

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
7:00 PM, July 28, 2020
Zoom Call
Draft Agenda (*Note timed agenda*)**

- | | | |
|--------------|--|---------------------------|
| I. | Call to Order/ Establish Quorum | 7:00 PM |
| II. | Approve Agenda | 7:01 PM |
| III. | Guest Speakers (5 minutes each) | 7:03 PM |
| | a. City Health Department (Natalie Tallis) – COVID 19 Updates | |
| IV. | Homeowner Open Forum | 7:15 PM |
| | a. Resident Hearing | |
| V. | Approval of Minutes (Tab 1) | 7:20 PM |
| | a. June 30, 2020 Board of Directors Meeting | (page 3) |
| VI. | Financial Report (Tab 2) | 7:22 PM |
| | a. June 2020 Financial Statement | (page 9) |
| | b. Reserve Investment Report | (page 30) |
| VII. | ProFIT Report (Tab 3) | (page 32) 7:30 PM |
| VIII. | Officers & Committee Reports | 7:40 PM |
| | a. Facilities (Tab 4) | (page 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 52) |
| | f. Communications (Tab 9) | (page 67) |
| IX. | Management Report (Tab 10) | (page 72) 8:10 PM |
| X. | Old Business/New Business | |
| XI. | Board Decisions (Tab 11) | 8:20 PM |
| | a. CAC Recommended Proposals - Street Light Repairs | (page 81) |
| | b. CAC Recommended Proposals – Tree Pruning | (page 85) |
| | c. CAC Recommended Proposals – Landscape Enhancement R&M | (page 89) |
| | d. CAC Recommended Proposals – Erosion Control | (page 94) |
| | e. CAC Recommended Proposals – Brick R&R Survey | (page 104) |
| | f. CAC Recommended Proposals – Landscape Enhancement | (page 116) |
| | g. CAC Recommended Proposals – Irrigation Assessment | (page 124) |
| | h. CAC Recommended Proposals – Irrigation Wire | (page 127) |
| | i. CCFC Recommended Proposals – Fitness center and pool hours | (page 130) |
| | j. CCFC Recommended Proposals – Pool and fitness capacity | (page 133) |
| XII. | Board Discussions (Tab 12) | (page 135) 8:25 PM |
| | a. Pool hours and capacity | |
| | b. Fitness Center hours and capacity. | |
| | c. Shuttle Operations | |
| XIII. | Executive Session (<i>State purpose prior to entering ES</i>) | (page 137) 9:00 PM |
| | a. Delinquency/Collections/Attorney Status Accounts/Covenants/Personnel/Contract | |
| XIV. | Adjournment | 9:30 PM |

TAB 1

**CAMERON STATION ASSOCIATION
BOARD OF DIRECTORS MEETING
7 P.M. ON JUNE 30, 2020**

The Cameron Station Association Board of Directors met on June 30, 2020 via video conference. The meeting was held via video conference due to the COVID-19 pandemic restrictions. The following persons were in attendance:

BOARD OF DIRECTORS

Mike Johnson, President

Sarah Meyer Walsh, Vice President

Martin Menez, Treasurer

Tom Sugrue, Secretary

Joan Lampe, Director

Kim Canter, Director

Jon Dellaria, Director

OTHERS

Brian Lord – Vice President & HOA Division Director, CMC

Brittoni King – CMC Management

Todd Sinkins, Attorney

Residents of Cameron Station

REGULAR SESSION

CALL TO ORDER

President Johnson called the Regular Session to order at 7:03 p.m. with a quorum present.

APPROVAL OF AGENDA

President Johnson made a motion to amend the agenda to add the resident appeal after resident open forum on the agenda. Director Lampe seconded, and the motion passed unanimously.

GUEST SPEAKERS

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

HOMEOWNER OPEN FORUM

Mr. Richard Yates has made an appeal concerning the removal and replacement of his tree. The current tree, which has died, has damaged his neighbor's sewer pipes. The stump cannot be grinded down, and his space is small. He would like an appeal to not replace the tree.

Mr. Nabeel Kibria wanted to express that residents want the gym to reopen under the 75% capacity. President Johnson informed him that the Board will discuss reopening the gym later in the meeting.

Mr. Kevin Edwards wanted to bring attention to residents from 400 Cameron Station Blvd condominium building using making a grassy area by the building as a dog areas, although it is not an approved space for dogs. He inquired on whether the Board could address this issue.

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President Johnson informed Mr. Edwards that he could file a complaint against the resident with the resident's condominium association.

Mr. Greg Hilson inquired on why \$37,000 was spent on pool management when the pool is not open. He also wanted to know why \$24,000 was spent on the health club (fitness club) when the health club is also not open. Lastly, he inquired on why Black Lives Matter signs cannot be hung when signs for graduates and essential workers were "encouraged" to be placed throughout the community. President Johnson informed Mr. Hilson that the payments have been made per the contracts but that addendums to these contracts are being worked out to receive credited funds back. President Johnson also stated that the Board did not encourage any sign placings.

Mr. Ray Celeste would like to appeal to the Board that the current management employees are assets to the community, and he would like for them to stay during following the management company switch.

Mr. Jerry Drislane would like clarification on whetherif an individual can be on more than one of the committeesboards (e.g., i.e. the Architectural Board Committee and the Facilities CommitteesBoard). President Johnson stated that he would have to get back to him with the answer.

RESIDENT APPEAL

Mr. Yates spoke during resident open forum, but reiterated that his neighbors exit sewage pipes are damaged from the roots of the tree. The stump cannot be removed because it is on top of the drains. A new tree cannot be planted in the space because the roots would also cover the drains. If the Association is going to require him to replace the tree, then ~~he would like to be excused from replacing it due to~~ the new tree is likely to damageing his neighbors' pipes as well.

APPROVAL OF MINUTES (TAB 1)

Vice President Walsh made a motion to approve the May and June minutes with the following amendments. The minutes for May should include that the meeting was held via video conference due to the COVID-19 pandemic. The minutes for June should include reason for the video conference which is the COVID-19 pandemic. Director Lampe seconded, and the motion passed unanimously.

FINANCIAL REPORT (TAB 2)

Treasurer Menez reported that the surplus to date is almost \$170,000. Currently the Association is .4% behind in revenue but 15% behind in expenses, but this is a temporary condition due to the environmental difficulties. Out of the \$170,000 in the black, \$55,000 was from the staffing salary and benefits that did not have to be paid. Then \$42,000 came from there being no snow this past winter. ~~With the investments t~~The Association is still on the cycle of turning things over

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its long-term investments every 3 years. ~~on the long-term ones.~~ On the short-term ~~investments~~ it is about every 4 months.

PROFIT REPORT (TAB 3)

Report was given by Rich Mandley. The committee is working on a reopening plan. The gym had 3 new pieces of equipment delivered. Psy Scott stated that the Omnify registration system has been successfully set up. Omnify will only be available to current residents, ID is required for all reservations.

OFFICERS & COMMITTEE REPORTS

Facilities (Tab 4) – Report was given by Ray Celeste. There is a motion for Board consideration for outdoor classes with a maximum of 20 people. If the pool and gym are reopened, then the motion for outdoor classes is void.

Financial Advisory (Tab 5) – Report was given by Takis Taousakis. The investment policy has been sent to counsel for review. After it is reviewed the Board will receive it for approval. The committee has asked Brian Lord to stop the pool payment for the invoice for July 1, 2020 because the invoice is incorrect. The Committee should start to see some of the credits on the future invoices.

Common Area (Tab 6) – Report was given by Robert Burns. There is a recommended proposal for tree planting in the packet for Board decision. The trees would be planted in the Fall for rooting purposes. There is also a recommended proposal for drainage and erosion for Board decision.

Activities & Events (Tab 7) – Report was given by Vice President Walsh. The annual 4th of July event is still scheduled to take place on Saturday the 4th. The children will stand on stars that are spaced 10 feet apart along Cameron Station Blvd. The parade starts at 10:00 am and the route starts at Tucker, goes down Cameron Station Blvd, down Duke and then back to the school.

Architectural Review (Tab 8) – Report was given by Gayle Hatheway. The committee has been working on landscaping requests and assessing roof replacements.

Communications (Tab 9) – Report was given by Ava Avila. There were 15 residents moved in the past month. All welcoming communication was sent via email. If the facilities reopen then the committee will revisit in-person welcoming. ~~Some of the graduation and essential workers signs were placed on city property. Those signs were removed by the city.~~ The committee has changed their meeting date from the 3rd Wednesday of each month to the 2nd Wednesday.

MANAGEMENT REPORT (TAB 10)

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Report was given by Brian Lord. There is an overview of what management has been working on in the Board packet. Ms. King stated that an email blast will be out to residents to get their registrations for 2020 up to date.

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 CAC recommended proposal for fall tree planting as stated. Director Canter seconded, and the motion passed unanimously. Director Lampe made a motion to approve the CAC recommended proposal for drainage and erosion as stated with the exception ~~that to amend~~ the GL code be amended so that all costs ~~are~~be charged to GL 6135 Erosion Control for the total project, and no costs ~~are~~should be charged to Capital Improvements. Vice President Walsh seconded, and the motion passed unanimously. Director Canter made a motion to approve the reappointment of Gayle Hatheway to the ARC as stated in the packet. Vice President Walsh seconded, and the motion passed unanimously. Director Canter made a motion to approve the reappointment of Craig Schuck to the ARC as stated in the packet. Director Dellaria seconded, and the motion passed unanimously. ~~Director Canter made a motion to target Monday, July 13th to reopen the gym and the pool under the accordance with Virginia state guidelines and the parameters established by the Board. Vice President Walsh seconded. The motion failed with 3 in favor and 4 against.~~

BOARD DISCUSSIONS

Treasurer Menez stated that there is a plan in the Board packet created by Mr. Taousakis to ~~execute the planning~~ for preparing the 2021 budget. The idea is to execute this plan and to stay connected with CAMP. Mr. Taousakis will send the 2019/2020 spreadsheet to all the committees so that they can start their 2021 budget planning.

EXECUTIVE SESSION

Vice President Walsh made a motion to enter executive session at 10:01 p.m. for the purpose of discussing delinquency, collections, attorney status accounts, covenants, personnel and contracts. Director Canter seconded and the motion passed unanimously. The following motions were discussed in executive session and then passed in general session.

Treasurer Menez made a motion to approve the 2019 draft audit subject to the resolution of two matters. One being the taxation of the insurance reimbursement and secondly the insurability of all of the operating fund accounts. Director Lampe seconded, and the motion passed unanimously.

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Director Canter made a motion to open the Cameron Station pool on July 15th under the regulations imposed by the state of Virginia and ~~under~~ the parameters recommended by the CCFC, ~~and~~ as reviewed and amended by counsel. Director Lampe seconded and the motion passed 5 to 2.

Director Canter made a motion to open the Cameron Club gym on July 15th under the regulations imposed by the state of Virginia ~~under~~ the parameters recommended by the CCFC, ~~and~~ as reviewed and amended by counsel. Vice President Walsh seconded, and the motion passed 4 to 3.

Vice President Walsh made a motion to table the resident request for homeowner account 306-0584 in order to receive more information. Director Canter seconded, and the motion passed unanimously.

ADJOURNMENT

Vice President Walsh made a motion to adjourn the meeting at 10:58 p.m. Secretary Sugrue seconded, and the motion passed unanimously.

NEXT MEETING – July 28, 2020

SIGNATURE

DATE

TAB 2



MEMORANDUM

TO: Cameron Station Board of Directors
Financial Advisory Committee

FROM: Hannah McCracken, CMCA, AMS

DATE: July 20, 2020, 2020

RE: June 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	\$ 3,224,337.27		
Year to Date Income	\$ 1,328,202.17	\$ 1,335,025.30	\$ 6,823.13 - U
Year to Date Expense	\$ 1,149,407.63	\$ 1,346,766.52	\$ 197,358.89 - F
Net Income Year to Date, surplus/ (loss)	\$ 178,794.54	\$ (11,741.22)	\$ 190,535.76 - F

U: Unfavorable

F: Favorable

INVESTMENTS

GL Account & Institution	Investment Type	Balance as of 06/30/2020
GL 1013 - Pacific Premier Bank	Operating	\$ 621,525.81
GL 1302 - Congressional Bank	Money Market	\$ 920,340.62
GL 1330 - Morgan Stanley MM	Money Market	\$ 5,255.32
GL 1353 - Morgan Stanley Barney Investments	Certificate of Deposit	\$ 1,672,000.00
GL 1730 - Accrued Interest Receivable	Other	\$ 5,215.52
Total Cash & Investments		\$ 3,224,337.27

Balance Sheet:

The Accounts Receivable Residential Assessments account (GL 1500) as of June 30, 2020 was \$61,907.02. The net delinquency rate is approximately 2.4%, which is below the industry standard of 3% - 5%. This is

based on the formula as follows: Net Residential Assessments Receivable \$61,907.02/Total Annual Assessments: \$2,559,508.00= 2.8%.

Accrued Repair & Replacement Reserves total \$2,224,085.73 and are fully supported by cash and investments. This is calculated as follows:

\$ 3,224,337.27 Cash & Investments		\$ 2,817,346.81 Total Cash Available
- \$ 406,990.46 Total Current Liabilities	→	- \$ 2,224,085.73 Total Reserves Balance
\$ 2,817,346.81 Total Cash Available		\$ 593,261.08 Positive Cash Position

The Capital Improvement Reserve account totals \$17,330.50 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 \$1,328,202.17 which is \$6,823.13 less than the budgeted amount of \$1,335,025.30.

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

GL 4295 Charitable Donations – Unfavorable by \$5,500.00. Less donations than predicted.

GL 4805 HOA Compliance Fees- Unfavorable by \$3,340.00. Less fining due to economic impact of pandemic.

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

GL 4710 Late Fees & Interest – Favorable by \$3,278.16.

Year-to-date expenses total \$1,149,407.63 which is \$197,358.89 less than the budgeted amount of \$1,346,766.52. 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 5035 Arch Comprehensives – Unfavorable by \$2,752.00. no usage YTD.

GL 5070 Parking Enforcement – Favorable by \$7,500.00 primarily due to this service not currently being used.

GL 5320 Temp Desk Coverage- Favorable by \$2,999.50. No usage YTD.

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

GL 5200 Events and Awards – Favorable by \$7,067.28. Event cancellations due to COVID-19.

GL 5302 Administrative Salaries – Favorable by \$51,602.13. Beginning in February there is no permanent GM or AM onsite.

GL 5340 Payroll Taxes/Benefits/Costs – Favorable by \$16,850.50. Currently there is no permanent GM or AM.

GL 6025 Water Service- Favorable by \$2,778.04. Late irrigation start up and Less usage due to no clubhouse usage.

GL 6150 Flower Rotation & Enhancements- Favorable by \$7,667.90. Future commitments already approved or seeking approval.

GL 6155 Turf Treatment & Enhancements – Favorable by \$5,160.00. Less maintenance than predicted YTD.

GL 6299 Irrigation System Contract – Favorable by \$6,957.00.

GL 6305 TMP Expenses – Favorable by \$6,363.63.

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 \$3,685.33.

GL 6605 General Repair & Maintenance Supplies – Favorable by \$3,114.38.

GL 6640 Lighting Supplies – Favorable by \$6,365.46. Less repairs than predicted YTD.

GL 6685 Linear Park Maintenance – Favorable by \$5,867.86. Less maintenance than predicted YTD.

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

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

GL 5318 Health Club Management/ Staff – Favorable by \$11,418.08 due to pandemic and facilities closed.

GL 6075 Clubhouse Utilities – Favorable by \$3,811.06. Less utility usage from clubhouse closure.

GL 6430 Janitorial Services – Favorable by \$6,715.41 due to pandemic and reduced contract services.

GL 6440 Safety & Security – Favorable by \$2,614.95.

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

GL 6515 Building Repair & Maintenance – Favorable by \$6,675.60. Less maintenance than predicted due to lack of usage.

GL 6710 Pool Supplies- Favorable by \$3,541.80 due to delayed opening caused by pandemic.

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

GL 5025 Collection Charges – Unfavorable by \$2,791.00. More delinquency notices processed than originally predicted in the budget.

GL 5040 Computer Network/C3 – Unfavorable by \$3,837.81 due to additional IT support required by staff.

GL 7030 Legal Services- General Counsel – Unfavorable by \$4,831.00.

GL 6438 Pool Management – Unfavorable by \$17,667.00. The Budget spread predicted payments in April- September. Two installment payments already made before April.

GL 6570 Fitness Equipment R&M – Unfavorable by \$9,318.82. There was a BOD approved equipment purchase of \$12,222 that will be reclassified to Reserves.

GL 9000 Income Tax – Unfavorable by \$7,000.00. Tax payments made for all 4 quarters of 2020. The budget spread is off.

