

**CAMERON STATION COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
7:00 PM, June 30, 2020  
Zoom Call  
Draft Agenda (*Note timed agenda*)**

- |              |  |                           |
|--------------|--|---------------------------|
| <b>I.</b>    | <b>Call to Order/ Establish Quorum</b>   | <b>7:00 PM</b>            |
| <b>II.</b>   | <b>Approve Agenda</b>  | <b>7:01 PM</b>            |
| <b>III.</b>  | <b>Guest Speakers (5 minutes each)</b>   | <b>7:03 PM</b>            |
|              | a. Lieutenant Casey/Lieutenant Weinert – Postponed until further notice          |                           |
|              | b. Jasmine Johnson – City Health Department                                      |                           |
| <b>IV.</b>   | <b>Homeowner Open Forum</b>  | <b>7:15 PM</b>            |
| <b>V.</b>    | <b>Approval of Minutes (Tab 1)</b>   | <b>7:20 PM</b>            |
|              | a. May 26, 2020 Board of Directors Meeting                                       | (page 3)                  |
|              | b. June 16, 2020 Special Board of Directors Meeting                              | (page 8)                  |
| <b>VI.</b>   | <b>Financial Report (Tab 2)</b>  | <b>7:22 PM</b>            |
|              | a. May 2020 Financial Statement  | (page 13)                 |
|              | b. Reserve Investment Report   | (page 34)                 |
| <b>VII.</b>  | <b>ProFIT Report (Tab 3)</b>   | (page 35) <b>7:30 PM</b>  |
| <b>VIII.</b> | <b>Officers &amp; Committee Reports</b>  | <b>7:40 PM</b>            |
|              | a. Facilities (Tab 4)  | (page 36)                 |
|              | b. Financial Advisory (Tab 5)  | (page 40)                 |
|              | c. Common Area (Tab 6)   | (page 45)                 |
|              | d. Activities & Events (Tab 7)   | (page 50)                 |
|              | e. Architectural Review (Tab 8)  | (page 51)                 |
|              | f. Communications (Tab 9)  | (page 59)                 |
| <b>IX.</b>   | <b>Management Report (Tab 10 )</b>   | (page 62) <b>8:10 PM</b>  |
| <b>X.</b>    | <b>Old Business</b>  |                           |
| <b>XI.</b>   | <b>New Business</b>  |                           |
| <b>XII.</b>  | <b>Board Decisions</b>   | <b>8:20 PM</b>            |
|              | a. CAC Recommended Proposals- Fall tree planting (Tab 11)                        | (page 70)                 |
|              | b. CAC Recommended Proposals – Drainage & Erosion (Tab 11)                       | (page 75)                 |
|              | c. ARC Committee Reappointments (2) (Tab 12)                                     | (page 79)                 |
|              | d. Facilities Reopening Decision (Tab 13)  | (page 82)                 |
|              | e. CCFC Recommendation-Outdoor Classes (Tab 14)                                  | (page 84)                 |
|              | f. Profit Phase III Cameron Club reopening proposal (Tab 15)                     | (page 91)                 |
|              | g. 2019 Draft Audit Approval (Tab 16)  | (page 102)                |
| <b>XIII.</b> | <b>Board Discussions (Tab 17)</b>  | <b>8:25 PM</b>            |
|              | a. Budget Formulation Plan   | (page 104)                |
| <b>XIV.</b>  | <b>Executive Session (<i>State purpose prior to entering ES</i>)</b>             | (page 110) <b>9:00 PM</b> |
|              | a. Delinquency/Collections/Attorney Status Accounts/Covenants/Personnel/Contract |                           |
| <b>XV.</b>   | <b>Adjournment</b>   | <b>9:30 PM</b>            |

# TAB 1

**Cameron Station Community Association, Inc.**

**Board Decision Request**

**June 30, 2020**

**Recommended Motion:**

I move to approve the draft minutes of the May 26, 2020 Cameron Station Board of Directors meeting as amended.

2<sup>nd</sup>:

**Summary:**

May 26 draft Board Meeting minutes are presented for review and edits.

**Committee Recommendation:**

**CMC Recommendation:**

**Financial Information:**

**Vote:**

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

**CAMERON STATION ASSOCIATION  
BOARD OF DIRECTORS MEETING  
7 P.M. ON MAY 26, 2020**

The Cameron Station Association Board of Directors met on May 26, 2020. The following persons were in attendance:

**BOARD OF DIRECTORS**

Mike Johnson, President

Sarah Meyer Walsh, Vice President

Martin Menez, Treasurer

Joan Lampe, Director

Kim Canter, Director

Tom Sugrue, Secretary

**OTHERS**

Brian Lord – Vice President & HOA Division Director, CMC

Jasmine Johnson – City Health Department

32 Residents of Cameron Station

**REGULAR SESSION**

**CALL TO ORDER**

Vice President Walsh called the meeting to order at 7:32 p.m.

**APPROVAL OF AGENDA**

Director Lampe made a motion to approve the agenda as presented. Director Canter seconded, and the motion passed unanimously.

**GUEST SPEAKERS**

Jasmine Johnson with the City Health Department provided a general COVID-19 update to occurrences in Alexandria. She also discussed testing strategies and results as well as Phase II reopening plans.

**HOMEOWNER OPEN FORUM**

Joanie Meyers had a question on use of open firepits being allowed on a service road. Greg Hillson asked if the Association was required to pay vendors who are not providing service. Max Weintrop expressed appreciation of the food trucks but raised concerns of the lack of social distancing during pickups.

**APPROVAL OF MINUTES (TAB 1)**

Secretary Sugrue made a motion to approve the draft April 28 2020 minutes with the included amendments. Director Canter seconded and the motion passed unanimously.

**FINANCIAL REPORT (TAB 2)**

Treasurer Menez reported that \$200,000 was moved from the operating fund to the money market fund because no interest was being made on the operating fund. The Association is in the

**CAMERON STATION ASSOCIATION  
BOARD OF DIRECTORS MEETING  
7 P.M. ON MAY 26, 2020**

black so far this year due to bill payments and invoicing slowing down. Delinquencies were at 2.9% last month. One condo association still has not paid and is still delinquent.

**PROFIT REPORT (TAB 3)**

Report was given by Psy Scott. There was no in-person attendance for April. Online classes are being attended, but Cameron Station residents cannot be isolated in the data. The facilities have been treated with a disinfectant, which was sprayed on all equipment, followed by a protective solution. No new clients for April but virtual trainings are continuing. Outdoor classes are planned to begin June 1, 2020.

**OFFICERS & COMMITTEE REPORTS**

Facilities (Tab 4) – Report was given by Ray Celeste. The **e**Ccommittee is waiting on the rules for distancing space in gyms from the City of Alexandria. The **C**committee is working on developing procedures/guidelines for the fitness center and pool in the event they can be opened once northern Virginia moves into Phase 2. The Committee is still waiting on rules from the City of Alexandria regarding pool opening and cleaning requirements. Mr. Celeste recommended to the Board that the pool remain open during September due to the late start of the pool season.

Financial Advisory (Tab 5) – Report was given by Takis Taousakis. He worked on budget spread report with Brian Lord and Ray Celeste to minimize unfavorable items. President Johnson asked why the GL 5040 Computer Network/C3 account was over budget by \$2,800. Mr. Lord is to look into the charges. Vice President Walsh wants clarification on the \$4,100 charge in GL 5210 because it is significantly over budget. Mr. Lord stated he would get the controller to look over the charges.

Common Area (Tab 6) – Report was given by Robert Burns. The committee has submitted three proposals for approval. The landscape company request for proposals are due on Wednesday, May 27, 2020 by close of business. The requests for proposals for sanitations and pavement are being worked on. Virginia American Water repaired a sinkhole on Knapp.

Activities & Events (Tab 7) – Report was given by Vice President Walsh. A Zoom trivia night was held and had an attendance of over 100 participants. The graduation parade is scheduled for June 6, 2020 at 10:00 am on Cameron Station Boulevard.

Architectural Review (Tab 8) – Report was given by Jeremy Drislane. One property has several violations and has reached the maximum fine amount of \$900.

**CAMERON STATION ASSOCIATION  
BOARD OF DIRECTORS MEETING  
7 P.M. ON MAY 26, 2020**

Communications (Tab 9) – Report was given by Rebecca Pipkins. Committee is still emailing and texting new residents in lieu of personal visits. They are not getting a lot of responses this way. The signs around the community for the graduates will remain up until mid-June. The signs for essential workers will remain up until Phase 2. Both sets of signs will be re-assessed when the time approaches. Ms. Pipkins is still collecting food bank donations at her house.

**MANAGEMENT REPORT (TAB 10)**

Report was given by Brian Lord. Office has been short staffed for half of the month. The auditor is in the process of preparing the draft audit. Nicole is halfway through with the homeowner updates and should be finished within the next two weeks.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

There was no new business to discuss.

**BOARD DECISIONS**

Director Lampe made a motion to approve the Lancaster Landscape erosion control proposal from the CAC as stated. Vice President Walsh seconded, and the motion passed unanimously. Director Lampe made a motion to approve the Lancaster Landscape plant removal and installation along Duke Street proposal from the CAC as stated. Director Canter seconded, and the motion passed unanimously. Director Lampe made a motion to approve the Lancaster Landscape tree pruning for three days proposal from the CAC as stated. Vice President Walsh seconded, and the motion passed unanimously. Secretary Sugrue made a motion to approve the proposal to repair the men's locker room as stated but with the addition of the phrase "not to exceed cost of \$10,425" before the last sentence. Director Canter seconded, and the motion passed unanimously.

**BOARD DISCUSSIONS**

American Pool will not be ready to open until late June. President Johnson's opinion is that the pool will not be open until at least Phase 2. Director Canter asked for confirmation on two subjects. The first being if lap swim can take place with no lifeguards on site. Secretary Sugrue stated that Todd said that legally and for insurance reasons a lifeguard has to be present. Vice President Walsh stated that as of now the restrooms have to be cleaned every two hours if the pool was to open.

**EXECUTIVE SESSION**

Director Canter made a motion to enter executive session at 9:47 p.m. for the purpose of discussing delinquency, collections, attorney status accounts, covenants, personnel and contracts.

**CAMERON STATION ASSOCIATION  
BOARD OF DIRECTORS MEETING  
7 P.M. ON MAY 26, 2020**

Secretary Sugrue seconded and motion passed unanimously. The following motions were discussed in executive session and then passed in general session.

Secretary Sugrue made a motion to approve option 1 of American Pool's proposed contract addendum subject to negotiation and legal review. Vice President Walsh seconded, and the motion passed unanimously.

Director Lampe made a motion to approve the contract with American Disposal subject to negotiation and legal review. Director Canter seconded and the motion passed unanimously.

Director Lampe made a motion to approve the ProFit offer to maintain managerial support and eliminate all ProFit staff and classes until the Cameron Club fitness facilities are open, subject to negotiation and legal review. Secretary Sugrue seconded and the motion passed unanimously.

Vice President Walsh made a motion to send account 00399-1459 to legal counsel for further advice to bring the property into compliance. Director Lampe seconded and the motion passed unanimously.

Director Canter made a motion to table the request for deferment of assessments for account 372-0206 pending further request of information. Director Lampe seconded and the motion passed unanimously.

Director Canter made a motion to approve the deferment of assessment for account 205-2030 for July 1<sup>st</sup> as requested. Director Lampe seconded and the motion passed unanimously.

Director Canter made a motion to accept the proposal for Community Association Management Professionals (CAMP) pending final negotiation and legal review. Treasurer Menez seconded and motion passed unanimously.

**ADJOURNMENT**

Secretary Sugrue made a motion to adjourn the meeting at 11:26 p.m. Director Canter seconded, and the motion passed unanimously.

**NEXT MEETING** – June 30, 2020

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**SIGNATURE**

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**DATE**

**Cameron Station Community Association, Inc.**

**Board Decision Request**

**June 30, 2020**

**Recommended Motion:**

I move to approve the draft minutes of the June 16, 2020 Cameron Station Board of Directors Special Meeting.

2<sup>nd</sup>:

**Summary:**

June 16 draft Board Meeting minutes are presented for review and edits. This was a special meeting of the Board to discuss facility re-opening plans.

**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 Community Association Board of Directors Meeting

Tuesday, June 16~~Monday, April 13~~, 2020, 7:00 pm Via Video~~Audio~~ Conference Call Only

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

### Board Attendance

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

### Others Attending

Brian Lord, CMC

Todd Sinkins, Attorney

Cameron Station Residents

### Motion to Approve Agenda

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

### Residents' Open Forum

Residents raised a number of issues in Open Forum time, including – parking enforcement status; plans for restarting the Metro shuttle service; the poor condition of fencing that separates Cameron Station from the Home Depot parking lot; the inability of a new resident to get a response despite submitting the appropriate forms to management; the rules governing residents' ability to place signs on their property, specifically in this case, signs in support of the Black Lives Matter movement; the possibility of a refund or a waiver of Association dues in light of the community facilities being closed for an extended period as a result of COVID-19; and a request to keep the needs of children in mind whenever the Board moves to reopen community facilities.

President Michael Johnson provided information and/or referred residents to where additional information could be found, on each of the issues raised.

The Special Meeting had been called to consider whether to reopen certain community facilities, e.g., the pool and fitness center; and if so, how to do that in a manner that complies with the Virginia's Phase Two Guidelines; is practically feasible and financially responsible; and is consistent with the Board's responsibilities to manage such facilities safely and in the best interests of the community as a whole. The Board received presentations on these issues from the Facilities Committee and the contractors who manage these facilities, American Pool and ProFit. Ray Celeste, Chair of the Facilities Committee made introductory comments explaining the work the Committee had performed and the focus of their analysis. He then introduced Dan Ogg who presented the Committee's recommendations on what rules and procedures the Board should put in place if the pool and the fitness center were to reopen. Rich Mandley of ProFit and [Sandesh Risal](#) of American Pool also provided information on these issues focused on the fitness center and the pool, respectively. Mr. Mandley also reviewed estimates for the additional costs involved in performing the enhanced cleaning that would be required to comply with the Governor's Phase Two guidelines

There was a robust discussion among the Board and presenters, including an extensive question-and-answer period, as well as reviews of various options and alternative approaches. As part of this discussion the Board was also provided with legal analysis from Todd Sinkins, the HOA's outside Counsel. The Board also reviewed the input received from residents in response to an informal community poll the Board had conducted, specifically on the question of reopening the pool.

Motion to enter Executive Session to discuss contracts and review legal issues with Counsel.

Moved by Joan Lampe, seconded Kim Canter.

The Board enters Executive Session at 10:10 pm.

Motion to Exit Executive Session

Moved by Kim Canter, seconded by Sarah Walsh.

The Board exits Executive Session at 11:35 pm.

Motion on Purchasing PPE -- moved that we approve the proposed PPE Supply Order in the amount of \$3,777 plus tax and shipping. Costs to be charged to GL 6575 Fitness Center Supplies.

Moved by Sarah Walsh, seconded by Joan Lampe, and adopted unanimously.

Motion on Whether to Reopen Community Facilities-- moved that we keep the community facilities closed through Phase Two of the Governor's Virginia Forward Plan and that we revisit the issue once we move into Phase Three.

Moved by Jon Dellaria, seconded by Martin Menez, and adopted unanimously.

Motion to Adjourn -- moved by Sarah Walsh, seconded by Kim Canter, and adopted unanimously.

The meeting was adjourned at 11:45 pm.

# TAB 2



# MEMORANDUM

TO: Cameron Station Board of Directors  
Financial Advisory Committee

FROM: Hannah McCracken, CMCA, AMS

DATE: June 22, 2020

RE: May 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	\$ 3,059,472.05		
Year to Date Income	\$ 1,109,240.31	\$ 1,113,266.53	\$ 4,026.22 - U
Year to Date Expense	\$ 941,791.17	\$ 1,115,572.60	\$ 173,781.43 - F
Net Income Year to Date, surplus/ (loss)	\$ 167,449.14	\$ (2,306.07)	\$ 169,755.21 - F

U: Unfavorable

F: Favorable

## INVESTMENTS

GL Account & Institution	Investment Type	Balance as of 05/31/2020
GL 1013 - Pacific Premier Bank	Operating	\$ 459,778.92
GL 1302 - Congressional Bank	Money Market	\$ 919,637.96
GL 1330 - Morgan Stanley MM	Money Market	\$ 2,568.87
GL 1353 - Morgan Stanley Barney Investments	Certificate of Deposit	\$ 1,669,000.00
GL 1730 - Accrued Interest Receivable	Other	\$ 8,486.30
Total Cash & Investments		\$ 3,059,472.05

### Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of May 31, 2020 was \$68,560.73. The net delinquency rate is approximately 2.8%, which is below the industry standard of 3% - 5%. This is

based on the formula as follows: Net Residential Assessments Receivable \$68,560.73/Total Annual Assessments: \$2,559,508.00= 2.8%.

