

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
ZOOM MEETING AGENDA
August 25, 2020 – 7:00 P.M.**

Link: <https://zoom.us/j/97385179058?pwd=TUg1V1lv-M011VSt-JS2k5b3NELOIRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

Join by phone: 1-301-715-8592

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- | | | |
|-------|---|-----------|
| I. | CALL TO ORDER | 7:00 P.M. |
| II. | APPROVAL OF AGENDA AND MINUTES – July 2020 | 7:00 P.M. |
| III. | HOMEOWNERS FORUM – Submit questions or comments thru chat feature | 7:05 P.M. |
| IV. | COMMITTEE REPORTS
Common Area, Facilities, Finance, Communications, Activities and Social Events,
ARC | 7:15 P.M. |
| V. | MATTERS FOR BOARD DECISION
1. Ratifications of Unanimous Electronic Vote(s)
a. Appointment of Joan Lampe
2. Board Member Resignation and Subsequent Appointment
3. Virtual Annual Meeting Policy
4. Annual Meeting Online Election Vendor
5. Fleet Transportation – Extension of Suspension
6. Investment Policy Resolution
7. Infectious Disease Preparedness and Response Plan
8. 2020 Interim and Year End Audit Engagement | 7:20 P.M. |
| VI. | MATTERS FOR BOARD DISCUSSION/INFORMATION
1. Parking Enforcement
2. Resolution Summary Review
3. 2021 Budget Draft Update
4. Trash and Landscape Proposals Update
5. Transition Update
6. Action Item List | 8:05 P.M. |
| VII. | OLD BUSINESS | 8:20 P.M. |
| VIII. | NEW BUSINESS | 8:30 P.M. |
| IX. | EXECUTIVE SESSION (for the purpose of conducting 3 ARC Hearings) | |
| X. | ADJOURN | 8:40 P.M. |

Prepared by:
Heather Graham, CMCA, PCAM (Executive Vice President - CAMP, LLC)
& Susan Cassell (On Site Manager – CAMP, LLC)

**Noted times above are only intended to serve as a guide and may be subject to change without notice depending upon length of conversation by Board members.*

Committee Meeting Minutes

MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday August 4, 2020

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for July was held on August 4, 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
Stephen Pearson- ARC Member
Jeremy Drislane – ARC Member
Sharon Wilkinson – ARC Member
Kevin Devany – ARC Member

MEMBERS ABSENT

Craig Schuck- ARC Member

OTHERS IN ATTENDANCE VIA WEBEX

Cameron Station Residents
Bethlehem Kebede, Recording Secretary

APPROVE AGENDA

MOVE TO: “Approve the agenda as amended include homeowner appeal notice for app #20-74 sent from the board and include emergency roof replacement application#20-129.”

Moved By: Gayle Hatheway

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Craig Schuck

MOTION PASSED

RESIDENTS OPEN FORUM

Cameron Station residents have virtually 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 corrected."

Moved By: Gayle Hatheway

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Craig Schuck

MOTION PASSED**REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
466 Ferdinand Day Dr.	Install Front Garden Wall	Approved as submitted. Moved By: Stephen Pearson Seconded By: Gayle Hatheway For: All Against: None Absent: Craig Schuck MOTION PASSED
4930 Gardner Dr.	Repair/Replace Driveway Pavers	Move to Approve. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: Kevin Devaney Against: Jeremy Drislane, Gayle Hatheway, Karen Diener Absent: Craig Schuck MOTION FAILED
325 Helmuth Ln	Front Yard Wall	Disapproved. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED
5114 Knapp Pl	Roof Replacement	Approved as submitted. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED

5116 Knapp Pl	Partial Roof Replacement	Approved with a stipulation: That the new shingles match in color and style the existing shingles on the roof Moved By: Gayle Hatheway Seconded By: Stephen Pearson For: All Against: None Absent: Craig Schuck MOTION PASSED
5015 Murtha St.	Tree Replacement	Approved as submitted. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED
5019 Murtha St.	Tree Replacement	Approved as submitted. Moved By: Gayle Hatheway Seconded By: Stephen Pearson For: All Against: None Absent: Craig Schuck MOTION PASSED
5257 Pocosin Ln	Roof Replacement	Return for More Information Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED
5255 Pocosin Ln	Roof Replacement	Approved with a Stipulation: that the color being used is Charcoal Black Moved By: Gayle Hatheway Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED
239 Somerville St.	Tree Replacement	Approved as submitted. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED

5028 Gardner Dr.	Replace Windows	Approved as submitted. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED
166 Barrett Pl	Replace Windows	Return for More Information: There is now enough information on the finished appearance for the proposed gliding or double hung windows. Provide pictures, a cut sheet from the supplier, brochures, video etc. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED
5000 Grimm Dr.	Repair and Replace Driveway Pavers	Disapproved. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED
5106 Grimm Dr.	Tree Replacement	Approved as submitted. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED
5104 Grimm Dr.	Tree Replacement	Approved as submitted. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED

198 Martin Ln	Tree Replacement	Approved as submitted. Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED
137 Cameron Station Blvd.	Replace Windows	Return for more information: Product description and scope of work Moved By: Gayle Hatheway Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck MOTION PASSED
5006 Gardner Dr.	Front Yard Steppingstone/ Appeal	Move to send the homeowners appeal notice to the board for decision Moved By: Karen Diener Seconded By: Gayle Hatheway For: All Against: None Absent: Craig Schuck MOTION PASSED
389 Livermore Ln	Roof Replacement	Return for more clarification on the design and style for the proposed roof shingles: Moved By: Stephen Pearson Seconded By: Sharon Wilkinson For: All Against: None Absent: Craig Schuck 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- July 2020

- The # of Comprehensive Inspections conducted in July is 0.
- The number of Resale Inspections conducted in July is 7.
- The number of Exterior Modification Applications reviewed in July is 26.
- There were 3 vehicles towed in July.
- The # of violation and application result letters mailed in July is 39.
- Following the ARC meeting on August 4th, the next ARC meeting will be on September 1, 2020, applications are due by August 21, 2020 for this meeting.

MOVE TO: "Adjourn the Meeting at 9:30 p.m."

Moved By: Kevin Devaney

Seconded By: Karen Diener

For: All

Against: None

Absent: Craig Schuck

MOTION PASSED

Minutes prepared and submitted by: Bethlehem Kebede, Covenants Administrator

Cameron Station Community Association
Financial Advisory Committee Meeting
July 27, 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 and Fred Blum.
- c. Others Present: Martin Menez, Board Treasurer and Board Liaison and Brian Lord, Vice President & HOA Division Director CMC/Associa., and Joan Lampe, HOA Board member as an observer and liaison to the Common Area Committee.
- d. The meeting was conducted via a conference call due to the COVID19 meeting restrictions and the Cameron Club being closed.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of Previous Month's Minutes

The June 29, 2020 minutes were approved unanimously.

IV. Resident Open Forum

No residents were present.

V. Review of Financial Results

a. June 30, 2020 Financial Statements & Variance Reports

We like the first page format summary and should share it with CAMP, the incoming management company, to show them what we like and want to continue.

Fred Blum had a question on the Pacific Premier Bank account. This is shown under the Investments section in the variance report Financial Executive Summary. This is basically a checking or operating account, money in, money out. The balance shown is \$621,525, well over the \$250,000 FDIC coverage limits. The excess is covered by a fund account swapping mechanism, similar to the Congressional Bank account. This account is not an investment, interest earning, account. We should change the name to checking, which is more accurate.

Assessments, the Chair noted the delinquency rate is actually 2.4%, not the 2.8% shown. All six condo were on-time payments in July. Two are still not on direct deposit.

Expense variance, Architectural Comprehensives, GL 5035, were actually favorable in June, not unfavorable as shown.

Pool management, GL 6438, we will be getting credits to reflect when the pool was not used. This makes it appear to be \$17,667 over budget, without adjustments. Currently the pool is operating seven hours per day, with a proposal on operate ten hours per day, which has an associated cost impact. Also, there are spread issues, as discussed earlier.

The Treasurer discussed both the pool and fitness contracts about possible cost increases and the related impact of increased open hours will have on costs. Ray Celeste, chair of the Cameron Club facilities Committee, should have some answers to these questions. Brian Lord will look also into this and pool credits before the Board meeting.

ProFIT will provide extra personnel for screening visitors, extra cleaning and disinfection and the new reservation systems. There is a cost impact of increased staffing versus baseline.

Transportation Management Plan (TMP), GL 6305, Bill Blumberg asked what we are paying for if the buses are not running. Brian Lord will look into this contract item.

Building Repairs and Maintenance, GL 6515 and Maintenance Supplies, GL 6605, the positive variance is a function of the clubhouse being closed.

Fitness Equipment Repair & Maintenance, GL 6570, repairs will be corrected and reclassified to Reserve Expenditures GL 3280 for equipment purchases.