Overall there is a positive variance between annual income and expenses in the amount of \$178,794.54 through June 30, 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

June 2020 Financial Report

Statement prepared by: Cheryl Weaver



Investment Listing Report

Cameron Station Community

As of Tue Jun 30, 2020

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Cash & Investments							
1013 - Operating 3336 Pacific Premier Bank	****0142 Signers: John Tsitos Carcel Hermogenes SWEEP Account		621,525.81	0.000%	01/01/1900	0	
1302 - Congressional Bank - MM 5485 Congressional Bank	****5485 Signers: Tsitos/Hermogenes	Money Market	920,340.62	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	5,255.32	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	1,672,000.00	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	5,215.52	0.000%	01/01/1900	0	
Total Cash Investments:			3,224,337.27				
Total Cameron Station Community:			3,224,337.27				



Balance Sheet Report

Cameron Station Community

As of June 30, 2020

	<u>Balance Jun 30, 2020</u>	<u>Balance May 31, 2020</u>	<u>Change</u>
<u>Assets</u>			
Cash & Investments			
1013 - Operating 3336	621,525.81	459,778.92	161,746.89
1098 - Transfer to New Management	25,000.00	0.00	25,000.00
1302 - Congressional Bank - MM 5485	920,340.62	919,637.96	702.66
1330 - Morgan Stanley Smith Barney MM	5,255.32	2,568.87	2,686.45
1353 - Morgan Stanley Smith Barney Investments	1,672,000.00	1,669,000.00	3,000.00
1730 - Accrued Interest Receivable	5,215.52	8,486.30	(3,270.78)
Total Cash & Investments	3,249,337.27	3,059,472.05	189,865.22
Current Assets			
1500 - Residential Assessments Receivable	61,907.02	68,560.73	(6,653.71)
1530 - Allowance for Doubtful accounts	(35,132.60)	(35,132.60)	0.00
1600 - Prepaid Insurance	23,006.83	25,790.91	(2,784.08)
1640 - Other Prepaid Expenses	6,150.06	34,754.45	(28,604.39)
1725 - Insurance Receivable	(24,900.00)	(24,900.00)	0.00
1745 - Taxes Receivable	(19.00)	(19.00)	0.00
1799 - Clearing Account	(63,659.48)	0.00	(63,659.48)
Total Current Assets	(32,647.17)	69,054.49	(101,701.66)
Total Assets	3,216,690.10	3,128,526.54	88,163.56
<u>Liabilities</u>			
Current Liabilities			
2000 - Accounts Payable	(6,410.56)	(4,728.05)	(1,682.51)
2025 - Transfer Fee Payable	528.17	1,085.69	(557.52)
2050 - Resident Refunds	1,147.56	2,034.61	(887.05)
2200 - Income Taxes Payable	(2,748.00)	(2,748.00)	0.00
2300 - Accrued Expenses	41,570.16	18,924.20	22,645.96
2400 - Accrued Payroll Payable	8,269.00	5,390.00	2,879.00

Balance Sheet Report

Cameron Station Community

As of June 30, 2020

	<u>Balance Jun 30, 2020</u>	<u>Balance May 31, 2020</u>	<u>Change</u>
<u>Liabilities</u>			
Current Liabilities			
2550 - Prepaid Assessments	364,634.12	132,438.81	232,195.31
2560 - Future Months Assessments	0.00	213,293.86	(213,293.86)
Total Current Liabilities	<u>406,990.45</u>	<u>365,691.12</u>	<u>41,299.33</u>
Total Liabilities	<u>406,990.45</u>	<u>365,691.12</u>	<u>41,299.33</u>
<u>Owners' Equity</u>			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	389,488.88	389,488.88	0.00
Total Unappropriated Owners' Equity	<u>389,488.88</u>	<u>389,488.88</u>	<u>0.00</u>
Capital Improvement Reserves			
3015 - Capital Improvement Reserves Beg.Bal.	18,966.50	18,966.50	0.00
3362 - Capital Improvement Reserves Contr.	12,000.00	10,000.00	2,000.00
3364 - Capital ImprovementReserves Expend.	(13,636.00)	(13,636.00)	0.00
Total Capital Improvement Reserves	<u>17,330.50</u>	<u>15,330.50</u>	<u>2,000.00</u>
Repair & Replacement Reserves			
3102 - Repair & Repl Reserve Beginning Balance	2,069,476.29	2,069,476.29	0.00
3276 - Repair & Repl Reserve Contributions	184,240.98	153,534.15	30,706.83
3280 - Repair & Repl Reserve Expenditures	(29,631.54)	(32,443.54)	2,812.00
Total Repair & Replacement Reserves	<u>2,224,085.73</u>	<u>2,190,566.90</u>	<u>33,518.83</u>
Total Owners' Equity	<u>2,630,905.11</u>	<u>2,595,386.28</u>	<u>35,518.83</u>
 Net Income / (Loss)	 <u>178,794.54</u>	 <u>167,449.14</u>	 <u>11,345.40</u>
Total Liabilities and Equity	<u>3,216,690.10</u>	<u>3,128,526.54</u>	<u>88,163.56</u>

Income Statement Summary Cameron Station Community

June 01, 2020 thru June 30, 2020

	Current Period			Year to Date (6 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	213,293.86	213,293.77	0.09	1,279,763.22	1,279,755.30	7.92	2,559,508.00
Total Other Income	5,668.00	8,465.00	(2,797.00)	48,438.95	55,270.00	(6,831.05)	100,700.00
Total Income	218,961.86	221,758.77	(2,796.91)	1,328,202.17	1,335,025.30	(6,823.13)	2,660,208.00
Total Administrative	6,787.96	8,744.50	(1,956.54)	41,976.68	57,439.00	(15,462.32)	117,588.00
Total Activities	3,739.45	5,357.00	(1,617.55)	9,004.22	16,071.50	(7,067.28)	37,500.00
Total Communications	226.65	792.00	(565.35)	9,147.80	12,500.00	(3,352.20)	25,000.00
Total Insurance	591.25	633.50	(42.25)	3,547.50	3,800.00	(252.50)	7,600.00
Total Management Services	31,011.61	43,908.00	(12,896.39)	194,666.89	263,444.00	(68,777.11)	526,887.00
Total Trash Services	27,025.40	26,450.92	574.48	159,365.79	158,705.52	660.27	323,759.00
Total Common Area Maint & Services	50,793.54	64,781.00	(13,987.46)	274,242.80	364,669.00	(90,426.20)	689,970.00
Total Landscaping	1,180.00	1,376.50	(196.50)	8,086.00	7,171.50	914.50	13,800.00
Total Repair & Maintenance	0.00	500.00	(500.00)	1,160.00	2,000.00	(840.00)	4,000.00
Total Professional Services	15,709.06	4,583.00	11,126.06	39,331.70	35,800.00	3,531.70	63,300.00
Total Cameron Club Maint & Operations	34,195.21	36,006.50	(1,811.29)	182,440.50	203,300.00	(20,859.50)	386,477.00
Total Taxes & Insurance	3,263.66	5,354.00	(2,090.34)	29,588.33	22,125.00	7,463.33	44,250.00
Total Other Expenses	2,385.84	2,000.00	385.84	12,608.44	15,500.00	(2,891.56)	34,000.00
Total Reserve Contributions	30,706.83	30,707.00	(0.17)	184,240.98	184,241.00	(0.02)	368,482.00
Total Expense	207,616.46	231,193.92	(23,577.46)	1,149,407.63	1,346,766.52	(197,358.89)	2,642,613.00
 Net Income / (Loss)	 11,345.40	 (9,435.15)	 20,780.55	 178,794.54	 (11,741.22)	 190,535.76	 17,595.00

Income Statement Report Cameron Station Community Consolidated

June 01, 2020 thru June 30, 2020

	Current Period			Year to Date (6 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Assessment Income								
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	0.00	0.00	0.00	0.00	0.00
4017 - Future Assessments - CONDO	72,888.09	72,888.09	0.00	0.00	0.00	0.00	0.00	0.00
4018 - Future Assessments - COMMERCIAL	2,759.09	2,759.00	0.09	0.00	0.00	0.00	0.00	0.00
4019 - Future Assessments - TMP	17,243.05	17,243.05	0.00	0.00	0.00	0.00	0.00	0.00
4130 - Commercial Assessments	0.00	0.00	0.00	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
Total Assessment Income	213,293.86	213,293.77	0.09	1,279,763.22	1,279,755.30	7.92	2,559,508.00	1,279,744.78
Other Income								
4245 - Newsletter Advertising	0.00	905.00	(905.00)	2,870.00	3,000.00	(130.00)	6,000.00	3,130.00
4250 - Facilities Passes/Guest Fess	0.00	200.00	(200.00)	515.00	1,300.00	(785.00)	2,000.00	1,485.00
4260 - Resale Processing Fees	1,408.44	1,100.00	308.44	4,342.69	4,620.00	(277.31)	8,800.00	4,457.31
4265 - Website Income	100.00	83.50	16.50	600.00	500.00	100.00	1,000.00	400.00
4295 - Charitable Donations Income	1,300.00	0.00	1,300.00	3,300.00	8,800.00	(5,500.00)	8,800.00	5,500.00
4400 - Room Rental Fees	0.00	667.00	(667.00)	2,420.00	4,000.00	(1,580.00)	8,000.00	5,580.00
4405 - Club Cleaning Fees	0.00	500.00	(500.00)	1,875.00	3,000.00	(1,125.00)	6,000.00	4,125.00
4710 - Late Fees & Interest	(150.00)	617.00	(767.00)	6,978.16	3,700.00	3,278.16	7,400.00	421.84
4720 - Legal Reimbursements	728.00	500.00	228.00	4,538.30	3,000.00	1,538.30	6,000.00	1,461.70
4805 - HOA Compliance Fees	(900.00)	417.00	(1,317.00)	(840.00)	2,500.00	(3,340.00)	5,000.00	5,840.00
4835 - Miscellaneous Income	0.00	0.00	0.00	30.00	0.00	30.00	0.00	(30.00)
4900 - Interest Earned - Operating Funds	765.89	1,058.50	(292.61)	5,717.71	6,350.00	(632.29)	12,700.00	6,982.29
4910 - Interest Earned - Reserve Funds	2,415.67	2,417.00	(1.33)	16,092.09	14,500.00	1,592.09	29,000.00	12,907.91
Total Other Income	5,668.00	8,465.00	(2,797.00)	48,438.95	55,270.00	(6,831.05)	100,700.00	52,261.05
Total Income	218,961.86	221,758.77	(2,796.91)	1,328,202.17	1,335,025.30	(6,823.13)	2,660,208.00	1,332,005.83

Income Statement Report Cameron Station Community Consolidated

June 01, 2020 thru June 30, 2020

	Current Period			Year to Date (6 months)			Annual	Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense								
Administrative								
5015 - Bank Charges	0.00	20.00	(20.00)	(682.08)	120.00	(802.08)	240.00	922.08
5020 - Board Support	1,388.10	833.00	555.10	4,890.15	5,000.00	(109.85)	10,000.00	5,109.85
5025 - Collection Charges	410.00	250.00	160.00	4,291.00	1,500.00	2,791.00	3,000.00	(1,291.00)
5030 - Acct Setup/DD/Coupons	812.00	833.00	(21.00)	5,591.00	5,000.00	591.00	10,000.00	4,409.00
5035 - Architechtrual Comprehensives	0.00	688.00	(688.00)	0.00	2,752.00	(2,752.00)	6,880.00	6,880.00
5040 - Computer Network/C3	2,340.00	833.00	1,507.00	8,837.81	5,000.00	3,837.81	10,000.00	1,162.19
5065 - Software Licenses	0.00	41.50	(41.50)	0.00	250.00	(250.00)	500.00	500.00
5070 - Parking Enforcement	0.00	1,250.00	(1,250.00)	0.00	7,500.00	(7,500.00)	15,000.00	15,000.00
5080 - Annual Meeting Expenses	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
5085 - Office Equipment Lease	310.35	583.00	(272.65)	3,538.55	3,500.00	38.55	7,000.00	3,461.45
5090 - Office Supplies	128.46	292.00	(163.54)	3,025.74	1,750.00	1,275.74	3,500.00	474.26
5210 - Printing & Copying	143.40	625.00	(481.60)	2,841.08	3,750.00	(908.92)	7,500.00	4,658.92
5215 - Postage	93.50	833.00	(739.50)	3,361.06	5,000.00	(1,638.94)	10,000.00	6,638.94
5220 - Courier Service	65.00	62.00	3.00	109.40	375.00	(265.60)	750.00	640.60
5320 - Temp Desk Coverage	0.00	500.00	(500.00)	0.50	3,000.00	(2,999.50)	6,000.00	5,999.50
6040 - Bundled Telecom Services	1,097.15	1,101.00	(3.85)	5,797.31	6,609.00	(811.69)	13,218.00	7,420.69
6300 - Permits & Licenses	0.00	0.00	0.00	110.40	1,333.00	(1,222.60)	4,000.00	3,889.60
6422 - Decals & Parking Passes	0.00	0.00	0.00	264.76	5,000.00	(4,735.24)	7,500.00	7,235.24
Total Administrative	6,787.96	8,744.50	(1,956.54)	41,976.68	57,439.00	(15,462.32)	117,588.00	75,611.32
Activities								
5200 - Events & Awards	927.45	5,357.00	(4,429.55)	9,004.22	16,071.50	(7,067.28)	37,500.00	28,495.78
5205 - Activity Charges	2,812.00	0.00	2,812.00	0.00	0.00	0.00	0.00	0.00
Total Activities	3,739.45	5,357.00	(1,617.55)	9,004.22	16,071.50	(7,067.28)	37,500.00	28,495.78
Communications								
5115 - Web Site Maintenance	226.65	292.00	(65.35)	784.65	1,750.00	(965.35)	3,500.00	2,715.35
5225 - Newsletter Services	0.00	0.00	0.00	7,621.61	7,750.00	(128.39)	15,500.00	7,878.39

Income Statement Report Cameron Station Community Consolidated

June 01, 2020 thru June 30, 2020

	Current Period			Year to Date (6 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Communications								
5316 - Other Communications	0.00	500.00	(500.00)	741.54	3,000.00	(2,258.46)	6,000.00	5,258.46
Total Communications	226.65	792.00	(565.35)	9,147.80	12,500.00	(3,352.20)	25,000.00	15,852.20
Insurance								
5408 - Crime Protection Coverage	300.00	308.50	(8.50)	1,800.00	1,850.00	(50.00)	3,700.00	1,900.00
5438 - Cyber Liability \$3 Million Coverge	291.25	325.00	(33.75)	1,747.50	1,950.00	(202.50)	3,900.00	2,152.50
Total Insurance	591.25	633.50	(42.25)	3,547.50	3,800.00	(252.50)	7,600.00	4,052.50
Management Services								
5302 - Administrative Salaries	19,134.44	28,175.00	(9,040.56)	117,443.87	169,046.00	(51,602.13)	338,091.00	220,647.13
5340 - Payroll Taxes/Benefits/Costs	3,769.50	7,566.00	(3,796.50)	28,547.50	45,398.00	(16,850.50)	90,796.00	62,248.50
7015 - Management Reimbursements	191.00	250.00	(59.00)	1,175.50	1,500.00	(324.50)	3,000.00	1,824.50
7040 - Management Fees	7,916.67	7,917.00	(0.33)	47,500.02	47,500.00	0.02	95,000.00	47,499.98
Total Management Services	31,011.61	43,908.00	(12,896.39)	194,666.89	263,444.00	(68,777.11)	526,887.00	332,220.11
Trash Services								
6035 - Trash and Recycling Service	27,025.40	26,450.92	574.48	159,365.79	158,705.52	660.27	323,759.00	164,393.21
Total Trash Services	27,025.40	26,450.92	574.48	159,365.79	158,705.52	660.27	323,759.00	164,393.21
Common Area Maint & Services								
6000 - Electric Service	2,631.77	3,417.00	(785.23)	20,841.74	20,500.00	341.74	41,000.00	20,158.26
6025 - Water Service	5,132.42	2,858.00	2,274.42	8,650.96	11,429.00	(2,778.04)	20,000.00	11,349.04
6100 - Grounds & Landscaping - Contract	12,996.00	12,996.00	0.00	79,046.00	77,976.00	1,070.00	155,952.00	76,906.00
6150 - Flower Rotation & Lanscape Enhancerr	250.00	2,160.00	(1,910.00)	4,912.10	12,580.00	(7,667.90)	23,000.00	18,087.90
6155 - Turf Treatment & Enhancements	6,570.00	700.00	5,870.00	11,340.00	16,500.00	(5,160.00)	20,000.00	8,660.00
6160 - Tree & Shrub Maintenance	7,685.00	6,800.00	885.00	21,442.50	19,600.00	1,842.50	34,000.00	12,557.50
6299 - Irrigation System Contract	0.00	10,000.00	(10,000.00)	5,193.00	12,150.00	(6,957.00)	22,150.00	16,957.00
6305 - TMP Expenses	11,136.36	17,500.00	(6,363.64)	98,636.36	105,000.00	(6,363.64)	210,000.00	111,363.64
6434 - Pest Control	255.17	208.00	47.17	1,137.68	1,250.00	(112.32)	2,500.00	1,362.32

Income Statement Report Cameron Station Community Consolidated

June 01, 2020 thru June 30, 2020

	Current Period			Year to Date (6 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Common Area Maint & Services								
6442 - Snow Removal Services	0.00	0.00	0.00	287.36	42,000.00	(41,712.64)	70,000.00	69,712.64
6585 - Fountain/Pond/Lake Repair & Maintena	0.00	250.00	(250.00)	0.00	500.00	(500.00)	1,000.00	1,000.00
6600 - General Repair & Maintenance	677.70	766.50	(88.80)	914.67	4,600.00	(3,685.33)	9,200.00	8,285.33
6605 - General Maintenance Supplies	0.00	542.00	(542.00)	135.62	3,250.00	(3,114.38)	6,500.00	6,364.38
6640 - Lighting Supplies/Repair & Maintenance	545.96	3,167.00	(2,621.04)	12,634.54	19,000.00	(6,365.46)	38,000.00	25,365.46
6685 - Linear Park Landscape Maintenance	2,483.07	2,708.50	(225.43)	4,966.14	10,834.00	(5,867.86)	21,668.00	16,701.86
6690 - Pet Stations	430.09	708.00	(277.91)	3,804.13	4,250.00	(445.87)	8,500.00	4,695.87
6760 - Street Repair & Maintenance	0.00	0.00	0.00	300.00	3,250.00	(2,950.00)	6,500.00	6,200.00
Total Common Area Maint & Services	50,793.54	64,781.00	(13,987.46)	274,242.80	364,669.00	(90,426.20)	689,970.00	415,727.20
Landscaping								
6135 - Erosion Control	1,180.00	833.50	346.50	4,920.00	5,000.00	(80.00)	10,000.00	5,080.00
6199 - Irrigation Repairs	0.00	543.00	(543.00)	3,166.00	2,171.50	994.50	3,800.00	634.00
Total Landscaping	1,180.00	1,376.50	(196.50)	8,086.00	7,171.50	914.50	13,800.00	5,714.00
Repair & Maintenance								
6755 - Storm Recovery Repair & Maintenance	0.00	500.00	(500.00)	1,160.00	2,000.00	(840.00)	4,000.00	2,840.00
Total Repair & Maintenance	0.00	500.00	(500.00)	1,160.00	2,000.00	(840.00)	4,000.00	2,840.00
Professional Services								
5105 - Reserve Studies	0.00	0.00	0.00	0.00	1,500.00	(1,500.00)	1,500.00	1,500.00
7000 - Audit & Tax Services	6,352.00	0.00	6,352.00	6,352.00	6,800.00	(448.00)	6,800.00	448.00
7020 - Legal Services	300.00	333.00	(33.00)	1,200.00	2,000.00	(800.00)	4,000.00	2,800.00
7025 - Legal Services - Collections	3,506.06	1,750.00	1,756.06	11,948.70	10,500.00	1,448.70	21,000.00	9,051.30
7030 - Legal Services - General Counsel	5,551.00	2,500.00	3,051.00	19,831.00	15,000.00	4,831.00	30,000.00	10,169.00
Total Professional Services	15,709.06	4,583.00	11,126.06	39,331.70	35,800.00	3,531.70	63,300.00	23,968.30
Cameron Club Maint & Operations								
5195 - Miscellaneous Expenses	0.00	83.00	(83.00)	85.00	500.00	(415.00)	1,000.00	915.00