Accrued Repair & Replacement Reserves total \$2,190,566.90 and are fully supported by cash and investments. This is calculated as follows:

\$ 3,059,472.05 Cash & Investments		\$ 2,693,780.93 Total Cash Available
- \$ 365,691.12 Total Current Liabilities	→	- \$ 2,190,566.90 Total Reserves Balance
\$ 2,693,780.93 Total Cash Available		\$ 503,214.03 Positive Cash Position

The Capital Improvement Reserve account totals \$15,330.50 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 \$1,109,240.31 which is \$4,026.22 less than the budgeted amount of \$1,113,266.53.

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

GL 4295 Charitable Donations – Unfavorable by \$6,800.00. Less donations than anticipated .

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

GL 4710 Late Fees & Interest – Favorable by \$4,045.16, due to late fees charged to one sub-association (\$3590).

Year-to-date expenses total \$941,791.17 which is \$173,781.43 less than the budgeted amount of \$1,115,572.60. 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 \$6,250.00 primarily due to this service not currently being used.

GL 6422 Decals & Parking Passes – Favorable by \$4,735.24. Less usage than predicted.

GL 5200 Events and Awards – Favorable by \$2,637.73. Event cancellations due to COVID-19.

GL 5205 Activity Charges – Favorable by \$2,812.00. Duplicated reclass, accountant will correct in June.

GL 5302 Administrative Salaries – Favorable by \$42,561.57. Feb - Current there is no Site General Manager or Assistant General Manager.

GL 5340 Payroll Taxes/Benefits/Costs – Favorable by \$13,054.00. Feb - Current there is no Site General Manager or Assistant General Manager.

GL 6025 Water Service- Favorable by \$5,052.46. Late irrigation turn on and Less usage due to no clubhouse usage.

GL 6150 Flower Rotation & Enhancements- Favorable by \$5,757.90. Less usage than predicted YTD- Committee monitoring expenses.

GL 6155 Turf Treatment & Enhancements – Favorable by \$11,030.00. Less usage than predicted YTD- Committee monitoring expenses.

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

GL 6600 General Repair & Maintenance – Favorable by \$3,596.53. Less usage than predicted.

GL 6640 Lighting Supplies – Favorable by \$3,744.42. Less usage than predicted.

GL 6685 Linear Park Maintenance – Favorable by \$5,642.43. Less usage than predicted.

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

GL 7000 Audit & Tax Services – Favorable by \$6,800. The 2019 audit has not been finalized by the Board. Payment has not been issued.

GL 5318 Health Club Management/ Staff – Favorable by \$2,659.08 due to restructured contracts.

GL 6075 Clubhouse Utilities – Favorable by \$3,399.15. Less utility usage from clubhouse closure.

GL 6430 Janitorial Services – Favorable by \$4,476.58 due to restructured contracts.

GL 6500 Fire Suppression- Favorable by \$6,000.00. No usage ytd.

GL 6515 Building Repair & Maintenance – Favorable by \$5,663.60. Less usage than predicted.

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

GL 5025 Collection Charges – Unfavorable by \$2,631.00. More delinquency notices processed than originally predicted in the budget.

GL 6299 Irrigation System Contract – Unfavorable by \$3,043.00. Start up services were performed and needed repairs.

GL 9000 Income Tax – Unfavorable by \$9,500.00. Tax payments made for all 4 quarters of 2020. The budget spread is off.

GL 6438 Pool Management – Unfavorable by \$17,208.00. The Budget spread predicted payments in April- September. Two installment payments already made before April.

Overall there is a positive variance between annual income and expenses in the amount of \$167,449.14 through May 31, 2020. Management will continue to closely monitor the monthly expenses of the Association and will advise the Board of any specific issues that June have an impact to the budget.



# Cameron Station Community Association

## May 2020 Financial Report

Statement prepared by: Cheryl Weaver

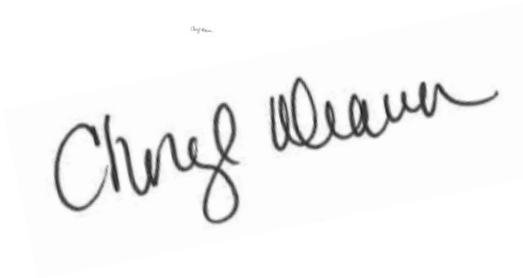


# Investment Listing Report

## Cameron Station Community

### As of Sun May 31, 2020

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
<b>Cash &amp; Investments</b>							
1013 - Operating 3336 Pacific Premier Bank	****0142 Signers: John Tsitos Carcel Hermogenes SWEEP Account		459,778.92	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	****5485 Signers: Tsitos/Hermogenes	Money Market	919,637.96	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	2,568.87	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	8,486.30	0.000%	01/01/1900	0	
<b>Total Cash Investments:</b>			<b>3,059,472.05</b>				
<b>Total Cameron Station Community:</b>			<b>3,059,472.05</b>				



# Balance Sheet Report

## Cameron Station Community

As of May 31, 2020

	<u>Balance May 31, 2020</u>	<u>Balance Apr 30, 2020</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Cash &amp; Investments</b>			
1013 - Operating 3336	459,778.92	626,609.67	(166,830.75)
1302 - Congressional Bank - MM 5485	919,637.96	918,787.66	850.30
1330 - Morgan Stanley Smith Barney MM	2,568.87	1,131.38	1,437.49
1353 - Morgan Stanley Smith Barney Investments	1,669,000.00	1,669,000.00	0.00
1730 - Accrued Interest Receivable	8,486.30	7,254.42	1,231.88
<b>Total Cash &amp; Investments</b>	<b>3,059,472.05</b>	<b>3,222,783.13</b>	<b>(163,311.08)</b>
<b>Current Assets</b>			
1500 - Residential Assessments Receivable	68,560.73	74,613.30	(6,052.57)
1530 - Allowance for Doubtful accounts	(35,132.60)	(35,132.60)	0.00
1600 - Prepaid Insurance	25,790.91	28,704.32	(2,913.41)
1640 - Other Prepaid Expenses	34,754.45	49,645.02	(14,890.57)
1725 - Insurance Receivable	(24,900.00)	(24,900.00)	0.00
1745 - Taxes Receivable	(19.00)	(19.00)	0.00
<b>Total Current Assets</b>	<b>69,054.49</b>	<b>92,911.04</b>	<b>(23,856.55)</b>
<b>Total Assets</b>	<b>3,128,526.54</b>	<b>3,315,694.17</b>	<b>(187,167.63)</b>
<b><u>Liabilities</u></b>			
<b>Current Liabilities</b>			
2000 - Accounts Payable	(4,728.05)	0.00	(4,728.05)
2025 - Transfer Fee Payable	1,085.69	938.96	146.73
2050 - Resident Refunds	2,034.61	4,331.19	(2,296.58)
2200 - Income Taxes Payable	(2,748.00)	(5,762.40)	3,014.40
2300 - Accrued Expenses	18,924.20	23,235.94	(4,311.74)
2400 - Accrued Payroll Payable	5,390.00	5,786.00	(396.00)
2550 - Prepaid Assessments	132,438.81	125,395.00	7,043.81

# Balance Sheet Report Cameron Station Community

As of May 31, 2020

	<u>Balance May 31, 2020</u>	<u>Balance Apr 30, 2020</u>	<u>Change</u>
<b><u>Liabilities</u></b>			
<b>Current Liabilities</b>			
2560 - Future Months Assessments	213,293.86	426,587.72	(213,293.86)
<b>Total Current Liabilities</b>	<u>365,691.12</u>	<u>580,512.41</u>	<u>(214,821.29)</u>
<b>Total Liabilities</b>	<u>365,691.12</u>	<u>580,512.41</u>	<u>(214,821.29)</u>
<b><u>Owners' Equity</u></b>			
<b>Unappropriated Owners' Equity</b>			
3000 - Owners Equity - Prior Years	389,488.88	389,488.88	0.00
<b>Total Unappropriated Owners' Equity</b>	<u>389,488.88</u>	<u>389,488.88</u>	<u>0.00</u>
<b>Capital Improvement Reserves</b>			
3015 - Capital Improvement Reserves Beg.Bal.	18,966.50	18,966.50	0.00
3362 - Capital Improvement Reserves Contr.	10,000.00	8,000.00	2,000.00
3364 - Capital ImprovementReserves Expend.	(13,636.00)	0.00	(13,636.00)
<b>Total Capital Improvement Reserves</b>	<u>15,330.50</u>	<u>26,966.50</u>	<u>(11,636.00)</u>
<b>Repair &amp; Replacement Reserves</b>			
3102 - Repair & Repl Reserve Beginning Balance	2,069,476.29	2,069,476.29	0.00
3276 - Repair & Repl Reserve Contributions	153,534.15	122,827.32	30,706.83
3280 - Repair & Repl Reserve Expenditures	(32,443.54)	(20,701.54)	(11,742.00)
<b>Total Repair &amp; Replacement Reserves</b>	<u>2,190,566.90</u>	<u>2,171,602.07</u>	<u>18,964.83</u>
<b>Total Owners' Equity</b>	<u>2,595,386.28</u>	<u>2,588,057.45</u>	<u>7,328.83</u>
 <b>Net Income / (Loss)</b>	 <u>167,449.14</u>	 <u>147,124.31</u>	 <u>20,324.83</u>
<b>Total Liabilities and Equity</b>	<u><u>3,128,526.54</u></u>	<u><u>3,315,694.17</u></u>	<u><u>(187,167.63)</u></u>

# Income Statement Summary Cameron Station Community

May 01, 2020 thru May 31, 2020

	Current Period			Year to Date (5 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Total Assessment Income</b>	<b>213,293.86</b>	<b>213,293.77</b>	<b>0.09</b>	<b>1,066,469.36</b>	<b>1,066,461.53</b>	<b>7.83</b>	<b>2,559,508.00</b>
<b>Total Other Income</b>	<b>4,135.52</b>	<b>10,555.00</b>	<b>(6,419.48)</b>	<b>42,770.95</b>	<b>46,805.00</b>	<b>(4,034.05)</b>	<b>100,700.00</b>
<b>Total Income</b>	<b>217,429.38</b>	<b>223,848.77</b>	<b>(6,419.39)</b>	<b>1,109,240.31</b>	<b>1,113,266.53</b>	<b>(4,026.22)</b>	<b>2,660,208.00</b>
<b>Total Administrative</b>	<b>5,446.29</b>	<b>8,751.00</b>	<b>(3,304.71)</b>	<b>35,188.72</b>	<b>48,694.50</b>	<b>(13,505.78)</b>	<b>117,588.00</b>
<b>Total Activities</b>	<b>(2,721.41)</b>	<b>0.00</b>	<b>(2,721.41)</b>	<b>5,264.77</b>	<b>10,714.50</b>	<b>(5,449.73)</b>	<b>37,500.00</b>
<b>Total Communications</b>	<b>1,802.03</b>	<b>3,374.00</b>	<b>(1,571.97)</b>	<b>8,921.15</b>	<b>11,708.00</b>	<b>(2,786.85)</b>	<b>25,000.00</b>
<b>Total Insurance</b>	<b>591.25</b>	<b>633.00</b>	<b>(41.75)</b>	<b>2,956.25</b>	<b>3,166.50</b>	<b>(210.25)</b>	<b>7,600.00</b>
<b>Total Management Services</b>	<b>29,654.98</b>	<b>43,907.00</b>	<b>(14,252.02)</b>	<b>163,655.28</b>	<b>219,536.00</b>	<b>(55,880.72)</b>	<b>526,887.00</b>
<b>Total Trash Services</b>	<b>27,016.21</b>	<b>26,450.92</b>	<b>565.29</b>	<b>132,340.39</b>	<b>132,254.60</b>	<b>85.79</b>	<b>323,759.00</b>
<b>Total Common Area Maint &amp; Services</b>	<b>48,671.90</b>	<b>58,679.50</b>	<b>(10,007.60)</b>	<b>223,449.26</b>	<b>299,888.00</b>	<b>(76,438.74)</b>	<b>689,970.00</b>
<b>Total Landscaping</b>	<b>4,736.00</b>	<b>1,376.00</b>	<b>3,360.00</b>	<b>6,906.00</b>	<b>5,795.00</b>	<b>1,111.00</b>	<b>13,800.00</b>
<b>Total Repair &amp; Maintenance</b>	<b>0.00</b>	<b>500.00</b>	<b>(500.00)</b>	<b>1,160.00</b>	<b>1,500.00</b>	<b>(340.00)</b>	<b>4,000.00</b>
<b>Total Professional Services</b>	<b>10,036.96</b>	<b>12,134.00</b>	<b>(2,097.04)</b>	<b>23,622.64</b>	<b>31,217.00</b>	<b>(7,594.36)</b>	<b>63,300.00</b>
<b>Total Cameron Club Maint &amp; Operations</b>	<b>24,008.10</b>	<b>42,245.00</b>	<b>(18,236.90)</b>	<b>148,245.29</b>	<b>167,293.50</b>	<b>(19,048.21)</b>	<b>386,477.00</b>
<b>Total Taxes &amp; Insurance</b>	<b>15,155.41</b>	<b>2,854.00</b>	<b>12,301.41</b>	<b>26,324.67</b>	<b>16,771.00</b>	<b>9,553.67</b>	<b>44,250.00</b>
<b>Total Other Expenses</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>10,222.60</b>	<b>13,500.00</b>	<b>(3,277.40)</b>	<b>34,000.00</b>
<b>Total Reserve Contributions</b>	<b>30,706.83</b>	<b>30,707.00</b>	<b>(0.17)</b>	<b>153,534.15</b>	<b>153,534.00</b>	<b>0.15</b>	<b>368,482.00</b>
<b>Total Expense</b>	<b>197,104.55</b>	<b>233,611.42</b>	<b>(36,506.87)</b>	<b>941,791.17</b>	<b>1,115,572.60</b>	<b>(173,781.43)</b>	<b>2,642,613.00</b>
 <b>Net Income / (Loss)</b>	 <b>20,324.83</b>	 <b>(9,762.65)</b>	 <b>30,087.48</b>	 <b>167,449.14</b>	 <b>(2,306.07)</b>	 <b>169,755.21</b>	 <b>17,595.00</b>

# Income Statement Report Cameron Station Community Consolidated

May 01, 2020 thru May 31, 2020

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Income</b>								
<b>Assessment Income</b>								
4001 - Assessemnts - SFD/TH	0.00	0.00	0.00	722,421.80	722,415.00	6.80	1,444,829.00	722,407.20
4002 - Assessments - CONDO	0.00	0.00	0.00	437,328.56	437,327.00	1.56	874,653.40	437,324.84
4016 - Future Assessments - SFD/TH	120,403.63	120,403.63	0.00	(120,403.63)	(120,403.63)	0.00	0.00	120,403.63
4017 - Future Assessments - CONDO	72,888.09	72,888.09	0.00	(72,888.09)	(72,888.09)	0.00	0.00	72,888.09
4018 - Future Assessments - COMMERCIAL	2,759.09	2,759.00	0.09	(2,759.09)	(2,759.00)	(0.09)	0.00	2,759.09
4019 - Future Assessments - TMP	17,243.05	17,243.05	0.00	(17,243.05)	(17,243.05)	0.00	0.00	17,243.05
4130 - Commercial Assessments	0.00	0.00	0.00	16,554.56	16,555.00	(0.44)	33,109.00	16,554.44
4135 - TMP Assessments	0.00	0.00	0.00	103,458.30	103,458.30	0.00	206,916.60	103,458.30
<b>Total Assessment Income</b>	<b>213,293.86</b>	<b>213,293.77</b>	<b>0.09</b>	<b>1,066,469.36</b>	<b>1,066,461.53</b>	<b>7.83</b>	<b>2,559,508.00</b>	<b>1,493,038.64</b>
<b>Other Income</b>								
4245 - Newsletter Advertising	0.00	0.00	0.00	2,870.00	2,095.00	775.00	6,000.00	3,130.00
4250 - Facilities Passes/Guest Fess	0.00	200.00	(200.00)	515.00	1,100.00	(585.00)	2,000.00	1,485.00
4260 - Resale Processing Fees	704.22	1,100.00	(395.78)	2,934.25	3,520.00	(585.75)	8,800.00	5,865.75
4265 - Website Income	0.00	83.00	(83.00)	500.00	416.50	83.50	1,000.00	500.00
4295 - Charitable Donations Income	0.00	3,000.00	(3,000.00)	2,000.00	8,800.00	(6,800.00)	8,800.00	6,800.00
4400 - Room Rental Fees	0.00	666.00	(666.00)	2,420.00	3,333.00	(913.00)	8,000.00	5,580.00
4405 - Club Cleaning Fees	0.00	500.00	(500.00)	1,875.00	2,500.00	(625.00)	6,000.00	4,125.00
4710 - Late Fees & Interest	(250.00)	616.00	(866.00)	7,128.16	3,083.00	4,045.16	7,400.00	271.84
4720 - Legal Reimbursements	96.30	500.00	(403.70)	3,810.30	2,500.00	1,310.30	6,000.00	2,189.70
4805 - HOA Compliance Fees	0.00	416.00	(416.00)	60.00	2,083.00	(2,023.00)	5,000.00	4,940.00
4835 - Miscellaneous Income	0.00	0.00	0.00	30.00	0.00	30.00	0.00	(30.00)
4900 - Interest Earned - Operating Funds	915.63	1,058.00	(142.37)	4,951.82	5,291.50	(339.68)	12,700.00	7,748.18
4910 - Interest Earned - Reserve Funds	2,669.37	2,416.00	253.37	13,676.42	12,083.00	1,593.42	29,000.00	15,323.58
<b>Total Other Income</b>	<b>4,135.52</b>	<b>10,555.00</b>	<b>(6,419.48)</b>	<b>42,770.95</b>	<b>46,805.00</b>	<b>(4,034.05)</b>	<b>100,700.00</b>	<b>57,929.05</b>
<b>Total Income</b>	<b>217,429.38</b>	<b>223,848.77</b>	<b>(6,419.39)</b>	<b>1,109,240.31</b>	<b>1,113,266.53</b>	<b>(4,026.22)</b>	<b>2,660,208.00</b>	<b>1,550,967.69</b>