Legal Services- General Counsel, GL 7030. Increased costs to deal with contract changes caused by COVID 19.

b. Accrual Information – Spending Spreadsheet

Everything is up to date as of today, which is important for the BOD meeting preparation as there are many items, largely Common Area Committee, to be approved shown in the Board book. Access to modify this spreadsheet should be limited to Management only. Joan Lampe commented that she updated several items.

c. Reserve Fund Investment Worksheet

The Treasurer will manually update this, as Morgan Stanley will not provide a spreadsheet. The update is based on the Morgan Stanley statement that reflects turnover of securities. He will also discuss this with CAMP to see if they have any tools for this.

VI. Old Business

- a. CSCA Investment Policy- The FAC discussed the comments from General Counsel. Fred Blum lead the discussion
 - a. Dropping the restrictions on using firms with judgements, disciplinary actions in the last five years or pending litigation. Otherwise we could not conduct business.
 - b. All companies have errors and omissions insurance and fiduciary liability coverage.
 - c. Currently there are no available industry performance standards or benchmarks for situations like ours, which use ladder CD's. The FAC discussed performance benchmarks. Fred Blum will draft more general language on manager performance and using appropriate benchmarks to address this issue. This should also close the loop with General Counsel. This will be version 26.
- b. 2019 Financial Audit- The Chairman and Treasurer have closed all the loops on outstanding issues primarily insurance proceeds and FDIC insurance coverage.
- c. 2021 Budget Status- Committees will have until the third week in August to submit their requests. About half the items will need management input. In meeting the timeline Joan Lampe commented that Common Area Committee (CAC) is working on their budget. Joan is the Board liaison to the CAC. Ray Celeste has talked with our Chairman on Facilities Committee activity.
- d. Transition of Management Companies from CMC to CAMP- CAMP will attempt to match current GL codes.
- e. Expense Definitions- GL Codification (to be addressed at a later meeting)
- f. HOA paid credit card changes (to be addressed at a later meeting)
- g. Repair & Replacement Project Discussion (to be addressed at a later meeting)
- h. RFP for Investment Management Company (to be addressed at a later meeting)

VII. New Business

- a. **Club phone line identification and billing-** Andrew Hill has reviewed the number of phone lines, ten, and what they are used for before making any possible adjustment. These lines include the security systems and the elevator. The Treasurer noted lines were rearranged during the clubhouse remodeling several years ago.
- b. **FAC member recruiting-** The Treasurer asked if we do really need seven members, a full team? He noted our charter has been changed to allow smooth functioning with fewer than seven people. Jeff Gathers commented the FAC may be a hard committee for residents to relate to and think they need a financial background. This will be brought up at the BOD meeting and ask for their help in recruiting.
- c. **Other items discussed-** The Chair will meet with CAMP to discuss various items, what are our top three concerns based on the list he generated. He suggested the variance report content and format, the CAMP system to access current accrual information by the BOD & Committees and a flow chart of expenditures from initiation through payment.

Brian Lord stated that July financial reports will be turned over to CAMP when available in August. Then CAMP will be responsible from August going forward. Thus, we will see CAMP's first report in September.

Fred Blum discussed whether there is sufficient time to answer FAC questions before BOD meetings, given that we meet the night before. We used to meet the Thursday before the BOD meeting. We changed the date because of reporting delays.

VIII. Meeting Adjournment:

Meeting was adjourned at 8:56 pm.

MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE
Monday, August 10, 2020

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

Members Absent: none

Others in Attendance:

CAMP Susan Cassell, General Manager
Lancaster Landscapes: Adrienne Zaleski, Carlos Rios

Residents: None

Old Business:

Motion to Approve Meeting Minutes for July 13, 2020

Moved by Greenberg

Seconded by Walsh

For: All

Against: None

Motion Passed.

Irrigation Repairs Proposal: (LI20-010) – Due to emergency nature of this item, an electronic vote was unanimous by the committee prior to the July Cameron Station Board meeting. That electronic vote needs to be affirmed at this CAC meeting.

The total cost is: \$3,900 (Budget Line: 6199)

- Install 265 ft of wire to replace broken connection to timers between the roundabout and Knapp
- Replace non-functioning timers on Knapp

Move to Approve: Virtual Vote for Irrigation Repairs

Moved by: McCollom

Seconded By: Greenberg

For: All

Against: None

Motion Passed

Updates since last meeting:

- **Bench Repair & Replacements:** CAMP has identified declining benches in need of repair or replacement and marked off two benches that are in worse shape.

New Business:

Resident Open Forum: none

Board Update:

New Management Company: CAMP - Community Association Management Professionals started this month and CAC welcomed Susan to her first CAC meeting.

Community Shuttle: Ongoing negotiations to possibly resume service Aug/Sept but a lot of investigation and usage estimates required before that can occur. Monetary savings over the past months will go toward significant costs to resume service with safety protocols.

Consideration of Common Area Applications: None

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

General Repair & Maintenance: (30603) – Metal Edging at Martin Lane pocket Park
The total cost is: \$1,755 (Budget Line: 6660)

- Install metal edging to prevent mulch from spilling onto walkway

Move to: Approve General Repair & Maintenance

Moved By: Greenberg

Seconded By: McCollom

For: All

Against: None

Motion Passed

Tree & Shrub Maintenance (30605): Tree removal between Kilburn and Brenman Park
The total cost is: \$600 (Budget Line: 6160)

- Remove Declining Sweetgum tree, flush cut
- No replacement needed

Move to: Approve Tree & Shrub Maintenance

Moved by: Ulmer

Seconded By: Greenberg

For: All

Against: None

Motion Passed

Reserves (30606): Brick Paver Installation 103-107 CSB
The total cost is: \$660 (Budget Line: 3364)

- Prepare area to create a brick pathway
- Install walkway

Move to: Approve Reserves

Moved by: Greenberg

Seconded by: McCollom

For: All
Against: None
Motion Passed

Tree & Shrub Maintenance (30607): Tree & plant Installation at Murtha & Grimm
The total cost is: \$567 (Budget Lines: 3280 & 6160)

- Remove 1 Dead Cherry Tree & 1 Holly - \$495 (3280)
- Install China Girl Holly \$72.00 (6160)
- Noted on Walkthrough

Move to: Approve Tree & Shrub Maintenance

Moved by: Greenberg
Seconded By: McCollom
For: All
Against: None

Motion Passed

Flower Rotation & Landscape Enhancement (30608): Fall Flower Planting
The total cost is: \$9,025 (Budget Line: 6150)

- Colors TBD

Move to: Approve Flower Rotation & Landscape Enhancement

Moved by: McCollom
Seconded by: Greenberg
For: All
Against: None

Motion Passed

These motions were tabled

Proposals (30599) and (30602) – The initial proposal is for a pilot project to improve the appearance around the Main Circle with better suited plants (Liriopes). The cost for the pilot is: \$5,643. The second proposal is to finish the circle by planting an additional 90 plants. The cost for this proposal is \$2,320 for a total of \$7,963.

CAC discussed timing of planting, process and budgetary constraints and agreed to table these proposals pending CAC budget discussion.

Proposal (30604) – This Landscape Improvement proposal is to replace dead or declining plants along Duke Street.

CAC tabled this proposal pending budget discussions.

Proposal (30610) – This is a proposal for Donvan Park Enhancement to include removal of trees and install plants.

CAC tabled this proposal pending budget discussions

Proposal (30610) – This is a proposal for John Ticer Park Enhancement to include removal of trees and install plants.

CAC tabled this proposal pending budget discussions

Discussion:

Parking Enforcement: McCollom and Lyles observed the lack of parking enforcement throughout the community. Lampe noted the issue is now going to the Board.

Sanitation Contract: ADS is currently on a month-to-month contract. A revised contract from Bates – to include all sub-associations – is expected this month.

Paving Contract: CAC received two proposals and expect two more. Cassell, CAMP GM, will review for discussion with CAC within the next two weeks. Burns and Greenberg are representing CAC.

Landscape RFP: Greenberg, Gerron, Burns, conducted initial interviews July 28th. The current contract ends December 31, 2020

CAC 2021 Budget: Walsh walked the committee through an initial draft for consideration. **Members commented and had suggestions for edits and additions. Walsh will amend and send updated budget draft to Burns and Cassell**

Landscape Projects and Progress: Lancaster provided the monthly updated schedule of progress for ongoing common area work (see below)

Walkthroughs: CAC completed the final Walkthrough for 2020 in July

General Observation: Lyle noted several blocked drains due to heavy rains and debris. CAMP has identified these issues.

Lights & Lamp Posts: Lyle noted a broken light at Ferdinand Day & CSB that has not been addressed. In addition, several light posts in the community need painting, repairs and/or replacement. There was some discussion as to the lights on City property that would not be under CAC's responsibility.

Next meeting: September 14th, 2020

Updates for Compass: McCollom will provide Fall Gardening Tips along with CAC notes on upcoming and completed CAC projects.

Additional Notes: The August 3rd email blast provided contact and website information for CAMP. CAC members noted some community members did not receive or notice the change.

Executive Session.