Income Statement Report Cameron Station Community Consolidated

June 01, 2020 thru June 30, 2020

	Current Period			Year to Date (6 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Cameron Club Maint & Operations								
5318 - Health Club Management/Staff	5,000.00	13,759.00	(8,759.00)	71,137.92	82,556.00	(11,418.08)	165,112.00	93,974.08
6075 - Clubhouse Utilities	2,788.09	3,200.00	(411.91)	15,388.94	19,200.00	(3,811.06)	38,400.00	23,011.06
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	2,217.87	2,250.00	(32.13)	4,500.00	2,282.13
6414 - Fire Prevention & Protection	887.06	0.00	887.06	4,461.52	5,000.00	(538.48)	10,000.00	5,538.48
6424 - HVAC Services	525.75	0.00	525.75	2,970.93	3,000.00	(29.07)	6,000.00	3,029.07
6430 - Janitorial Services	1,296.17	3,535.00	(2,238.83)	14,494.59	21,210.00	(6,715.41)	42,420.00	27,925.41
6436 - Special Cleanings	0.00	583.00	(583.00)	2,050.00	3,500.00	(1,450.00)	7,000.00	4,950.00
6438 - Pool Management	9,881.00	9,422.00	459.00	47,568.00	29,901.00	17,667.00	48,745.00	1,177.00
6440 - Safety & Security	0.00	450.00	(450.00)	385.05	3,000.00	(2,614.95)	5,500.00	5,114.95
6500 - Fire Suppression System	0.00	0.00	0.00	0.00	6,000.00	(6,000.00)	6,000.00	6,000.00
6515 - Building Repair & Maintenance	0.00	1,012.00	(1,012.00)	307.40	6,983.00	(6,675.60)	14,000.00	13,692.60
6525 - Community Center Improvement	0.00	167.00	(167.00)	0.00	1,000.00	(1,000.00)	2,000.00	2,000.00
6570 - Fitness Equipment Repair & Maintenance	12,445.26	792.00	11,653.26	14,068.82	4,750.00	9,318.82	9,500.00	(4,568.82)
6575 - Fitness Center Supplies	134.20	500.00	(365.80)	2,684.56	3,000.00	(315.44)	6,000.00	3,315.44
6590 - Access System Supplies	0.00	0.00	0.00	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	1,050.00	(1,050.00)	2,000.00	2,000.00
6700 - Pool Repair & Maintenance	0.00	500.00	(500.00)	3,736.99	2,000.00	1,736.99	4,000.00	263.01
6710 - Pool Supplies	(41.80)	1,500.00	(1,541.80)	(41.80)	3,500.00	(3,541.80)	5,000.00	5,041.80
9934 - Recreation Equipment	924.71	333.50	591.21	924.71	2,000.00	(1,075.29)	4,000.00	3,075.29
Total Cameron Club Maint & Operations	34,195.21	36,006.50	(1,811.29)	182,440.50	203,300.00	(20,859.50)	386,477.00	204,036.50
Taxes & Insurance								
5390 - Fidelity/Workman's Comp	57.92	50.00	7.92	676.35	300.00	376.35	600.00	(76.35)
5415 - D&O Insurance Premiums	440.17	458.00	(17.83)	2,614.34	2,750.00	(135.66)	5,500.00	2,885.66
5420 - Umbrella	1,429.15	929.00	500.15	6,323.14	5,575.00	748.14	11,150.00	4,826.86
5445 - General Liability Insurance Premiums	1,336.42	1,417.00	(80.58)	7,974.50	8,500.00	(525.50)	17,000.00	9,025.50

Income Statement Report Cameron Station Community Consolidated

June 01, 2020 thru June 30, 2020

	Current Period			Year to Date (6 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Taxes & Insurance								
9000 - Income Tax	0.00	2,500.00	(2,500.00)	12,000.00	5,000.00	7,000.00	10,000.00	(2,000.00)
Total Taxes & Insurance	3,263.66	5,354.00	(2,090.34)	29,588.33	22,125.00	7,463.33	44,250.00	14,661.67
Other Expenses								
5010 - Bad Debt	0.00	0.00	0.00	0.00	2,500.00	(2,500.00)	7,500.00	7,500.00
9106 - Capital Improvements Reserve	2,000.00	2,000.00	0.00	12,000.00	12,000.00	0.00	24,000.00	12,000.00
9946 - Signs Expenses	385.84	0.00	385.84	608.44	1,000.00	(391.56)	2,500.00	1,891.56
Total Other Expenses	2,385.84	2,000.00	385.84	12,608.44	15,500.00	(2,891.56)	34,000.00	21,391.56
Reserve Contributions								
9800 - Repair & Replacement Expenses	30,706.83	30,707.00	(0.17)	184,240.98	184,241.00	(0.02)	368,482.00	184,241.02
Total Reserve Contributions	30,706.83	30,707.00	(0.17)	184,240.98	184,241.00	(0.02)	368,482.00	184,241.02
Total Expense	207,616.46	231,193.92	(23,577.46)	1,149,407.63	1,346,766.52	(197,358.89)	2,642,613.00	1,493,205.37
Net Income / (Loss)	11,345.40	(9,435.15)	20,780.55	178,794.54	(11,741.22)	190,535.76	17,595.00	(161,199.54)

Income and Expense Projection Report

Cameron Station Community

As of June 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Assessment Income														
4001 - Assessemnts - SFD/TH	361,211	0	0	361,211	0	0	361,207	0	0	361,207	0	0	1,444,836	1,444,829
4002 - Assessments - CONDO	218,664	0	0	218,664	0	0	218,663	0	0	218,663	0	0	874,655	874,653
4016 - Future Assessments - SFD/TH	(240,807)	120,404	120,404	(240,807)	120,404	120,404	(240,807)	120,404	120,404	(240,807)	120,404	120,404	0	0
4017 - Future Assessments - CONDO	(145,776)	72,888	72,888	(145,776)	72,888	72,888	(145,776)	72,888	72,888	(145,776)	72,888	72,888	0	0
4018 - Future Assessments - COMMERCIAL	(5,518)	2,759	2,759	(5,518)	2,759	2,759	(5,518)	2,759	2,759	(5,518)	2,759	2,759	0	0
4019 - Future Assessments - TMP	(34,486)	17,243	17,243	(34,486)	17,243	17,243	(34,486)	17,243	17,243	(34,486)	17,243	17,243	0	0
4130 - Commercial Assessments	8,277	0	0	8,277	0	0	8,277	0	0	8,277	0	0	33,109	33,109
4135 - TMP Assessments	51,729	0	0	51,729	0	0	51,729	0	0	51,729	0	0	206,917	206,917
Total Assessment Income	213,294	213,294	213,294	213,294	213,294	213,294	213,289	213,294	213,294	213,289	213,294	213,294	2,559,516	2,559,508
Other Income														
4245 - Newsletter Advertising	150	0	0	2,720	0	0	0	1,500	0	1,500	0	0	5,870	6,000
4250 - Facilities Passes/Guest Fess	80	0	0	435	0	0	200	100	100	100	100	100	1,215	2,000
4260 - Resale Processing Fees	117	822	939	352	704	1,408	1,100	880	660	660	440	440	8,523	8,800
4265 - Website Income	200	0	0	300	0	100	84	83	84	84	83	84	1,100	1,000
4295 - Charitable Donations Income	0	0	0	2,000	0	1,300	0	0	0	0	0	0	3,300	8,800
4400 - Room Rental Fees	1,200	0	0	1,220	0	0	667	666	667	667	666	667	6,420	8,000
4405 - Club Cleaning Fees	625	0	0	1,250	0	0	500	500	500	500	500	500	4,875	6,000
4710 - Late Fees & Interest	15,892	(75)	(14,063)	5,625	(250)	(150)	617	616	617	617	616	617	10,678	7,400
4720 - Legal Reimbursements	2,755	427	0	532	96	728	500	500	500	500	500	500	7,538	6,000
4805 - HOA Compliance Fees	100	(40)	0	0	0	(900)	417	416	417	417	416	417	1,660	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	766	1,059	1,058	1,059	1,059	1,058	1,059	12,068	12,700
4910 - Interest Earned - Reserve Funds	2,938	2,729	2,715	2,626	2,669	2,416	2,417	2,416	2,417	2,417	2,416	2,417	30,592	29,000
Total Other Income	25,217	5,010	(9,405)	17,813	4,136	5,668	7,560	8,735	7,020	8,520	6,795	6,800	93,869	100,700
Total Income	238,511	218,304	203,889	231,107	217,429	218,962	220,849	222,029	220,314	221,809	220,089	220,094	2,653,385	2,660,208
Administrative														
5015 - Bank Charges	0	0	0	10	(692)	0	20	20	20	20	20	20	(562)	240
5020 - Board Support	192	1,535	292	742	741	1,388	833	834	833	833	834	833	9,890	10,000

Income and Expense Projection Report

Cameron Station Community

As of June 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Administrative														
5025 - Collection Charges	521	(365)	125	2,660	940	410	250	250	250	250	250	250	5,791	3,000
5030 - Acct Setup/DD/Coupons	377	378	380	2,395	1,250	812	833	834	833	833	834	833	10,591	10,000
5035 - Architechtrual Comprehensives	0	0	0	0	0	0	688	688	688	688	688	688	4,128	6,880
5040 - Computer Network/C3	1,573	1,584	1,370	1,684	287	2,340	833	834	833	833	834	833	13,838	10,000
5065 - Software Licenses	0	0	0	0	0	0	42	42	42	42	42	42	250	500
5070 - Parking Enforcement	0	0	0	0	0	0	1,250	1,250	1,250	1,250	1,250	1,250	7,500	15,000
5080 - Annual Meeting Expenses	0	0	0	0	0	0	0	0	0	0	2,500	0	2,500	2,500
5085 - Office Equipment Lease	566	0	640	1,200	823	310	583	584	583	583	584	583	7,039	7,000
5090 - Office Supplies	(24)	1,413	857	418	234	128	292	291	292	292	291	292	4,776	3,500
5210 - Printing & Copying	148	6,330	3,713	(6,077)	(1,416)	143	625	625	625	625	625	625	6,591	7,500
5215 - Postage	956	320	797	376	820	94	833	834	833	833	834	833	8,361	10,000
5220 - Courier Service	0	0	0	44	0	65	63	62	63	62	63	62	484	750
5320 - Temp Desk Coverage	0	0	0	1	0	0	500	500	500	500	500	500	3,001	6,000
6040 - Bundled Telecom Services	450	587	636	831	2,196	1,097	1,102	1,101	1,102	1,101	1,102	1,101	12,406	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
Total Administrative	4,869	11,781	8,809	4,284	5,446	6,788	8,747	8,749	10,081	10,078	13,751	8,745	102,126	117,588
Activities														
5200 - Events & Awards	49	5,000	1,914	1,023	91	927	5,357	5,357	5,358	0	0	5,357	30,433	37,500
5205 - Activity Charges	0	0	2,812	(2,812)	(2,812)	2,812	0	0	0	0	0	0	0	0
Total Activities	49	5,000	4,726	(1,789)	(2,721)	3,739	5,357	5,357	5,358	0	0	5,357	30,433	37,500
Communications														
5115 - Web Site Maintenance	0	0	512	47	0	227	292	291	292	292	291	292	2,535	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)	0	500	500	500	500	500	500	3,742	6,000
Total Communications	553	781	950	4,836	1,802	227	3,375	791	3,376	792	3,374	792	21,648	25,000
Insurance														
5408 - Crime Protection Coverage	300	300	300	300	300	300	309	308	309	309	308	309	3,650	3,700

Income and Expense Projection Report

Cameron Station Community

As of June 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Insurance														
5438 - Cyber Liability \$3 Million Coverage	291	291	291	291	291	291	325	325	325	325	325	325	3,698	3,900
Total Insurance	591	591	591	591	591	591	634	633	634	634	633	634	7,348	7,600
Management Services														
5302 - Administrative Salaries	26,728	22,502	11,274	19,682	18,123	19,134	28,174	28,174	28,174	28,175	28,174	28,174	286,489	338,091
5340 - Payroll Taxes/Benefits/Costs	8,227	3,744	5,527	3,805	3,475	3,770	7,566	7,567	7,566	7,566	7,567	7,566	73,946	90,796
7015 - Management Reimbursements	138	183	333	191	141	191	250	250	250	250	250	250	2,676	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
Total Management Services	43,010	34,345	25,051	31,595	29,655	31,012	43,907	43,907	43,907	43,908	43,907	43,907	458,110	526,887
Trash Services														
6035 - Trash and Recycling Service	25,302	27,186	27,173	25,663	27,016	27,025	27,509	27,509	27,509	27,509	27,509	27,509	324,419	323,759
Total Trash Services	25,302	27,186	27,173	25,663	27,016	27,025	27,509	27,509	27,509	27,509	27,509	27,509	324,419	323,759
Common Area Maint & Services														
6000 - Electric Service	4,257	3,951	3,299	3,503	3,201	2,632	3,417	3,416	3,417	3,417	3,416	3,417	41,342	41,000
6025 - Water Service	1,061	935	(261)	645	1,139	5,132	2,857	2,857	2,857	0	0	0	17,222	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	250	2,160	2,160	6,100	0	0	0	15,332	23,000
6155 - Turf Treatment & Enhancements	0	1,395	1,055	2,320	0	6,570	875	875	875	875	0	0	14,840	20,000
6160 - Tree & Shrub Maintenance	1,400	3,406	1,175	725	7,052	7,685	6,800	3,800	3,800	0	0	0	35,843	34,000
6299 - Irrigation System Contract	0	0	0	8,059	(2,866)	0	2,000	2,000	2,000	0	4,000	0	15,193	22,150
6305 - TMP Expenses	17,500	17,500	17,500	17,500	17,500	11,136	17,500	17,500	17,500	17,500	17,500	17,500	203,636	210,000
6434 - Pest Control	184	0	229	229	240	255	208	209	208	208	209	208	2,388	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	0	0	250	0	250	0	0	500	1,000
6600 - General Repair & Maintenance	(2,358)	2,690	(875)	1,905	(1,125)	678	767	767	767	767	767	767	5,515	9,200
6605 - General Maintenance Supplies	0	43	0	93	0	0	542	541	542	542	541	542	3,386	6,500
6640 - Lighting Supplies/Repair & Mainten	1,120	0	5,573	4,021	1,375	546	3,167	3,166	3,167	3,167	3,166	3,167	31,635	38,000
6685 - Linear Park Landscape Maintenance	0	0	0	0	2,483	2,483	2,709	2,709	2,709	2,709	0	0	15,800	21,668
6690 - Pet Stations	754	125	1,042	874	579	430	708	709	708	708	709	708	8,054	8,500

Income and Expense Projection Report

Cameron Station Community

As of June 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Common Area Maint & Services														
6760 - Street Repair & Maintenance	0	300	0	0	0	0	0	0	0	3,250	0	0	3,550	6,500
Total Common Area Maint & Services	37,073	42,032	42,804	52,869	48,672	50,794	56,705	53,955	57,645	46,388	57,304	53,305	599,544	689,970
Landscaping														
6135 - Erosion Control	0	0	0	1,870	1,870	1,180	834	833	834	834	833	834	9,920	10,000
6199 - Irrigation Repairs	300	0	0	0	2,866	0	543	543	543	0	0	0	4,795	3,800
Total Landscaping	300	0	0	1,870	4,736	1,180	1,377	1,376	1,377	834	833	834	14,715	13,800
Repair & Maintenance														
6755 - Storm Recovery Repair & Maintenance	0	825	0	335	0	0	0	500	500	500	500	0	3,160	4,000
Total Repair & Maintenance	0	825	0	335	0	0	0	500	500	500	500	0	3,160	4,000
Professional Services														
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	6,352	0	0	0	0	0	0	6,352	6,800
7020 - Legal Services	0	0	4,886	(4,286)	300	300	333	334	333	333	334	333	3,200	4,000
7025 - Legal Services - Collections	0	2,015	3,272	111	3,045	3,506	1,750	1,750	1,750	1,750	1,750	1,750	22,449	21,000
7030 - Legal Services - General Counsel	0	1,118	2,184	4,286	6,692	5,551	2,500	2,500	2,500	2,500	2,500	2,500	34,831	30,000
Total Professional Services	0	3,133	10,342	111	10,037	15,709	4,583	4,584	4,583	4,583	4,584	4,583	66,832	63,300
Cameron Club Maint & Operations														
5195 - Miscellaneous Expenses	0	25	0	0	60	0	83	83	84	83	83	84	585	1,000
5318 - Health Club Management/Staff	14,034	14,034	14,034	14,035	10,000	5,000	13,759	13,760	13,759	13,759	13,760	13,759	153,694	165,112
6075 - Clubhouse Utilities	2,456	2,784	3,654	1,447	2,260	2,788	3,200	3,200	3,200	3,200	3,200	3,200	34,589	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	355	1,125	0	0	1,125	0	0	4,468	4,500
6414 - Fire Prevention & Protection	712	532	722	902	707	887	2,500	0	2,500	0	0	0	9,462	10,000
6424 - HVAC Services	125	423	212	1,474	212	526	0	1,000	0	1,000	0	1,000	5,971	6,000
6430 - Janitorial Services	3,535	3,535	3,535	3,535	(942)	1,296	3,535	3,535	3,535	3,535	3,535	3,535	35,705	42,420
6436 - Special Cleanings	0	1,000	1,050	0	0	0	583	584	583	583	584	583	5,550	7,000
6438 - Pool Management	0	9,424	9,421	9,421	9,421	9,881	9,422	9,422	0	0	0	0	66,412	48,745

Income and Expense Projection Report

Cameron Station Community

As of June 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Cameron Club Maint & Operations														
6440 - Safety & Security	0	0	0	385	0	0	450	450	450	450	450	250	2,885	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	0	1,100	1,233	1,167	1,167	1,167	1,183	7,324	14,000
6525 - Community Center Improvement	0	0	0	0	0	0	167	166	167	167	166	167	1,000	2,000
6570 - Fitness Equipment Repair & Maintenance	0	0	616	0	1,008	12,445	792	791	792	792	791	792	18,819	9,500
6575 - Fitness Center Supplies	640	900	83	0	927	134	500	500	500	500	500	500	5,685	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	0	170	170	170	170	170	100	950	2,000
6700 - Pool Repair & Maintenance	0	0	3,147	590	0	0	500	500	1,000	0	0	0	5,737	4,000
6710 - Pool Supplies	0	0	0	0	0	(42)	500	500	500	0	0	0	1,458	5,000
9934 - Recreation Equipment	0	0	0	0	0	925	334	333	334	334	333	334	2,925	4,000
Total Cameron Club Maint & Operations	21,868	33,309	36,828	32,233	24,008	34,195	39,470	36,227	29,491	26,865	25,639	25,487	365,618	386,477
Taxes & Insurance														
5390 - Fidelity/Workman's Comp	154	154	154	206	(50)	58	50	50	50	50	50	50	976	600
5415 - D&O Insurance Premiums	434	434	434	434	440	440	458	459	458	458	459	458	5,364	5,500
5420 - Umbrella	866	866	866	866	1,429	1,429	929	929	930	929	929	929	11,898	11,150
5445 - General Liability Insurance Premium	1,309	1,309	1,309	1,374	1,336	1,336	1,417	1,416	1,417	1,417	1,416	1,417	16,475	17,000
9000 - Income Tax	0	0	0	0	12,000	0	0	0	2,500	0	0	2,500	17,000	10,000
Total Taxes & Insurance	2,763	2,763	2,763	2,879	15,155	3,264	2,854	2,854	5,355	2,854	2,854	5,354	51,713	44,250
Other Expenses														
5010 - Bad Debt	0	0	0	0	0	0	0	0	2,500	0	0	2,500	5,000	7,500
9106 - Capital Improvements Reserve	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	24,000
9848 - Electrical Expenses	0	997	(997)	0	0	0	0	0	0	0	0	0	0	0
9946 - Signs Expenses	0	0	0	223	0	386	0	0	1,000	0	500	0	2,108	2,500
Total Other Expenses	2,000	2,997	1,003	2,223	2,000	2,386	2,000	2,000	5,500	2,000	2,500	4,500	31,108	34,000

Income and Expense Projection Report

Cameron Station Community

As of June 30, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Projected	Total Budget
Reserve Contributions														
9800 - Repair & Replacement Expenses	30,707	30,707	30,707	30,707	30,707	30,707	30,707	30,707	30,707	30,706	30,707	30,707	368,482	368,482
Total Reserve Contributions	30,707	30,707	30,707	30,707	30,707	30,707	30,707	30,707	30,707	30,706	30,707	30,707	368,482	368,482
Total Expense	169,084	195,449	191,747	188,407	197,105	207,616	227,223	219,148	226,020	197,649	214,095	211,711	2,445,254	2,642,613
Association Summary	69,427	22,855	12,142	42,700	20,325	11,345	(6,374)	2,881	(5,707)	24,160	5,994	8,383	208,131	17,595