# Income Statement Report Cameron Station Community Consolidated

May 01, 2020 thru May 31, 2020

	Actual	Current Period Budget	Variance	Actual	Year to Date (5 months) Budget	Variance	Annual Budget	Budget Remaining
Expense								
Administrative								
5015 - Bank Charges	(692.08)	20.00	(712.08)	(682.08)	100.00	(782.08)	240.00	922.08
5020 - Board Support	740.60	834.00	(93.40)	3,502.05	4,167.00	(664.95)	10,000.00	6,497.95
5025 - Collection Charges	940.00	250.00	690.00	3,881.00	1,250.00	2,631.00	3,000.00	(881.00)
5030 - Acct Setup/DD/Coupons	1,250.00	834.00	416.00	4,779.00	4,167.00	612.00	10,000.00	5,221.00
5035 - Architechtrual Comprehensives	0.00	688.00	(688.00)	0.00	2,064.00	(2,064.00)	6,880.00	6,880.00
5040 - Computer Network/C3	287.00	834.00	(547.00)	6,497.81	4,167.00	2,330.81	10,000.00	3,502.19
5065 - Software Licenses	0.00	42.00	(42.00)	0.00	208.50	(208.50)	500.00	500.00
5070 - Parking Enforcement	0.00	1,250.00	(1,250.00)	0.00	6,250.00	(6,250.00)	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	822.54	584.00	238.54	3,228.20	2,917.00	311.20	7,000.00	3,771.80
5090 - Office Supplies	233.83	291.00	(57.17)	2,897.28	1,458.00	1,439.28	3,500.00	602.72
5210 - Printing & Copying	(1,416.11)	625.00	(2,041.11)	2,697.68	3,125.00	(427.32)	7,500.00	4,802.32
5215 - Postage	819.55	834.00	(14.45)	3,267.56	4,167.00	(899.44)	10,000.00	6,732.44
5220 - Courier Service	0.00	63.00	(63.00)	44.40	313.00	(268.60)	750.00	705.60
5320 - Temp Desk Coverage	0.00	500.00	(500.00)	0.50	2,500.00	(2,499.50)	6,000.00	5,999.50
6040 - Bundled Telecom Services	2,196.20	1,102.00	1,094.20	4,700.16	5,508.00	(807.84)	13,218.00	8,517.84
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	264.76	0.00	264.76	264.76	5,000.00	(4,735.24)	7,500.00	7,235.24
Total Administrative	5,446.29	8,751.00	(3,304.71)	35,188.72	48,694.50	(13,505.78)	117,588.00	82,399.28
Activities								
5200 - Events & Awards	90.59	0.00	90.59	8,076.77	10,714.50	(2,637.73)	37,500.00	29,423.23
5205 - Activity Charges	(2,812.00)	0.00	(2,812.00)	(2,812.00)	0.00	(2,812.00)	0.00	2,812.00
Total Activities	(2,721.41)	0.00	(2,721.41)	5,264.77	10,714.50	(5,449.73)	37,500.00	32,235.23
Communications								
5115 - Web Site Maintenance	0.00	291.00	(291.00)	558.00	1,458.00	(900.00)	3,500.00	2,942.00
5225 - Newsletter Services	2,897.25	2,583.00	314.25	7,621.61	7,750.00	(128.39)	15,500.00	7,878.39

# Income Statement Report Cameron Station Community Consolidated

May 01, 2020 thru May 31, 2020

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b><u>Expense</u></b>								
<b>Communications</b>								
5316 - Other Communications	(1,095.22)	500.00	(1,595.22)	741.54	2,500.00	(1,758.46)	6,000.00	5,258.46
<b>Total Communications</b>	<b>1,802.03</b>	<b>3,374.00</b>	<b>(1,571.97)</b>	<b>8,921.15</b>	<b>11,708.00</b>	<b>(2,786.85)</b>	<b>25,000.00</b>	<b>16,078.85</b>
<b>Insurance</b>								
5408 - Crime Protection Coverage	300.00	308.00	(8.00)	1,500.00	1,541.50	(41.50)	3,700.00	2,200.00
5438 - Cyber Liability \$3 Million Coverge	291.25	325.00	(33.75)	1,456.25	1,625.00	(168.75)	3,900.00	2,443.75
<b>Total Insurance</b>	<b>591.25</b>	<b>633.00</b>	<b>(41.75)</b>	<b>2,956.25</b>	<b>3,166.50</b>	<b>(210.25)</b>	<b>7,600.00</b>	<b>4,643.75</b>
<b>Management Services</b>								
5302 - Administrative Salaries	18,122.76	28,174.00	(10,051.24)	98,309.43	140,871.00	(42,561.57)	338,091.00	239,781.57
5340 - Payroll Taxes/Benefits/Costs	3,474.55	7,567.00	(4,092.45)	24,778.00	37,832.00	(13,054.00)	90,796.00	66,018.00
7015 - Management Reimbursements	141.00	250.00	(109.00)	984.50	1,250.00	(265.50)	3,000.00	2,015.50
7040 - Management Fees	7,916.67	7,916.00	0.67	39,583.35	39,583.00	0.35	95,000.00	55,416.65
<b>Total Management Services</b>	<b>29,654.98</b>	<b>43,907.00</b>	<b>(14,252.02)</b>	<b>163,655.28</b>	<b>219,536.00</b>	<b>(55,880.72)</b>	<b>526,887.00</b>	<b>363,231.72</b>
<b>Trash Services</b>								
6035 - Trash and Recycling Service	27,016.21	26,450.92	565.29	132,340.39	132,254.60	85.79	323,759.00	191,418.61
<b>Total Trash Services</b>	<b>27,016.21</b>	<b>26,450.92</b>	<b>565.29</b>	<b>132,340.39</b>	<b>132,254.60</b>	<b>85.79</b>	<b>323,759.00</b>	<b>191,418.61</b>
<b>Common Area Maint &amp; Services</b>								
6000 - Electric Service	3,201.31	3,416.00	(214.69)	18,209.97	17,083.00	1,126.97	41,000.00	22,790.03
6025 - Water Service	1,138.74	2,857.00	(1,718.26)	3,518.54	8,571.00	(5,052.46)	20,000.00	16,481.46
6100 - Grounds & Landscaping - Contract	12,996.00	12,996.00	0.00	66,050.00	64,980.00	1,070.00	155,952.00	89,902.00
6150 - Flower Rotation & Lanscape Enhancem	6,097.50	2,160.00	3,937.50	4,662.10	10,420.00	(5,757.90)	23,000.00	18,337.90
6155 - Turf Treatment & Enhancements	0.00	2,700.00	(2,700.00)	4,770.00	15,800.00	(11,030.00)	20,000.00	15,230.00
6160 - Tree & Shrub Maintenance	7,052.00	6,800.00	252.00	13,757.50	12,800.00	957.50	34,000.00	20,242.50
6299 - Irrigation System Contract	(2,866.00)	2,150.00	(5,016.00)	5,193.00	2,150.00	3,043.00	22,150.00	16,957.00
6305 - TMP Expenses	17,500.00	17,500.00	0.00	87,500.00	87,500.00	0.00	210,000.00	122,500.00
6434 - Pest Control	240.17	209.00	31.17	882.51	1,042.00	(159.49)	2,500.00	1,617.49



# Income Statement Report Cameron Station Community Consolidated

May 01, 2020 thru May 31, 2020

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b><u>Expense</u></b>								
<b>Common Area Maint &amp; Services</b>								
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	0.00	0.00	0.00	250.00	(250.00)	1,000.00	1,000.00
6600 - General Repair & Maintenance	(1,125.00)	767.00	(1,892.00)	236.97	3,833.50	(3,596.53)	9,200.00	8,963.03
6605 - General Maintenance Supplies	0.00	541.00	(541.00)	135.62	2,708.00	(2,572.38)	6,500.00	6,364.38
6640 - Lighting Supplies/Repair & Maintenance	1,374.96	3,166.00	(1,791.04)	12,088.58	15,833.00	(3,744.42)	38,000.00	25,911.42
6685 - Linear Park Landscape Maintenance	2,483.07	2,708.50	(225.43)	2,483.07	8,125.50	(5,642.43)	21,668.00	19,184.93
6690 - Pet Stations	579.15	709.00	(129.85)	3,374.04	3,542.00	(167.96)	8,500.00	5,125.96
6760 - Street Repair & Maintenance	0.00	0.00	0.00	300.00	3,250.00	(2,950.00)	6,500.00	6,200.00
<b>Total Common Area Maint &amp; Services</b>	<b>48,671.90</b>	<b>58,679.50</b>	<b>(10,007.60)</b>	<b>223,449.26</b>	<b>299,888.00</b>	<b>(76,438.74)</b>	<b>689,970.00</b>	<b>466,520.74</b>
<b>Landscaping</b>								
6135 - Erosion Control	1,870.00	833.00	1,037.00	3,740.00	4,166.50	(426.50)	10,000.00	6,260.00
6199 - Irrigation Repairs	2,866.00	543.00	2,323.00	3,166.00	1,628.50	1,537.50	3,800.00	634.00
<b>Total Landscaping</b>	<b>4,736.00</b>	<b>1,376.00</b>	<b>3,360.00</b>	<b>6,906.00</b>	<b>5,795.00</b>	<b>1,111.00</b>	<b>13,800.00</b>	<b>6,894.00</b>
<b>Repair &amp; Maintenance</b>								
6755 - Storm Recovery Repair & Maintenance	0.00	500.00	(500.00)	1,160.00	1,500.00	(340.00)	4,000.00	2,840.00
<b>Total Repair &amp; Maintenance</b>	<b>0.00</b>	<b>500.00</b>	<b>(500.00)</b>	<b>1,160.00</b>	<b>1,500.00</b>	<b>(340.00)</b>	<b>4,000.00</b>	<b>2,840.00</b>
<b>Professional Services</b>								
5105 - Reserve Studies	0.00	750.00	(750.00)	0.00	1,500.00	(1,500.00)	1,500.00	1,500.00
7000 - Audit & Tax Services	0.00	6,800.00	(6,800.00)	0.00	6,800.00	(6,800.00)	6,800.00	6,800.00
7020 - Legal Services	300.00	334.00	(34.00)	900.00	1,667.00	(767.00)	4,000.00	3,100.00
7025 - Legal Services - Collections	3,044.96	1,750.00	1,294.96	8,442.64	8,750.00	(307.36)	21,000.00	12,557.36
7030 - Legal Services - General Counsel	6,692.00	2,500.00	4,192.00	14,280.00	12,500.00	1,780.00	30,000.00	15,720.00
<b>Total Professional Services</b>	<b>10,036.96</b>	<b>12,134.00</b>	<b>(2,097.04)</b>	<b>23,622.64</b>	<b>31,217.00</b>	<b>(7,594.36)</b>	<b>63,300.00</b>	<b>39,677.36</b>
<b>Cameron Club Maint &amp; Operations</b>								
5195 - Miscellaneous Expenses	60.00	84.00	(24.00)	85.00	417.00	(332.00)	1,000.00	915.00

# Income Statement Report Cameron Station Community Consolidated

May 01, 2020 thru May 31, 2020

	Current Period			Year to Date (5 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
<u>Expense</u>								
<b>Cameron Club Maint &amp; Operations</b>								
5318 - Health Club Management/Staff	10,000.00	13,760.00	(3,760.00)	66,137.92	68,797.00	(2,659.08)	165,112.00	98,974.08
6075 - Clubhouse Utilities	2,260.21	3,200.00	(939.79)	12,600.85	16,000.00	(3,399.15)	38,400.00	25,799.15
6315 - Uniforms	0.00	0.00	0.00	0.00	400.00	(400.00)	800.00	800.00
6408 - Elevator Services	354.77	0.00	354.77	1,863.10	2,250.00	(386.90)	4,500.00	2,636.90
6414 - Fire Prevention & Protection	707.06	0.00	707.06	3,574.46	5,000.00	(1,425.54)	10,000.00	6,425.54
6424 - HVAC Services	211.67	1,000.00	(788.33)	2,445.18	3,000.00	(554.82)	6,000.00	3,554.82
6430 - Janitorial Services	(941.58)	3,535.00	(4,476.58)	13,198.42	17,675.00	(4,476.58)	42,420.00	29,221.58
6436 - Special Cleanings	0.00	584.00	(584.00)	2,050.00	2,917.00	(867.00)	7,000.00	4,950.00
6438 - Pool Management	9,421.00	9,422.00	(1.00)	37,687.00	20,479.00	17,208.00	48,745.00	11,058.00
6440 - Safety & Security	0.00	450.00	(450.00)	385.05	2,550.00	(2,164.95)	5,500.00	5,114.95
6500 - Fire Suppression System	0.00	5,000.00	(5,000.00)	0.00	6,000.00	(6,000.00)	6,000.00	6,000.00
6515 - Building Repair & Maintenance	0.00	1,000.00	(1,000.00)	307.40	5,971.00	(5,663.60)	14,000.00	13,692.60
6525 - Community Center Improvement	0.00	166.00	(166.00)	0.00	833.00	(833.00)	2,000.00	2,000.00
6570 - Fitness Equipment Repair & Maintenan	1,008.00	791.00	217.00	1,623.56	3,958.00	(2,334.44)	9,500.00	7,876.44
6575 - Fitness Center Supplies	926.97	500.00	426.97	2,550.36	2,500.00	50.36	6,000.00	3,449.64
6590 - Access System Supplies	0.00	750.00	(750.00)	0.00	2,500.00	(2,500.00)	4,500.00	4,500.00
6595 - Access System Repairs	0.00	170.00	(170.00)	0.00	880.00	(880.00)	2,000.00	2,000.00
6700 - Pool Repair & Maintenance	0.00	500.00	(500.00)	3,736.99	1,500.00	2,236.99	4,000.00	263.01
6710 - Pool Supplies	0.00	1,000.00	(1,000.00)	0.00	2,000.00	(2,000.00)	5,000.00	5,000.00
9934 - Recreation Equipment	0.00	333.00	(333.00)	0.00	1,666.50	(1,666.50)	4,000.00	4,000.00
<b>Total Cameron Club Maint &amp; Operations</b>	<b>24,008.10</b>	<b>42,245.00</b>	<b>(18,236.90)</b>	<b>148,245.29</b>	<b>167,293.50</b>	<b>(19,048.21)</b>	<b>386,477.00</b>	<b>238,231.71</b>
<b>Taxes &amp; Insurance</b>								
5390 - Fidelity/Workman's Comp	(50.33)	50.00	(100.33)	618.43	250.00	368.43	600.00	(18.43)
5415 - D&O Insurance Premiums	440.17	459.00	(18.83)	2,174.17	2,292.00	(117.83)	5,500.00	3,325.83
5420 - Umbrella	1,429.15	929.00	500.15	4,893.99	4,646.00	247.99	11,150.00	6,256.01
5445 - General Liability Insurance Premiums	1,336.42	1,416.00	(79.58)	6,638.08	7,083.00	(444.92)	17,000.00	10,361.92