Burns moved to go into Executive Session at 8:31 pm for the purposes of discussing the landscape contract proposals

Moved by: Burns

Seconded by: Greenberg

For: All

Against: None

Burns moved to go back into Open Session at 9:00 pm

Moved by: Burns

Seconded by: Greenberg

For: All

Against: None

Adjourn: 9:01pm

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, AUGUST 13, 2020

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

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

Absent: Susan Cassell, Community Manager

1. The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:03 p.m.
2. Tim Regan made a motion to approve the agenda. The motion was seconded by Dan Ogg and it passed unanimously.
3. There were no residents present for the open forum.
4. Brendan Hanlon made a motion to approve the CCFC minutes from July. The motion was seconded by Dan Ogg and it passed unanimously.
5. Sandesh Risal presented the report from American Pool. Things are running smoothly and American Pool has reached out to a 3rd party for survey results.
 - American pool is going to do their best to keep the pool open for some extended time in September. The decision will revolve around staffing.
 - Sandesh is going to review the contract to see if any action needs to be taken to accommodate additional September hours.
 - American Pool will be presenting the committee with a new contract proposal by mid-week next week. The current contract expires at the end of the pool season (once the pool is closed and winterized for the year).
6. Ray Celeste updated the committee on the most recent Board meeting. The BOD approved our proposal for the updated hours with ProFIT and American Pool. The new management company, CAMP has taken over.

7. Susan Cassell from Community Association Management Professionals (CAMP) was absent, so Ray Celeste updated the committee on the following items:

- Ray Celeste is meeting with the new maintenance engineer this weekend. Ray Celeste will update him on the current and upcoming projects as well as some parts of the facility that need attention.
- Maintenance tracker has not been updated.
- An RFP went out for the new basketball court. PlayOn Courts was the only vendor who responded to the RFP. The committee is requesting CAMP to source some more bids using the current RFP. The committee wants all RFPs to be issued no later than August 27, 2020. Per the instructions in the RFP, the vendors will have 30 days to respond.
- CMC did not pass along any responses to the architectural RFP that was issued. CAMP is working to chase down any responses.
- The community will be getting a credit from American Pool.
- Our access card system is at capacity. CAMP is looking at ways to solve the issue.
- We have asked CAMP to update the budget tracking spreadsheet.

8. Rich Mandley provided the ProFIT report. People are acclimating to the new protocols. There have been no issues with residents not complying with the new rules. The total attendance was 590 people from 1 August to 12 August. There have been no issues with cleaning or supplies. Going forward, ProFIT will re-initiate its regular monthly reports, including attendance figures.

- The pool has been marked off with tape. Psy will be double checking and repairing the tape in the morning since there has been a lot of rain.
- There are extra hand sanitizing stations that have been set up in each locker room, on the pool deck and in the fitness center.
- Most people (over 90%) who reserve space via Omnify show up.
- The new pieces of equipment (abdominal machine, ARC-trainer, and lat pull-down machine) have been well received by residents.
- There is \$7,722.91 remaining in the reserve account to replace exercise equipment. There are some pieces of equipment that have been retired by the community that are sitting in storage. They could be sold for approximately \$1,000. ProFIT is going to do some research for recommendations on equipment replacement.
- Brendan Hanlon made a motion that the committee direct CAMP to procure and install this water fountain <https://www.elkay.com/products/lzs8wssp.html> at a cost of approximately \$2,500 using funds from GL6515, Building Repair and Maintenance (as of April 2020, \$13,634.5 remained in GL6515). This will leave us with ~\$11,134.2 in GL6515. The cost for the water fountain is \$1,915.00 and we put in the extra funding for installation of the fountain not to exceed \$2,500.00 overall. Dan Ogg seconded the motion and it passed unanimously.

9. Tim Regan presented the proposed budget for the FY 2021. The committee discussed and will have to review again next week when American Pool submits their bid for a contract and ProFIT re-work some scenarios (due to COVID-19) for committee consideration.

10. There was no new business.

11. Tim Regan made a motion that the meeting be adjourned. The motion was seconded by Dan Ogg. The motion passed unanimously. The meeting adjourned at 8:50 pm.

**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

HOA Board Member Liaison Present:

Tom Sugrue

Call to Order

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

Previous Meeting Minutes

Upon a motion duly seconded, the minutes of the June10 meeting were approved.

Board Update

HOA Board liaison, 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 sign in front of the Cameron Club 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

APPROVED

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 7:35pm.

Respectfully submitted by,
Lenore S. Marema

CAMERON STATION COMMUNITY ASSOCIATION – August 2020 Management Report

MATTERS FOR BOARD DECISION:

1. Ratifications:

As you will recall, a unanimous email vote was achieved to confirm the appointment of Joan Lampe as the Treasurer of the Association following the resignation of Martin Menez. The Board is requested to ratify this vote to ensure the action is properly documented in the Minutes of the Association.

Suggested Motion: I move to approve ratification of Joan Lampe as the Treasurer of the Association effective August 14, 2020.

ATTACHMENT(S): None

2. Board Member Resignation and Subsequent Appointment:

You will recall Martin Menez submitted his resignation from the Board effective August 10, 2020. As a result, a Call for Candidates was distributed to the Community via email on August 12, 2020. Five owners submitted their names for consideration (listed below) and their Statements are attached for your review.

- Greg Hillson
- Andrew Hill
- Elliott Waters
- Juan Carlos Lopez-Campillo
- Elizabeth O'Connor

Please review each Statement and determine who should be appointed to fill the vacant seat for the remaining term.

Suggested Motion: I move to approve the appointment of _____ to fill the remaining term held by Martin Menez set to expire ____.

ATTACHMENT(S): Candidate Statements

3. Virtual Annual Meeting Policy:

Based on our discussion during the management transition process, management contacted Todd Sinkins with Rees Broome (the Association's Attorney) to inquire about electronic voting and online meeting process. He has provided the attached Resolution, *Administrative Resolution regarding Procedures Related to Virtual Annual Meetings* for your review. Given the circumstances of COVID 19 and the Governor's orders to minimize social distancing, it is encouraged that the Board adopt the procedures as outlined to govern the annual meeting. The attached Resolution outlines the following:

- Nominations will not be made from the Floor – anyone interested in submitting a candidate statement must do so by the required date.

- Owners will be required to validate their ownership prior to participation, which will be incorporated into the online voting registration process. Each owner will be assigned a unique code.
- The requirement for the Inspectors of Election will be deemed satisfied either through the electronic platform and/or through the delegation to the Management Agent (or other person) to collect paper proxies/ballots.
- This provides two methods of proxy collection – either electronic or paper and there will not be an “uninstructed” option, meaning that proxies will either only count towards quorum or be instructed with a specific vote.
- Quorum will be deemed present throughout the meeting even if an owner leaves in the middle of presentation.

Suggested Motion: I move to APPROVE the Administrative Resolution regarding Procedures Relating to Virtual Annual Meetings as submitted.

ATTACHMENT(S): ADMINISTRATIVE RESOLUTION NO. 20- ____ (Procedures Relating to Virtual Annual Meetings)

4. Annual Meeting Online Election Vendor:

Options for online voting platforms have been obtained from Survey and Ballots (aka. myDirectVote) and VOTE HOA Now. Below is a comparison of services and costs for the Boards reference. Management has coordinated an online demo for each on Monday and Tuesday respectively. The Board is encouraged to submit your questions in advance and we will provide any additional updates available at the meeting. Also included are various questions that have been raised via email for your reference as well.

On Line Platform	Cost	Services/Notes
Survey and Ballot (My Direct Vote)	Tier 1 - \$749 Management Staff administers + 1 hour of Customer Service help Tier 2 - \$1,199 same as above but with unlimited Customer Service Tier 3 - \$1,499 – Survey staff handles the entire process	Includes one invite email with link and one reminder email to the owners
VOTE HOA Now	\$1,315 – The VOTE HOA Now team handles the entire process	Includes one invite email with link and emails to be sent every 3-4 days provided voting time is no more than 30 days.

Both platforms provide for voter registration/validation. They also both provide the option for paper ballots and we are in the process of obtaining additional information regarding this service. It is suggested that the Board consider the “all in” service whereby the provider would handle the entire election process – this will help administratively but also ensures 3rd party accountability should the votes be contested.

The Association currently has a budget of \$2,500 for Annual Meeting expenses for the purposes of room rental, prizes, food, etc which will not be necessary under this scenario. There is also an additional allowance incorporated into the printing/copying line item and postage for the physical mailing of the Annual Meeting notices.

Suggested Motion: I move to APPROVE contracting with _____ for Online Election Services for the Annual Meeting Election in the amount of \$_____.

ATTACHMENT(S): VOTE HOA NOW and Survey & Ballot Systems proposals

5. Fleet Transportation – Extension of Suspension:

It is management's understanding that the shuttle bus service provided by Fleet Transportation has been suspended during the pandemic. As it stands, this has been suspended on a monthly basis and the expiration is set for September 8th. The Board is requested to determine if you would like to continue the suspension of the service. Given that the circumstances of the pandemic, nor the Governor's orders have not changed, it is recommended that the Board remain consistent with your prior practice and keep the shuttle bus suspended accordingly. We have also attached a letter we received from an owner expressing concern over the lapse of services for your consideration.