**Cameron Station
Replacement Reserve**

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 1,729	0.02%	\$ 0.35	-
COMENITY BANK JUMBO - NY	\$ 100,000	2.90%	\$ 2,900.00	10/13/20
DISCOVER BANK - DE	\$ 100,000	1.90%	\$ 1,900.00	12/21/20
DISCOVER BANK - DE	\$ 75,000	2.70%	\$ 2,025.00	03/15/21
SALLIE MAE BANK - UT	\$ 75,000	2.80%	\$ 2,100.00	04/19/21
SYNCHRONY BANK - UT	\$ 100,000	1.50%	\$ 1,500.00	06/17/21
SALLIE MAE BANK - UT	\$ 73,000	2.05%	\$ 1,496.50	07/19/21
ALLY BANK - UT	\$ 105,000	1.80%	\$ 1,890.00	10/04/21
CAPITAL ONE NA - MCLEAN, VA	\$ 100,000	2.25%	\$ 2,250.00	12/29/21
GOLDMAN SACHS - NY	\$ 100,000	2.35%	\$ 2,350.00	03/15/22
CENTERSTATE BANK - FL	\$ 79,000	0.85%	\$ 671.50	03/30/22
AMERICAN EXPRESS BANK - UT	\$ 75,000	2.35%	\$ 1,762.50	05/03/22
BMW BANK - UT	\$ 105,000	1.65%	\$ 1,732.50	07/18/22
MS PRIVATE BANK - NY	\$ 107,000	1.85%	\$ 1,979.50	12/12/22
AMERICAN EXPRESS BANK - UT	\$ 101,000	1.45%	\$ 1,464.50	3/32/23
CAPITAL ONE NA - MCLEAN, VA	\$ 77,000	1.35%	\$ 1,039.50	04/24/23
BMO HARRIS BANK - IL*	\$ 93,000	0.50%	\$ 465.00	12/12/23
TOTAL	\$ 1,466,729		\$ 27,526.85	

as of 6/12/20

**Cameron Station
Operating Reserve**

SECURITY	QUANTITY	INTEREST RATE	ANNUAL INCOME	MATURITY DATE
MORGAN STANLEY BANK DEPOSIT	\$ 342	0.02%	\$ 0.07	-
MERCHANTS BANK - IN	\$ 50,000	0.95%	\$ 475.00	07/27/20
FEDERAL SAVINGS BANK	\$ 51,000	0.85%	\$ 433.50	08/28/20
BEAL BANK - TX	\$ 52,000	0.20%	\$ 104.00	09/09/20
BEAL BANK - TX	\$ 54,000	0.10%	\$ 54.00	10/14/20
TOTAL	\$ 207,342		\$ 1,066.57	

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



Cameron Club Pool and Fitness Re-opening

Date: July 22, 2020- Special CCFC Committee meeting

Observation/Recommendations based on first full week of operation

Current situation

1. Most all of the reservations are full, and the pool had waiting lists for almost all reservations.
2. The staffing, check in, and disinfecting/cleaning seem to be going smoothly.
3. Cleaning products and PPE are well stocked for now for the next 30 days.
4. Reservation system is continuing to improve; however, we could have communicated more effectively at the start. We are working to improve the system and steps have been taken to improve the system.
5. Most of the frustrating issues are related to limited availability of reservations for the pool.
6. Omnify is satisfactory as a reservation system, however we have found the system is somewhat limited.
7. Most residents have been following safety protocols and guidelines
8. Reservations may be too long for fitness and could be reduced to one hour
9. Pool reservations seem to be appropriate at 1.5 hours.
10. The mask requirement on the pool deck is difficult for residents and we have a fair number of complaints about wearing a mask outside on the pool deck.

Recommendations:

1. The pool is the biggest amenity for the community right now and we should expand the hours if possible.
2. Consider increasing the pool hours to 10 hours per day, 7 days per week.
3. Possibly consider increasing the capacities for the pool from 20 to 27, and for fitness from 7 to 9.
4. The fitness center although popular, does not need to be open for more hours than the pool. The fitness center could mirror the pool hours.
5. We may not need a staff of 4 people per hour. One fitness attendant is comfortably handling the fitness equipment disinfecting and cleaning with only 7 people working out per reservation, however if we expand the hours and capacities, we recommend leaving the extra staffing in place for the time being.

6. Consider opening the multi-purpose court for Basketball with family or individual use only.
7. We propose a 10 hours per day, seven days per week schedule with slightly increased capacity for the most cost-efficient operation and to allow for more reservations.

Cameron Club Reservations and Check ins

Week of: July 15- July 22

	Total Week	Sunday	Monday	Tuesday	Wednesday**	Thursday	Friday	Saturday
1 Total possible reservations	927	108	122	122	230	122	115	108
2 Total check ins	931*	107	120	119	199	114	108	108
3 Total possible Pool reservations	640	80	80	80	160	80	80	80
4 Total Pool Check ins	614	80	80	80	139	77	78	80
5 Total Fitness Reservations	224	28	28	28	56	28	28	28
8 Total Fitness check ins	211	27	28	27	46	28	27	28
9 Total possible Class Reservations	63		14	14	14	14	7	
10 Total class check ins	50		12	12	14	9	3	
11 Wait list								

*Due to over booking

** Includes July 15th & partial July 22

TAB 4

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

The following individuals attended the meeting; all attendees were via phone:

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair
Tim Regan, CCFC Recording Secretary
Brendan Hanlon, CCFC Member
Jon Dellaria, Board of Director's (BOD) Representative to the CCFC
Rich Mandley, ProFIT Fitness
Psy Gianni Scott, ProFIT Fitness

Residents:

Tom Sugrue, Resident & Board Member
Patricia Hemel, Resident & Communications Committee

Not Present:

Brittoni King, CMC Management

1. Call to Order

The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:03 p.m.

2. Approval of Agenda

Tim Regan made a motion to approve the Agenda. The motion was seconded by Dan Ogg and it passed unanimously.

3. Residents' Open Forum

Two residents, Tom Sugrue and Patricia Hemel, attended and offered valuable and very welcome suggestions regarding the guidelines for reopening the fitness center and pool.

- The meeting went into recess at 7.28pm to allow attendees switch to a Zoom call; the meeting restarted at 7.30pm.

4. Approval of Minutes

Tim Regan made a motion to approve the CCFC minutes from June. The motion was seconded by Dan Ogg and it passed unanimously.

5. Pool Matters

The committee has a lengthy discussion regarding the reopening of the Gym and Pool which is scheduled for Wednesday July 15th. The discussion was wide ranging and among other things included the following topics:

- Deck has been power washed

- Zone layout of pool deck was discussed, and ProFIT will work with CMC Management company to complete marking the deck.
- Briefing of Lifeguards
- Signage for pool is being prepared
- Pool Furniture will be stored in wading pool area
- Health Screening Form and Assumption of Risk Agreement Forms
 - These are for pool/fitness center and outdoor classes.
- Reservation system
- Written plan for reopening
- Need confirmation of communication to be sent to all residents; Board Member Tom Sugrue has the lead on this action.

6. BODs Update.

Ray Celeste updated the committee on the most recent Board meeting. As most committee members attended the meeting, the update was brief.

7. CMC Management report.

As there was no representative from Cameron Station Management, Ray Celeste updated the committee on the following items:

- Maintenance tracker has not been updated
- Financials - awaiting further input from Finance committee
- All Purpose Basketball Court – awaiting additional Request for Proposal (RFP) responses. Only one valid response received to date. A second bidder responded however they indicated their unwillingness to accept all the terms and conditions of the RFP.
- RFP has been issued to obtain architectural services for locker room renovations.

8. ProFIT Report:

Psy Gianni Scott provided the ProFIT report which focused on reopening activities including:

- Pool deck & Gym marking plan has been agreed to – markings to be completed before July 15.
- Proposed entrance and egress process
- The bathroom near the Great Room will be taken out of service to reduce cleaning costs.
- Gym equipment reconfigured
- 10' Radius setup
- The committee directed Profit to purchase signage related to COVID-19 for both the pool and gym. The expenditure is not to exceed \$1,000 and will be charged to GL account #6575 Fitness Center Supplies. As of 30 April 2020, this account had \$4,376.61 remaining.
- Inventory stickers installed on all equipment.

- The Committee discussed the status of ProFIT contract; ProFIT advised they will submit a contract amendment. They also advised they have incurred expenditures outside of the costs proposed for the initial reopening phase. The committee recommended any additional costs be submitted to the Board for consideration.
- ProFIT advised the Committee they will require 7 – 10 days advance notice to move operations to the next phase of reopening. This time is required to hire additional staff necessary for any extended hours of operation.

9. Old Business.

- a) The town hall meeting with residents related to Clubhouse security is postponed indefinitely due to COVID-19.

10. New Business

Finance budget input for FY 2021 is due at next month's meeting.

11. Adjournment:

Dan Ogg made a motion that the meeting be adjourned. The motion was seconded by Tim Regan. The meeting adjourned at 9:15 pm.

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 7:04 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers, Andrew Hill. Fred Blum was unable to attend.
- 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.
- 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 May 21, 2020 minutes were approved unanimously.

IV. Resident Open Forum

Greg Hillson asked about GL 6438 and the \$37,687 spent on pool management. There is a parallel question on the ProFIT management contract. Hillson did note that some work was done to open the pool and chemicals are a separate budget line item. The Chairman replied we understand Mr. Hillson concerns. The Treasurer added the same concerns are shared at the Board level.

Mr. Hillson also noted that the Profit on-line classes are well attended and wondered how much expense can on-line classes incur.

V. Review of Financial Results

a. May 31, 2020 Financial Statements & Variance Reports

We have a favorable overall total YTD variance of \$169,755. Income was slightly below budget and expenses were below budget. YTD income was slightly under budget at \$4,026, as charitable donations were \$6,800 under budget, greater than the total income variance. The FAC discussed if charitable donations are only tied individual event sponsorship that have not been held.

There were no balance sheet questions currently.

Delinquencies: Four of the six condo associations are now on direct debit. Carlton Place will go on direct debit starting with October. Changing our management company will require condos to make new payment arrangements.

Expenses- The FAC discussed several items:

The Treasurer discussed the total expense variance. The two largest factors were Management Services with total staffing expense \$55,616 under budget, as several jobs were unfilled. This is composed of GL 5302, Administrative Salaries \$42,562 and GL 5340, \$13,054, Payroll Taxes/Benefits thus a total \$55,616. The other big contributor to the positive variance was snow removal, GL 6442, at \$41,713. These two items were 57.4% of the total expense variance. Other smaller item contributed to the positive variance, such as water service was under budget due to less usage with club house being closed.

The Treasurer also discussed cost structure changes with the new management company, particularly for on-site management. There will be new people filling currently vacant jobs. Thus, the salary and benefit variance discussed above will not continue. Since the contract was just signed, we do not know if we will have a full team on-board on 8/1/2020 when the change takes place. This change process is complicated by COVID 19 impact on the hiring process.

Pool Management GL 6438. Payments were completed as per the contract scheduled, and a credit for when the pool was closed will probably hit next month. Brian Lord noted that the contract was front loaded. The Chair discussed June payment for July 1, should we even make that payment? Brian Lord will look. How will credit work? Will it be a reduction, or will American Pool send us money?

Fire Suppression, GL 6500, was \$6,000, under budget. Why is there no YTD usage? The Chairman noted this is not an area to cut spending.

Irrigation system contract GL 6299, unfavorable by \$3,043, as extra repairs were required at system startup.

Income tax GL 9000, unfavorable by \$9,500. There were timing issues, as the budget spread is incorrect. All four 2020 quarters were paid. This does not impact our overall results.

b. Accrual Information – Spending Spreadsheet

The committee discussed the Knapp Place park project and how it shows up in the spreadsheets. The total was \$21,733. Three different accounts were charged, shown below:

GL 3280, \$7,025 Reserve expenditures
GL 3364, \$10,331 Capital Improvement Reserve
GL 6160, \$4,377 Tree & Shrub Maintenance

The committee also briefly discussed another GL 3280 expenditure of \$17,010 for brickwork. Jeff Gathers was concerned that some needed larger sidewalk projects in the older parts of Cameron Station are not being planned.

- c. **Reserve Fund Investment Worksheet.** There were no significant changes to discuss.

VI. Old Business

- a. **CSCA Investment Policy-** The Treasurer gave great credit to Fred Blum for his hard work on the updated investment policy, with 25 versions and working with Morgan Stanley. The FAC voted to send the current version to Counsel, which the Treasurer will do.

FAC agreed the following items will wait for new management company to take over. Jeff Gathers hoped the new management likes the current reserve and replacement study.

- b. **HOA paid credit-card changes.**
c. **Repair & Replacement Project Discussion.**
d. **RFP for Investment Management Company.**

VII. New Business

Management company transition was part of the discussion of all new business items.

- a. **Expense Definitions –** Expense definitions will help transition, and this did not discuss any income statement or balance sheet items. This will be a good transition starting point. The Chair thanked Bill Blumberg for his efforts.
- b. **2019 Financial Audit Matters-** There were two issues to be resolved for a clean audit and the Treasurer has discussed these with the auditor. The issues are listed below:
1. Insurance payments, carried on the balance sheet as a negative asset at GL 1725, Insurance Receivables. The Chair asked why is this a negative asset? The FAC discussed character of this money. When the insurance proceeds are collected and deposited and treated as cash, which is fungible. At that point it loses its identity,

and it is not really HOA cash. The negative asset treatment gives the proceeds cash an identity. This accurately reflects the correct nature of that cash.

This issue stems from a car hitting the Duke St wall, the resulting insurance claim, settlement payment and how it is carried on our books. These claims generally have requirements about how and when the settlement is used. The settlement is not regular income to the HOA and can only be used to make the repairs from the underlying incident.

There is a potential taxable income question if we cannot prove the insurance proceeds were not properly used. This would be considered non-business income.

Brian Lord thought auditor was satisfied when answering their questions on this issue. He also has some invoices for brick work and will send this to the Chair.

2. Deposit Insurance. The other big audit issue concerns deposit insurance on our operating accounts. Are all operating account funds properly FDIC insured? This question also applies to sweep accounts. There is a surety bond on excess amounts. This will be discussed at the Board meeting.
- c. 2021 Budget Formulation Review- tight timeline with new management company. Treasurer told CAMP about timeline. Bill Blumberg commented that most budget items, such as reserve contribution, trash or TMP, common area are not dependent on who is the management company and we can proceed as normal.
- d. Transition of Management Companies from CMC to CAMP- We should meet with new manager. The FAC will proceed with the budgets as a normal year, as most expenses, are not dependent on the management company. The Treasurer discussed possible informal transition team Board, FAC, CCFC and CAC and has also asked CAMP for a transition plan. They do have the budget timeline.

VIII. Meeting Adjournment

The meeting was adjourned at 8:41 pm.

TAB 6

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

The July 2020 meeting of the Common Area Committee (CAC) was called to order by Robert Burns at 7 p.m. with members participating in person at the Gazebo or 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
 Mindy Lyle, CAC Member Wendy Ulmer, CAC Member
 Joan Lampe, Board Liason

Members Absent: Kyle Gerron

Others in Attendance:

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

Residents: Anne Schieber 237 Medlock, Ann Garriot 250 Medlock, Alex Levin 104 Grimm

Old Business:

Motion to Approve Meeting Minutes as amended to reduce the tree planting cost by 10K for June 8, 2020

Moved by Greenberg

Seconded by Lyle

For: All

Against: None

Motion Passed.

Updates since last meeting: CAC requested a new work order for tree work at Linear Park. Trees are marked to be removed.

New Business:

Resident Open Forum: Garriott requested CAC to visit green area at Medlock/Murtha to observe dead branches on 3 trees and impeding the walk-way with the suggestion to remove the trees. The area has heavy canopy preventing grass from growing. Previous mulch and plants created mud and debris as they were planted higher than the walk-way. Proposed solutions would be metal edging or regrading.

Garriott noted 3 park benches are degrading; however, they are not yet falling apart, the irrigation in the area is not working properly and the horseshoe walkway dog bag area is in need of attention.

Schieber concurred with Garriott's observation and mentioned several residences have similar concerns. Schieber also brought up the issue of people smoking in the dog park area and asked for a communication or no-smoking sign. Lyle noted the CAC visited this issue in the past without success as it isn't legal in Virginia.

Levin inquired about a degrading section of brick sidewalk currently affecting 5-6 homes on Grimm Drive

CAC has active proposals for these observations with the exception of the smoking issue.

Board Update:

Facilities Opening: The Board is working on protocols to open the Pool and Fitness Center

New Management Company: CAMP - Community Association Management Professionals Effective Aug 1

Community Shuttle: Ongoing negotiations to possibly resume service Aug/Sept. Monetary savings over the past months will go toward significant costs to resume service with safety protocols.

Consideration of Common Area Applications: None

Budget Planning and Review: Walsh and Ulmer will begin the annual CAC budget review and proposal process

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.

Lighting Supplies R/M: (1226466) Community Security Lighting Inspection from PSE
The total cost is: \$4347.11 (Budget Line: 6640)

- Remove the existing 175watt metal halide lamps and ballasts
- Install new 45watt 4200k LED lamps.

Move to: Approve Lighting Supplies R/M

Moved by: Lyle

Seconded by: Greenberg

For: All

Against: None

Motion Passed

Tree & Shrub Maintenance: (30534) – Tree Days

The total cost is: \$7,000 (Budget Line: 6160)

- Five Tree Days with 3 man crew

Move to: Approve Tree & Shrub Maintenance

Moved by: Greenberg

Seconded By: Lyle

For: All

Against: None

Motion Passed

General Repair & Maintenance: (50535): Metal Edging at Medlock/Murtha Park

The total cost is: \$1,560 (Budget Line: 6605)

- Install metal edging along Liriope bed to prevent mulch from spilling onto sidewalk

Move to: Approve General Repair & Maintenance

Moved by: McCollom

Seconded By: Walsh

For: All

Against: None

Motion Passed

Flower Rotation/Landscaping (50536): Medlock/Murtha Park

The total cost is: \$1,267.50 (Budget Line: 6150)

- Create a Mulch Bed
- Install variegated Liriope

Move to: Approve Flower Rotation/Landscaping

Moved by: Ulmer

Seconded By: Greenberg

For: All

Against: None

Motion Passed

Erosion Control (50537): Mitigating Erosion at 4 locations.

The total cost is: \$4,292.50 (Budget Line: 6135)

- Regrade & Install Riverstone @ 108-110 CSB
- Regrade & Install Virginia Field Stone on Front Island @ 120 Martin Ln
- Install Hardwood Mulch & Riverstone on bare area near utility boxes @ 120 Martin Ln
- Regrade & Install Virginia Field Stone on Front Island @ 152 Martin Ln

Move to: Approve Erosion Control

Moved by: Lyle

Seconded by: Greenberg

For: All

Against: None

Motion Passed

Repair and Replacement Reserves (30550): Brick Repair and Replacement

The total cost is: \$8,617 (Budget Line: 3280)

- Priority Section 2
- Includes a portion of Priority Section 3 due to resident complaints

Move to: Approve Repair and Replacement Reserves

Moved by: Greenberg

Seconded by: Walsh

For: All

Against: None

Motion Passed

General Repair & Maintenance (30552): Stepping Stones

The total cost is: \$260 (Budget Line: 6600)

- Install 4 Stepping Stones between bushes to create walking path

Move to: Approve General Repair & Maintenance

Moved by: Greenberg

Seconded by: Ulmer

For: All

Against: None

Motion Passed

Tree & Shrub Maintenance (30553): Tree Removal

The total cost is: \$325 (Budget Line: 6160)

- Remove dead Japanese Snowbell & Stump

Move to: Approve Tree & Shrub Maintenance

Moved by: Greenberg

Seconded by: Ulmer

For: All

Against: None

Motion Passed

Tree & Shrub Maintenance, Reserves, Flower Rotation & Landscaping (30554): Barbour Pocket Park

The total cost is: \$1687.50 (Budget Lines: 6160, 3280, 6150)

- Remove Tree Stump – 6160 - \$275
- Install 2 Crepe Myrtle – 3280 - \$1,150
- Install variegated Liriope - 6150 – 262.50
 - Planting to take place in the fall

Move to: Approve Tree & Shrub Maintenance, Reserves, Flower Rotation & Landscaping

Moved by: Greenberg

Seconded by: Lyle

For: All

Against: None

Motion Passed

Irrigation (L120-006): Irrigation Contract Total

Cost: \$2,800 (Budget Line: 6299)

- Zone by Zone check up throughout community to prepare for Summer

Move to: Approve Irrigation

Moved by: Greenberg

Seconded By: McCollom

For: All

Against: None

Motion Passed

These motions were tabled

None

Discussion:

Unapproved signs on Common Area: Lyle asked what CAC can do about signs placed by residents on Common Areas near Harold Second at Linear Park.