# Income Statement Report Cameron Station Community Consolidated

May 01, 2020 thru May 31, 2020

	Current Period			Year to Date (5 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b><u>Expense</u></b>								
<b>Taxes &amp; Insurance</b>								
9000 - Income Tax	12,000.00	0.00	12,000.00	12,000.00	2,500.00	9,500.00	10,000.00	(2,000.00)
<b>Total Taxes &amp; Insurance</b>	<b>15,155.41</b>	<b>2,854.00</b>	<b>12,301.41</b>	<b>26,324.67</b>	<b>16,771.00</b>	<b>9,553.67</b>	<b>44,250.00</b>	<b>17,925.33</b>
<b>Other Expenses</b>								
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	10,000.00	10,000.00	0.00	24,000.00	14,000.00
9946 - Signs Expenses	0.00	0.00	0.00	222.60	1,000.00	(777.40)	2,500.00	2,277.40
<b>Total Other Expenses</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>10,222.60</b>	<b>13,500.00</b>	<b>(3,277.40)</b>	<b>34,000.00</b>	<b>23,777.40</b>
<b>Reserve Contributions</b>								
9800 - Repair & Replacement Expenses	30,706.83	30,707.00	(0.17)	153,534.15	153,534.00	0.15	368,482.00	214,947.85
<b>Total Reserve Contributions</b>	<b>30,706.83</b>	<b>30,707.00</b>	<b>(0.17)</b>	<b>153,534.15</b>	<b>153,534.00</b>	<b>0.15</b>	<b>368,482.00</b>	<b>214,947.85</b>
<b>Total Expense</b>	<b>197,104.55</b>	<b>233,611.42</b>	<b>(36,506.87)</b>	<b>941,791.17</b>	<b>1,115,572.60</b>	<b>(173,781.43)</b>	<b>2,642,613.00</b>	<b>1,700,821.83</b>
<b>Net Income / (Loss)</b>	<b>20,324.83</b>	<b>(9,762.65)</b>	<b>30,087.48</b>	<b>167,449.14</b>	<b>(2,306.07)</b>	<b>169,755.21</b>	<b>17,595.00</b>	<b>(149,854.14)</b>

# Income and Expense Projection Report

## Cameron Station Community

As of May 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Assessment Income</b>														
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
<b>Total Assessment Income</b>	<b>213,294</b>	<b>213,294</b>	<b>213,294</b>	<b>213,294</b>	<b>213,294</b>	<b>213,294</b>	<b>213,289</b>	<b>213,294</b>	<b>213,294</b>	<b>213,289</b>	<b>213,294</b>	<b>213,294</b>	<b>2,559,516</b>	<b>2,559,508</b>
<b>Other Income</b>														
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	0	200	200	100	100	100	100	100	1,415	2,000
4260 - Resale Processing Fees	117	822	939	352	704	1,100	1,100	880	660	660	440	440	8,214	8,800
4265 - Website Income	200	0	0	300	0	84	84	83	84	84	83	84	1,084	1,000
4295 - Charitable Donations Income	0	0	0	2,000	0	0	0	0	0	0	0	0	2,000	8,800
4400 - Room Rental Fees	1,200	0	0	1,220	0	667	667	666	667	667	666	667	7,087	8,000
4405 - Club Cleaning Fees	625	0	0	1,250	0	500	500	500	500	500	500	500	5,375	6,000
4710 - Late Fees & Interest	15,892	(75)	(14,063)	5,625	(250)	617	617	616	617	617	616	617	11,445	7,400
4720 - Legal Reimbursements	2,755	427	0	532	96	500	500	500	500	500	500	500	7,310	6,000
4805 - HOA Compliance Fees	100	(40)	0	0	0	417	417	416	417	417	416	417	2,977	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	916	1,059	1,059	1,058	1,059	1,059	1,058	1,059	12,360	12,700
4910 - Interest Earned - Reserve Funds	2,938	2,729	2,715	2,626	2,669	2,417	2,417	2,416	2,417	2,417	2,416	2,417	30,593	29,000
<b>Total Other Income</b>	<b>25,217</b>	<b>5,010</b>	<b>(9,405)</b>	<b>17,813</b>	<b>4,136</b>	<b>8,465</b>	<b>7,560</b>	<b>8,735</b>	<b>7,020</b>	<b>8,520</b>	<b>6,795</b>	<b>6,800</b>	<b>96,666</b>	<b>100,700</b>
<b>Total Income</b>	<b>238,511</b>	<b>218,304</b>	<b>203,889</b>	<b>231,107</b>	<b>217,429</b>	<b>221,759</b>	<b>220,849</b>	<b>222,029</b>	<b>220,314</b>	<b>221,809</b>	<b>220,089</b>	<b>220,094</b>	<b>2,656,182</b>	<b>2,660,208</b>
<b>Administrative</b>														
5015 - Bank Charges	0	0	0	10	(692)	20	20	20	20	20	20	20	(542)	240
5020 - Board Support	192	1,535	292	742	741	833	833	834	833	833	834	833	9,335	10,000

# Income and Expense Projection Report

## Cameron Station Community

As of May 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Administrative</b>														
5025 - Collection Charges	521	(365)	125	2,660	940	250	250	250	250	250	250	250	5,631	3,000
5030 - Acct Setup/DD/Coupons	377	378	380	2,395	1,250	833	833	834	833	833	834	833	10,612	10,000
5035 - Architechtrual Comprehensives	0	0	0	0	0	688	688	688	688	688	688	688	4,816	6,880
5040 - Computer Network/C3	1,573	1,584	1,370	1,684	287	833	833	834	833	833	834	833	12,331	10,000
5065 - Software Licenses	0	0	0	0	0	42	42	42	42	42	42	42	292	500
5070 - Parking Enforcement	0	0	0	0	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	8,750	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	823	583	583	584	583	583	584	583	7,311	7,000
5090 - Office Supplies	(24)	1,413	857	418	234	292	292	291	292	292	291	292	4,939	3,500
5210 - Printing & Copying	148	6,330	3,713	(6,077)	(1,416)	625	625	625	625	625	625	625	7,073	7,500
5215 - Postage	956	320	797	376	820	833	833	834	833	833	834	833	9,101	10,000
5220 - Courier Service	0	0	0	44	0	62	63	62	63	62	63	62	481	750
5320 - Temp Desk Coverage	0	0	0	1	0	500	500	500	500	500	500	500	3,501	6,000
6040 - Bundled Telecom Services	450	587	636	831	2,196	1,101	1,102	1,101	1,102	1,101	1,102	1,101	12,410	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	265	0	0	0	0	0	2,500	0	2,765	7,500
<b>Total Administrative</b>	<b>4,869</b>	<b>11,781</b>	<b>8,809</b>	<b>4,284</b>	<b>5,446</b>	<b>8,745</b>	<b>8,747</b>	<b>8,749</b>	<b>10,081</b>	<b>10,078</b>	<b>13,751</b>	<b>8,745</b>	<b>104,082</b>	<b>117,588</b>
<b>Activities</b>														
5200 - Events & Awards	49	5,000	1,914	1,023	91	5,357	5,357	5,357	5,358	0	0	5,357	34,862	37,500
5205 - Activity Charges	0	0	2,812	(2,812)	(2,812)	0	0	0	0	0	0	0	(2,812)	0
<b>Total Activities</b>	<b>49</b>	<b>5,000</b>	<b>4,726</b>	<b>(1,789)</b>	<b>(2,721)</b>	<b>5,357</b>	<b>5,357</b>	<b>5,357</b>	<b>5,358</b>	<b>0</b>	<b>0</b>	<b>5,357</b>	<b>32,050</b>	<b>37,500</b>
<b>Communications</b>														
5115 - Web Site Maintenance	0	0	512	47	0	292	292	291	292	292	291	292	2,600	3,500
5225 - Newsletter Services	0	0	0	4,724	2,897	0	2,583	0	2,584	0	2,583	0	15,372	15,500
5316 - Other Communications	553	781	439	65	(1,095)	500	500	500	500	500	500	500	4,242	6,000
<b>Total Communications</b>	<b>553</b>	<b>781</b>	<b>950</b>	<b>4,836</b>	<b>1,802</b>	<b>792</b>	<b>3,375</b>	<b>791</b>	<b>3,376</b>	<b>792</b>	<b>3,374</b>	<b>792</b>	<b>22,213</b>	<b>25,000</b>
<b>Insurance</b>														
5408 - Crime Protection Coverage	300	300	300	300	300	309	309	308	309	309	308	309	3,659	3,700

# Income and Expense Projection Report

## Cameron Station Community

As of May 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Insurance</b>														
5438 - Cyber Liability \$3 Million Coverage	291	291	291	291	291	325	325	325	325	325	325	325	3,731	3,900
<b>Total Insurance</b>	<b>591</b>	<b>591</b>	<b>591</b>	<b>591</b>	<b>591</b>	<b>634</b>	<b>634</b>	<b>633</b>	<b>634</b>	<b>634</b>	<b>633</b>	<b>634</b>	<b>7,390</b>	<b>7,600</b>
<b>Management Services</b>														
5302 - Administrative Salaries	26,728	22,502	11,274	19,682	18,123	28,175	28,174	28,174	28,174	28,175	28,174	28,174	295,529	338,091
5340 - Payroll Taxes/Benefits/Costs	8,227	3,744	5,527	3,805	3,475	7,566	7,566	7,567	7,566	7,566	7,567	7,566	77,742	90,796
7015 - Management Reimbursements	138	183	333	191	141	250	250	250	250	250	250	250	2,735	3,000
7040 - Management Fees	7,917	7,917	7,917	7,917	7,917	7,917	7,917	7,916	7,917	7,917	7,916	7,917	95,000	95,000
<b>Total Management Services</b>	<b>43,010</b>	<b>34,345</b>	<b>25,051</b>	<b>31,595</b>	<b>29,655</b>	<b>43,908</b>	<b>43,907</b>	<b>43,907</b>	<b>43,907</b>	<b>43,908</b>	<b>43,907</b>	<b>43,907</b>	<b>471,006</b>	<b>526,887</b>
<b>Trash Services</b>														
6035 - Trash and Recycling Service	25,302	27,186	27,173	25,663	27,016	26,451	27,509	27,509	27,509	27,509	27,509	27,509	323,845	323,759
<b>Total Trash Services</b>	<b>25,302</b>	<b>27,186</b>	<b>27,173</b>	<b>25,663</b>	<b>27,016</b>	<b>26,451</b>	<b>27,509</b>	<b>27,509</b>	<b>27,509</b>	<b>27,509</b>	<b>27,509</b>	<b>27,509</b>	<b>323,845</b>	<b>323,759</b>
<b>Common Area Maint &amp; Services</b>														
6000 - Electric Service	4,257	3,951	3,299	3,503	3,201	3,417	3,417	3,416	3,417	3,417	3,416	3,417	42,127	41,000
6025 - Water Service	1,061	935	(261)	645	1,139	2,858	2,857	2,857	2,857	0	0	0	14,948	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	6,098	2,160	2,160	2,160	6,100	0	0	0	17,242	23,000
6155 - Turf Treatment & Enhancements	0	1,395	1,055	2,320	0	700	875	875	875	875	0	0	8,970	20,000
6160 - Tree & Shrub Maintenance	1,400	3,406	1,175	725	7,052	6,800	6,800	3,800	3,800	0	0	0	34,958	34,000
6299 - Irrigation System Contract	0	0	0	8,059	(2,866)	10,000	2,000	2,000	2,000	0	4,000	0	25,193	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	240	208	208	209	208	208	209	208	2,341	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	(1,125)	767	767	767	767	767	767	767	5,603	9,200
6605 - General Maintenance Supplies	0	43	0	93	0	542	542	541	542	542	541	542	3,928	6,500
6640 - Lighting Supplies/Repair & Mainten	1,120	0	5,573	4,021	1,375	3,167	3,167	3,166	3,167	3,167	3,166	3,167	34,256	38,000
6685 - Linear Park Landscape Maintenance	0	0	0	0	2,483	2,709	2,709	2,709	2,709	2,709	0	0	16,026	21,668
6690 - Pet Stations	754	125	1,042	874	579	708	708	709	708	708	709	708	8,332	8,500

# Income and Expense Projection Report

## Cameron Station Community

As of May 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Common Area Maint &amp; Services</b>														
6760 - Street Repair & Maintenance	0	300	0	0	0	0	0	0	0	3,250	0	0	3,550	6,500
<b>Total Common Area Maint &amp; Services</b>	<b>37,073</b>	<b>42,032</b>	<b>42,804</b>	<b>52,869</b>	<b>48,672</b>	64,781	56,705	53,955	57,645	46,388	57,304	53,305	<b>613,531</b>	689,970
<b>Landscaping</b>														
6135 - Erosion Control	0	0	0	1,870	1,870	834	834	833	834	834	833	834	9,574	10,000
6199 - Irrigation Repairs	300	0	0	0	2,866	543	543	543	543	0	0	0	5,338	3,800
<b>Total Landscaping</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>1,870</b>	<b>4,736</b>	1,377	1,377	1,376	1,377	834	833	834	<b>14,911</b>	13,800
<b>Repair &amp; Maintenance</b>														
6755 - Storm Recovery Repair & Maintenance	0	825	0	335	0	500	0	500	500	500	500	0	3,660	4,000
<b>Total Repair &amp; Maintenance</b>	<b>0</b>	<b>825</b>	<b>0</b>	<b>335</b>	<b>0</b>	500	0	500	500	500	500	0	<b>3,660</b>	4,000
<b>Professional Services</b>														
5105 - Reserve Studies	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500
7000 - Audit & Tax Services	0	0	0	0	0	0	0	0	0	0	0	0	0	6,800
7020 - Legal Services	0	0	4,886	(4,286)	300	333	333	334	333	333	334	333	3,233	4,000
7025 - Legal Services - Collections	0	2,015	3,272	111	3,045	1,750	1,750	1,750	1,750	1,750	1,750	1,750	20,693	21,000
7030 - Legal Services - General Counsel	0	1,118	2,184	4,286	6,692	2,500	2,500	2,500	2,500	2,500	2,500	2,500	31,780	30,000
<b>Total Professional Services</b>	<b>0</b>	<b>3,133</b>	<b>10,342</b>	<b>111</b>	<b>10,037</b>	4,583	4,583	4,584	4,583	4,583	4,584	4,583	<b>55,706</b>	63,300
<b>Cameron Club Maint &amp; Operations</b>														
5195 - Miscellaneous Expenses	0	25	0	0	60	83	83	83	84	83	83	84	668	1,000
5318 - Health Club Management/Staff	14,034	14,034	14,034	14,035	10,000	13,759	13,759	13,760	13,759	13,759	13,760	13,759	162,453	165,112
6075 - Clubhouse Utilities	2,456	2,784	3,654	1,447	2,260	3,200	3,200	3,200	3,200	3,200	3,200	3,200	35,001	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	355	0	1,125	0	0	1,125	0	0	4,113	4,500
6414 - Fire Prevention & Protection	712	532	722	902	707	0	2,500	0	2,500	0	0	0	8,574	10,000
6424 - HVAC Services	125	423	212	1,474	212	0	0	1,000	0	1,000	0	1,000	5,445	6,000
6430 - Janitorial Services	3,535	3,535	3,535	3,535	(942)	3,535	3,535	3,535	3,535	3,535	3,535	3,535	37,943	42,420
6436 - Special Cleanings	0	1,000	1,050	0	0	583	583	584	583	583	584	583	6,133	7,000
6438 - Pool Management	0	9,424	9,421	9,421	9,421	9,422	9,422	9,422	0	0	0	0	65,953	48,745

# Income and Expense Projection Report

## Cameron Station Community

As of May 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Cameron Club Maint &amp; Operations</b>														
6440 - Safety & Security	0	0	0	385	0	450	450	450	450	450	450	250	3,335	5,500
6500 - Fire Suppression System	0	0	0	0	0	0	0	0	0	0	0	0	0	6,000
6515 - Building Repair & Maintenance	11	296	0	0	0	1,012	1,100	1,233	1,167	1,167	1,167	1,183	8,336	14,000
6525 - Community Center Improvement	0	0	0	0	0	167	167	166	167	167	166	167	1,167	2,000
6570 - Fitness Equipment Repair & Maintenance	0	0	616	0	1,008	792	792	791	792	792	791	792	7,166	9,500
6575 - Fitness Center Supplies	640	900	83	0	927	500	500	500	500	500	500	500	6,050	6,000
6590 - Access System Supplies	0	0	0	0	0	0	750	0	750	0	500	0	2,000	4,500
6595 - Access System Repairs	0	0	0	0	0	170	170	170	170	170	170	100	1,120	2,000
6700 - Pool Repair & Maintenance	0	0	3,147	590	0	500	500	500	1,000	0	0	0	6,237	4,000
6710 - Pool Supplies	0	0	0	0	0	1,500	500	500	500	0	0	0	3,000	5,000
9934 - Recreation Equipment	0	0	0	0	0	334	334	333	334	334	333	334	2,334	4,000
<b>Total Cameron Club Maint &amp; Operations</b>	<b>21,868</b>	<b>33,309</b>	<b>36,828</b>	<b>32,233</b>	<b>24,008</b>	<b>36,007</b>	<b>39,470</b>	<b>36,227</b>	<b>29,491</b>	<b>26,865</b>	<b>25,639</b>	<b>25,487</b>	<b>367,429</b>	<b>386,477</b>
<b>Taxes &amp; Insurance</b>														
5390 - Fidelity/Workman's Comp	154	154	154	206	(50)	50	50	50	50	50	50	50	968	600
5415 - D&O Insurance Premiums	434	434	434	434	440	458	458	459	458	458	459	458	5,382	5,500
5420 - Umbrella	866	866	866	866	1,429	929	929	929	930	929	929	929	11,398	11,150
5445 - General Liability Insurance Premium	1,309	1,309	1,309	1,374	1,336	1,417	1,417	1,416	1,417	1,417	1,416	1,417	16,555	17,000
9000 - Income Tax	0	0	0	0	12,000	2,500	0	0	2,500	0	0	2,500	19,500	10,000
<b>Total Taxes &amp; Insurance</b>	<b>2,763</b>	<b>2,763</b>	<b>2,763</b>	<b>2,879</b>	<b>15,155</b>	<b>5,354</b>	<b>2,854</b>	<b>2,854</b>	<b>5,355</b>	<b>2,854</b>	<b>2,854</b>	<b>5,354</b>	<b>53,804</b>	<b>44,250</b>
<b>Other Expenses</b>														
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
<b>Total Other Expenses</b>	<b>2,000</b>	<b>2,997</b>	<b>1,003</b>	<b>2,223</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>5,500</b>	<b>2,000</b>	<b>2,500</b>	<b>4,500</b>	<b>30,723</b>	<b>34,000</b>