Suggested Motion: *I move to APPROVE the _____ of the shuttle bus services by Fleet Transportation.*

ATTACHMENT(S): Fleet Contract – August Suspension Addendum
 Owner Concern

6. Investment Policy Resolution:

Attached is a revised Investment Policy Resolution for your review. It is management's understanding that this has been reviewed by the Finance Committee as well by legal counsel. This is intended to replace the existing Investment Policy Resolution #2014 -01 and the Treasurer and/or the Finance Chair will be prepared to discuss the impetus for a revised policy and the nature of the changes made to the new one. Both are attached for your reference.

Suggested Motion: *I move to APPROVE the revised Investment Policy Resolution #20-01 and rescind the prior Resolution #2014-01.*

ATTACHMENT(S): Revised Investment Resolution and 2014 Investment Resolution

7. Infectious Disease Preparedness and Response Plan:

Attached is the Infectious Disease Preparedness and Plan document that outlines the necessary actions the Association will take, in conjunction with CAMP as the Managing Agent, to ensure compliance with the recent requirements imposed by the Virginia Governor. Although Cameron Station is not considered an employer, it is legal counsel's opinion that there is shared responsibility to ensure compliance based on the published regulations and specifically because of the fitness center opening. As a very high level summary, the attached Plan addresses a multitude of items including: identifying risks, mitigating the risks, contingency plans in the event of an outbreak, infection prevention measures, prompt identification and notification of exposure along with additional requirements each person should take on their own and how they may return to work. The Plan also outlines current regulations for social distancing and necessary measures to prevent further infections.

The board is requested to review the Plan as provided. CAMP is in the process of establishing a more detailed plan by the September deadline and will forward this to the Board once it is complete. In the meantime, social distancing of 6 – 10 feet is being maintained with the current staff. Once additional staffing is in place, it may be necessary to make arrangements for one person to work in the conference room. For the time being, the upstairs bathroom is limited to only employees and upon use, they each wipe down any high touch areas (ie. faucets, door knobs, etc). The main kitchen area is not being used, with the exception of ice, and a microwave has been added near the office area along with the existing refrigerator – all of which is wiped down after use. These measures also extend to the copier as well since it is shared. Please know, this plan was reviewed by CAMP leadership and the Association's legal counsel to ensure all measures were in compliance prior to implementation.

Suggested Motion: *I move to APPROVE the Infectious Disease Preparedness and Response Plan as submitted.*

ATTACHMENT(S): Infectious Disease Preparedness and Response Plan

8. 2020 Year End and Interim Audit Engagement Letter:

Upon review of Association documents and contracts, it was observed that the 2020 Audit Engagement Letter had not been executed. In addition, a proposal was obtained for an Interim Audit through July 2020 related to the management transition. The cost for the 2020 interim audit is \$5,500 which would be in addition to the costs for the 2019 audit which totaled \$6,352. The amount included in the 2020 budget is \$6,800; therefore, this line item will exceed the budgeted amount by \$5,052. The cost for the 2020 audit is \$6,400 plus the cost for tax returns of \$550 for a total amount of \$6,950 which will be incorporated into the 2021 budget.

The Board is requested to approve the audit engagement letters as submitted.

Suggested Motion: I move to APPROVE the 2020 Interim and Year End Audit as submitted for a cost of \$5,500 as a 2020 expense and \$6,950 as a budgeted 2021 expense, respectively.

ATTACHMENT(S): Audit Engagement Proposals (2)

MATTERS FOR BOARD INFORMATION/DISCUSSION:

1. Parking Enforcement:

It is CAMP's understanding that the Board is interested in reinstituting the parking enforcement plan. We are in the process of soliciting bids on an hourly basis; however, it is requested that the scope of work be identified to include the evenings of enforcement and the number of hours expected. In prior year budget notes, it appears that a total of 33.3 hours per month was allotted for a total of 400 hours annually. This equates to approximately 8 hours per week. If there is a preference as to how those hours are determined, please advise accordingly.

ATTACHMENT(S): None

2. Resolution Summary Review:

During the transition process, we reviewed all of the Association's Resolutions and in some cases, the Resolutions were not finalized with signatures which includes the Committee Charters. Once we finalize our review process, we will provide the board with appropriate recommendations to either update the specific Resolution or formally adopt and sign the Resolution as it stands.

ATTACHMENT(S): None

3. 2021 Budget Draft Update:

We are working on the 2021 budget draft and expect to have the first draft finalized by the week of the 24th. Jim Orlick- Director of Financial Services, Nancy Murphy – Vice President of Operations, Susan Cassell and myself had a video meeting with Joan Lampe and Takis Taousakis to discuss the manner in which expenses will be tracked. We also reviewed the information contained within Ciranet. It was agreed that we would produce a spreadsheet following the distribution of the monthly financial statement that reflects any projects where funds had been committed. We also noted that the Action Item list will be updated to reflect any specific dollar amounts attributed to a project and cross referenced accordingly. We will follow up and make any necessary adjustments accordingly.

ATTACHMENT(S): None

4. Trash and Landscape Proposals Status:

Joan Lampe and Robert Burns are working on the final negotiations regarding the trash contract. Once an update is available, it will be reported accordingly. The Common Area Committee is finalizing their review of the landscape contractors and will provide a recommendation after the September meeting.

As you will recall, any contracts under negotiation are noted under Executive Session. This is intended to only be an update in that progress continues.

ATTACHMENT(S): None

5. Transition Update:

The transition process continues – the July financial statement was recently received on 8/18/20. The account balances will be reconciled with the Accounts Receivable information and Statements to owners with balances or credits will be mailed during the month of September to coincide with the October quarterly payments. We continue our review of all Association contracts and documents – the plan is to scan all pertinent documents to the Document Archive and shred any necessary paperwork accordingly. We are evaluating all processes and will be taking the appropriate actions to ensure the process is accountable and efficient. As we progress, we will update the board accordingly. As of the writing of this report, we have finalized the hiring of the Assistant Manager who will begin on 08/24/20 and the final stages of the hiring process are being completed for the Administrative Assistant. We will keep you posted once we have final details.

ATTACHMENT(S): None

6. Action Item List:

Attached is the beginnings of the Action Item Report – this is contained within the Projects/Tasks within Ciranet should the Board be interested in reviewing and or updating. This is a work in progress and the plan is to capture ALL committee and board tasks, noting which Committee the task belongs and adding any cost details associated with the project. Each Committee Chair will also have the opportunity to review this information as well.

ATTACHMENT(S): Action Item List

OLD BUSINESS:

BOARD OF DIRECTORS VACANCY – BIOGRAPHICAL STATEMENT
GREG HILLSON

I wish to serve on the Board of Directors because I am interested in improving our community. As the Virginia Ombudsman responsible for regulating HOAs once said, a home is usually the most important and costly investment that anyone will make in a lifetime, so if someone believes that their investment is threatened, they are bound to be upset, and HOA leaders should respond appropriately, with compassion and respect.

Therefore, if selected, I would do my best to listen to residents' concerns and opinions, encourage them to be actively involved with the HOA, and respect their right to discuss and debate issues concerning their community openly and freely. I would remember that I work *for the residents of Cameron Station*, and would treat them with the civility, transparency, respect, and patience that they deserve.

“Seeking community input” wouldn't just be a box to check for me. I would use technology to give all residents a full and fair opportunity to be heard on important issues and decisions in the community, and would take residents' views into consideration when voting on matters affecting their families and investments.

I would emphasize transparency. For example, just because the Board, under the law, technically *may* go into secret executive session, that doesn't mean it *should*. I would advocate for making all meetings open to all residents, and would reserve “executive sessions” only for the rarest and most sensitive issues, such as to preserve attorney-client privilege. I believe that all meetings should be recorded and posted online.

In addition to being an attorney and a veteran, I have an MBA and a strong business background, with expertise in accounting, finance, and budgeting. I would be interested in serving as Treasurer and liaison to the FAC. As such, I would do my best to ensure that the HOA acted as responsible stewards of residents' money, and that the HOA operated efficiently and transparently, and fully accounted for every penny that was spent. I would advocate for making every significant contract subject to a thorough and transparent bidding process, and for closely monitoring every vendor to ensure that they consistently perform at the highest levels for residents.

Thank you for your consideration.

CAMERON STATION COMMUNITY ASSOCIATION, INC
200 CAMERON STATION BOULEVARD, ALEXANDRIA, VIRGINIA 22304

BOARD OF DIRECTORS CANDIDATE NOMINATION FORM

- ☐ I hereby wish to submit my name for consideration as a candidate for the Cameron Station Community Association, Inc, Board of Directors.

Name: _____

Address: _____

Phone: _____ Email: _____

- ☐ I wish to nominate the following homeowner as a candidate for the Cameron Station Community Association, Inc, Board of Directors. The below named individual is aware of the nomination and agrees to the nomination and further agrees to submit a statement of candidacy.

Name: _____

Address: _____

Phone: _____ Email: _____

STATEMENT OF CANDIDATE'S INTEREST IN AND QUALIFICATIONS FOR SERVING ON THE BOARD
(may attach a separate sheet):

Interest In Serving/Candidate Statement:

Qualifications:

RETURN FORM ASAP to Cameron Station, 200 Cameron Station Boulevard, Alexandria, VA 22304 by regular mail, hand delivery or certified mail.