General observations: Greenberg noted Knapp Park needs weeding, a bench in Brawner Pocket Park needs attention as do grates and concrete drains at Bessley & Brawner.

Sanitation RFP: Management requested an updated proposal from Bates. ADS requires 60 day notice of contract

Landscape RFP: Greenberg, Gerron, Burns, Lord and King to conduct interviews July 28th. The current contract ends December 31, 2020

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.

Paving: Burns, Lyle and Lord are reviewing timing for the project.

July Walkthrough: Thursday July 16th @ 8:30am meeting at the Cameron Clubhouse

Next meeting: August 10th 2020

Updates for Compass: Greenberg will write an article on Pride of Ownership Selection Process

Adjourn: 8:20pm

TAB 7

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.

APPROVED

MOVE TO: "Approve the ARC Meeting Minutes from May 2020 as corrected"

Moved By: Craig Schuck

Seconded By: Gayle Hatheway

For: All

Abstain: Sharon Wilkinson

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

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

APPROVED

5136 Grimm Dr.	Various Landscape Work	Return for more Information: Lacks exact measurements in sketch Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
5012 Grimm Dr.	Replace Plants and Shrubs	Approved as Submitted Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
5238 Bessley Pl	Install Patio in Rear Fenced Yard	Approved as Submitted Moved By: Stephen Pearson Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED
353 Livermore Ln	Install a Portable AC Unit	Disapproved Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
5006 Gardner Dr.	Retroactive Application for Steppingstones in Front Yard	Disapproved Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
233 Somerville St.	Tree Replacement	Withdrawn by the homeowner.
216 Medlock Ln	Replace Deck, Fence, and Fence door	Approved on the Condition that materials to be used are like for like and pending city permit. Moved By: Stephen Pearson Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED

APPROVED

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

APPROVED

218 Medlock Ln	Replace Deck, Fence and Fence door	Approved on the Condition that materials to be used are like for like and pending city permit. Moved By: Stephen Pearson Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED
5241 Brawner Pl	Roof Replacement	Approved as Submitted Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
363 Livermore Ln	Replace Outdoor Light Fixture	Approved as Submitted Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
164 Martin Ln	Tree Removal	Disapproved Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None MOTION PASSED
5109 Gardner Dr.	Replace Door by Patio	Approved as Submitted Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
4915 Donovan Dr.	Modify Fence	Disapproved Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED
5126 Knapp Pl	Landscaping/Ratify	Tabled pending site inspection.

MATTERS FOR INFO/DISCUSSION/DECISION

There were 2 homeowners present at this session (Account 00459-2297 and Account 00216-2616) and they discussed a matter they have regarding a private tree which they share, they had submitted a detailed statement to the ARC regarding this issue. One of the homeowner raised concerns that the tree is causing

APPROVED

damage to their driveway and would like it removed and the other homeowner stated that they have consulted with an Arborist and the tree is not causing any damage and that they do not want the tree to be removed. The ARC advised them to try and resolve the matter in another way and that the committee does not get involved in a neighbor to neighbor dispute.

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 2nd 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

APPROVED

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.

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

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for July was held on July 7, 2020. The meeting was called to order at 7:00 p.m. by ARC Chair, Karen Diener, with a quorum present. The meeting was conducted via 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
Kim Canter, Board Liason
Bethlehem Kebede, Recording Secretary, CMC

APPROVE AGENDA

MOVE TO: “Approve the Agenda as submitted.”

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 June 2020 as submitted."

Moved By: Craig Schuck

Seconded By: Gayle Hatheway

For: All

Abstain:

Against: None

MOTION PASSED**REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
4915 Donovan Dr.	Front Garden and Driveway Repair	Approved on the condition that the red bricks be an exact or close match to the existing driveway bricks. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
5003 Barbour Dr.	Window Ledge Replacement	Disapproved. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED
5027 Waple Ln	Private Tree Replacement	Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
5113 Gardner Dr.	Retroactive Application for Front Door Kickplate	Approved as submitted. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED
476 Ferdinand Day	Landscape Work	Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED

335 Cameron Station Blvd.	Outdoor Light Fixture Replacement	Approved with a Stipulation That the light fixture is clear glassed instead of frosted and the fixture also has to be a candle oprah. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
466 Ferdinand Day Dr.	Front Yard Retaining Wall	Request More Information Plat with work location marked and information on materials to be used, height, dimensions of wall Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
4930 Gardner Dr.	Front Yard Work	Request for More Information Please provide Plat. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
497 Cameron Station Blvd.	Front Door Painting	Disapproved. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
5063 Minda Ct.	Private Tree Replacement	Approved as submitted. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED
257 Medlock Ln	Roof Replacement	Approved as submitted. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
5273 Colonel Johnson Ln	Front and Backyard Landscaping Work	Approved as submitted. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED

5027 Waple Ln	Install Backyard Patio	Approved as submitted. Moved By: Gayle Hatheway Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
252 Medlock Ln	Roof Replacement	Approved as submitted. Moved By: Gayle Hatheway Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED
325 Helmuth Ln	Garden Wall	Request for More Information Property Plat, measurement information for the retaining wall and the overall plan needs adjustment so that the front garden area is not reduced with hardscape. Moved By: Craig Schuck Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
5219 Brawner Pl	Private Tree Replacement	Approved as submitted. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
151 Somerville St.	Roof Replacement	Approved as submitted. Moved By: Gayle Hatheway Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED
157 Somerville St.	Roof Replacement	Approved as submitted. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
5262 Bessley Pl	Install Doorbell Camera	Approved as submitted. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED

5010 Gardner Dr.	Garden Retaining Wall	Approved as submitted. Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None MOTION PASSED
5006 Gardner Dr.	Front House Painting & Replace Light Fixture	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Stephen Pearson For: All Against: None MOTION PASSED
211 Somerville St.	Fence Replacement	Approved as submitted. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
4922 Donovan Dr.	Window Replacement	Approved as submitted. Moved By: Gayle Hatheway Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED
5246 Brawner Pl	Garden Retaining Wall	Approved as submitted. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
5126 Knapp Pl	Front Yard Work/Ratify Only	Approved as submitted. Moved By: Stephen Pearson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
136 Martin Ln	Roof Replacement	Approved as submitted. Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None MOTION PASSED

MATTERS FOR INFO/DISCUSSION/DECISION

Board Meeting Report

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

Covenants Report- June 2020

- The # of Comprehensive Inspections conducted in June is 0.
- The number of Resale Inspections conducted in June is 12.
- The number of Exterior Modification Applications reviewed in June is 21.
- No vehicle was towed in June.
- The # of letters mailed in June is 42. This includes application result letters and violation letters.
- Following the July 7th meeting, the next meeting will be August 4, 2020, applications are due by July 24, 2020 for this meeting.

Hearing Open Session

There were no residents present for this session.

MOVE TO: "Enter Executive Session for Hearing deliberations at 8:42p.m."

Moved By: Karen Diener

Seconded By: Craig Schuck

For: All

Against: None

MOTION PASSED

MOVE TO: "Exit Executive Session at 8:45p.m."

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

MOTION PASSED

MOVE TO: "Assess fines for account 00324-2522 for failure to comply with the Association's Policies."

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

MOTION PASSED

MOVE TO: "Adjourn the Meeting at 8:49 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
June 7, 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.

APPROVED

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

**Cameron Station Communications Committee
Meeting Minutes
July 8, 2020**

ComCom Members Present:

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

Members Not Present:

Rebecca Pipkins, David Thorpe

Newsletter Subcommittee Members Present:

Lenore Marema, Pat Sugrue, Maureen Zimmer

Newsletter Subcommittee Members Not Present:

Marian Cavanagh, Carla Besosa

HOA Board Member Liaison Present:

Tom Sugrue

Call to Order

Tricia Hemel called the meeting to order at 7:04 pm by way of Zoom.

Previous Meeting Minutes

Upon a motion duly seconded, the minutes of the July 8, meeting were approved.

Board Update

HOA Board member, Tom Sugrue, reported that the gym and pool will reopen on July 15, but with limitations on usage. The Communications Committee members were asked to test the electronic system that the outside vendor will provide for residents to use to reserve spots for the pool, gym, and classes.

The Board has signed a contract and CAMP will become the new homeowners management company as of August 1.

Budget Update

The 2021 budget is due in August.

Welcome Committee

There are 13 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. Susan Kleist created an email welcome letter template for the committee to send to new residents and will send to members to use.

Active Projects

—Signage; With no end in sight for the pandemic, the thank you signs for the workers coming into Cameron Station should be kept.

A reminder about political signage should be in the Email Blast closer to election time.

The Compass

Ideas and pictures are being discussed for the next edition of *The Compass*. Articles are due on August 30.

Committee Member Focus/Updates

—Weekly Email Blast; The Committee continues to work with the HOA staff to make the Weekly Email Blast more readable and consistent in style. Lenore Marema and Pat Sugrue asked for

DRAFT

feedback from the Committee.

New Business

The Committee will advertise in the next Weekly Email Blast for a new member of the Communications Committee to replace David Thorpe.

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

The next meeting will be August 12. Details TBD

Adjournment

Tricia Hemel adjourned the meeting at 7:35 pm.

Respectfully submitted by,
Lenore S. Marema

TAB 10

Management Report – July 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 Process is complete.
- 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 (80+% 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. Resident requests continue to be received daily.

Management

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

As of June: 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.

Management working on a shred day event, with proposals to be coming to activities committee.

Administrative

- Re-registration for 2020 of resident that have not done so
- Welcome Packet for new resident
- ID Badging system malfunction, fixed 7/21/20
- Update landscaping log
- Handled walk-in resident issues
- Answered multiple calls regarding HOA fee & New Management Company
- Assist Fitness with ordering supplies
- Mail out current Gazebo/Pocket Park security deposit
- Report light outages to maintenance for service
- All other duties as assigned

Covenants Report

- Assisted with issuing pool passes. Entered visitor parking passes and facilities guest passes which I issued in C3 database.
- Prepared and mailed Exterior Application decision letters.
- Entered all alleged violations, inspections and applications in C3 database.
- Answered various resident inquiries concerning association services, policies and design and maintenance guide.
- Generated covenants and maintenance violation letters to residents when necessary
- Prepared monthly ARC meeting discussion packet and attended the ARC meeting
- Prepared weekly email blasts, including additional announcements as directed by Committees, Board and Management.
- Assisted with updating Website.

Maintenance Activities

- Replace all toilet paper holders in the clubhouse
- Found damaged insulation around the duct in the exercise room causing a water leak to the ceiling (repairs have been made)
- Repair front door was not securing properly
- Assist Profit with the reopening of the pool and gym

- Power wash and clean the pool deck
- Remove exposed wire that was located right outside of the pool
- Repair upstairs bathroom door was not closing properly
- Replace ballast on one of the light fixtures in the exercise room
- Clear debris and trash from drain cover located between Brawner PI and Bessley PI
- Assist Lancaster with the plants on the pool deck
- Refrigerator leaking from freezer had to break the ice on the bottom of the freezer to stop leak
- Clean both drains on pool deck filled with mud and trash
- Pick up trash and service dog stations throughout the community

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. Still in negotiation.
6. Landscape Contract RFP was distributed to nine companies on 4/17/20. CAC updated and involved and reviewing proposals received. Interviews scheduled end of July.

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

CAMERON STATION COMMUNITY ASSOCIATION

CONTRACT RENEWAL SCHEDULE

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

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

Reserve Study completed May 2019; Miller Dodson

Covenants Count Report
Cameron Station Community
Wed Jul 01, 2020 thru Fri Jul 31, 2020

Type	Applications	Violations	Inspections	Total
Basketball Goal	0	1	0	1
Door(s)/Addition/Replacement	2	0	0	2
Exterior Modifications	0	1	0	1
Fence	1	0	0	1
Landscaping	10	0	0	10
Lighting	1	0	0	1
Parking: Sidewalk	0	2	0	2
Property Maintenance	0	8	0	8
Resale	0	0	6	6
Roof Replacement/Repair	5	0	0	5
Satellite Dish/Antenna	0	1	0	1
Tree Planting/Removal	3	0	0	3
Undefined Item	2	0	0	2
Windows	2	0	0	2
Totals:	26	13	6	45

Association	Type	Status	Count
Cameron Station Community	Application	Approved	19
		Denied	2
		Incomplete	3
		Approved with Stipulations	2
	Inspection	Entered	6
	Violation	First Violation Letter	7
		Second Violation Letter	2
		Abated	3
		Charge Letter	1
		Total Cameron Station Community:	45

TAB 11

Cameron Station Community Association, Inc.

Board Decision Request

July 28, 2020

Recommended Motion:

I move to approve the proposal submitted by PSE for street light maintenance in the amount of \$4,347.11. Costs to be charged to GL 6640, Lighting Repair & Maintenance.

2nd:

Summary:

PSE Conducts frequent lighting inspections, usually twice per month. This is a revised proposal after management worked with CAC Chair to confirm outages at all locations.

Committee Recommendation:

The CAC recommends approval of this proposal.

CMC Recommendation:

Approval is recommended and will be scheduled ASAP.

Financial Information:

This is a not to exceed proposal. If the job is completed in less time, the invoice will be adjusted accordingly. This expense has been reviewed by Committee and falls within the YTD budgeted expense. This can be confirmed by the Association spending chart when updated.

Vote:

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

GL 6640 Utilities/Repair & Maintenance

Description	Amount	Vendor Name	Proposal Number	Approved By	Date Approved	Committed by	Date Committed	Completed Date	Monthly
Operating Electric	\$808.58	Power Systems Electric Corp	A18084226	CAC	1/31/2020	Todd Branson	1/24/2020	2/4/2020	No
Ferdinand Day light outage	\$311.50	Power Systems Electric Corp	A17942597	CAC	2/12/2020	Todd Branson	1/31/2020	2/13/2020	No
PSE Misc pole lights	\$2,966.06	Power Systems Electric Corp	1111135	CAC	3/2/20	Todd Branson	3/2/20		Yes
PSE Misc pole lights	\$681.98	Power Systems Electric Corp	A18440715	Brial Lord	3/16/2020	Brian Lord	3/16/2020	3/31/2020	Yes
4926 Gardner Pole light	\$317.75	Power Systems Electric Corp	A18415733	Brian Lord	3/6/2020	Alberto Calderon	3/6/2020	3/23/2020	Yes
Flag Pole Light	\$1,004.25	Power Systems Electric Corp	A185469632	Raymond Celeste	3/28/2020	Alberto Calderon	3/30/2020	4/23/2020	Yes
PSE Misc pole lights	\$1,616.00	Power Systems Electric Corp	A18648682	Robert Burns	4/15/2020	Brittoni King	4/15/2020	4/20/2020	Yes
PSE Misc pole lights	\$750.00	Power Systems Electric Corp	A186486822	Robert Burns	5/26/2020	CMC	5/26/2020	5/7/2020	Yes
PSE Misc pole lights	\$624.96	Power Systems Electric Corp	A18877859	Brian Lord	5/28/2020	CMC	5/28/2020	6/3/2020	
Street light replacement	\$3,045.09	Power Systems Electric Corp		CAC	3/9/2020				
PSE Misc pole lights	\$706.03	Power Systems Electric Corp	1140733	CAC	3/24/20	Brian Lord	3/24/20		
PSE, Harold Secord St	\$351.00	Power Systems Electric Corp	A18941711	CAC	6/1/2020	Brian Lord	6/1/2020	6/11/2020	No
5235 Harold Secord St	\$276.50	Power Systems Electric Corp	A19168532	CAC	7/14/2020	Brian Lord	7/14/2020	7/14/2020	
New Requests									
Misc Pole Lights	\$4,347.11	Power Systems Electric Corp	1226466	CAC	7/13/2020				

\$13,459.70 **Amount Spent YTD** **New Request Total** **\$4,347**

\$19,000.00 **YTD Budget**

\$38,000.00 **Annual Budget**

\$24,540.30 **Budget Remaining**

Last Update: 7/23/2020



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

Quote No. | **1226466**

Type | Inspection
 Prepared By | A03 Dept.
 Created On | 06/12/2020

Quote For

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

Recommended GL 6640
 Lighting supplies/R&M

Description of Work

INCOMPLETE INSPECTION REPORT PLEASE SIGN

To: Brittoni King @ bking@cmc-management.com

Date: 6/12/20 - Revised work order status Wednesday, July 8, 2020

Property Name: Cameron Station Community Association

PSE: Work Order# 19007201

Inspection Type: Monthly

Status: Inspection Complete - Repairs Are Required

Cost to Date: \$0.00

Approximate Additional Cost to: \$4,347.11 - This is a not to exceed price. If the job is completed in less time than quoted, the invoice will be adjusted accordingly.

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

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

The following poles are out at these locations.

1. Right side of 134 Tull Place
2. Rear of 5239 Brawner Place
3. Front of 5265 Bessley Place (located near Livermore Lane)
4. Rear of 393 Cameron Station Blvd
5. Rear of 5128 Knapp Place
6. Rear of 507 Cameron Station Blvd (in woodland alley)
7. Intersection of O'Neil Lane and Grimm Drive
8. Front of 5084 English Terrace
9. Front of 5104 Knapp Place
10. Across street from 4910 Kilburn Street
11. Front of 5112 Knapp Place

12. Right front of 259 Martha Street
13. Across street from 139 Martin Lane
14. Across street from 101 Martin Lane
15. Front of 4913 Waple Lane
16. Front of 242 Murtha Street

NOTE: The above cost for repairs include removing the existing 175watt metal halide lamps and ballasts and installing new 45watt 4200k LED lamps.

Thank you for the opportunity to be of service.

Representing Power Systems Electric Corporation: TJ EIKER - LIGHTING SERVICES MANAGER

Services to be completed

[Lighting] Location - Building

Inspection completed with the following repairs needed.

The following poles are out at these locations.

- 1) Right side of 134 Tull Place
- 2) Rear of 5239 Brawner Place
- 3) Front of 5265 Livermore Lane
- 4) Rear of 393 Cameron Station Blvd
- 5) Rear of 5128 Knapp Place
- 6) Rear of 507 Cameron Station Blvd (in woodland alley)
- 7) Intersection of O'Neil Lane and Grimm Drive
- 8) Front of 5084 English Terrace
- 9) Front of 5104 Knapp Place
- 10) Across street from 4910 Kilburn Street
- 11) Front of 5112 Knapp Place
- 12) Right front of 259 Martha Street
- 13) Across street from 139 Martin Lane
- 14) Across street from 101 Martin Lane
- 15) Front of 4913 Waple Lane
- 16) 242 Murtha Lane

GRAND TOTAL \$4347.11

By my signature below, I authorize work to begin and agree to pay the Grand Total.