# Income and Expense Projection Report

## Cameron Station Community

As of May 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
<b>Reserve Contributions</b>														
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
<b>Total Reserve Contributions</b>	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
<b>Total Expense</b>	169,084	195,449	191,747	188,407	197,105	231,194	227,223	219,148	226,020	197,649	214,095	211,711	2,468,832	2,642,613
<b>Association Summary</b>	69,427	22,855	12,142	42,700	20,325	(9,435)	(6,374)	2,881	(5,707)	24,160	5,994	8,383	187,350	17,595

**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	-						
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		
BMO HARRIS BANK - IL*	\$ 93,000	0.50%	\$ 465.00	12/12/23				\$ 50,000		
<b>TOTAL</b>	<b>\$ 1,467,190</b>		<b>\$ 27,526.94</b>		<b>\$ 200,000</b>	<b>\$ 528,000</b>	<b>\$ 466,000</b>	<b>\$ 228,000</b>	<b>\$ -</b>	<b>\$ -</b>

as of 6/12/20

**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	-						
MERCHANTS BANK - IN	\$ 50,000	0.95%	\$ 475.00	07/27/20	\$ 50,000					
FEDERAL SAVINGS BANK	\$ 51,000	0.85%	\$ 433.50	08/28/20	\$ 51,000					
BEAL BANK - TX	\$ 52,000	0.20%	\$ 104.00	09/09/20	\$ 52,000					
BEAL BANK - TX	\$ 54,000	0.10%	\$ 54.00	10/14/20	\$ 54,000					
<b>TOTAL</b>	<b>\$ 207,342</b>		<b>\$ 1,066.57</b>		<b>\$ 207,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

as of 6/12/20

\*Step-Up CD: Yr1+.50%, Yr2=.75%, Yr3=1.00%,last6mo=1.50%

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 June 12, 2020 and is subject to daily market fluctuation.

Prices and yields are as of June 15, 2020 and subject to change and availability.  
Morgan Stanley Smith Barney. Member SIPC.

# TAB 3

ProFit information provided can be found  
in the Board Decision section.

# TAB 4

DRAFT MINUTES  
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING  
THURSDAY, JUNE 11, 2020

The following individuals attended the meeting:

Ray Celeste, CCFC Chair

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)

Sandish Risal, American Pools (via phone)

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

Rich Mandley, ProFIT Fitness (via phone)

PsyGianni Scott, ProFIT Fitness (via phone)

David Hedge, PlayOn Courts (via phone)

Todd Sinkins, Community Legal Counsel (via phone)

The following individuals were absent:

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:05 p.m.
2. Tim Regan made a motion to approve the agenda. The motion was seconded by Brendan Hanlon and it passed unanimously.
3. Residents' Open Forum. No residents attended the meeting.
4. Dan Ogg made a motion to approve the CCFC's meeting minutes for May. The motion was seconded by Brendan Hanlon and it passed unanimously.
5. Pool Matters. Sandish Risal provided the update. American Pools is ready for the pool to open under the Phase 2 guidelines issued by the Governor. American Pools has enough lifeguards to staff the pool when it opens. The pool will be open for lap/exercise swim only. There can be 3 people per lane and a maximum of 50 people on the pool deck, including lifeguards. There will be a check in process and the deck will have to be cleaned in accordance with guidelines, which will be once hourly. People must be social distanced, 10 feet between groups and families can be closer together. Todd Sinkins advised the community is going to need to hire somebody who can enforce the rules and screen people coming in and be accountable for collecting the health screening questionnaire. Lifeguards will not be expected to do this, as they will need to maintain focus on the pool and cleaning procedures. There was discussion on how best to open the pool and gym within the guidelines set forth by the Governor's executive order.

- a. Brendan Hanlon proposed that the gym and pool open for 7 hours daily, 7 days a week during Phase 2 and that ProFIT provide the additional staffing required

for health screening which included a questionnaire. ProFIT will also provide the staffing for pool and gym entrance management and social distancing at the pool. American Pools will be responsible for lifeguards and cleaning of the pool and ProFIT will be responsible for cleaning of the gym. Both companies should provide the Board with a quote for any further costs related to this proposal, including any possible rebates for the reduced hours.

6. BOD Update. Jon Dellaria provided the BOD update. The BOD has been renegotiating contracts with community vendors, including American Pools and ProFIT. The BOD is going to meet on June 16, 2020 to determine the path forward for the pool and fitness in Phase 2.
7. CMC Management report. Brittoni King provided the CMC Management update.
  - a) Alberto is back, so he is back on top of the maintenance that is required. He is working to figure out an inexpensive way to prevent the water damage that is caused by the last shower on the left in the men's room. The shower is operational but has been closed due to the ongoing water damage problem. Ray Celeste asked that the proper steps be taken such as reshaping the floor so the water will flow into a nearby drain instead of a nearby wall. This solution has to be done whether any future renovations take place or not.
  - b) The financial issues have all been addressed and fixed on the tracking worksheet (also known as the spending chart).
  - c) David Hedge from PlayOn Courts was on the call and provided his proposal to the Request for Proposal (RFP) for the basketball court floor replacement. Floor removal should take no more than a day and a half. PlayOn would analyze the subfloor and level the concrete as necessary. They will then install new pads and flooring, set the hoop to the appropriate height, prepare the floor, paint the lines, and replace the black strip around the floor. The whole installation process should take 3 weeks. PlayOn will be able to start work roughly 3 weeks after being awarded the contract. Cameron Station should be able to go 2-3 years before re-coating the top-coat and 15-20 years before sanding it back down to the wood and refinish the floors. Ray Celeste will receive from Todd Sinkins the contractual information and forward it on to David Hedge for his consideration.
  - d) The RFP for the architectural services has been drafted. CMC will distribute the RFP. The FY2020 repair/replacement items have been ordered but have not been delivered.
  - e) CMC is going to find attempt to find at least one more proposal in response to the RFP for the basketball courts and have them ready for July's meeting.

8. ProFIT Report:

- a) Rich Mandley provided the ProFIT monthly report. ProFIT presented a proposal to open the gym. He is going to adjust the proposal to reflect the committee's concerns that were discussed for pool matters.
- b) The new audio receivers have arrived and Psy will install prior to the gym opening.
- c) The new equipment is ready to be delivered and will be installed prior to opening.
- d) The outdoor classes discussed in prior months have been postponed while the BOD and ProFIT work out any contract issues related to COVID-19.
- e) Rich Mandley will check to see if Psy Scott has renumbered the equipment in the fitness center.

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

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

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

# TAB 5



**Cameron Station Community Association  
Financial Advisory Committee Meeting  
May 21, 2020**

**MEETING MINUTES**

**I. Call to Order**

- a. The meeting was called to order at 7:03 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers, Andrew Hill and Fred Blum.
- c. Others Present: Martin Menez, Board Treasurer and Board Liaison and Brian Lord, Vice President & HOA Division Director CMC/Associa.
- d. Residents Present: Greg Hillson, Robert Wagner & Edward Alvarez.
- e. The meeting was conducted via a conference call due to the COVID-19 meeting restrictions and the closure of the Cameron Club.

**II. Approval of Agenda**

The agenda was approved unanimously.

**III. Approval of Previous Month's Minutes**

The April 27, 2020 minutes were approved unanimously.

**IV. Resident Open Forum**

Greg Hillson commented on the Health Club management contract, GL 5318, with April expenditures being (slightly) over budget, even though the Club is closed. Are there any contract provisions to address this scenario? Mr. Hillson will raise this issue with the Board at its next meeting. He also spoke about our fiduciary obligation to the residents, commenting the HOA is not a charity, nor are our contractors. It was also noted that the ProFIT on-line classes are well attended.

There is a parallel question on the pool management contract, especially since we do not know what will happen, including whether-or-not the pool will open this season. The pool management contract, GL 6438, is budgeted at \$66,340 for the year. Jeff Gather asked Brian Lord to address this issue. Mr. Lord stated that American Pool has done the work to open the pool, aside from life-guard staffing and pay issues. Mr. Lord also noted that American Pool has offered "several options," but he provided no further details. Mr. Menez noted that the Board is also aware of these issues.

Andrew Hill commented that, because of the delayed pool opening, we can expect a cost reduction in the May financial reports.

## V. Review of Financial Results

### a. April 30, 2020 Financial Statements & Variance Reports

**Net** YTD variance **is favorable** in the amount of \$139,667. Income is slightly above budget and expenses are significantly below budget. Variance report layout changes suggested last month **by the FAC** were incorporated and are an improvement. The Treasurer asked if all the condo associations are on EFT payment. Brian Lord will check.

There were no Balance Sheet or Income **Statement** questions.

**Expenditures**- The FAC discussed several **line** items:

Decals & Parking Passes, GL 6422. **Again, as of April 30, no expenses have been recorded in this account for the year to date.** The **budget spread has assumed a significant expenditure (\$2,500) in the first quarter,** making it hard to evaluate this item without more information. Brian Lord will check on the status of **this GL code** activity.

Pool Management Contract, GL 6438. **Records indicate that contract payments began earlier this year and are significantly higher than projected in the initial 2020 spread report. Management needs to confirm when payments were due under the contract and originally projected to occur in the spread report.** This item should be spread as agreed upon in the contract. This was also discussed last month.

The Irrigation Contract, GL 6299 is unfavorable by \$8,059 **year to date** and had no budgeted April payment in **the spread report**. The payment description includes both the annual contract start-up and **as-needed** repairs. Brian Lord was able to check the invoice remotely. It appears that system start-up was \$5,193. He will follow up on the remaining difference of \$2,866, which should be recorded under GL 6199, Irrigation Repairs.

Computer Network, GL 5040. There is an unfavorable variance for both the month of April and YTD. Mr. Menez asked Mr. Lord for additional details and to confirm if enough was budgeted for 2020. Mr. Lord will follow up.

Linear Park Landscape Maintenance, GL 6685 has no charges shown in the financials year to date even though the Spending Chart spreadsheet shows **"Committed"** activity in this GL. This is a separate fixed-price contract with Lancaster. **In the spread report, equal monthly payments of \$2,709 are anticipated March through October.** There may have been a billing delay by Lancaster.

## **b. Accrual Information – Spending Spreadsheet**

The Chairman led a discussion on the application of the Repair & Replacement Reserve accounts. Monthly contributions to this reserve account are recorded as operating expenses (GL 3276) and add to the balance sheet reserve account (GL 3102). Subsequent reserve project expenditures (GL 3280) draw on the balance in GL 3102. Currently, the operative spending plan for reserve expenditures conforms to the most recent version (2019) of the Reserve Study, however the execution of the spending plan is lagging.

Also, the FAC and Committee chairs are working with Brian Lord to update the spread report projections for the remainder of the year. This effort will improve the utility of the monthly variance report.

## **c. Reserve Fund Investment Worksheet.**

The Treasurer commented that Morgan Stanley is slow to respond on some investment matters. He also transferred \$200,000 from the operating account to Congressional Bank's Money Market Account.

We still must contend with the many moving parts such as COVID-19 and management contract change.

# **VI. Old Business**

## **a. CSCA Investment Policy**

We need to improve appearance and layout of the draft policy. The content is fine, but items such as pagination need considerable work. Andrew Hill will help. Jeff Gathers suggested simply starting over by typing a new draft in a current version of Word.

## **b. HOA paid credit-card changes.**

The Chairman suggested this should wait until a new management company is in place – that is, to lessen transition issues and gain from any new thinking.

## **c. Repair & Replacement Project Discussion.**

Again, the Chairman suggests we wait for a new management company to plan the conduct of scheduled projects.

**d. Invoice Questions- January through March.**

Andrew Hill is still working on these items. Brian Lord will forward to appropriate people in CMC. Andrew will follow up on utility payments, which are always paid on billed amounts according to Brian Lord. The next management company can set up auto pay. The Comcast bill was paid late, as the bill never received according to Brian Lord. Comcast will waive late charges.

**e. Late Fees**

One condominium still has problems paying by EFT and will not provide EFT remittance information. This issue will probably need Board consideration.

**f. RFP for Investment Management Company.**

Still must complete investment policy, in addition to other moving parts and before **considering** changing the investment management company.

**VII. New Business**

No new business.

**VIII. Meeting Adjournment**

The meeting was adjourned at 8:30 pm.

# TAB 6

**MEETING MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**COMMON AREA COMMITTEE**  
**Monday, June 8, 2020**

The June 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  
                                 Linda Greenberg, CAC Member                      S. Hockley Walsh, CAC Member  
                                 Wendy Ulmer, 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 May 11, 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:**

**Street Sweeping:** Lord and King are following up with additional questions.

**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.

**Tree & Shrub Maintenance: (30457)** 5000 John Ticer around Mailbox

The total cost is: \$285 (Budget Line: 6160)

- Remove 2 dead Yews including stumps
- Install 3 euonymus Green Spire

**Move to: Approve Tree & Shrub Maintenance**

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

**Motion Passed**

**Tree & Shrub Maintenance: (30468)** – Combined Tree Removals

The total cost is: \$1,000 (Budget Line: 6160)

- Tree removals on Medlock, Brawner and Murtha streets

**Move to: Approve Tree & Shrub Maintenance**

Moved by: McCollom

Seconded By: Greenberg

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**

**Reserves : (30469):** Tree installation

The total cost is: \$14,896 (Budget Line: 3280)

- Tree installation/replacements on Medlock, CSB, Ferdinand Day, Murtha, Brawner
  - o To be planted in the Fall

**Move to: Approve Reserves**

Moved by: McCollom

Seconded By: Greenberg

For: All

Against: None

**Motion Passed**

**Capital Improvement (30470):** Common Area @ Harold Secord

The total cost is: \$860 (Budget Line: 3364)

- Regrade Area
- Install Riverstone to slow water flow
- Install metal edging to maintain stone

**Move to: Capital Improvement**

Moved by: McCollom

Seconded By: Greenberg

For: All

Against: None

**Motion Passed**

**Turf Treatment and Enhancements (30471):** Common Area Near 5228 & 5229 Harold Secord

The total cost is: \$780 (Budget Line: 6155)

- Remove turf damaged by pets
- Install hardwood mulch

**Move to Approve: Turf Treatment and Enhancements**

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

**Motion Passed**

**Erosion Control & Reserves (30472):** 232 Medlock (Rear)

The total cost is: \$2,270 (Budget Line: 6135 & 3364)

- Regrade
- Install Riverstone
- Ween Trees
- Install Hardwood Mulch
- Riverstone and \$500 Labor (total \$1,250) coded to Reserves.
- Remaining \$1,020 coded to Erosion Control

**Move to: Approve Erosion Control & Reserves**

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

**Motion Passed**

**Tree & Shrub Maintenance (30473):** Tree Day

The total cost is: \$1,400 (Budget Line: 6160)

- Work Locations: Trees along Kilburn to include 5051 Kilburn (Common Area/front & side of house)

**Move to: Approve Erosion Control & Reserves**

Moved by: McCollom

Seconded By: Greenberg



For: All

Against: None

**Motion Passed**

**These motions were tabled**

None

**Discussion:**

**Pride of Ownership:** McCollom and Greenberg presented awards to the winners of this year's competition:

Roni and Daniel Modica, 5250 Tancreti

Dawn Marie Fiorentino, 180 Cameron Station Boulevard

Anna Dean Millikan, 5242 Tancreti

Gail Caravella, 331 Cameron Station Boulevard

**Walk through:** This month's walk through will be at 8:30am June 18th starting @Cameron Club walking the area of Duke street East

**Stop Signs:** Walsh mentioned the lack of visibility of the stop sign in the neighborhood eastbound at the intersection at Brawner where canopy has grown over. Lord and King will seek quotes for both a painted line and a line/STOP.