Andrew Hill

400 Cameron Station Blvd Apt. 319 · Alexandria, VA 22304 · Cell (301)873-0765 · xrunnerhill@gmail.com

PROFESSIONAL EXPERIENCE

Deloitte and Touche, LLP

March 2019 – Present

United States Department of the Navy – Business Process Re-engineering (BPR)

Senior Consultant

March 2019 – Present

- Supported the Supply Chain Management BPR initiative to address identified end-to-end gaps and drive further integration between finance and logistics
- Wrote and submitted over 80 functional requirements for the Department of Navy migration to Navy Enterprise Resource Planning (ERP)

Kearney & Company, P.C.

August 2015 – March 2019

United States Agency for International Development – Incurred Cost Proposals (ICP)

Examinations

Manager

December 2017 – March 2019

Senior Associate

December 2017 – March 2018

- Managing 15 concurrent examinations of Federal Contractor ICPs in accordance with Auditing Standards and the Defense Contract Audit Agency (DCAA) Contract Audit Manual
- Resolving complex problems related to audit fieldwork and testing that require an in depth understanding of federal rules and regulations
- Reviewing work papers prepared by audit staff for compliance with Government Auditing Standards and American Institute of Certified Public Accountants regulations; providing feedback to develop staff competency
- Conducted a meeting with seniors and associates to impart best practices for creating a mock ICP to ensure the final questioned cost was accurate
- Performing a root cause analysis of sampling deficiencies; providing recommendations for addressing deficiencies to streamline the selection of samples for testing
- Analyzed prior year final reports and corrective action plans for audit leads, walkthroughs over the auditee's various cycles for control deficiencies, and fraud discussions for any instances of fraud to determine the inherent and control risks used for sampling purposes

Department of Justice – Federal Bureau of Prisons (BOP) – Financial Statement Audit

Senior Associate

March 2017 – December 2017

- Conducted site visits and walkthroughs to strengthen understanding and evaluate the current processes governing the Property, Payroll, and Procurement business units
- Updated cycle memorandums based on walkthroughs for Fund Balance with Treasury, Accounts Receivable, Real/Personal/Leased Property, Accounts Payable, Payroll and Related Liabilities, Budgetary Resources, and Financial Reporting that were two years out of date
- Completed interim substantive and control testwork at three site visits to verify the sampled transactions were fairly stated and controls were operating effectively
- Developed status reports and coordinated meetings with the BOP and Office of the Inspector General key personnel

Department of State – ICP – Performance Audit

Senior Associate

August 2016 – August 2017

- Acted as the ICP subject matter expert for the engagement team
- Led a team of five associates by sharing best practices for utilizing IDEA, maximizing technical and teamwork efficiencies, and developing critical performance audit related skills
- Performed data analysis and general ledger detail sampling to translate the data into actionable insights for the client on three performance audits

Andrew Hill

400 Cameron Station Blvd Apt. 319 · Alexandria, VA 22304 · Cell (301)873-0765 · xrunnerhill@gmail.com

Centers for Medicare and Medicaid Services (CMS) – ICP Examination

Senior Associate

June 2016 – May 2017

Associate

October 2014 – May 2016

- Reviewed the adequacy of 49 submitted ICPs for 16 contractors spanning from Fiscal Year 2004 to 2014 using the DCAA Adequacy Checklist
- Analyzed and reviewed financial statements to perform a trend analysis to identify potential financial weaknesses
- Tested the direct and indirect labor, subcontractor, direct materials, other direct costs, credits, top-side adjustments, and indirect costs for eight examinations to identify areas of internal control weaknesses and Federal Acquisition Regulation (FAR) violations for cost type and time and material contracts
- Completed a cost analysis for the planning phases of the bids and proposals
- Conducted a detailed review of three associates' work products for thoroughness and provided meaningful and constructive feedback for the improvement of work products
- Onboarded a new senior associate by bringing them up to speed on the examination process and expectations for work quality

CMS – Medicare Advantage Prescription Drug Program (MA-PDP)

Associate

August 2015 – April 2016

- Used IDEA for data analysis and prepared the Part D databases for sampling of 60 examinations
- Evaluated the financial viability and analysis that the MA-PDPs can bear the risk of potential financial losses for services performed or amounts payable under its contracts with CMS.
- Tested internal controls over the processing of medical service claims and payments and verification of proper payments for beneficiaries that have other primary insurance (coordination of benefits)
- Wrote draft reports, completed tie-outs for references in the report to supporting documentation, and prepared the final report and other deliverables for distribution to CMS.

Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)

November 2010 – August 2014

Office of Human Resources & Professional Development (HRPD)

Washington, D.C.

Program Analyst

January 2013 – August 2014

- Created and maintained financial reports to monitor budget execution of funds and gathering data for tracking and evaluating assigned program spending of a \$18 million budget
- Analyzed financial spending and budget execution of assigned office projects for mid-year, third quarter, and end of year reviews
- Performed analysis and prepared reports related to costs for Government Furnished Equipment (GFE) and Government Furnished Property (GFP)
- Recommended, planned, and conducted analytical studies using workforce data and metrics to identify and address relevant, actionable Bureau business and mission concerns for HRPD and all other directorates totaling 4,800 employees
- Designed and implemented queries to extract workforce information from various systems and databases

Front Office, Baltimore Field Division

Baltimore, MD

Program Analyst

November 2010 – January 2013

- Prepared financial reports on a \$8 million tobacco smuggling/tax loss investigation
- Evaluated the validity and accuracy of monthly expenditures and credit card statements for Task Force Officers
- Created and reviewed spreadsheets on time & attendance and overtime reports totaling \$500 thousand for Task Force Officers
- Developed a handbook to streamline the on-boarding/off-boarding process for Task Force Officers and provided a tool for transitioning team members to get up to speed on the job

Andrew Hill

400 Cameron Station Blvd Apt. 319 · Alexandria, VA 22304 · Cell (301)873-0765 · xrunnerhill@gmail.com

EDUCATION

Saint Francis University

Bachelor of Science in Accounting and Management Information Systems

Loretto, PA

2014

TECHNICAL SKILLS

Proficient in Microsoft Office (Excel, PowerPoint, Access, and Word), HR Connect, IDEA Data Analysis®, TeamMate™, Sunflower Systems, and experience with ACL™ Analytics and Microsoft Office Project

Cameron Station Community Association, Inc.
Cameron Station Boulevard, Alexandria, Virginia 22304

NOMINATION FORM BOARD VACANCY 2020

- ☒ I hereby wish to submit my name for consideration as a candidate for the Cameron Station Community Association, Inc. vacancy on the Board of Directors.

Name: Elliott M. Waters

Address: 325 Cameron Station Blvd Alexandria VA 22304

Contact: 703 823 2431 (phone) waters325@comcast.net(e-mail)

- ☐ I wish to nominate the following homeowner as a candidate for the Cameron Station Community Association, Inc. Board of Directors. The below named individual is aware of the nomination and agrees to the nomination and further agrees to submit a statement of candidacy.

Name: _____

Address: _____

Contact: _____(phone) _____(e-mail)

STATEMENT OF CANDIDATE'S INTEREST IN AND QUALIFICATIONS FOR SERVING ON THE BOARD (may attach separate sheet):

Interest In Serving/Candidate Statement:

Interest: Cameron Station is a lovely planned community that is aging, and like most aging things, it can be enhanced with (1) timely maintenance, modernization and affordable upgrades such on-line voting much like online payment of assessments (2) creation of a nimble communications strategy that promotes public safety awareness and supports services/events that create a sense of unity in a diverse community; (3) local and regional common interest partnerships and (4) thoughtful solutions which transform challenges into opportunities to help Cameron Station self-identify as a community of kindness and compassion in a City that has chosen to do so and desires others do so

Statement: Since Cameron Station is an aging community, I advocate for timely maintenance and thoughtful enhancements through collaboration, innovation and modernization facilitated by (1) a public plan of action which provides a pathway informed by a common vision, core values, thoughtful goals and key priorities - made known to all, and (2) incorporating industry performance standards which serve as the basis for making objective business judgments which impact the quality of life and fiscal well-being of the Association members —which are also made known to all.

Qualifications: I offer my skills in visionary leadership, experience in business management, knowledge in strategic planning and commitment to community service as a lifelong volunteer to help enhance our Association in collegial collaboration with other volunteers and/or business associates where appropriate.

Emailed to CAMP Mgr & Bd of Directors 8/17/2020

CAMERON STATION COMMUNITY ASSOCIATION, INC
200 CAMERON STATION BOULEVARD, ALEXANDRIA, VIRGINIA 22304

BOARD OF DIRECTORS CANDIDATE NOMINATION FORM



I hereby wish to submit my name for consideration as a candidate for the Cameron Station Community Association, Inc, Board of Directors.

Name: Juan Carlos Lopez-Campillo

Address: 307 Cameron Station Blvd., Alexandria, VA 22304

Phone: 321-948-4758

Email: jurisdr@yahoo.com



I wish to nominate the following homeowner as a candidate for the Cameron Station Community Association, Inc, Board of Directors. The below named individual is aware of the nomination and agrees to the nomination and further agrees to submit a statement of candidacy.