Name: _____ Date: _____

Signature: _____

Cameron Station Community Association, Inc.

Board Decision Request

July 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for 5 additional tree pruning days in the amount of \$7,000. Costs to be charged to GL 6160, Tree & Shrub Maintenance

2nd:

Summary:

Lancaster is recommending 5 additional tree pruning days at the locations indicated on the proposal. There have been a couple additional resident requests that will also be included.

Committee Recommendation:

The CAC recommends approval of this proposal.

CMC Recommendation:

Approval is recommended and will be scheduled ASAP.

Financial Information:

This expense has been reviewed by Committee and falls within the YTD budgeted expense. This can be confirmed by the Association spending chart when updated.

Vote:

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

GL 6160
Shrub Maintenance

Description	Amount	Vendor Name	Proposal Number	Approved By	Date	Committed by	Date	Completed	Monthly
Tree services	\$1,400.00	Lancaster Landscapes	5684	CAC	2/3/2020	Todd Branson	1/27/2020	2/4/2020	Yes
Tree services, Gardner & Waple	\$1,400.00	Lancaster Landscapes	5804	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020	Yes
Tree service, Bessley park	\$1,400.00	Lancaster Landscapes	5805	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020	Yes
Shrubs and mulch	\$1,400.00	Lancaster Landscapes	5798	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020	Yes
Knapp Park Improvment	\$4,377.00	Lancaster Landscapes		CAC	3/9/2020	Robert Burns			Yes
Remove/ Replace Dead Yews	\$725.00	Lancaster Landscapes	30385	CAC	4/13/2020	Robert Burns	4/13/2020	5/16/2020	Yes
Removed Fallen Tree	\$700.00	Lancaster Landscapes	6361	CAC	5/27/2020	CMC	5/27/2020	6/3/2020	Yes
Remove dead maple tree	\$900.00	Lancaster Landscapes	30409	CAC	5/11/2020	CAC	5/11/2020	6/3/2020	Yes
Remove dead cherry tree	\$350.00	Lancaster Landscapes	30411	CAC	5/11/2020	CAC	5/11/2020	6/3/2020	Yes
Remove tree roots, reset pavers	\$990.00	Lancaster Landscapes	30372	CAC	5/11/2020	CAC	5/11/2020	5/31/2020	Yes
Remove dead yews/ istall greenspire	\$285.00	Lancaster Landscapes	30457	CAC	6/8/2020				Yes
Tree removal	\$1,000.00	Lancaster Landscapes	30468	CAC	6/8/2020				Yes
Remove & replace yews	\$1,670.00	Lancaster Landscapes	30406	CAC	5/11/2020	CAC	5/25/2020	6/11/2020	No
Tree day trimming	\$2,800.00	Lancaster Landscapes	30425	CAC	5/11/2020	CAC	5/25/2020	6/19/2020	No
Remove fallen tree	\$825.00	Lancaster Landscapes	6482	Brittoni King	6/18/2020	Brittoni King	6/18/2020	6/22/2020	No
Tree removal	\$325.00	Lancaster Landscapes	30553	CAC	7/16/2020	Brian Lord	7/16/2020		
New Requests									
Remove dead maple tree	\$800.00	Lancaster Landscapes	30410	CAC	5/11/2020	CAC	5/11/2020		
Remove, Relocate, & Install	\$275.00	Lancaster Landscapes	30554	CAC	7/13/2020				
Tree Day	\$7,000.00	Lancaster Landscapes	30534	CAC	7/13/2020				
								</	

Last Update: 7/23/2020

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



PROPOSAL NO.
30534

Recommended GL 6160
Tree & Shrub Maintenance

July 6th, 2020

CUSTOMER # 229

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

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

TREE DAY (6, 7, 8, 9, 10) OF FISCAL YEAR 2020)

Scope of Work: (5) Tree Days

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

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

WORK LOCATIONS

- 151 Cameron Station Blvd. – Tree in front and behind home
- 353 Cameron Station Blvd (resident request)
- 243 Somerville Street (resident request)
- 171 Somerville Street (resident request) *
- 5001 Barbour (resident)
- Rear Common Area Murtha-Medlock – Remove deadwood from (8) trees
- Murtha- Medlock Park – remove deadwood and elevate

PROPOSAL TOTAL: \$ 7000.00

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

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____



Cameron Station Community Association, Inc.

Board Decision Request

July 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for installation of metal edging at Murtha-Medlock Pocket Park in the amount of \$1,560. Costs to be charged to GL 6600, General Repair and Maintenance.

2nd:

Summary:

Lancaster is recommending installation of ~80" of metal edging along the liriopie bed to prevent mulch from spilling onto the walkway.

Committee Recommendation:

The CAC recommends approval of this proposal.

CMC Recommendation:

Approval is recommended and will be scheduled ASAP.

Financial Information:

This expense has been reviewed by Committee and falls within the YTD budgeted expense. This can be confirmed by the Association spending chart when updated.

Vote:

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

GL 6600

Repair & Maintenance

Description	Amount	Vendor Name	Proposal Number	Approved By	Date Approved	Committed by	Date Committed	Completed Date	Monthly
Sidewalk brick repair	\$315.00	Lancaster Landscapes	5782	CAC	1/31/2020	Todd Branson	1/31/2020	3/4/2020	Yes
Repair 13 post signs	\$525.00	Orellana Lawn & Tree	1769	CAC	11/18/2020	Todd Branson	11/18/2020	2/26/2020	Yes
Fence repair	\$1,850.00	Orellana Lawn & Tree	1768	CAC	11/18/2020	Todd Branson	11/18/2020	2/26/2020	Yes
Service call for backflow device	\$86.95	CroppMetcalf Services	W302111768	Brittoni King	5/15/2020	Brittoni King	5/15/2020	5/27/2020	Yes
Metal Edge 6"	\$780.00	Lancaster	30369	CAC	4/13/2020	Robert Burns	4/13/2020		
Trash Pickup	\$590.75	Associa On Call	473049	CMC	6/1/2020	Brian Lord	6/1/2020	6/2/2020	No
Stepping Stones	\$260.00	Lancaster Landscapes	30552	CAC	7/16/2020	Brian Lord	7/16/2020		
New Requests									

\$4,407.70

Amount Spent YTD

New Request Total

\$1,631

\$4,600.00

YTD Budget

\$9,200.00

Annual Budget

\$4,792.30

Budget Remaining

Last Update:

7/23/2020

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



PROPOSAL NO.
50535

July 6th, 2020

Recommended GL 6605
General Repair & Maintenance

CUSTOMER # 229

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

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

LANDSCAPE ENHANCEMENT

At Murtha - Medlock Pocket Park

Along liriope bed approx 80' install metal edge 6" approx 40' in length to prevent mulch from spilling onto sidewalk.

Section of 10'x6" edging at \$195 each

Total of (8) sections \$1,560

TOTAL PROPOSAL: \$1560.00

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.

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

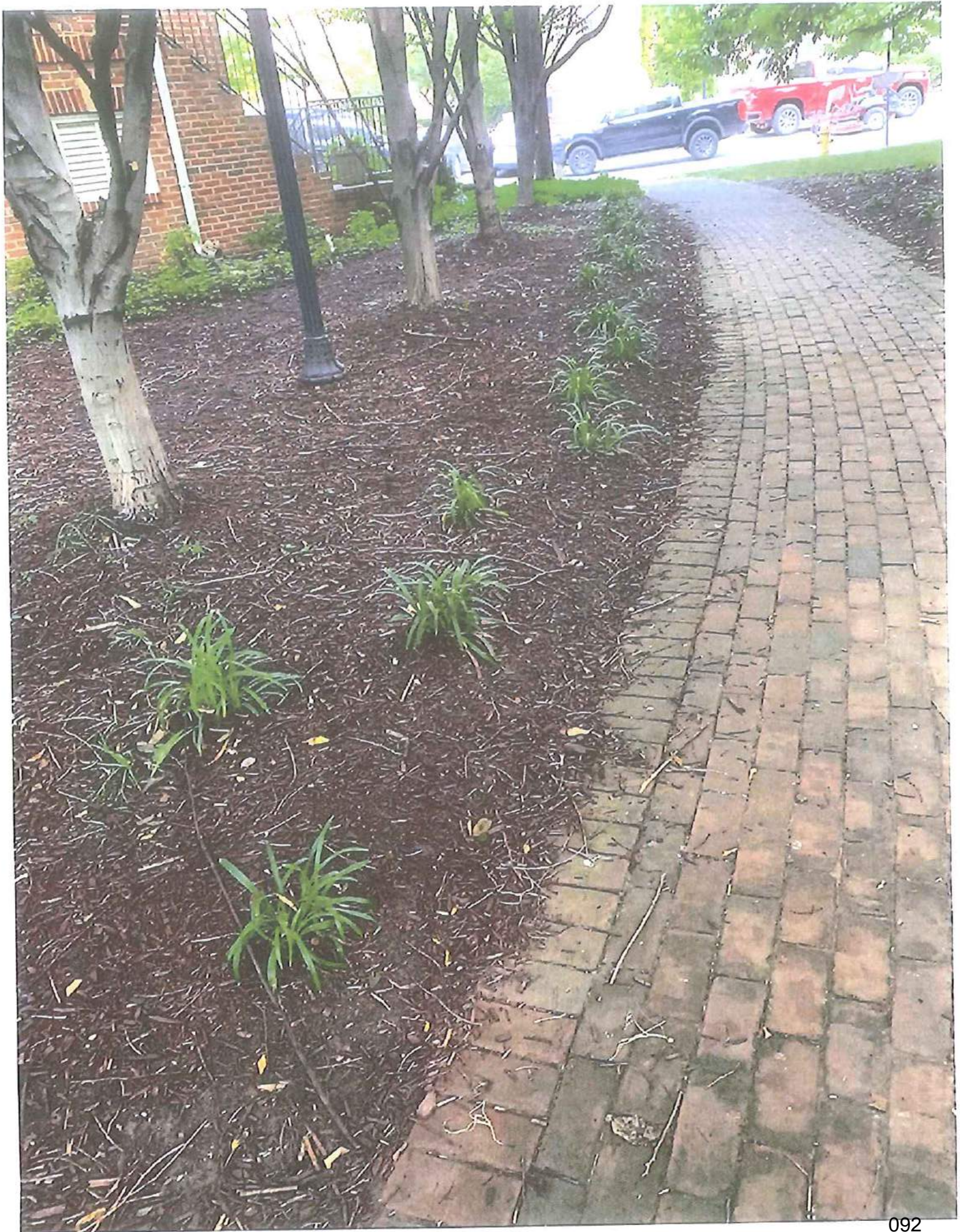
Authorized Signature: Carlos Rios
This proposal may be withdrawn by us if not accepted within 30 Days.

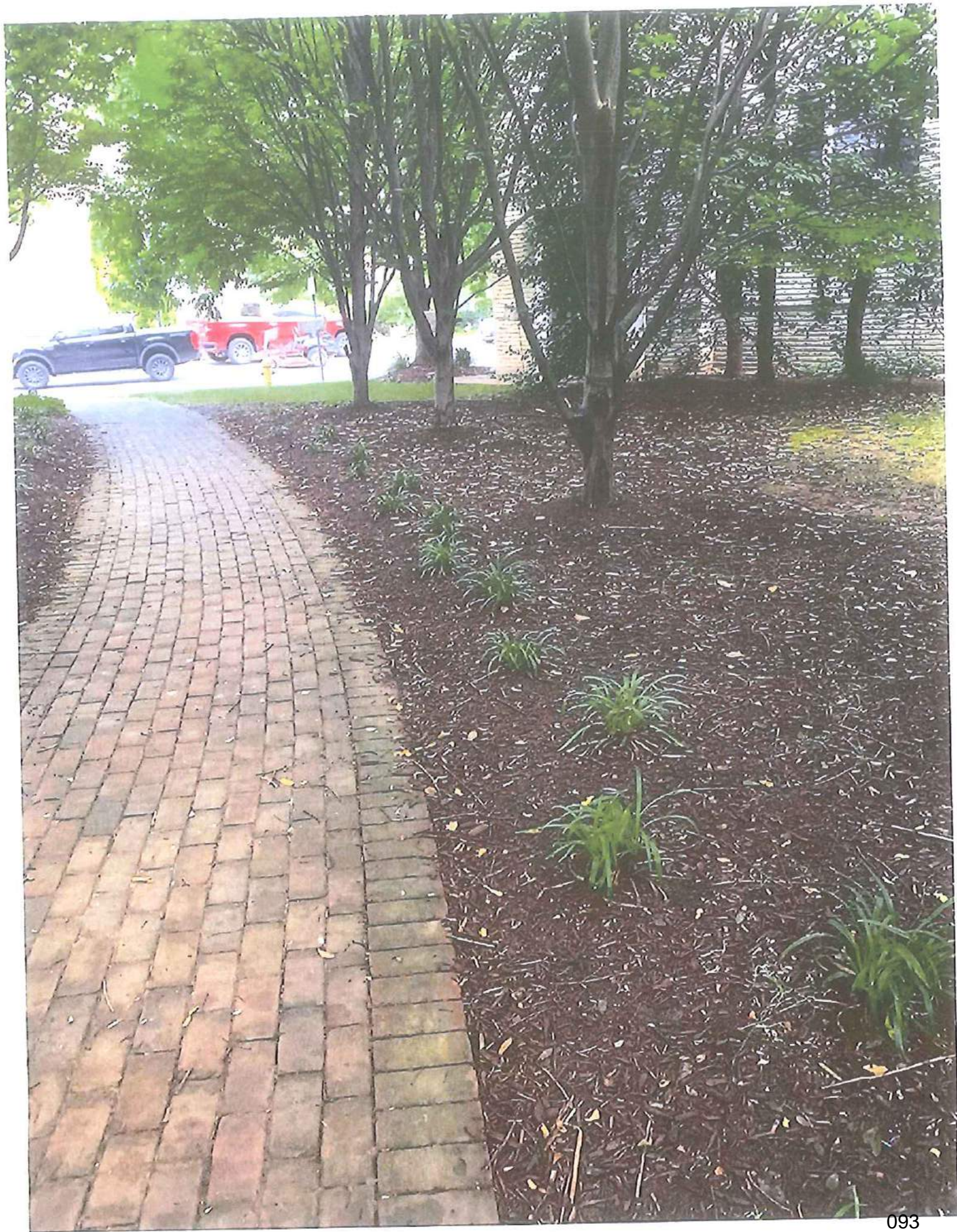
ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____





Cameron Station Community Association, Inc.

Board Decision Request

July 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for erosion control repairs at four locations in the amount of \$4,292.50. Costs to be charged to GL 6135, Erosion Control.

2nd:

Summary:

Lancaster is recommending erosion control/repairs at 5 specific locations identified on their proposal.

Committee Recommendation:

The CAC recommends approval of this proposal, but only to items 2-5 (exclude the first for 2021 budget).

CMC Recommendation:

Approval is recommended and will be scheduled ASAP.

Financial Information:

The first location, rear common area of Murtha-Medlock will be performed within the 2021 budget. This expense has been reviewed by Committee and falls within the YTD budgeted expense. This can be confirmed by the Association spending chart when updated.

Vote:

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

GL 6135 Erosion Control

Description	Amount	Vendor Name	Proposal Number	Approved By	Date Approved	Committed by	Date Committed	Completed Date	Monthly
Remove Debris/ Storm Drain	\$1,870.00	Lancaster Landscapes	30368	CAC	4/13/2020	Robert Burns	4/13/2020		

New Requests

Remove roots & regrade area	\$3,365.00	Lancaster Landscapes	30398	CAC	5/11/2020	CAC	5/11/2020		
Remove turf & add mulch	\$1,180.00	Lancaster Landscapes	30253	CAC	5/11/2020	CAC	5/11/2020		
Multiple Area Regrades	\$8,494.50	Lancaster Landscapes	50537	CAC	7/13/2020				

\$1,870.0 Amount Spent YTD New Request Total \$13,040

\$5,000.0 YTD Budget

\$10,000.0 Annual Budget

\$8,130.0 Budget Remaining

Last Update: 7/23/2020

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



PROPOSAL NO.
50537

July 6th, 2020

CUSTOMER # 229
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Recommended GL 6135

Erosion Control
Approve items 2-5

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

EROSION CONTROL

At Rear Common Area of Murtha – Medlock (At eroded areas)

Regrade area to create a swale approx. 40x3' each to direct water to existing storm drain
On swale Install river stone 5-9" to slow water flow and prevent further erosion
Around storm drain install river stone 5-9" to prevent erosion.
Labor (48) hours \$55 each \$2,640
Material
River stone (5) tons @ \$312.50 each \$1,562
Total \$4,202.00

At 108-110 Cameron Station Boulevard (at eroded area and around utility boxes)

Regrade area and install river stone 5-9" in diameter to slow water flow and prevent erosion.
Labor \$825
Material
Install (2) ton of 5-9" river stone @\$312.50 each \$625
Total \$1,450.00

At 120 Martin Lane - Front Island Near Curb (see attached picture)

Regrade and Install West Virginia Field Stone to Prevent Erosion
Labor \$110
Materials
Soil and Stone Dust \$137.50
West Virginia Field Stone \$175
Total \$422.50

At 120 martin lane - side of home eroded area (at bare area near utility boxes-see picture)

Install hardwood mulch at eroded areas near sidewalk and curb
Install river stone 5-9" in diameter to slow water flow and prevent erosion
Materials
Hardwood mulch (10) yds @\$75 each \$750
River stone 5-9" (1) ton \$375
Labor \$330
Total \$1,455.00

At 152 Martin Lane- Front Island Near Curb (see attached picture)

Regrade and Install West Virginia Field Stone to Prevent Erosion

Labor \$440

Materials

Soil and Stone Dust \$175

West Virginia Field Stone \$350

Total \$965.00

TOTAL PROPOSAL: \$8494.50

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

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ACCEPTANCE OF PROPOSAL:

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DATE OF ACCEPTANCE: _____

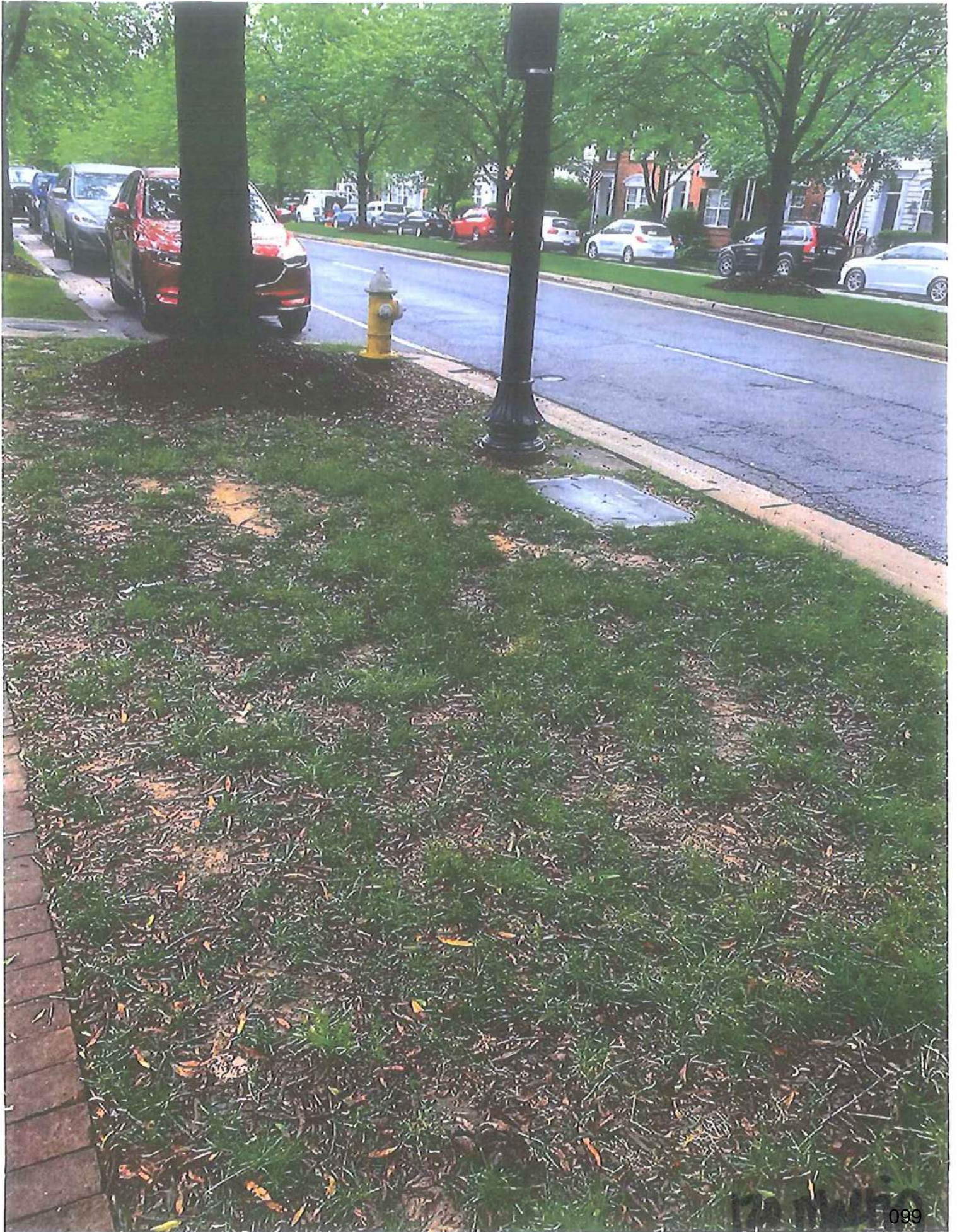
SIGNATURE: _____

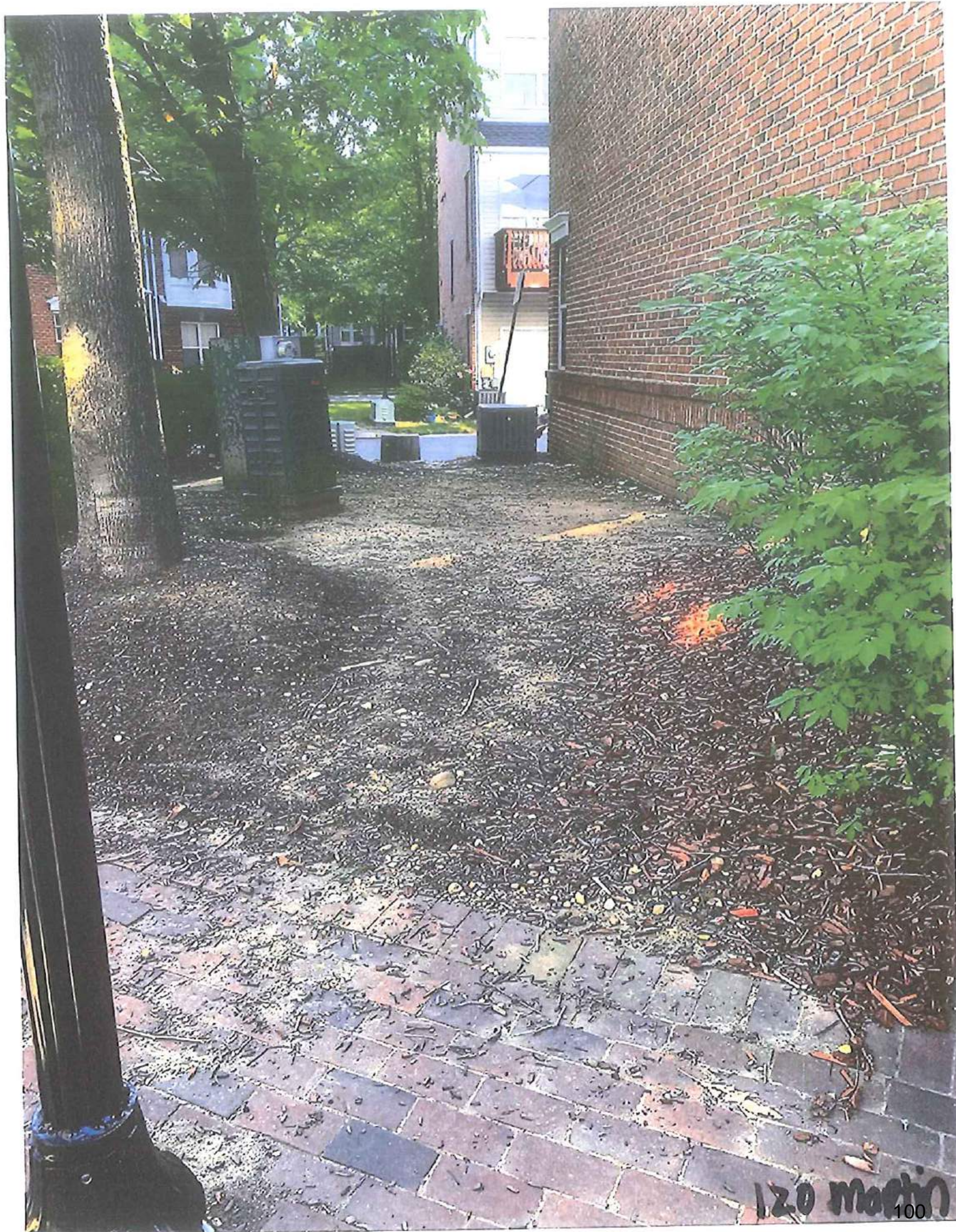
Authorized Signature: Carlos Rios

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

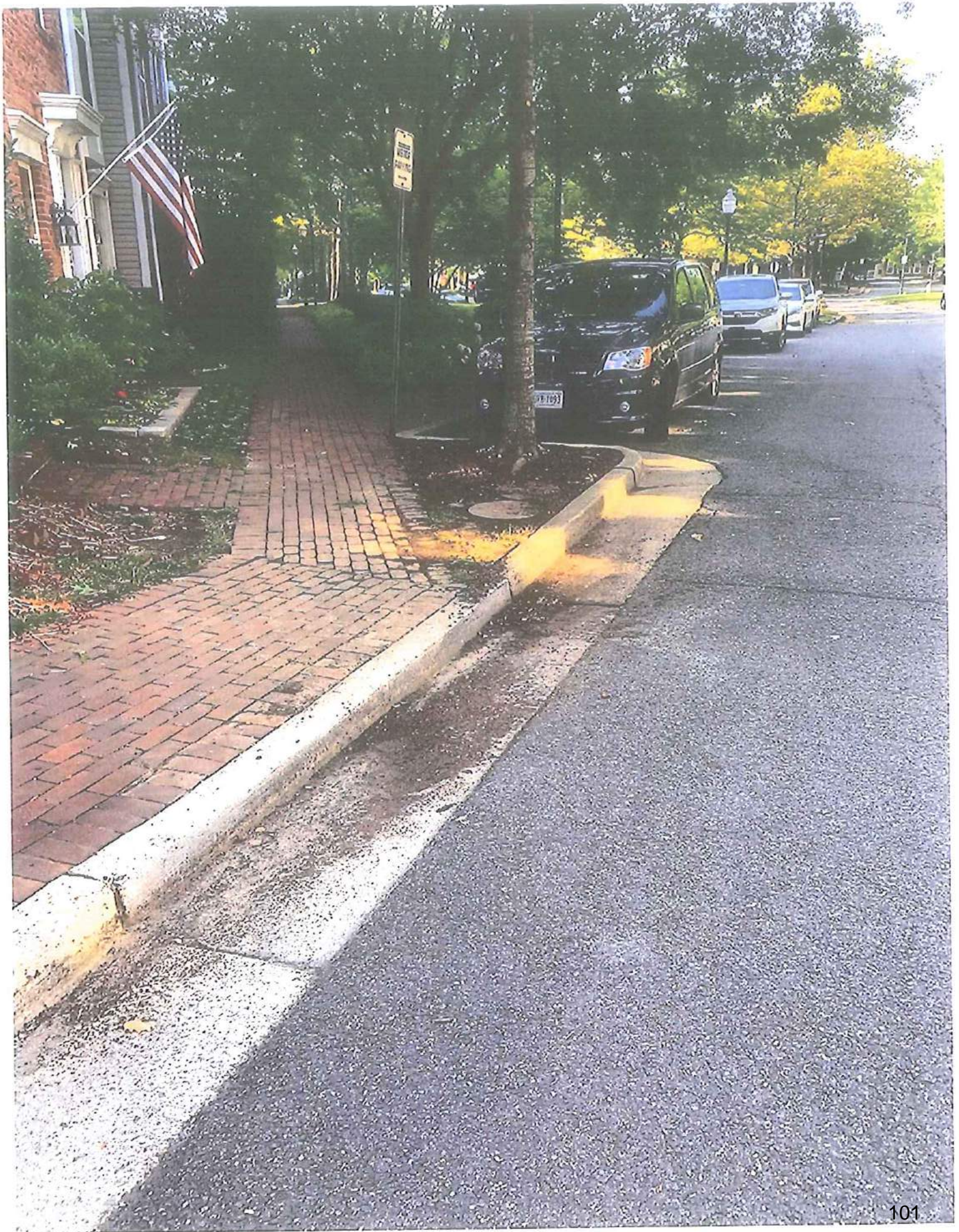


108-110 CBS





120 Martin 100







Cameron Station Community Association, Inc.

Board Decision Request

July 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for Brick walkway repair and replacement survey in the amount of \$8,617. Costs to be charged to GL 3280, Repair and Replacement Reserve Expenditure.

2nd:

Summary:

Lancaster is recommending brick repair and replacement at various areas in section two of the attached map. Some areas in section three will also be addressed due to resident complaints and feedback. The majority of this proposal is labor (~90%). Sample picture with existing conditions is included as well as a detailed location listing.

Committee Recommendation:

The CAC recommends approval of this proposal.

CMC Recommendation:

Approval is recommended and will be scheduled ASAP.

Financial Information:

This expense has been reviewed by Committee and falls within the YTD budgeted expense. This can be confirmed by the Association spending chart when updated.

Vote:

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

GL 3280 Repair & Replace Reserve Expenditures

Description	Amount	Vendor Name	Proposal Number	Approved By	Date Approved	Committed by	Date Committed	Completed Date	Monthly
2012 Dual Adjustable Pulley	\$1,250.00	ProFit	PTR12191250	Karen Soles	12/12/2019	Karen Soles	12/12/2020	1/1/2020	Yes
Incline Trainer	\$8,483.67	Heartline Fitness	JO33703	CCFC	12/15/2019	Karen Soles	12/15/2019	1/1/2020	Yes
Pool Furniture	\$879.54	Pool Furniture Supply	PFS7176	Karen Soles	1/28/2020	Karen Soles	1/28/2020	2/6/2020	Yes
Brick Work	\$17,010.00	Lancaster Landscapes	5783	CAC & BOD	1/31/2020	CAC	1/31/2020	3/23/2020	Yes
Sound System Replacement	\$2,812.00	Nards Inc	5822	CAC	1/28/2020	Karen Soles	1/28/2020	2/1/2020	Yes
Paver Repair behing Gazebo	\$1,905.00	Lancaster Landscapes	6069	CAC	3/13/2020	CAC	3/13/2020	4/23/2020	
Knapp Park Improvment	\$7,025.00	Lancaster Landscapes	6270	CAC	3/9/2020	Robert Burns		5/20/2020	Yes

New Requests

Re-pave back of Gazebo	\$3,225.00	Lancaster Landscapes	29761	CAC					
2 tree replacement	\$1,500.00	Lancaster Landscapes	30340	CAC					
New Equipment	\$12,222.76	Heartline Fitness	57458	CCFC/ BoD	4/28/2020	Brittoni King	5/4/2020		
Irrigation Inspection	\$7,000.00	Hydro Designs		CAC	3/9/2020	Robert Burns			
Tree installation (fall install)	\$4,896.00	Lancaster Landscapes	30469	CAC	6/8/2020				
Brick Repair & Replacement	\$8,617.00	Lancaster Landscapes	30550	CAC	7/13/2020				

\$39,365.21	Amount Spent YTD	New Request Total	\$37,461
\$1,417,576.0	YTD Budget		
\$1,378,210.79	Annual Budget		
	Budget Remaining		

Last Update: 7/23/2020

Repair & Replace Reserve Expenditures



Proposal #30550

CAMERON STATION

June 5th, 2020

BRICK REPAIR AND REPLACEMENT
SURVEY SUMMARY

STREETS INCLUDED:

- Tull
- John Ticer
- Gardner
- Fucci
- Voss
- Grim
- Knapp
- 176 Martin

Recommended GL 3280
Repair & Replacement Reserve Expenditure

Priority One – Total Square Feet	1231
Total Cost	\$8,617.00

The total quoted amount for the brick and replacement summary is valued at \$7.00 per square foot. The value is comprised of approximately 90% labor and 10% material (i.e. sand) costs.

The existing bricks will be re-set using recovered materials whenever possible.

The amount of replacement material is difficult to estimate until the work has begun (bricks might break when being removed esp. from a concrete base).

Bricks that are broken/missing will need to be replaced and additional sand/concrete might be needed. Lancaster Landscapes will bill these items separately.

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.

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

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

CAMERON STATION

LEGEND

- THE CAMERON CLUB & HOA OFFICES
- POCKET PARKS
- CAMERON STATION CONDOMINIUM "RESIDENCES"
- CARLTON PLACE CONDOMINIUM
- CONDOMINIUMS AT CAMERON BOULEVARD
- MAIN STREET CONDOMINIUM
- OAKLAND HALL CONDOMINIUM
- WOODLAND HALL CONDOMINIUM
- BUS STOPS
- PET WASTE STATIONS
- PRIVATE STREETS
- CITY STREETS



Examples of priority one bricks in Section Two –
Please Note: survey includes a portion of Section Three due to
resident complaints







**CAMERON STATION
BRICK SIDEWALK REPAIR**

BRICK SIDEWALK REPAIR SURVEY				
CAMERON STATION - SECTION TWO				
PRIORITY	ADDRESS LOCATION	APPROX. SQ. FT.	Work Requested	Notes
1	5034	4	Reset bricks	Reset and replace (1) broken brick
1	5028	8	Reset bricks	near light pole
1	5004	8	Reset brick	missing brick
1	4916	12	Reset bricks	to left of light pole
1	130 Tull (side)	50	Reset bricks	Remove root and reset bricks. Replace (1) broken brick
1	130 Tull (front)	18	Reset bricks	Reset bricks (picture attached)
1	134 Tull (Front)	6	Reset	by driveway apron
1	134 Tull (side)	10	Reset	cut roots, reset bricks)
1	134 Tull (backside)	14	reset	at ramp
1	135 Tull (front)	4	Reset	reset bricks
1	135 Tull (side)	18	Reset	cut roots, reset bricks, include brick by tree
1	4909 John Ticer	12	Reset	Reset bricks by light post-replace (1) broken brick to right of post
1		164		

**CAMERON STATION
BRICK SIDEWALK REPAIR**

BRICK SIDEWALK REPAIR SURVEY				
CAMERON STATION - SECTION TWO				
	4913 John Tickers	6	Reset	Near driveway - replace (2) broken bricks
1	4913 (side front)	10	reset	cut tree root and replace (5) bricks
1	At Mailbox Near 4913	8	reset	Mailbox (11) - reset bricks and lift pad
1	5007 John Ticer (front)	22	Reset	By ramp and driveway apron. Replace 8 broken bricks
1	5013 John Ticer	8	reset	Cut root, reset and replace (1) broken brick
1	5013 John Ticer (side)	18	Reset	At curbline, reset and replace (2) broken bricks
1	5010 John Ticer	8	Reset	At curbline -Cut root and reset bricks
1	5008 John Ticer	16	Reset	By curbline, reset and replace (6) broken bricks
1	5006 John Ticer (front)	16	Reset	By curbline - reset bricks
1	5002 John Ticer	10	Reset	Reset bricks - replace (2) broken bricks
1	5000 John Ticer	6	Reset	At storm drain - lift and reset. Replace (2) broken bricks
1	4920 John Ticer	12	Reset	Reset walkway. Recently HO removed large tree out front and bricks need to be reset
1	4920 JT (across street)	14	Reset	Reset walkway leading into JT Park. In JT Park- replace 5 broken bricks
1	4912 John Ticer	90	reset	Corner by lamp post/tree
		244		

**CAMERON STATION
BRICK SIDEWALK REPAIR**

	BRICK SIDEWALK REPAIR SURVEY			
	CAMERON STATION - SECTION TWO			
	4910 John Tiger	12	Reset	Reset and cut tree root
	5026 Waple	8	Reset	Reset and cut tree root
1	5135 Gardner	22	Reset	Across street at parking - reset lip
1	5133 Gardner	8	Reset	Reset bricks and replace (3) broken bricks
1	5119 Gardner	6	Reset	reset by curblin
1	5117 Gardner	12	Reset	Cut tree root and reset
1	5111 Gardner	8	Reset	By curblin
1	5110 Grim	24	Reset	Reset, cut root and replace (1) brick
1	5108 Grim	14	Reset	Reset, cut root and replace (1) brick
1	5106 Grim	12	Reset	
1	5104 Grim	42	Reset	And drain
1	5102 Grim	38	Reset	Reset, cut root around lamp post and by tree
1	5100 Grim	30	Reset	by tree curb
1	5110 Voss	22	Reset	reset around drain
1		258		

**CAMERON STATION
BRICK SIDEWALK REPAIR**

	BRICK SIDEWALK REPAIR SURVEY			
	CAMERON STATION - SECTION TWO			
1	5116 Voss (Side)	20	Reset	reset around drain
	5115 Voss (side)	120	reset	by steps, lamp post and driveway
	5113 Voss	45	Reset	between drives
1	5111 Voss	44	Reset	In front of drive
1	5115 Grim (front)	60	Reset	at ramp - replace (3) broken bricks
1	5116 (side)	20	Reset	low spot close to curb near bed
1	5114	6	Reset	low spot near electric box
1	5111 Grim	12	Reset	Near ramp and light post
1	5117 Grim	24	Reset	(front and side) Replace broken brick by light post
1	5130 Grim	4	Reset	reset bricks and cut root by driveway
1	335 Fucci	10	Reset	Low Spot
1	325 Fucci	30	Reset	close to 327 and along curblin to ramp
1	5129 (side pocket park)	20	Reset	reaplace 11 broken bricks in pocket park
1		415		

**CAMERON STATION
BRICK SIDEWALK REPAIR**

	BRICK SIDEWALK REPAIR SURVEY			
	CAMERON STATION - SECTION TWO			
1	5129 (Front)	8	Reset	reset bricks by sign/cut root
	5121 (front)	8	Reset	Reset and replace (2) broken bricks
	5109 Knapp/Grim	8	Reset	At curblin near lip
1	5109 Knapp (side)	6	Reset	reset at drain - missing one brick (picture)
1	5109 (Across Street in Knapp Park)	24	Reset	At ramp - reset bricks, cut root and replace (4) broken bricks
1	5070 Grim (Across)	10	Reset	Near Mailbox- reset and replace 1 broken brick at storm drain
1	5072 Grim (Across) in Knapp Park	12	Reset	At apron - reset and replace (6) broken bricks. Replace (1) broken brick by trash can
1	At Knapp Park	40	Reset	Up Walkway - reset bricks and replace (4) broken bricks
1	At Upper Knapp Park (near flat benches)	12	Reset	Reset bricks and
1	5112	8	Reset	Reset bricks near Lamp/Curblin
	176 Martin Lane	14	Raise and reset	low area between water meter and front bed
1		150		
1	Totals	1231		
1				
1				

Cameron Station Community Association, Inc.