**Pocket Park Benches:** Many benches are in need of repair or replacement. Discussion to get an audit of benches, assess whether they need repair or replacement. Lancaster to provide proposal for work.

**Landscape Projects and Progress:** Lancaster provided a schedule of progress for ongoing common area work (see below) Greenberg, Burns and Gerron to review upcoming landscape timing given weather conditions.

**Lancaster:** Zelinski suggested cost and time savings by combining tree work requests together.

**Financials:** Associa provided financial data for Cameron Station as of April 30,2020

**Next meeting:** July 13th 2020

**Updates for Compass:** The next Compass will come out in the late summer

**Adjourn: 7:50pm**

# TAB 7

Committee meeting minutes were not provided for this month's meeting.

# TAB 8

**MEETING MINUTES  
CAMERON STATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
Tuesday June 2, 2020**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for June was held on June 2, 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 Webex 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 Webex**

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

**MEMBERS ABSENT**

None

**OTHERS IN ATTENDANCE VIA WEBEX**

Cameron Station Residents  
Bethlehem Kebede, Recording Secretary, CMC

**APPROVE AGENDA**

**MOVE TO: “Approve the Agenda as amended add 2 motions for committee member reappointments and 1 application to ratify, App# 20-58.”**

Moved By: Stephen Pearson

Seconded By: Sharon Wilkinson

For: All

Against: None

**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 corrected"**

Moved By: Sharon Wilkinson

Seconded By: Gayle Hatheway

For: All

Against: None

**MOTION PASSED****MOVE TO: "Approve the reappointment of Craig Schuck as a member of the ARC"**

Moved By: Sharon Wilkinson

Seconded By: Gayle Hatheway

For: All

Abstain: Craig Schuck

Against: None

**MOTION PASSED****MOVE TO: "Approve the reappointment of Gayle Hatheway as a member of the ARC and Vice Chair"**

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Abstain: Gayle Hatheway

Against: None

**MOTION PASSED****REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

<b>ADDRESS</b>	<b>MODICATION REQUEST</b>	<b>ARC ACTION/VOTE</b>
4920 John Ticer Dr.	Replace brick planters with stone planters	<b>Return for more Information:</b> <b>Information on material to be used</b> <b>Dimensions/height and width of the stone planters</b> <b>Work location marked on a plat or in a picture if plat is not available.</b> Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None <b>MOTION PASSED</b>
5136 Grimm Dr.	Various Landscape Work	<b>Return for more Information:</b> <b>Lacks exact measurements in sketch</b> Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None <b>MOTION PASSED</b>

5012 Grimm Dr.	Replace Plants and Shrubs	<b>Approved as Submitted</b> Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None <b>MOTION PASSED</b>
5238 Bessley Pl	Install Patio in Rear Fenced Yard	<b>Approved as Submitted</b> Moved By: Stephen Pearson Seconded By: Gayle Hatheway For: All Against: None <b>MOTION PASSED</b>
353 Livermore Ln	Install a Portable AC Unit	<b>Disapproved</b> Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None <b>MOTION PASSED</b>
5006 Gardner Dr.	Retroactive Application for Steppingstones in Front Yard	<b>Disapproved</b> Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None <b>MOTION PASSED</b>
233 Somerville St.	Tree Replacement	<b>Withdrawn by the homeowner.</b>
216 Medlock Ln	Replace Deck, Fence, and Fence door	<b>Approved on the Condition that materials to be used are like for like and pending city permit.</b> Moved By: Stephen Pearson Seconded By: Gayle Hatheway For: All Against: None <b>MOTION PASSED</b>
250 Medlock Ln	Fence Replacement	<b>Approved on the Condition that all portions of the fence are stained the same color.</b> Moved By: Stephen Pearson Seconded By: Gayle Hatheway For: All Against: None <b>MOTION PASSED</b>

302 Cameron Station Blvd.	Install Ring Camera Doorbell	<p><b>Approved on the Condition that conduits and wiring are installed inconspicuously, and camera should be positioned to view homeowner's property.</b></p> <p>Moved By: Stephen Pearson  Seconded By: Gayle Hatheway  For: All  Against: None  <b>MOTION PASSED</b></p>
5023 Waple Ln	Replace Doors and Windows	<p><b>Approved as Submitted</b></p> <p>Moved By: Stephen Pearson  Seconded By: Sharon Wilkinson  For: All  Against: None  <b>MOTION PASSED</b></p>
5273 Colonel Johnson Ln	Landscaping Work	<p><b>Withdrawn by homeowner</b></p>
327 Helmuth Ln	Replace Backyard Tree	<p><b>Approved as Submitted</b></p> <p>Moved By: Stephen Pearson  Seconded By: Craig Schuck  For: All  Against: None  <b>MOTION PASSED</b></p>
246 Medlock Ln	Roof Replacement/Ratify	<p><b>Approved as Submitted</b></p> <p>Moved By: Stephen Pearson  Seconded By: Gayle Hatheway  For: All  Against: None  <b>MOTION PASSED</b></p>
250 Medlock Ln	Roof Replacement/Ratify	<p><b>Approved as Submitted</b></p> <p>Moved By: Stephen Pearson  Seconded By: Gayle Hatheway  For: All  Against: None  <b>MOTION PASSED</b></p>
218 Medlock Ln	Replace Deck, Fence and Fence door	<p><b>Approved on the Condition that materials to be used are like for like and pending city permit.</b></p> <p>Moved By: Stephen Pearson  Seconded By: Gayle Hatheway  For: All  Against: None  <b>MOTION PASSED</b></p>

5241 Brawner Pl	Roof Replacement	<b>Approved as Submitted</b> Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None <b>MOTION PASSED</b>
363 Livermore Ln	Replace Outdoor Light Fixture	<b>Approved as Submitted</b> Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None <b>MOTION PASSED</b>
164 Martin Ln	Tree Removal	<b>Disapproved</b> Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None <b>MOTION PASSED</b>
5109 Gardner Dr.	Replace Door by Patio	<b>Approved as Submitted</b> Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None <b>MOTION PASSED</b>
4915 Donovan Dr.	Modify Fence	<b>Disapproved</b> Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None <b>MOTION PASSED</b>
5126 Knapp Pl	Landscaping/Ratify	<b>Tabled pending site inspection.</b>

**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- May 2020**

- The # of Comprehensive Inspections conducted in May is 0.



- The number of Resale Inspections conducted in May is 5.
- The number of Exterior Modification Applications reviewed in May is 18.
- No vehicle was towed in May.
- The # of letters mailed in May is 80. 16 application result letters, and 64 violation letters related to mostly landscaping.
- Following the meeting on June 2<sup>nd</sup> the next meeting of the Architectural Review Committee is on July 7, 2020 and applications are due for this meeting by June 26, 2020.

**Hearing Open Session**

The Homeowner for Account 00388-2885 was present for this session and discussed their hearing matters with the Committee.

**MOVE TO: "Enter Executive Session for Hearing deliberations at 9:25p.m."**

Moved By: Karen Diener

Seconded By: Craig Schuck

For: All

Against: None

**MOTION PASSED**

**MOVE TO: "Exit Executive Session at 9:32p.m."**

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Sharon Wilkinson

**MOTION PASSED**

**MOVE TO: "Suspend fines for 30 days for Account 00388-2885 because work to remedy the violation is underway"**

Moved By: Craig Schuck

Seconded By: Gayle Hatheway

For: All

Against: None

**MOTION PASSED**

**MOVE TO: “Adjourn the Meeting at 9:40 p.m.”**

Moved By: Karen Diener

Seconded By: Craig Schuck

For: All

Against: None

**MOTION PASSED**

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

# TAB 9

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

**ComCom Members Present:**

Ava Avila, Tricia Hemel, Karen Owens, Linda Taousakis, Susan Klejst, David Thorpe

**Members Not Present:**

Rebecca Pipkins

**Newsletter Subcommittee Members Present:**

Lenore Marema, Pat Sugrue, Marian Cavanagh

**HOA Board Member Liaison Present:**

Tom Sugrue

**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 May 20, 2020, were approved.

**Board Update**

HOA Board member, Tom Sugrue, reported on the recent special Board meeting regarding reopening the facilities. The Board concluded that at this time there was no cost-effective way to open the facilities that assures that all residents would be safe. The Board will revisit the issue when the Governor implements Phase III and issues specific requirements for reopening such facilities. The Board is finalizing the contract with the new management company, which will be effective August 1.

**Budget Update**

The committee is projected to be on budget for 2020.

**Welcome Committee**

There are 15 new residents this month, and the Committee agreed to continue reaching out to new residents by email so that new residents at least have a contact if they have questions. When the facilities open again, the Committee will consider an in-person meeting of all the new 2020 residents.

**Active Projects**

—Signage: Some of the thank you signs for workers in Cameron Station and the congratulations sign for our community graduates were located on municipal property and were removed by the City. The committee recommends including information in a future email blast about what signage can be posted on residents' property and elsewhere in Cameron Station. The fall, when political signage appears, might be a good time for that.

**The Compass**

Ideas and pictures are being discussed for the next edition of *The Compass*.

**Committee Member Focus/Updates**

—Weekly Email Blast: The recent blasts have been shorter and have had timely content. The Committee has provided proofreading to eliminate typos and inconsistencies in style. We await what our new management company will have to offer.

DRAFT

**New Business**

Committee member and *The Compass* photographer, David Thorpe and his wife Stephanie will be moving from Cameron Station this summer.

**Food Bank**

Committee Member Rebecca Pipkins continues to organize donations for the local food bank. Many residents have made donations, which Rebecca delivers every Friday.

**Upcoming Meetings**

By a motion duly seconded, the Communications Committee changed its monthly meeting from the third to the second Wednesday of the month going forward. The next committee meeting will be Wednesday, July 8. Details TBD

**Adjournment**

The meeting was adjourned at 7:40pm

Respectfully submitted by,  
Lenore S. Marema

# TAB 10

### Management Report – June 2020

Management continues to oversee operations of the property with a limited staff and with no GM or AGM. Site staff remains working out of clubhouse management office during the pandemic. 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 Draft is complete. Investigating notes that they pointed out.
- 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. Covenant and architectural letters are what remain and is a very long and tedious process (60% done)
- 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. Staff has uploaded proper information for all but 21 units and is researching accurate contact information.
- Updating resident badges with 2020 stickers: We currently have the residents send the request via email and then Nicole updates the information in the system and gathers all items (parking passes, stickers, and ID cards if needed) and puts them in an envelope ready for pick up or we mail them. Whichever is easier for resident. As it stands 3-rolls (1,000 per roll) was ordered for 2020. To date 1,932 residents have registered (including new residents) for the current year.

#### Management

- Daily Emails
- resident request/ questions
- BoD request/ questions
- Purchase POO gift cards
- Purchase and pick up new POO signs and Honorable mention signs
- Order ring doorbell

- Assist with installing ring software on computers
- Purchase supplies
- spending chart reporting
- Vendor communications regarding community request and projects
- Request RFP from additional vendor for basketball court
- Architecture company research for RFP
- Send Architecture RFP for locker rooms
- Invoice approval

We are waiting to hear back from vendors regarding items CCFC wants completed, I have sent the architecture RFP for the locker room to a few companies if you have any other suggestions please let me know and I will send to them. I also am taking over the CC reconciliation and coding of invoices that come here in to the office. We are still working on completing the retroactive filing but it will take time since we are not able to fully devote our time to filing due to other responsibilities.

### **Administrative**

- Answer all emails for request of New Residency registration forms & welcome packets
- Update landscaping log for with new request
- Continuation of data entry of re-registration for 2020
- Answered all complaints: parking, missed trash and HOA payments accordingly
- Scheduled Gazebo & Pocket Park rentals
- Submit invoices and reimbursements
- All other required Administrative duties

### **Covenants Report**

- Completed filing all ARC related letters into unit homeowner files.
- Entered all alleged violations, inspections and applications in C3 database.
- Prepared and mailed Exterior modification Application decision letters.
- 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.
- Prepared monthly ARC meeting packets and attended the ARC monthly meeting.
- Prepared weekly and daily email blasts and updated website when needed.
- Soon will begin to file applications, resale checklist and complaint forms in resident unit files.

### **Maintenance Activities**

- Replace multiple ballasts in both men's and women's locker room



- Replace damaged trash receptacle by Barbour Drive
- Install 5 signs in front of resident homes
- Meet Ray to assist him with bathroom remodeling and also tv covers
- Remove old doorbell and replace with new Ring doorbell
- Blocked off sidewalk on Gardner Dr metal from roof was very loose and getting ready to fall (has been repaired by resident)
- Waiting for proposal from USA Contractors to repair gazebo, trash shed, ceiling in exercise room, kitchen door, and locker room
- Install cover for floor outlet in exercise room to prevent from cords getting damaged
- Waiting for toilet paper holders to remove the old ones and replace with new throughout clubhouse (has been approved)
- Remove lots of dog waste and other trash from under two trash cans at the pocket park by Knapp Pl and Brenman Park
- Still waiting for Metro Golf Cart to give proposal for repairs needed on the golf cart
- The City of Alexandria has been notified about broken Cameron Station Blvd sign (still waiting for repair, will call again today)
- American Exterior still needs to return correct mistakes (tile was put back wrong, wall wasn't repaired properly, access panel installed in the wrong place)
- Will be showing a resident all pocket parks in the community this week

## **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 and reviewing proposals received

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

**Covenants Count Report**  
**Cameron Station Community**  
Mon Jun 01, 2020 thru Tue Jun 30, 2020

Type	Applications	Violations	Inspections	Total
Deck	1	0	0	1
Door(s)/Addition/Replacement	1	0	0	1
Exterior Modifications	0	1	0	1
Fence	3	0	0	3
Landscaping	3	15	0	18
Lighting	1	0	0	1
Patio	1	0	0	1
Property Maintenance	0	7	0	7
Resale	0	0	8	8
Roof Replacement/Repair	3	0	0	3
Steps/Landing	1	0	0	1
Tree Planting/Removal	2	0	0	2
Undefined Item	2	0	0	2
Windows	1	0	0	1
<b>Totals:</b>	<b>19</b>	<b>23</b>	<b>8</b>	<b>50</b>

## 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	<a href="mailto:jlawless@ressbroome.com">jlawless@ressbroome.com</a> 703-790-1911	
Legal-General	Rees Broome	Month	Month	Todd Sinkins	<a href="mailto:tsinkins@reesbroome.com">tsinkins@reesbroome.com</a> 703-790-1911	
Audit/Taxes	Goldklang	Annual	Annual	Anne Sheehan	703-391-9004 <a href="mailto:Asheehan@ggroupcpas.com">Asheehan@ggroupcpas.com</a>	Annual Contract. Audit performed May 2020 \$6300, taxes \$500
Insurance, Liability	Nationwide-Puffenbarger	4/15/20	4/14/21	Cathy Powell	703-352-0707 <a href="mailto:cathy@pinsfs.com">cathy@pinsfs.com</a>	Multiple policies.
Landscaping	Lancaster	1/1/17	12/31/20	Adrienne Zaleski/ Carlos Rios	(703) 846-0944 <a href="mailto:azaleski@lancasterlandscapes.com">azaleski@lancasterlandscapes.com</a>	\$12,996/mo, \$155,952/annual.
Snow Removal	None					
Trash	American Disposal	6/1/15	5/31/20	Nikki Phennenger	<a href="mailto:nphenn@adsimail.com">nphenn@adsimail.com</a> 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	<a href="mailto:labitte@nscinc1.com">labitte@nscinc1.com</a> 202-770-5860	Contract month to month as of April 2019.
Pet Waste	Doody calls	As needed	As Needed	Chris Goodman	<a href="mailto:CGoodman@doodycalls.com">CGoodman@doodycalls.com</a> 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	<a href="mailto:brogers@americanpool.com">brogers@americanpool.com</a> 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 <a href="mailto:rmandley@pro-fitclubs.com">rmandley@pro-fitclubs.com</a>	Onsite daily.
Lighting	PSE	As Needed	As Needed	Jon Robeson	<a href="mailto:Jon.robeson@psec.net">Jon.robeson@psec.net</a> 703-778-2626	Inspections 2x per month, quotes provided following inspection.
HVAC	Trademasters	Annual PM Agreement	June 2020	Gloria Bragg	703-644-6400 <a href="mailto:GBragg@trademasters.com">GBragg@trademasters.com</a>	Quarterly PM visits. Semi annual payment of \$1270.
Shuttle Bus	Fleet Transportation	6/1/18	5/31/23	Tony Polk	<a href="mailto:trpolk@fleettransportation.com">trpolk@fleettransportation.com</a> 703-933-2600	60 day notice. \$17,500/month.
Website	LMK Web Design	Hourly	As Needed	Lisa Keyser	<a href="mailto:lisa@lmkwebdesign.com">lisa@lmkwebdesign.com</a>	As needed basis.

Reserve Study completed May 2019; Miller Dodson

# TAB 11

**Cameron Station Community Association, Inc.**

**Board Decision Request**

**June 30, 2020**

**Recommended Motion:**

I move to approve the proposal submitted by Lancaster Landscapes for tree installation/replacement at various locations in the amount of \$4896.00. Costs to be charged to GL 3280, Tree Reserve.