Name: _____

Address: _____

Phone: _____ Email: _____

STATEMENT OF CANDIDATE'S INTEREST IN AND QUALIFICATIONS FOR SERVING ON THE BOARD

(may attach a separate sheet):

Interest In Serving/Candidate Statement:

Please accept my candidacy to serve on the Board of Directors of Cameron Station Community Association. I hope to serve on the Board to help ensure that Cameron Station continues to be the beautiful, family-friendly and well-manicured community that my wife and I fell in love with when we were looking for our new home. Serving on a board of directors requires professionalism, dedication, and camaraderie. I am prepared to devote those and my other talents in the service of my community and my fellow Board members.

Qualifications:

I have been practicing law for 22 years and have served as an Arbitrator with the American Arbitration Association. I established and served as President of a homeowner's association in a new community in Orlando for several years. For the past five years, I served on the Executive Board of Directors of the Hispanic Chamber of Commerce of Metro Orlando, Inc. My work with HCCMO included providing policy advice on Chamber-related issues to the President and the Board, providing legal advice in the areas of employment, contract, conflicts of interest, and public records, and assisting HCCMO with actual and threatened litigation. I also served on the Board of Directors of the Florida Law Related Education Association (FLREA), whose mission is to improve justice and expand education for democracy through the development and implementation of law related education programs.

CAMERON STATION COMMUNITY ASSOCIATION, INC

200 CAMERON STATION BOULEVARD, ALEXANDRIA, VIRGINIA 22304

BOARD OF DIRECTORS CANDIDATE NOMINATION FORM



I hereby wish to submit my name for consideration as a candidate for the Cameron Station Community Association, Inc, Board of Directors.

Name: Elizabeth Anne O'Connor

Address: 235 Medlock Lane

Phone: 508 579 3110

Email: oconnorelizabethanne@gmail.com



I wish to nominate the following homeowner as a candidate for the Cameron Station Community Association, Inc, Board of Directors. The below named individual is aware of the nomination and agrees to the nomination and further agrees to submit a statement of candidacy.

Name: _____

Address: _____

Phone: _____ Email: _____

STATEMENT OF CANDIDATE'S INTEREST IN AND QUALIFICATIONS FOR SERVING ON THE BOARD

(may attach a separate sheet):

Interest In Serving/Candidate Statement:

I am an active duty officer in the U.S. Navy with significant experience leading groups with diverse interests. I was a collegiate scholarship student-athlete for four years, including being elected captain of my team as a senior. I have been on the Board of Directors of a non-profit for the last seven years and understand fully the value of keeping an organization on a track forward. I have been a practicing attorney for the last thirteen years with a specialty in cybersecurity law. I fostered community within our own block by spearheading socially distanced social hours outside during the pandemic. Lastly, I have a wealth of experience considering and analyzing competing interests to select the most appropriate option for organizations over my career as a naval officer.

Qualifications:

I am an active duty officer in the U.S. Navy with significant experience leading groups with diverse interests. I was a collegiate scholarship student-athlete for four years, including being elected captain of my team as a senior. I have been on the Board of Directors of a non-profit for the last seven years and understand fully the value of keeping an organization on a track forward. I have been a practicing attorney for the last thirteen years with a specialty in cybersecurity law. I fostered community within our own block by spearheading socially distanced social hours outside during the pandemic. Lastly, I have a wealth of experience considering and analyzing competing interests to select the most appropriate option for organizations over my career as a naval officer.

RETURN FORM ASAP to Cameron Station, 200 Cameron Station Boulevard, Alexandria, VA 22304 by regular mail, hand delivery or certified mail.

CAMERON STATION COMMUNITY ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. 20- ____

(Procedures Relating to Virtual Annual Meetings)

WHEREAS, Article III, Section 3.4 of the Amended Bylaws of Cameron Station Community Association (“Bylaws”) states that “The Board of Directors shall have all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or the Project Documents require to be exercised and done by the Association's membership;” and;

WHEREAS, Article III, Section 3.4 of the Amended Bylaws provides the Board with the power to enact and amend rules and regulations not inconsistent with the Association Documents; and

WHEREAS, Article II, Section 2.9 of the Bylaws provides the Board of Directors the power to conduct elections of Directors by a mail-in ballot process and to adopt a policy resolution which establishes procedures for elections by mail-in ballot; and

WHEREAS, Section 55.1-1832 of the Property Owners’ Association Act provides that unless the Declaration expressly provide otherwise, any notice required to be sent or received, or any signature, vote, consent or approval required to be obtained under any Declaration or the Property Owners’ Association Act may be accomplished using electronic means and that the Association and Owners may perform any obligation or exercise any right under any Declaration or any provision of the Property Owners’ Association Act by use of electronic means; and

WHEREAS, Section 55.1-1832 of the Property Owners’ Association Act further provides that voting, consent to, and approval of any matter may be accomplished by electronic means provided that a record is created as evidence of such vote, consent, or approval and maintained as long as such record would be required to be maintained in nonelectronic form; and

WHEREAS, Section 55.1-1832 of the Property Owners’ Association Act further provides that if any person does not have the capability or desire to conduct business using electronic means, the Association shall make a reasonable accommodation, at its expense, for such person to conduct business with the Association without use of such electronic means; and

WHEREAS, Section 13.1-844.2 of the Nonstock Corporation Act permits the Board of Directors to dictate that the annual meeting shall be held by means of remote communication provided that Articles of Incorporation or Bylaws do not require the annual meeting to be held at a place; and

WHEREAS, Section 13.1-844.2 of the Nonstock Corporation Act provides that if the Board so elects to hold an annual meeting remotely, the Members participating by means of remote communication shall be deemed present and may vote at such a meeting if the corporation has implemented reasonable measures to: (1) verify that each person participating remotely is a member or a member’s proxy; and, (2) provide such members a reasonable

opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear the proceedings of the meeting, substantially concurrently with the annual meeting; and

WHEREAS, the Board has determined that it is in the best interest of the Association to comply with the Governor's Executive Orders to foster social distancing and avoid social gathering by holding the annual meeting of the Association virtually, for which owners shall submit proxies virtually or by mail-in ballot, and for owners to vote virtually or by mail-in ballot.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board duly adopts the following rules and policies:

I. Nominations

- A. A call for candidates will be mailed prior to the notice of the annual meeting. Anyone interested in serving on the Board of Directors may submit their candidacy for consideration by the members.
- B. All candidacy statements must be received by the date and time and in the format specified in the call for candidates or any subsequent deadline if extended by the Board. Candidates who timely submit their statements and otherwise qualify will have their statements mailed with the notice of the annual meeting and their names placed on the proxy and ballot. Late submissions will not be accepted.
- C. Nominations will not be taken from the floor at the meeting as neither the Bylaws nor the Property Owners' Association Act require that nominations be taken from the floor.

II. Annual Meeting Location

- A. The Board of Directors shall determine the virtual place for the annual meeting by way of a virtual platform, conference call number or one or more other electronic means. The notice of the annual meeting will advise Owners of the means and methods for participating in the meeting electronically. The platform will allow all Owners to hear the proceedings, substantially concurrent with the proceedings.
- B. Owners will be required to validate their ownership before being able to attend the meeting. Validation procedures will depend on the platform used but may include unique voting codes or other identifying features to ensure that the person participating is an Owner or an Owner's proxy.
- C. There will be no physical meeting location and the location of the meeting will be virtual.

III. Agenda

- A. The order of business shall be: (a) Roll call; (b) Proof of notice of meeting; (c) Reading of minutes of preceding meeting; (d) Reports of officers and Board of Directors; (e) Report of Management Agent, if any, and if present; (f) Reports of Committees; (g) announcement of election results; (i) unfinished business; (j) New business; and (k) Adjournment.
- B. The order of business will remain the same except that the appointment of inspectors of election shall be deemed satisfied by (1) the use of the electronic platform selected by the Board to track the electronic votes and proxies; and (2) the delegation to the Managing Agent or other person determined by the Board to collect any paper proxies and ballots.

IV. Proxies

- A. Proxies must be submitted in accordance with the instructions set forth in the notice of annual meeting. The notice of annual meeting will include information on the chosen platform, how to submit proxies, and the deadline for submission. Delivery of a proxy may be by electronic means or paper form.
- B. The notice of annual meeting will also include proxy instructions clarifying who may serve as a proxy, the formalities required for a valid proxy, and the timing in which the proxy must be received in order to be counted.
- C. Because there will not be any nominations taken from the floor at the annual meeting, there will be no uninstructed proxies (i.e. a proxy where the Owner authorizes their proxy to vote how they see fit without the Owner's input). Proxies will only count towards quorum or be an instructed proxy (i.e. the Owner directs the proxy how to cast their vote).
- D. The Board reserves the right to designate any officer of the Board to be a default proxy should an Owner fail or choose not to appoint a specific person as their proxy.
- E. Owners submitting electronic proxies will be required to validate their ownership. Validation procedures will depend on the platform used but may include unique voting codes or other identifying features to ensure that the person participating is an Owner.

V. Quorum

- A. Quorum is achieved if Owners entitled to cast at least ten percent (10%) of the total number of votes are present, in person or by proxy, at the commencement of such meeting. The presence of any Owner or proxy attending the meeting virtually will be counted as being present for purposes of quorum. Accordingly, quorum will be deemed present throughout the meeting even if an Owner or proxy leaves the virtual meeting once the meeting is called to order.

