defining a realistic target open date.

EVERYTHING BUT THE POOL

In the early stages of the pandemic, the CDC advised that there is no evidence that the virus can be transmitted through a well-maintained swimming pool or hot tub water. The same chemical treatments that protect bathers from waterborne illness previously have been shown to be effective in inactivating the virus.

The risk of spreading COVID-19 inside the pool area is highest through person to person interaction and any shared equipment or facilities such as restrooms. The precautions in cleaning and sanitizing will be similar to those already employed elsewhere in other areas of the community. Outdoor pool areas also benefit from open-air and some have speculated humid weather and UV rays from the sun.

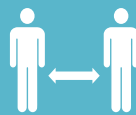
FOUR CATEGORIES



PREVENTION



CLEANING &
DISINFECTION



PHYSICAL
DISTANCE



PROTECTIONS
FOR STAFF

Requirements for operation during the COVID-19 emergency will fall into one of four categories, **Prevention, Cleaning & Disinfection, Physical Distancing, and Protections for Staff**. A successful operating plan must incorporate specific strategies to address all four of these areas with roles and responsibilities clearly defined.

1. PREVENTION

Preventing the spread of the COVID-19 requires a focus on patron education and reinforcement of behaviors that prevent the spread of COVID-19. Staff, patrons, and swimmers must be encouraged to wash their hands often and cover coughs and sneezes in the same way they do in other, more public areas. The CDC guidelines advise against wearing masks while swimming, but their use should be encouraged as feasible in other parts of the pool area.

Patron Education & Signage

Methods of patron education and reinforcement are through the distribution of revised rules and regulations as well as signage posted at the entry and throughout the facility. While local health authorities will likely prescribe specific elements, the following information must be posted at a minimum:

1. Facility Capacity
2. Patron Responsibility
3. COVID-19 - Prevention
4. COVID-19 - Symptoms
5. COVID-19 - Sanitation

Staff and patrons should be reminded regularly of their personal responsibility to stay home if they have symptoms, have tested positive, or have been exposed to someone with COVID-19 within the last 14 days.

PPE at the Pool

Most states require a mask to be worn in public places and the regular use of soap or hand sanitizer; a condition likely to persist through the summer. These expectations should be incorporated into patron expectations and pool rules.

Sanitation stations and even disposable masks should be provided by the community and placed in areas that are accessible to pool patrons at entry to the facility and other places as needed. Members can also be encouraged to bring their own PPE to the pool for their personal use and protection.

2. CLEANING & DISINFECTION

Cleaning and sanitizing methods and approved agents are already well documented by the CDC and EPA. It is suggested that an adequate supply of materials to support healthy hygiene must be in place (at least 3 week supply) at the time of opening. These materials must be replenished regularly so that products such as soap and hand sanitizers are readily available to staff and patrons at all times.

High Touch Areas

High touch areas such as entry gates, handrails, handles, furniture, and restrooms must be addressed at least daily and shared items each time they are used. More frequent wipe downs of these areas may be required by local health departments. Communal use of pool vending machines, water fountains, noodles, kickboards, and water aerobic weights should be eliminated as they would need to be cleaned and disinfected between use. Some communities may elect to eliminate pool furniture or adopt a “*bring your own furniture*” policy to eliminate the chance of virus spread from contact with these surfaces.

Planning

The plan for cleaning and disinfection should be shared with the community at large so that they can make an informed decision on how and if they will use the pool once it is open. Because cleaning and disinfection practices are similar to those in other common areas, it is best that the property expand their existing community plan and janitorial resources to clean and disinfect the pool area and facilities.

3. PHYSICAL DISTANCE

Reduced Capacity

Incorporating Physical Distance protocols into the pool environment begins with figuring out a revised Maximum Capacity during restrictions. The CDC did not provide any calculations for the pool area, but some states have already defined capacity as 20% - 50% of the previous maximum. There are also formulas based on the square footage of the pool being considered to calculate this value. Ultimately, the local health authority will advise how the maximum capacity will be defined.

Whatever the maximum capacity value, the six-foot space between individuals or parties must be maintained within the pool area and in the water. A reduction in patrons at any given time should make this a reasonable condition for use.

Coming and Going

Areas outside of the pool where a line may form should be demarcated with 6 foot spacing to support appropriate spacing. Communities should reconsider guest policies to relieve pressure on a reduced pool capacity. Some forms of manual pass checking will be difficult while adhering to social distancing guidelines. Pass systems should be converted to wrist or bathing suits so they are visible from a distance.

Each facility must establish methods to manage entry and assure that the occupancy remains below the maximum at all times. Some strategies will require more resources than others, so this is a critical decision in every facility plan.

Methods to consider :

- First come, first serve - unlimited time.
- First come, first serve - set a maximum time.
- Reservations or sign up - open days managed by odd even address, or building number etc. Software Solutions or concierge solutions may be appropriate depending on community size and budget.

Area Layout & Furniture

Physical Distancing must be supported throughout the facility. Planters and other barriers can be used to help manage the flow of traffic and break up common areas.

Design furniture groupings so that patrons can maintain at least 6 foot spacing when not in the pool. This may require removal of a number of tables and chairs from the facility for the season. Some communities may elect to remove all shared furniture from the property. Should the community adopt a *"bring your own furniture"* policy, clear demarcations with adequate spacing should be defined and not left to patron discretion.

Enforcement

The lifeguards primary responsibility is to watch the swimmer(s) in the pool, and as advised by CDC, are not to enforce social distancing or capacity restrictions. Patrons carry personal responsibility for maintaining social distance throughout the facility and while swimming. Young children and non-swimmers must remain in contact with the responsible adult in their party.

Designating community volunteers, expansion of security staff, or the addition of a gate attendant are all reasonable approaches to supporting social distance at the pool entry and throughout the facility.

4. PROTECTIONS FOR STAFF

As much as we care for the safety of the pool patrons, the safety of our staff is no lesser consideration. As the local health authority removes restrictions from opening swimming pools for use, a transitional period is necessary to complete lifeguard certification training and supervisory staff orientations. While we have been migrating as much training as possible online, there are physical aspects of the lifeguard curriculum that remain. In-person class sizes will, of course, be smaller and additional care is needed for the duration of the class.

There are additional pieces of PPE that our staff will need to have available for use in the current environment. Equipment such as viral filters for CPR masks, face shields, bag valve masks and supplemental staff PPE will be required for all pools under our management. These items will be addressed through a mandatory "COVID -19 Trauma Kit" that must be available at each facility during operating hours. Bulk purchasing is allowing us to provide these items in the most cost effective way possible.

Lifeguards will respect all social distance requirements in their work, however they are permitted to break the 6 foot rule when responding to emergencies as other first responders already do in the community.

Disclaimer: This document is not intended to, and must not be construed as or relied upon as, providing medical or legal advice of any kind on any issue. The guidelines may change from time to time as federal, state, or local authorities and healthcare organizations issue new and/or revised directives. This document is the sole and exclusive property of American Pool. Reproduction or redistribution of the document is prohibited without the prior written permission from American Pool.