2<sup>nd</sup>:

**Summary:**

Lancaster has submitted a proposal for tree replacements where trees have already died at a variety of locations.

**Committee Recommendation:**

The committee recommends approval.

**CMC Recommendation:**

**Financial Information:**

This will be a reserve expense.

**Vote:**

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



June 1, 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 INSTALLATION/REPLACEMENTS**

**At 241 Medlock**

Installation of (1) 2" Eastern Redbud "Forest Pansy" .....\$375.00

**At 250 Medlock**

Installation of (1) 2" Eastern Redbud "Forest Pansy" .....\$375.00

**At 252 Medlock**

Installation of (1) 2" Eastern Redbud "Forest Pansy" .....\$375.00

**At 395 Cameron Station Blvd**

Installation of (1) 2-3" Caliper European Hornbeam.....\$675.00

**At Common Area Near 414 Ferdinand Day**

Install (1) 7-8" 'little gem' Magnolia.....\$625.00

**At Park Between 5156 and 5170 Brawner**

Installation of (2) 2" Caliper Yoshino Cherry @ \$625.00 each.....\$1250.00

**At Rear of 238-244 Murtha (Common Area)**

Installation of (2) 5-6' Crape Myrtles @ \$545.00 each.....\$1090.00

**5174-5190 Brawner Parking Area**

Installation of (1) 2-3" Caliper European Hornbeam.....\$675.00

**SUBTOTAL: \$5440.00**  
**LESS 10% BULK DISCOUNT**

**TOTAL PROPOSAL: \$4896.00**

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

ACCEPTANCE OF PROPOSAL:  
The above prices, specifications, and conditions are satisfactory and



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.

hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**EUROPEAN HORNBEAM**



**EASTERN REDBUD**



**YOSHINO CHERRY**



**DYNAMITE CRAPE MYRTLE**



**'LITTLE GEM' MAGNOLIA**



**Cameron Station Community Association, Inc.**

**Board Decision Request**

**June 30, 2020**

**Recommended Motion:**

I move to approve the proposal submitted by Lancaster Landscapes for erosion control on common area at rear of 232 Medlock in the amount of \$2270. Costs to be charged to GL 3364 Capital Improvement for \$1250 and GL 6135 Erosion Control for \$1020.

2<sup>nd</sup>:

**Summary:**

Lancaster has submitted a proposal for erosion control and repairs at the rear of 232 Medlock in the common area.

**Committee Recommendation:**

The committee recommends approval.

**CMC Recommendation:**

**Financial Information:**

This will be an expense to both capital and general operations erosion control.

**Vote:**

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





June 1, 2020

Erosion Control

**CUSTOMER # 229**  
Community Manager  
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:

**DRAINAGE AND EROSION**

**At Rear of 232 Medlock (Common Area)**

*REGRADE AND INSTALL RIVERSTONE TO SLOW WATER FLOW AND PREVENT EROSION. AT BARE AREA BETWEEN TREES – DEFINE AREA AND INSTALL HARDWOOD MULCH*

**LABOR AND MATERIALS:**

- LABOR ..... \$770.00
- (2) TON OF 5-9" RIVERSTONE..... \$750.00
- (10) YARDS OF HARDWOOD MULCH @ \$ 75.00 EACH. .... \$750.00

**PROPOSAL TOTAL: \$ 2270.00**

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: \_\_\_\_\_

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

SIGNATURE: \_\_\_\_\_











# Tab 12

**Cameron Station Community Association, Inc.**

**Board Decision Request**

**June 30, 2020**

**Motion:**

"I move to approve the reappointment of Gayle Hatheway to serve as a member and vice chair on the Architectural Review Committee."

2<sup>nd</sup>:

**Summary**

The ARC recommends that the Board approves the reappointment.

**CMC Recommendation:**

Management recommends that the board approves the reappointment.

**Budget Consideration:**

None

**Vote:**

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



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**June 30, 2020**

**Motion:**

"I move to approve the reappointment of Craig Schuck to serve as a member on the Architectural Review Committee."

2<sup>nd</sup>:

**Summary**

The ARC recommends that the Board approves the reappointment.

**CMC Recommendation:**

Management recommends that the board approves the reappointment.

**Budget Consideration:**

None

**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

**Cameron Station Community Association, Inc.**

**Board Decision Request**

**June 30, 2020**

**Recommended Motion:**

A motion regarding facility reopening plans will be presented at the Meeting.

2<sup>nd</sup>:

**Summary:**

**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 14

**Cameron Station Community Association, Inc.**

**Board Decision Request**

**June 30, 2020**

**Recommended Motion:**

The CCFC recommends that the BOD approve a contract modification for ProFIT to incorporate the attached proposal from ProFIT to provide ten (10) outdoor classes per week during Virginia Phase II reopening for the residents of Cameron Station for a weekly fee of \$600.00 (\$60 per class). This item will be paid from GL 5318 which at the end of April had \$108,974.08 remaining.

2<sup>nd</sup>.

**Summary:**

This recommendation came from the CCFC members. The proposal from Profit and Assumption of Risk Agreement are attached for reference.

**Committee Recommendation:**

The motion was made by Ray Celeste and seconded by Dan Ogg and passed unanimously on 24 June 2020.

**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				



TO: Ray Celeste  
FROM: Richard Mandley  
SUBJECT: Cameron Station Phase II Class Proposal  
CC: CCFC  
DATE: June 23, 2020

## **CAMERON STATION CLASS PROPOSAL (REVISED)**

### **Outdoor Classes**

ProFIT agrees to provide ten (10) classes per week during Virginia Phase II reopening for the residents of Cameron Station for a weekly fee of **\$600.00** (\$60 per class).

The following terms and conditions outline the services and classes to be provided.

Classes will follow the guidelines in accordance with the Virginia Phase II guidelines for class instruction.

1. Complete "COVID-19 Health Screening Form" that has been approved by the Board of Directors and collect forms/documentation as per Virginia guidelines and requirements at check-in for each resident taking the class.
2. Maintain 10 feet physical distancing per Virginia guidelines and requirements.
3. Ensure that all appropriate disinfecting and cleaning supplies, gym wipes, and hand sanitizer stations are available for use by staff and residents.
4. Ensure appropriate signage if necessary
5. Require all staff to wear appropriate PPE and complete a daily "COVID-19 Health Check" and temperature check.
6. Classes will be held outside weather and space permitting.
7. Maximum attendance is 20 people.

Regular/complimentary classes (including but not limited to):

- Boot camp
- Stretching and core
- Weight training
- HIT (High intensity training)
- Movement and balance
- Weight training basics

- Various Fitness Classes including beginner, intermediate, and advanced

### **Assumptions and Understandings**

1. Classes are defined as sessions and indicate each time the class is offered and completed.
2. Classes will be offered based on participation, popularity, and variety.
3. The schedule will be approved in advance by CCFC and modified according to participation and member feedback.
4. Attendance and participation will be tracked and reported weekly.
5. Classes may not be offered on certain holidays with prior approval.

\* \* \*

This proposal will be finalized as an amendment to the Agreement between ProFIT (Professional Fitness Management, LLC) and Cameron Station HOA.

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
HEALTH SCREENING FORM AND ASSUMPTION OF RISK AGREEMENT  
FOR COMMUNICABLE DISEASES INCLUDING COVID-19

As a condition of my participation in outdoor fitness classes conducted by the Cameron Station Community Association, Inc. ("Association"), I hereby certify to the truth of the following:

1. I am not currently experiencing fever (100.4 degrees Fahrenheit or higher) and do not have a sense of having a fever.
2. I do not have a new cough that cannot be attributed to another health condition.
3. I do not have any new shortness of breath that cannot be attributed to another health condition.
4. I do not have any new chills that cannot be attributed to another health condition.
5. I do not have a new sore throat that cannot be attributed to another health condition.
6. I do not have any new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise).

In consideration of being allowed to participate outdoor fitness classes conducted by the Association, the undersigned acknowledges, appreciates, and agrees that:

1. Participation in outdoor fitness classes conducted by the Cameron Station Community Association, Inc. includes possible exposure to and illness from various bacterial and viral infectious diseases including but not limited to Methicillin-resistant Staphylococcus aureus (MRSA), Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome ("MERS"), influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist, and cannot be entirely eliminated; and,
2. I hereby acknowledge that notwithstanding the Association's performance of all obligations established by Executive Order or otherwise, including, but not limited to, any Guidelines issued by the Commonwealth of Virginia, Center for Disease Control, or otherwise, the participation in outdoor fitness classes conducted by the Association and other associated facilities carries with it inherent risk, and that it is not possible for the Association to completely prevent the presence of or eradicate from the Association's facilities and other facilities under its various bacterial and viral infectious diseases including but not limited to Methicillin-resistant Staphylococcus aureus (MRSA), Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome ("MERS"), influenza, and COVID-19, and I may be exposed to such diseases due to my participation in outdoor fitness classes conducted by the Association.



3. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS associated with participation in outdoor fitness classes conducted by the Association, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE ASSOCIATION OR ITS DIRECTORS, OFFICERS, AGENTS EMPLOYEES, VOLUNTEERS OR CONTRACTORS, or others, and assume full responsibility for my participation in outdoor fitness classes conducted by the Association; and,
4. I willingly agree to comply with all rules adopted by the Association from time to time related to participation in outdoor fitness classes conducted by the Association, including those intended to reduce the risk of incurrence of infectious diseases. If, however, I observe and any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest fitness instructor immediately; and,
5. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY AGREE AND COVENANT NOT TO SUE OR OTHERWISE PURSUE ANY LEGAL ACTION against the Cameron Station Community Association, and its officers, directors, officials, agents, contractors and/or employees, (individually and collectively “ASSOCIATION PARTIES”), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property in connection with participation in outdoor fitness classes conducted by the Association, WHETHER ARISING FROM THE NEGLIGENCE OF ASSOCIATION PARTIES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS HEALTH SCREENING FORM AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY, UNDERSTANDING THAT EXECUTION OF THIS AGREEMENT IS A CONDITION TO MY PARTICIPATION IN OUTDOOR FITNESS CLASSES CONDUCTED BY THE ASSOCIATION.

Name of participant: \_\_\_\_\_

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18) PARENT OR LEGAL  
GUARDIAN MUST ALSO SIGN

\_\_\_\_\_, a minor for whom I am responsible, is not currently experiencing fever (100.4 degrees Fahrenheit or higher) and does not have a sense of having a fever, does not currently have a new cough that cannot be attributed to another health condition, does not currently have any new shortness of breath that cannot be attributed to another health condition, does not currently have any new chills that cannot be attributed to another health condition, does not currently have a new sore throat that cannot be attributed to another health condition, and does not currently have any new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise).

This is to certify that I, as parent/guardian, with legal responsibility for the participant identified above, have read and explained the provisions in this document to my child/ward, including the risks of participation in outdoor fitness classes conducted by the Cameron Station Community Association, Inc., and his/her personal responsibilities for adhering to rules adopted by the Cameron Station Community Association, Inc. related to participation in outdoor fitness classes conducted by the Cameron Station Community Association, Inc., including those intended for protection against communicable diseases, and that such diseases may be contracted even if such rules are followed. Furthermore, my child/ward understands and accepts and assumes these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her COVENANT NOT TO SUE OR OTHERWISE PURSUE ANY LEGAL ACTION provided above against all the Association Parties and myself, my spouse, and child/ward do hereby COVENANT NOT TO SUE OR OTHERWISE PURSUE ANY LEGAL ACTION against any and all Association Parties, for any and all liabilities or claims incident to my minor child's/ participation in outdoor fitness classes conducted by the Association as provided above, EVEN IF ARISING FROM THE NEGLIGENCE OF THE ASSOCIATION PARTIES, to the fullest extent provided by law. In addition, on behalf of myself, my spouse and my child/ward, I assume the risk of myself, my spouse, and my child/ward contracting communicable disease due to their participation in outdoor fitness classes conducted by the Cameron Station Community Association, Inc. I further warrant and represent that my child's responses to the health screening questions 1-6 above are true and accurate.

Name of parent/guardian: (1)\_\_\_\_\_ (2)\_\_\_\_\_

Parent guardian/signature:(1)\_\_\_\_\_ (2)\_\_\_\_\_

Date: \_\_\_\_\_

# TAB 15

**Cameron Station Community Association, Inc.**

**Board Decision Request**

**June 30, 2020**

**Recommended Motion:**

I move to approve the proposal by Profit for Phase III reopening of the Cameron Club:  
Option \_\_\_\_\_. Costs to be charged to GL5318, Health Club Management Staff.

2<sup>nd</sup>:

**Summary:**

CCFC is requesting review of the Cameron Club phase III reopening proposal.

**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				



TO: Ray Celeste and the Cameron Club Facilities Committee (CCFC)  
FROM: Richard Mandley  
SUBJECT: Cameron Club Phase III Reopening Proposal  
CC:  
DATE: UPDATED June 26, 2020

## **CAMERON STATION PHASE III REOPENING PROPOSAL**

**Term:** Phase III (estimated 30 days)

**Scope:** All three options listed below include Management and staffing support for reopening the Cameron Station pool, fitness center, and Multi-Purpose Court (the MPC will be used for instructed classes only). The cost of supplies is estimated separately and not included with the staffing proposals.

### **Responsibilities: (Overview)**

1. Check in each resident and Complete “COVID-19 Health Check and Declaration” as approved by Cameron BOD and collect forms and documentation as per Virginia guidelines and requirements at check in for each person using the fitness and pool facilities.
2. Enforce all usage rules and policies according to Virginia Phase III guidelines and Cameron Station.
3. Ensure that all appropriate disinfecting and cleaning supplies, gym wipes, and hand sanitizer stations are available for use by staff and residents.
4. Ensure appropriate signage is installed.
5. Require all staff to wear appropriate PPE and complete a daily “COVID-19 Health Check” and temperature check.
6. Manage reservation system for the gym, pool, and classes for limited capacity according to Virginia Guidelines for safe distancing (10 Feet, or 75% capacity).
7. Reservations system will utilize Omnify scheduling software and reservations will be made in 1.5 hour increments, with 30 minutes allowed for cleaning.
8. Adjust equipment layout to accommodate 10 feet distance requirement with selected equipment closed off and rotated for cleaning, along with designating specific zones for difficult areas such as dumbbells and free weights.
9. Remove all small equipment apparatuses difficult to maintain proper disinfecting.

10. For each hour the facility is open:

- Provide one person at the reception desk to check in residents, have them complete the “Health Declaration” and file alphabetically by day.
- Provide a Fitness attendant who will monitor and manage social distancing along with cleaning and disinfecting.
- Provide a Housekeeper who will clean and disinfect each piece of equipment after each use along with assisting cleaning of locker rooms, and high touch areas of the facility.
- Provide a Pool Attendant who will enforce and manage social distancing on the pool deck along with spot cleaning and disinfecting of locker rooms and high touch areas.

**Staffing Positions Provided for each hour of each proposal:**

1. Manager
2. Reception Desk and check in
3. Fitness Attendant
4. Housekeeper
5. Pool attendant

**Exercise Classes:**

As part of each proposal, ProFIT will provide 10 classes per week, both indoor and outdoor, according to Virginia guidelines and requirements.

\*\*\*\*\*

**Option #1 – Seven Hour, Seven-Day Proposal**

Staff-hours per week	Fitness: 147 staffing hours Pool: 49 hours
Weekly schedule	Monday, Wednesday, Friday: 7am -2pm Tuesday & Thursday: 1pm-8pm Saturday & Sunday: 8am-3pm Pool Hours: TBD
<b>Total Staff Costs</b>	<b>\$18,861</b>

**Option #2 – Twelve Hours per Day, Seven days per week Proposal  
(Pool open 70 hours per week)**

Staff-hours per week	Fitness: 252 fitness staffing Pool: 70 hours
Weekly schedule	Fitness: Monday-Sunday: 8am-8pm Pool: Monday-Sunday: 10:30am-8:30pm
<b>Total Staff Costs</b>	<b>\$26,712</b>

### Option #3 – Full-Time Regular Hours Proposal

Total Staff hours per week	Fitness: 349 hours fitness staffing Pool: 70 hours per week
Weekly schedule	Fitness: Monday-Friday, 4:45am–11pm; Saturday–Sunday, 7am-8:30pm Pool: 10:30am-8:30pm
<b>Total Staff costs:</b>	<b>\$32,992</b>

---

### Phase III Expenses

(Consumable cleaning supplies are priced per month)

SUPPLIES	QUANTITY/DESCRIPTION	ESTIMATED COSTS
Signage	Floor stickers, equipment closure, reminder signs, warnings, and control signs	\$150
Reservation System	Omnify software	\$50 per month
Disinfectant cleaner	Product, spray bottles, and cleaning stations	\$100
Hand sanitizer	Touchless stations	\$150
Gym Wipes	Extra stands and wipes	\$90
	<b>Total</b>	<b>\$540</b>

\* \* \* \*

If accepted, this proposal will be finalized as an amendment to the Agreement between ProFIT (Professional Fitness Management, LLC) and Cameron Station HOA.