- B. In the event quorum is not met, owners holding a majority of the votes who are present at such meeting in person or by proxy may re-schedule the meeting to a time not less than forty-eight hours after the time the original meeting was called.

VI. Voting

Prior to issuance of the Notice of Annual Meeting, the Board of Directors shall determine whether voting shall be by mail-in ballot, electronic balloting or a combination of mail-in balloting or electronic balloting.

VII. Electronic Voting

- A. If the Board decides that the election of directors shall be conducted in whole or in part by electronic voting, the Board will designate an electronic platform for voting. The notice of annual meeting will include information on the chosen platform, how to cast votes, and the duration of the voting period. Any Owner who cannot vote by electronic means may submit a mail-in ballot.
- B. The voting platform will be open prior to the time the meeting is called to order and will close before the meeting is adjourned.
- C. Owners and proxy holders submitting electronic votes will be required to validate their ownership. Validation procedures will depend on the platform used but may include unique voting codes or other identifying features to ensure that the person voting is an Owner or an Owner's proxy.

VIII. Mail-In Balloting

- A. If the Board decides that the election of directors shall be conducted in whole or in part by mail-in balloting, the Board shall include with the Notice of Annual Meeting a written ballot. An owner wishes to submit their ballot by mail by using of an enclosed self-addressed stamped envelope. All ballots must be received by no later than 5:00 pm on the day of the annual meeting.

IX. Miscellaneous

- A. All virtual platforms used by the Association will be capable of creating a record maintainable by the Association as evidence of such Owner's vote, proxy, and attendance. Paper votes and proxies will also be maintained by the Association.

This Resolution was adopted this _____ day _____, 2020, by the Board of Directors.

CAMERON STATION COMMUNITY
ASSOCIATION

By: _____
President

DRAFT

RESOLUTION ACTION RECORD

CAMERON STATION COMMUNITY ASSOCIATION ADMINISTRATIVE RESOLUTION NO. 20- ____

(Procedures Relating to Virtual Annual Meetings)

Duly adopted at a meeting of the Board of Directors held _____.

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
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_____ President	_____	_____	_____	_____
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_____ Vice President	_____	_____	_____	_____
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_____ Treasurer	_____	_____	_____	_____
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_____ Secretary	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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ATTEST:

_____ Secretary	_____
--------------------	-------

Date

Resolution effective: _____, 2020.

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Administrative Resolution was mailed or hand-delivered to members of Cameron Station Community Association on this ____ day of _____, 2020.

Managing Agent

From: mpeterson@surveyandballotsystems.com
Sent: Wednesday, August 19, 2020 10:36 AM
To: Heather Graham
Cc: Susan Cassell
Subject: RE: Cameron Station

Good morning Heather,

With paper ballots there are a lot of options! The costs listed within the tier pricing document encompass our standard web election, so any paper processes by SBS would be in addition to the costs listed. Ultimately we can mail paper ballots to members who don't have an email address, a specific group of members or the entire membership. If SBS mails, the ballots are routed back to our office in Minnesota, where they are entered in to the myDirectVote tool so your final results would reflect both paper and web ballots. If you'd like to do the mailing, our platform automatically generates paper pieces for those with no email addresses at no additional cost, and you're able to export the files right to your computer.

Any web ballot that's been submitted through myDirectVote is a final submit. The only way to remove the ballot from the total tally would be for the member to be "deleted" from the administrative side of the tool. Then their proxy could be submitted at the meeting via paper and hand tallied to combine with the final web results. The only way for a member to re-submit via the tool would be for our IT to remove their vote, and then they could go back in and re-submit, however this could only be done during our business hours when our IT staff is available.

Please let me know any additional questions!

Best,
Melissa

From: Heather Graham <hgraham@gocampmgmt.com>
Sent: Wednesday, August 19, 2020 7:46 AM
To: Melissa Peterson <mpeterson@surveyandballotsystems.com>
Cc: Susan Cassell <scassell@gocampmgmt.com>
Subject: RE: Cameron Station

Good morning Melissa,

How do you handle paper ballots? Is that something that could come directly to your office and you would then log them in? If you can let me know, that would be great. Also, a point of clarification – there are 1,769 homes – I think I gave you the incorrect number but it doesn't appear to affect the pricing since there is a range, correct?

Also, is there a mechanism in place if someone submitted their proxy but then attends the Annual Meeting and we could revoke the proxy?

Thank you!

Heather Graham, CMCA, PCAM

Executive Vice President

Community Association Management Professionals

Virginia Office: 4114 Legato Road, Suite 200, Fairfax, VA 22033

Maryland Office: 209 West Street, Suite #302, Annapolis, Maryland 21401

Direct 571-363-4042 | Customer Service 855-477-CAMP (2267)

www.gocampmgmt.com

Like us on Facebook!

From: mpeterson@surveyandballotsystems.com <mpeterson@surveyandballotsystems.com>

Sent: Thursday, August 13, 2020 4:09 PM

To: Heather Graham <hgraham@gocampmgmt.com>

Cc: Susan Cassell <scassell@gocampmgmt.com>

Subject: RE: Cameron Station

Hi Heather,

Thank you for the follow up! I've attached more information about myDirectVote – development steps and our current web election packages. If after reviewing the information you'd be interested in a live demonstration, please feel free to utilize my calendar [here](#). Please let me know any questions you may have or if it's easier to talk via phone.

Best,
Melissa

From: Heather Graham <hgraham@gocampmgmt.com>

Sent: Thursday, August 13, 2020 2:21 PM

To: Melissa Peterson <mpeterson@surveyandballotsystems.com>

Cc: Susan Cassell <scassell@gocampmgmt.com>

Subject: RE: Cameron Station

Thank you Melissa – it sounds like the second option might be best. We would want the voting platform to be open and available for people to vote for a few weeks leading up to the meeting. Do you have any material you can send or is it best to just schedule a demo?

Thanks again!

Heather Graham, CMCA, PCAM

Executive Vice President

Community Association Management Professionals

Virginia Office: 4114 Legato Road, Suite 200, Fairfax, VA 22033

Maryland Office: 209 West Street, Suite #302, Annapolis, Maryland 21401

Direct 571-363-4042 | Customer Service 855-477-CAMP (2267)

www.gocampmgmt.com

Like us on Facebook!

From: mpeterson@surveyandballotsystems.com <mpeterson@surveyandballotsystems.com>
Sent: Wednesday, August 12, 2020 4:35 PM
To: Heather Graham <hgraham@gocampmgmt.com>
Cc: Susan Cassell <scassell@gocampmgmt.com>
Subject: RE: Cameron Station

Hi Heather,

Thanks for reaching out to SBS! Currently we offer a suite of voting platforms and based off the needs you listed below, I believe we have two options that could work. All of our voting tools work alongside whichever virtual conferencing system is chosen, like Zoom or GoToMeeting. It doesn't integrate but voters are able to view the meeting and then vote through their desired web browser. We have a tool called DirectVoteLive that is specifically for voting during a meeting. This is a self-administered only tool and can count quorum in real time, add motions on the fly, and the results are tallied in real time. This is a great, cost efficient option but does have some limitations. For a one time use of 1,700 voters the cost would be \$599.

Our other tool is called myDirectVote, and this is what other CMA properties have used in the past. This tool is not meant for meeting only voting, and typical election periods range from a few days to 2 months. This platform is offered self-administered or full service and has a little more customization than DirectVoteLive. For myDirectVote the costs start at \$749 - \$1,499 for a one time vote.

If you'd be available for a call to discuss further, I'd be happy to provide more information or even a demonstration.

Thanks!
Melissa

From: Heather Graham <hgraham@gocampmgmt.com>
Sent: Wednesday, August 12, 2020 11:22 AM
To: Melissa Peterson <mpeterson@surveyandballotsystems.com>
Cc: Susan Cassell <scassell@gocampmgmt.com>
Subject: Cameron Station

Good afternoon,

We began managing Cameron Station Community Association effective August 1 and we are in need of a proposal for their upcoming Annual Meeting in November whereby they can conduct their entire meeting virtually – including the election and quorum results. Can you give us a price for 1,776 unit owners – some of which are commercial owners? Any information you can provide about your services would be greatly appreciated and if you need more information, please let us know.

How myDV Works

Think running an election yourself is too difficult? Think again! With myDirectVote® you can setup, manage, and report the results of your election in three easy steps.



Step 1: Create Your Election

- Easy administration:** Manage your election efficiently from a single dashboard
- Build your ballot:** Tailor the ballot to your needs with a logo, offices and candidates
- Voter database:** Upload a .xls or csv file of eligible voters into myDV
- Custom scheduling:** Set the election to open and close at a preferred time
- Email invites:** Deliver personalized emails to voters encouraging them to participate



Step 2: Voter Experience

- Ease of use:** With a single click, voters are securely logged in and can cast their ballot
- Informed decisions:** Easily compare candidate statements, resumes, experience and more directly on the ballot

Voting steps:

- (1) **Login:** Voters access the ballot after receiving an email and logging into the website
- (2) **Cast Ballot:** They make their selections from available candidates and ballot choices
- (3) **Confirmation:** Voters receive an email confirming their ballot was successfully cast



Step 3: Results

- On-demand:** Review voting results in real time or immediately upon close of voting
- Daily statistics:** View voter turnout by day and impact of reminder emails
- Additional analysis:** Dive into voting trends with tailored breakdown reports upon request

“My number one goal for the election is ensuring a smooth process for my members – and myDirectVote® delivered.”