Board Decision Request

July 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for landscape enhancements at Barbour Pocket Park as described in their proposal at a cost of \$1,687.50. Costs to be charged as follows:

\$275 to GL 6160 Tree and Shrub Maintenance

\$1,150 to GL 3280 Reserve and Replacement Reserve Expenditure

\$262.50 to GL 6150 Flower Rotation and Landscape Enhancement

2nd:

Summary:

Lancaster is recommending the following proposal for enhancements at Barbour Pocket Park to include removal of one tree stump, relocation of existing plantings, installation of two crape myrtles, and installation of liriope along the sidewalk. Tree installation and plantings will be done this fall; stump can come out now.

Committee Recommendation:

The CAC recommends approval of this proposal.

CMC Recommendation:

Approval is recommended and will be scheduled ASAP.

Financial Information:

This expense has been reviewed by Committee and falls within the YTD budgeted expense. This can be confirmed by the Association spending chart when updated.

Vote:

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

GL 6160**Shrub Maintenance**

Description	Amount	Vendor Name	Proposal Number	Approved By	Date	Committed by	Date	Completed	Monthly
Tree services	\$1,400.00	Lancaster Landscapes	5684	CAC	2/3/2020	Todd Branson	1/27/2020	2/4/2020	Yes
Tree services, Gardner & Waple	\$1,400.00	Lancaster Landscapes	5804	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020	Yes
Tree service, Bessley park	\$1,400.00	Lancaster Landscapes	5805	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020	Yes
Shrubs and mulch	\$1,400.00	Lancaster Landscapes	5798	CAC	2/17/2020	Todd Branson	2/17/2020	2/26/2020	Yes
Knapp Park Improvment	\$4,377.00	Lancaster Landscapes		CAC	3/9/2020	Robert Burns			Yes
Remove/ Replace Dead Yews	\$725.00	Lancaster Landscapes	30385	CAC	4/13/2020	Robert Burns	4/13/2020	5/16/2020	Yes
Removed Fallen Tree	\$700.00	Lancaster Landscapes	6361	CAC	5/27/2020	CMC	5/27/2020	6/3/2020	Yes
Remove dead maple tree	\$900.00	Lancaster Landscapes	30409	CAC	5/11/2020	CAC	5/11/2020	6/3/2020	Yes
Remove dead cherry tree	\$350.00	Lancaster Landscapes	30411	CAC	5/11/2020	CAC	5/11/2020	6/3/2020	Yes
Remove tree roots, reset pavers	\$990.00	Lancaster Landscapes	30372	CAC	5/11/2020	CAC	5/11/2020	5/31/2020	Yes
Remove dead yews/ istall greenspire	\$285.00	Lancaster Landscapes	30457	CAC	6/8/2020				Yes
Tree removal	\$1,000.00	Lancaster Landscapes	30468	CAC	6/8/2020				Yes
Remove & replace yews	\$1,670.00	Lancaster Landscapes	30406	CAC	5/11/2020	CAC	5/25/2020	6/11/2020	No
Tree day trimming	\$2,800.00	Lancaster Landscapes	30425	CAC	5/11/2020	CAC	5/25/2020	6/19/2020	No
Remove fallen tree	\$825.00	Lancaster Landscapes	6482	Brittoni King	6/18/2020	Brittoni King	6/18/2020	6/22/2020	No
Tree removal	\$325.00	Lancaster Landscapes	30553	CAC	7/16/2020	Brian Lord	7/16/2020		
New Requests									
Remove dead maple tree	\$800.00	Lancaster Landscapes	30410	CAC	5/11/2020	CAC	5/11/2020		
Remove, Relocate, & Install	\$275.00	Lancaster Landscapes	30554	CAC	7/13/2020				
Tree Day	\$7,000.00	Lancaster Landscapes	30534	CAC	7/13/2020				

Last Update: 7/23/2020

GL 3280 Repair & Replace Reserve Expenditures

Description	Amount	Vendor Name	Proposal Number	Approved By	Date Approved	Committed by	Date Committed	Completed Date	Monthly
2012 Dual Adjustable Pulley	\$1,250.00	ProFit	PTR12191250	Karen Soles	12/12/2019	Karen Soles	12/12/2020	1/1/2020	Yes
Incline Trainer	\$8,483.67	Heartline Fitness	JO33703	CCFC	12/15/2019	Karen Soles	12/15/2019	1/1/2020	Yes
Pool Furniture	\$879.54	Pool Furniture Supply	PFS7176	Karen Soles	1/28/2020	Karen Soles	1/28/2020	2/6/2020	Yes
Brick Work	\$17,010.00	Lancaster Landscapes	5783	CAC & BOD	1/31/2020	CAC	1/31/2020	3/23/2020	Yes
Sound System Replacement	\$2,812.00	Nards Inc	5822	CAC	1/28/2020	Karen Soles	1/28/2020	2/1/2020	Yes
Paver Repair behing Gazebo	\$1,905.00	Lancaster Landscapes	6069	CAC	3/13/2020	CAC	3/13/2020	4/23/2020	
Knapp Park Improvment	\$7,025.00	Lancaster Landscapes	6270	CAC	3/9/2020	Robert Burns		5/20/2020	Yes

New Requests

Re-pave back of Gazebo	\$3,225.00	Lancaster Landscapes	29761	CAC					
2 tree replacement	\$1,500.00	Lancaster Landscapes	30340	CAC					
New Equipment	\$12,222.76	Heartline Fitness	57458	CCFC/ BoD	4/28/2020	Brittoni King	5/4/2020		
Irrigation Inspection	\$7,000.00	Hydro Designs		CAC	3/9/2020	Robert Burns			
Tree installation (fall install)	\$4,896.00	Lancaster Landscapes	30469	CAC	6/8/2020				
Brick Repair & Replacement	\$8,617.00	Lancaster Landscapes	30550	CAC	7/13/2020				

\$39,365.21	Amount Spent YTD	New Request Total	\$37,461
	YTD Budget		
\$1,417,576.0	Annual Budget		
\$1,378,210.79	Budget Remaining		

Last Update: 7/23/2020

Repair & Replace Reserve Expenditures

GL 6150 n & Landscape Enhancements

Description	Amount	Vendor Name	Proposal Number	Approved By	Date Approved	Committed by	Date Committed	Completed Date	Monthly
Azaleas	\$631.60	Lancaster Landscapes	5797	CAC	2/24/2020	Todd Branson	2/18/2020	2/26/2020	No
Stepping Stones	\$1,070.00	Lancaster Landscapes	5917	CAC	2/29/2020	CAC	2/29/2020	3/12/2020	No
Greenspires	\$605.50	Lancaster Landscapes	5798	CAC	2/17/2020	CAC	2/17/2020	2/26/2020	No
Liriopes	\$2,320.00	Lancaster Landscapes	6070	CAC	3/13/2020	CAC	3/13/2020	4/23/2020	Yes
Flower Rotation	\$6,097.50	Lancaster Landscapes	30335	CAC	3/9/2020	Robert Burns	3/9/2020		
Remove mulch & regrade	\$250.00	Lancaster Landscapes	30371	CAC	5/11/2020	CAC	5/11/2020	5/23/2020	No
Mulch Bed & lirioppe	\$1,267.50	Lancaster Landscapes	50536	CAC	7/16/2020	Brian Lord	7/16/2020		
New Requests									
Plant installation	\$2,320.00	Lancaster Landscapes	30170	CAC	3/9/2020	Robert Burns	3/9/2020		
Remove, Relocate, & Install	\$1,412.50	Lancaster Landscapes	30554	CAC	7/13/2020				

\$12,242.10 Amount Spent YTD New Request Total \$3,733

\$12,580.00 YTD Budget

\$23,000.00 Annual Budget

\$10,757.90 Budget Remaining

Last Update: 7/23/2020

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



PROPOSAL NO.
30554

July 6th, 2020

CUSTOMER # 229

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

Recommended GL 6160
Tree and Shrub Maintenance
\$275.00

Recommended GL 6150
Flower Rotation and Landscape
Enhancements
\$1412.50

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

LANDSCAPE ENHANCEMENT

At Barbour Pocket Park

Remove (1) tree stump.....\$275.00
Relocate (2) existing inkberry bushes.....N/C
Install (2) 6-7' crape myrtle @ \$575.00 each.....\$1150.00

Along Sidewalk

Install (15) 1 gallon variegated liriope @ \$17.50 each.....\$262.50

PROPOSAL TOTAL: \$ 1687.50

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

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

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

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

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

ACCEPTANCE OF PROPOSAL:

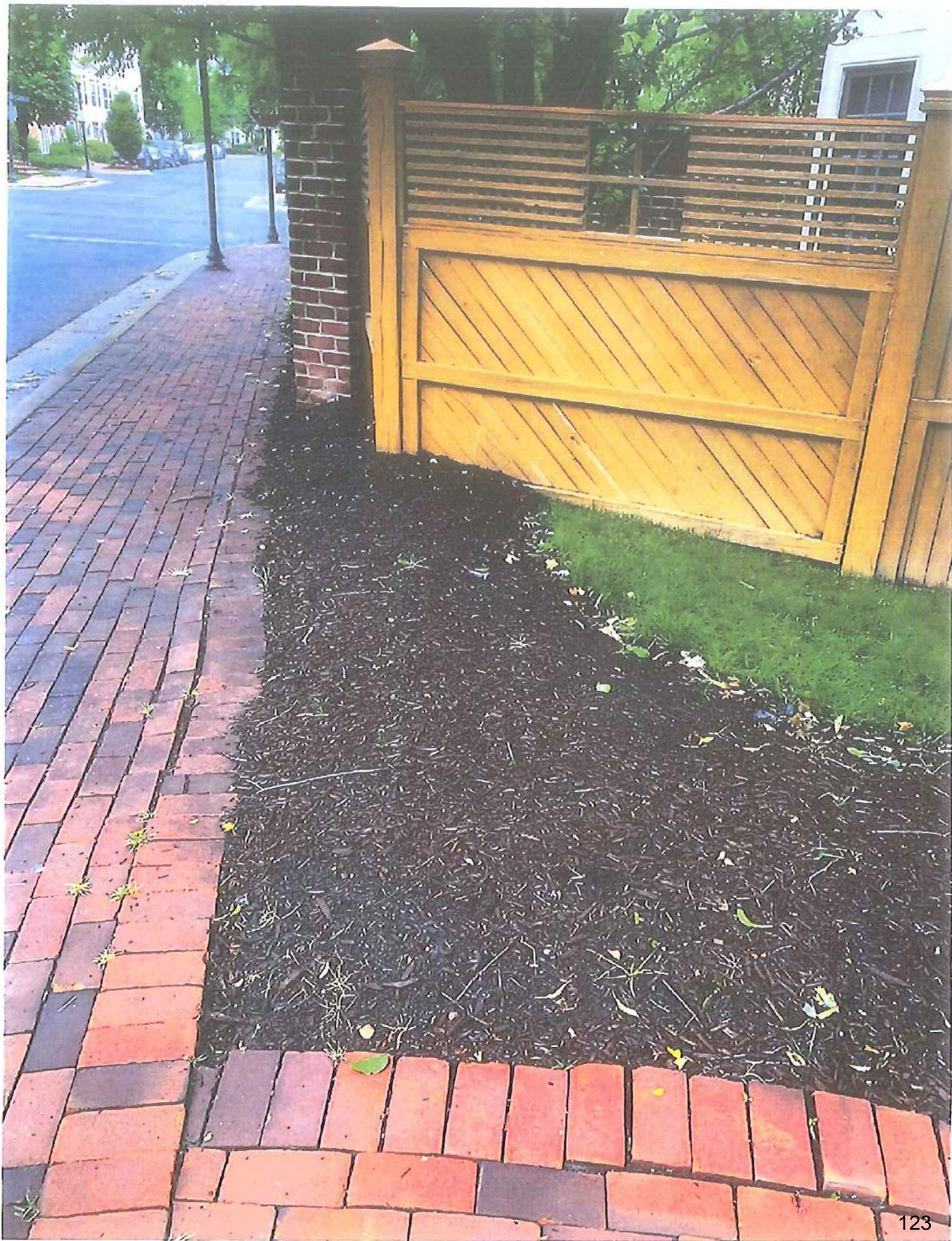
The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE: _____

SIGNATURE _____







Cameron Station Community Association, Inc.

Board Decision Request

July 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for a mid-year systems review of the irrigation system in the amount of \$2,800. Costs to be charged to GL 6299, Irrigation System Contract.

2nd:

Summary:

Lancaster is recommending the following proposal for a mid-year review of the irrigation system to ensure the entire system is functioning properly. Times and heads will be adjusted, and batteries replaced to ensure maximum effectiveness. Sensors, valves, and timers will be also checked to ensure proper functioning. Any repairs needed will be billed separately under T&M.

Committee Recommendation:

The CAC recommends approval of this proposal.

CMC Recommendation:

Approval is recommended and will be scheduled ASAP.

Financial Information:

This expense has been reviewed by Committee and falls within the YTD budgeted expense. This can be confirmed by the Association spending chart when updated.

Vote:

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

Irrigation System Contract

[illegible]

Last Update: 7/23/2020

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



PROPOSAL NO. LI20-006

Date:

**Recommended GL 6299
Irrigation System Contract**

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:

Scope of Work:

We propose to check irrigation zone by zone in preparation for summer. Times and heads will be adjusted, batteries will be replaced. Rains Sensors, valves and timers will be checked to make sure they are functioning at 100%. All repairs will be billed time and material basis.

PROPOSAL TOTAL: \$ 2800.00

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

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

Cameron Station Community Association, Inc.

Board Decision Request

July 28, 2020

Recommended Motion:

I move to approve the proposal submitted by Lancaster Landscapes for irrigation system repairs in the amount of \$3,900. Costs to be charged to GL 6199, Irrigation Repairs.

2nd:

Summary:

Please see attached proposal with details of this irrigation system repair.

Committee Recommendation:

The committee will review and vote electronically and recommendation provided at the meeting.

CMC Recommendation:

Financial Information:

While 6199 is irrigation repairs, we are evaluating if any of this cost can be charged to Reserves. Due to the late timing of receiving this proposal, recommendation for GL will be forthcoming.

Vote:

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



Date: 7.24.20

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:

Scope of Work:

During the summer inspection we found the common wire that runs the 4 middle islands from the roundabout at the clubhouse, up to Knapp, on CSB has been broken. We could not find the exact location. We will need to install 265 linear feet of wire to make our connection from the timer, located at corner of Knapp and CSB, to the last valve affected. This will require several sidewalk crosses and excavating holes at 4 locations in order to make our connections.

As stated in our proposal to upgrade irrigation, this may keep happening as wire is getting old and the ground is settling. Since we have tied several these zones together due to this happening with other wire, we will pull extra wire.

We also found 2 non-functioning timers and 1 rain sensor on Knapp that need to be replaced. There are included in this proposal.

Materials

265 feet of 18/13 irrigation multi wire
1, Hunter XC electric controller
1, Rainbird 2 station Bluetooth battery operated control
1, Hunter Mini-click wireless rain sensor

PROPOSAL TOTAL: \$ 3,900.00

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

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

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

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

Authorized Signature: Curt Cummins

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

This proposal may be withdrawn by us if not accepted within ____30____ Days.

Cameron Station Community Association, Inc.

Board Decision Request

July 28, 2020

Recommended Motion:

“The CCFC recommends to the BODs that the fitness center and pool hours be expanded from seven (7) hours per day to ten (10) hours per day per week.”
2nd:

Summary:

Contract addendums from ProFIT are forthcoming.

From American: “an Addendum is not needed as the operating hour as far as total hours are the same With exception to the early morning swim which will be credited. We can adjust the hours as of the 1st when the board moves to make a decision on Tuesday.”

Committee Recommendation:

This requested motion came from CCFC.

CMC Recommendation:

This request should be considered following Board discussion.

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 10-hour Proposal
CC:
DATE: UPDATED July 24, 2020

CAMERON STATION PHASE III REOPENING PROPOSAL EXTENDED HOURS PROPOSAL

Term: Phase III –August 1st through September 7th

Start Date: August 1, 2020

Scope: ProFIT will provide Management and staffing support for extending the hours of Phase III reopening of the Cameron Station pool, fitness center, and Multi-Purpose Court.

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. Ensure that all appropriate disinfecting and cleaning supplies, gym wipes, and hand sanitizer stations are available for use by staff and residents.
3. Ensure appropriate signage is installed.
4. Require all staff to wear appropriate PPE and complete a daily “Covid 19 Health Check” and temperature check.
5. Manage reservation system for the gym, pool, and classes for limited capacity according to Virginia Guidelines for safe distancing. (10 Feet) or 70% capacity.
6. Reservations system will utilize Omnify scheduling software and reservations will be made in 1.5-hour increments, with 30 minutes allowed for cleaning.
7. 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.
8. Remove all small equipment apparatus difficult to maintain proper disinfecting.
9. For each hour, the facility is open:
 - Provide one person at the reception desk to check in members and complete “Health Declaration” and temperature check.

- 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 operation:

(4 staff persons for each hour of operation)

1. Manager (Front Desk and fitness)
2. Front 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.

Revised Capacities:

- Pool capacity increased from 20 to 25
- Fitness Center increased from 7 to 9
- Class capacity increased from 7 to 8

Multipurpose Court: Basketball court

Open for individual and family reservations only, limited hours

Option #1 Proposal – 10 Hour per day, seven days per week

Staff-hours per week:	280 hours per week. (4 staff for each hour the facility is open)
Weekly schedule and hours:	Monday, Wednesday, Friday – 9am -7pm Tuesday Thursday- 7am – 5pm Saturday & Sunday- 10am-8pm
Total Staff Costs	\$27,310 (includes 10 classes per week)

Note: Contract cost include the Omnify reservation system software.
Facility supplies and PPE are an expense of Cameron Station.

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.

Board Decision Request

July 28, 2020

Recommended Motion:

“The CCFC recommends to the BODs that the pool capacity be increased from 20 residents to 25; and the Fitness Center capacity be increased from seven (7) to nine (9) residents; and the indoor classes’ capacity be increased from seven (7) residents to eight (8) residents. Pls note the outdoor class capacity remains at ten (10).”

2nd:

Summary:

Committee Recommendation:

This requested motion comes from CCFC.

CMC Recommendation:

This motion should be considered after Board discussion.

Financial Information:

Vote:

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

Tab 12

Topics for Board Discussion

Pool hours and capacity

Fitness Center hours and capacity

Shuttle Operations

Executive Session