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
HEALTH SCREENING FORM AND ASSUMPTION OF RISK AGREEMENT  
FOR COMMUNICABLE DISEASES INCLUDING COVID-19

As a condition of using the Cameron Station Swimming Pool owned and operated by the Cameron Station Community Association, Inc. ("Association"), I hereby certify to the truth of the following:

1. I am not currently experiencing fever (100.4 degrees Fahrenheit or higher) and do not have a sense of having a fever.
2. I do not have a new cough that cannot be attributed to another health condition.
3. I do not have any new shortness of breath that cannot be attributed to another health condition.
4. I do not have any new chills that cannot be attributed to another health condition.
5. I do not have a new sore throat that cannot be attributed to another health condition.
6. I do not have any new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise).

In consideration of being allowed to use the Cameron Station Swimming Pool, the undersigned acknowledges, appreciates, and agrees that:

1. Use of the **Cameron Station swimming pool** includes possible exposure to and illness from various bacterial and viral infectious diseases including but not limited to Methicillin-resistant Staphylococcus aureus (MRSA), Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome ("MERS"), influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist, and cannot be entirely eliminated; and,
2. I hereby acknowledge that notwithstanding the Association's performance of all obligations established by Executive Order or otherwise, including, but not limited to, any Guidelines issued by the Commonwealth of Virginia, Center for Disease Control, or otherwise, the use of Cameron Station's swimming pool and other associated facilities carries with it inherent risk, and that it is not possible for the Association to completely prevent the presence of or eradicate from the Association's swimming pool or other facilities various bacterial and viral infectious diseases including but not limited to Methicillin-resistant Staphylococcus aureus (MRSA), Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome ("MERS"), influenza, and COVID-19, and I am be exposed to such diseases while using the Cameron Station swimming pool and other associated facilities.



3. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS associated with the use of the Cameron Station swimming pool and other associated facilities, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE ASSOCIATION OR ITS DIRECTORS, OFFICERS, AGENTS EMPLOYEES, VOLUNTEERS OR CONTRACTORS, or others, and assume full responsibility for my use of the Cameron Station Swimming Pool and associated facilities; and,
4. I willingly agree to comply with all rules adopted by the Association from time to time related to the use of the Association's swimming pool and associated facilities, including those intended to reduce the risk of incurrence of infectious diseases. If, however, I observe and any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest lifeguard, pool attendant or other representative of the Association immediately; and,
5. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY AGREE AND COVENANT NOT TO SUE OR OTHERWISE PURSUE ANY LEGAL ACTION against the Cameron Station Community Association, and its officers, directors, officials, agents, contractors and/or employees, (individually and collectively "ASSOCIATION PARTIES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property in connection with the use of the Cameron Station Swimming Pool and associated facilities;, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS HEALTH SCREENING FORM AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY, UNDERSTANDING THAT EXECUTION OF THIS AGREEMENT IS A CONDITION TO MY USE OF THE CAMERON STATION SWIMMING POOL AND OTHER ASSOCIATED FACILITIES.

Name of participant: \_\_\_\_\_

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18) PARENT OR LEGAL  
GUARDIAN MUST ALSO SIGN

\_\_\_\_\_, a minor for whom I am responsible, does not currently experiencing fever (100.4 degrees Fahrenheit or higher) and do not have a sense of having a fever, does not currently have a new cough that cannot be attributed to another health condition, does not currently have any new shortness of breath that cannot be attributed to another health condition, does not currently have any new chills that cannot be attributed to another health condition, does not currently have a new sore throat that cannot be attributed to another health condition, and does not currently have any new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise).

This is to certify that I, as parent/guardian, with legal responsibility for the participant identified above, have read and explained the provisions in this document to my child/ward, including the risks of presence at and use of the Cameron Station Swimming Pool and associated facilities, and his/her personal responsibilities for adhering to rules adopted by the Cameron Station Community Association, Inc. related to the use of the Cameron Station Swimming Pool and associated facilities, including those intended for protection against communicable diseases, and that such diseases may be contracted even if such rules are followed. Furthermore, my child/ward understands and accepts and assumes these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her COVENANT NOT TO SUE OR OTHERWISE PURSUE ANY LEGAL ACTION provided above against all the Association Parties and myself, my spouse, and child/ward do hereby COVENANT NOT TO SUE OR OTHERWISE PURSUE ANY LEGAL ACTION against any and all Association Parties, for any and all liabilities or claims incident to my minor child's/ward's use of the Cameron Station Swimming Pool and associated facilities as provided above, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES, to the fullest extent provided by law. In addition, on behalf of myself, my spouse and my child/ward, I assume the risk of myself, my spouse, and my child/ward contracting communicable diseases at the Cameron Station Swimming Pool and associated facilities. I further warrant and represent that my child's responses to the health screening questions 1-6 above are true and accurate.

Name of parent/guardian: (1)\_\_\_\_\_ (2)\_\_\_\_\_

Parent guardian/signature:(1)\_\_\_\_\_ (2)\_\_\_\_\_

Date: \_\_\_\_\_

CAMERON STATION COMMUNITY ASSOCIATION, INC.  
HEALTH SCREENING FORM AND ASSUMPTION OF RISK AGREEMENT  
FOR COMMUNICABLE DISEASES INCLUDING COVID-19

As a condition of my use of the fitness center located in the Cameron Club (“Fitness Center”) owned by the Cameron Station Community Association, Inc. (“Association”), I hereby certify to the truth of the following:

1. I am not currently experiencing fever (100.4 degrees Fahrenheit or higher) and do not have a sense of having a fever.
2. I do not have a new cough that cannot be attributed to another health condition.
3. I do not have any new shortness of breath that cannot be attributed to another health condition.
4. I do not have any new chills that cannot be attributed to another health condition.
5. I do not have a new sore throat that cannot be attributed to another health condition.
6. I do not have any new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise).

In consideration of being allowed to use the Fitness Center, the undersigned acknowledges, appreciates, and agrees that:

1. My use of the **Fitness Center** owned by the Cameron Station Community Association, Inc. includes possible exposure to and illness from various bacterial and viral infectious diseases including but not limited to Methicillin-resistant Staphylococcus aureus (MRSA), Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome (“MERS”), influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist, and cannot be entirely eliminated; and,
2. I hereby acknowledge that notwithstanding the Association’s performance of all obligations established by Executive Order or otherwise, including, but not limited to, any Guidelines issued by the Commonwealth of Virginia, Center for Disease Control, or otherwise, use of the Fitness Center carries with it inherent risk, and that it is not possible for the Association to completely prevent the presence of or eradicate from the Association’s facilities and other facilities under its various bacterial and viral infectious diseases including but not limited to Methicillin-resistant Staphylococcus aureus (MRSA), Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome (“MERS”), influenza, and COVID-19, and I may be exposed to such diseases due to my use of the Fitness Center.

3. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS associated with my use of the Fitness Center, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE ASSOCIATION OR ITS DIRECTORS, OFFICERS, AGENTS EMPLOYEES, VOLUNTEERS OR CONTRACTORS, or others, and assume full responsibility for my use of the Fitness Center, and,
4. I willingly agree to comply with all rules adopted by the Association from time to time related to the use of the Fitness Center, including those intended to reduce the risk of incurrence of infectious diseases. If, however, I observe and any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest fitness staff member immediately; and,
5. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY AGREE AND COVENANT NOT TO SUE OR OTHERWISE PURSUE ANY LEGAL ACTION against the Cameron Station Community Association, and its officers, directors, officials, agents, contractors and/or employees, (individually and collectively “ASSOCIATION PARTIES”), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property in connection with my use of the Fitness Center, WHETHER ARISING FROM THE NEGLIGENCE OF ASSOCIATION PARTIES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS HEALTH SCREENING FORM AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY, UNDERSTANDING THAT EXECUTION OF THIS AGREEMENT IS A CONDITION TO MY USE OF THE FITNESS CENTER.

Name of participant: \_\_\_\_\_

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18) PARENT OR LEGAL GUARDIAN MUST ALSO SIGN

\_\_\_\_\_, a minor for whom I am responsible, is not currently experiencing fever (100.4 degrees Fahrenheit or higher) and does not have a sense of having a fever, does not currently have a new cough that cannot be attributed to another health condition, does not currently have any new shortness of breath that cannot be attributed to another health condition, does not currently have any new chills that cannot be attributed to another health condition, does not currently have a new sore throat that cannot be attributed to another health condition, and does not currently have any new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise).

This is to certify that I, as parent/guardian, with legal responsibility for the participant identified above, have read and explained the provisions in this document to my child/ward, including the risks of use of the Fitness Center, and his/her personal responsibilities for adhering to rules adopted by the Cameron Station Community Association, Inc., related to risks of use of the Fitness Center, including those intended for protection against communicable diseases, and that such diseases may be contracted even if such rules are followed. Furthermore, my child/ward understands and accepts and assumes these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her COVENANT NOT TO SUE OR OTHERWISE PURSUE ANY LEGAL ACTION provided above against all the Association Parties and myself, my spouse, and child/ward do hereby COVENANT NOT TO SUE OR OTHERWISE PURSUE ANY LEGAL ACTION against any and all Association Parties, for any and all liabilities or claims incident to my minor child's/ risks of use of the Fitness Center as provided above, EVEN IF ARISING FROM THE NEGLIGENCE OF THE ASSOCIATION PARTIES, to the fullest extent provided by law. In addition, on behalf of myself, my spouse and my child/ward, I assume the risk of myself, my spouse, and my child/ward contracting communicable disease due to the risks of use of the Fitness Center. I further warrant and represent that my child's responses to the health screening questions 1-6 above are true and accurate.

Name of parent/guardian: (1)\_\_\_\_\_ (2)\_\_\_\_\_

Parent guardian/signature:(1)\_\_\_\_\_ (2)\_\_\_\_\_

Date: \_\_\_\_\_

# TAB 16

**Cameron Station Community Association, Inc.**

**Board Decision Request**

**June 30, 2020**

**Recommended Motion:**

I move to approve the 2019 Draft Audit provided by Goldklang Group CPA.

2<sup>nd</sup>:

**Summary:**

The 2019 Draft audit has been provided to the Treasurer and shared with the Finance Chair. The draft is not included in the package as it is considered confidential until approved. Once approved Goldklang will make a final version available which can be shared with the community and resale package.

**Committee Recommendation:**

**CMC Recommendation:**

Approval of the draft audit for 2019.

**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 17



## Brian Lord

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**From:** Benjamin Rogers <brogers@americanpool.com>  
**Sent:** Tuesday, June 23, 2020 8:39 PM  
**To:** Brian Lord; Brittoni King; CReg20; Mike@mikejohnsonlaw.com  
**Subject:** Cameron Station Pre-Opening Urgent Required Items

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

Good evening Brian and Brittoni.

I wanted to check in with you all about two small items needed before we can mark off that the City of Alexandria's pre-opening inspection checklist is complete.

1. The water fountain on the pool deck is not operational. I'm sure there is a valve for it turned off inside of the building somewhere. Please let me know when it is on and working.
2. The property or association purchased the rescue tubes for the pool instead of getting them from us. Could you all please place the guard tubes in the lifeguard office?
3. We need your plan for opening approved.
4. We need approval of the COVID-19 PPE kit.

When ready to approve, please just reply back with "Approved" and I'll get this processed on our end for the needed quantities for your facility. These items are required for all facilities prior to being able to open the pools.

Please let me know if you have any questions. Thank you.

Finally, we would like to confirm that your facility is using an indemnity waiver, inclusive of COVID-19 risks, and request that we are added to that waiver as CONTRACTOR. Please contact us if you have any questions about this provision.

1. **PPE Kit - \$147.99 (Single Guard Facility)\***
  - 2 Bag Valve Masks (1 Adult and 1 Infant)
  - 1 Disposable Gown
  - 1 Face Shield
  - 1 Protective Goggles
  - 1 Viral Filter for CPR Masks and BVMs
  - **\*Multi Guard Facilities Will Need 2 Kits**
2. **CDC Signage for Bathing Facilities (Includes Installation) - \$79.74\***
  - 1 Social Distancing
  - 1 Protecting Yourself and Others - COVID-19
  - 1 What to Do If You Are Sick
  - 2 Washing Your Hands for 20 seconds (1 near the sink for each washroom)
  - **\*American Pool will provide and install the COVID-19 required signage. The signage and verbiage listed above is subject to change and may vary from state to state.**
3. **Installation of a Temporary Social Distance Perimeter - \$20 per Station**
  - A temporary perimeter around **all AP employee stations** (lifeguard chair, lifeguard table, pass checker station, etc).



**BEN ROGERS**

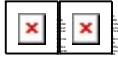
REGIONAL MANAGER  
AMERICAN POOL LLC

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

[americanpool.com](http://americanpool.com) | [guardforlife.com](http://guardforlife.com)

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

VA: 6596 Fleet Drive, Alexandria, VA 22310



Facility Name:

Heath Authority: State of Virginia

### PREVENTION

CDC Signage- Client to provide or approval for AP to provide

Hourly Safety Check Protocol-15 minutes on the hour

Mask Requirement-Non-Medical Masks recommended when moving about the pool area except under 2 yrs. Masks not to be worn while swimming

Incorporate COVID-19 Precautions into pool rules

Daily Health Screening required for AP employees, recommended for guest

### DISINFECTION

Written Disinfection Plan- AP will wipe down handrails, water fountains, and door knobs a minimum of twice per day. Cleaning supplies provided by Client unless otherwise specified by contract

CDC/EPA approved disinfectants

Ample Soap and Encourage Hand Washing

Hand sanitizing stations are required at entrance and exit of the facility. Sanitation stations for Patron use Required if pool furniture is permitted. Guards will not be responsible for wiping down furniture

### PHYSICAL DISTANCE

Phase 2 Opening:

Reduce Capacity to 50

Lap Swim and organized exercise ONLY, max 3 swimmers per lane, 3 in deep end

Maintain 10' distance between individuals or families in the pool and throughout

Eliminate or Group Furniture spaced at least 10' apart

Phase 3 Opening:

Reduce Capacity to 75% occupancy. Maintain 10' distance between individuals or families in the pool and throughout. Eliminate or Group Furniture spaced at least 10' apart.

### PROTECTIONS FOR STAFF

Additional PPE- Client to approve the purchase of Trauma Kit from American Pool

Lifeguards Maintain focus on pool and not Physical Distance and Sanitizing Process

Management must ensure employee health monitoring and documentation

Installation of temporary social distance perimeter at each guard station

OWNER/AGENT RESPONSIBILITIES	NOTES	COMPLETED
Amend Pool Rules to Incorporate COVID-19 Requirements		
Waiver Indemnifying Owner & American Pool		
Order & Supply PPE & Sanitizers for Members/Guests		
Order & Supply Disinfection Supplies for High Touch Areas		
Define Compliant Plan for Sanitizing Bathrooms & High Touch Areas		
Amend Furniture Policy		
Amend Guest Policy		
Approve COVID-19 Trauma Kit		
Approve Guard Stand Markout & Zones of Protection		
OTHER		

COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. American Pool has put in place preventative measures to reduce the spread of COVID-19; however, AP cannot guarantee that someone will not become infected with COVID-19. In the event of a confirmed case associated to the pool, the facility will be closed for a minimum of 72 hours. Owner is responsible for disinfecting the facility prior to reopening.

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

American Pool Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2021 CSCA Budget TIMELINE

ENTER START DATE: 7/15/2020

ACTIVITY DESCRIPTION	ASSIGNED TO	START	END	NOTES
2021 Budget Process Starts		7/15/2020	10/21/2020	
Get 2020 Budget and 2019 spread to committees	Management	7/15/2020	7/15/2020	
Committees develop their proposed 2021 budgets with Management input	Committees and Management	7/20/2020	8/19/2020	
Management issues draft total budget to FAC and the BOD	Management	8/19/2020	8/29/2020	
FAC & BOD Review of draft Budget w/ Committees	FAC & All Committees	9/6/2020	9/8/2020	
FAC Update budget line adjustments - Draft Assessment rates	FAC	9/10/2020	9/22/2020	
First Draft Budget Meeting	FAC & Management	9/27/2020	9/27/2020	
Second Draft Budget Meeting and Assessment Review	BOD - FAC - Management	10/4/2020	10/4/2020	
Third Draft Budget Meeting and Assessment Review	BOD - FAC - Management	10/10/2020	10/10/2020	
Final Draft Budget Meeting and Assessment Review	BOD - FAC - Management	10/16/2020	10/16/2020	
Final 2021 CSCA Budget		10/21/2020		
Finalize 2021 Budget Spread	Committees and Management	10/16/2020	11/30/2020	