~ Kim Delaney, Director Business Operations & Finance, Edina Country Club



Rethinking Election Management

Running your elections just got a lot easier with our easy-to-use, online application designed to execute flawless voting, while connecting organizations to members. myDirectVote is a self-administered online voting software solution that allows organizations to quickly create cost-effective, electronic elections in a secure and protected online environment.

A Solution for All Types of Member Voting

myDirectVote is a convenient way for member organizations to conduct officer elections and bylaw voting. myDirectVote is perfect for: associations, clubs, cooperatives, credit unions, student governments, unions, churches, homeowners' associations, law firms, chambers of commerce, and more.

Pricing

With myDirectVote you select which pricing model that works best for your needs! Whether you're proficient with technology and can build your own election or have limited time and need your election built for you, our different models should meet your needs.

Need more than one election? Save 15% on your second election and beyond when buying multiple elections at a time! Ask your account manager for more details.

Tier 1

Customer builds election—includes limited customer service

Voter Size	Up to 1,000	1,001–2,000	2,001–5,000
Customer Service	1 hour free	1 hour free	1 hour free
Cost	\$699	\$749	\$1,299

* Additional customer service support is available at an hourly rate of \$145

Tier 2

Customer builds election—includes unlimited customer service

Voter Size	Up to 1,000	1,001–2,000	2,001–5,000
Customer Service	Unlimited	Unlimited	Unlimited
Cost	\$999	\$1,199	\$1,699

Tier 3

SBS builds customer's election

Voter Size	Up to 1,000	1,001–2,000	2,001–5,000
Customer Service	Unlimited	Unlimited	Unlimited
Cost	\$1,399	\$1,499	\$1,999

Advantages of myDirectVote

Easy setup: Manage your election from a single dashboard.

Ballot options: Tailor the ballot with a logo, offices, photos, random order and more.

Results: View results in real-time or immediately upon close of voting.

Emails included: Let voters know the election has opened with invitations and reminder emails. One invitation and reminder blast is included with each election.

Security: VeriSign® encryption and authentication protection against unauthorized users (256-bit TLS).

Hosted in the cloud: Hosted in Flexential's datacenter. Flexential's Cloud Service Availability is 99.999%.

Development support: Experts are available to ensure proper election setup.

Mobile friendly pages: myDirectVote detects devices and displays mobile-friendly pages.

Printable ballots and letters: Print personalized ballots and election letters for voters.

Heather Graham

From: Vote HOA Now <estimates@votehoanow.com>
Sent: Wednesday, August 19, 2020 6:25 PM
To: Heather Graham
Subject: Vote HOA Now Online Voting Estimate for Cameron Station (1769 homes/units)
Attachments: Vote HOA Now Presentation.pdf; Vote HOA Now What's Included.pdf; Vote HOA Now Process.pdf; Vote HOA Now FAQs.pdf



Online Voting Estimate

[Email not displaying correctly? View email in browser](#)

Heather Graham,

Please find below the online voting estimate you requested for Cameron Station (1769 homes/units). This estimate is for electronic/online voting only, we do not manage paper mailings. Also, attached is a copy of our presentation which provides information both about online voting and our system, what's included, our process, and FAQs.

Some items that differentiate Vote HOA Now:

1. All we do is online votes and surveys – so we can focus on making sure you reach quorum
2. We only manage votes/surveys for owner associations – so we make sure our system follows state statutes and focuses on the association boards needs
3. We hire from within the industry and many of us have the CMCA® designation – so we understand the needs of the manager and board
4. All of our client service team members are CAI Educated Business Partners – ensuring we are following best practices in the industry
5. We provide full-service vote setup and management, not just a portal, with our expertise which has a 90% success rate of reaching quorum

I want an agreement

Follow up with me later

SERVICE

BILLING
PERIOD

PRICE

FIRST VOTE IN A YEAR* (includes custom voting website, annual software use license, and <i>full-service setup and management of one vote or survey</i> with one PDF document or link)	Annual 1769 units	\$1,315.00
ADDITIONAL VOTES IN SAME YEAR* Full-service setup and management	Per Vote/Survey	\$490.00

ADDITIONAL SERVICES AVAILABLE	BILLING PERIOD	PRICE
Additional Ballot During voting period that has different end date (e.g., By-law ballot starting at same time as Annual but runs longer due to higher quorum requirement)		\$100 per ballot
Additional Voting Time For votes that are longer than 3 months	3 month increments	\$50 - \$100 for 3 months
Additional Items on the ballot Groups of 10	Per group of 10	\$50
Additional PDF document or link on a ballot	Per Addition	\$25
Owner data file clean-up		\$100 - \$250
Notice or Call for Candidates email blast before vote with link to candidate/nomination form	Per Notice	\$50
Email final results to owners		\$25

* one ballot with one PDF document or link, up to 10 items, unlimited candidates, and 3 months voting time

Owner information is retained on the server in your own database. Voting results are kept as long as the service is retained by the association. Annual accounts are invoiced each year on the anniversary date of the first invoice.

Full Service Setup & Management – We work with a single point of contact (SPC) that will provide us with the material to setup a vote and import owner data. We will set up the ballot, add candidates and/or issues/items and have the SPC review/approve before going live. During the vote we will send invitation to vote emails to the owners that have email addresses. In a typical Annual/BOD election the online voting period is approximately two weeks to 30 days. We will send an invite when voting opens and then every 3-4 days throughout the vote. We will examine where we are in terms of making quorum and change the content of the messages to appeal to more people and increase the frequency of the messages if necessary. For votes lasting longer (2-3 months) we will send an additional invites as necessary.

During the vote we provide quorum results weekly to the SPC. We verify and stand by the results acting as a non-biased third party. Voters who contact us requesting information are directed to the SPC or other point of contact (the office) for that information. No vote information is discussed with anyone other than the SPC. If voters have any issues, we work with the SPC to resolve them.

Safeguarding Personal Information

- Any and all owner data collected by Vote HOA Now in the context of providing e-voting administration services to the Licensee shall not be used for any other purposes during or after the term of this e-voting agreement.
- Owner data obtained by Vote HOA Now shall be collected, used and disclosed, as well as processed, handled, stored and destroyed in accordance with applicable privacy laws or such legislation as may be applicable from time to time.
- Vote HOA Now will take all reasonable precautions to prevent owner data from being accessible by any unauthorized person. Owner data is thus protected by appropriate physical, organizational and technical security safeguards, to prevent unauthorized use, disclosure or dissemination of such information. Please see attached FAQ for Privacy Breach policy.

Rush Jobs will be charged an additional \$200.00.

It's considered a rush job under any of these conditions:

- There is less than 2 weeks' notice prior to the start date of the vote, so that it may be scheduled accordingly
- A signed agreement isn't received at least 1 week prior to the vote start, so there is adequate time to setup the website
- The vote/ballot information and/or owner data is received in less than 3 business days before the vote starts, to allow adequate time for review and approvals

This policy is to ensure that your vote is a successful one.

This estimate was created on 8/19/2020 3:25 pm PT and is valid for 6 months.



<https://votehoanow.com>

I want an agreement

Follow up with me later

From: Cathi.Sleight@VoteHOANow.com
Sent: Wednesday, August 19, 2020 12:44 PM
To: Heather Graham
Cc: Susan Cassell
Subject: RE: Cameron Station

Hi Heather,

I just pushed you a new estimate

1. Vote HOA Now would handle the setup of the system and voting platform based upon information provided by management.

Correct, we create the voting site assign a vote manager who will receive the owner data, ballot info set up everything for you and ask for approval of all before we go live.

2. Vote HOA Now would administer the voting process – can the voting occur during the actual meeting or is the voting closed in advance?

Typically we see voting end before the meeting, we have clients who allow voting during the meeting and after the voting schedule is all set by your team.

3. How would you handle paper ballots?

Paper ballots can be entered into the system by your team if received, most of our clients make paper available upon request so we don't have duplicate voting to reconcile.

4. If someone submits their proxy but then attends the Annual Meeting (virtually), is it possible to revoke their proxy?

You may set what every process you like for the virtual meeting, is the proxy and instructed or for quorum only and allowing a board member to vote? If it is instructed I would ask for their receipt and make the adjustments manually the night of the meeting.. but if possible say all votes are final ballots or proxies.

5. Is there a mobile friendly app?

No apps to load, all voting is web based they can vote on any device they receive email.

Please let me know if you have any further questions.

Thank you,
Cathi

VOTE HOA NOW

Cathi Sleight, CMCA®, EBP

Vote HOA Now

Cathi.sleight@votehoanow.com

Direct Line: 503-420-8663

<http://www.votehoanow.com/>



From: Heather Graham <hgraham@gocampmgmt.com>

Sent: Wednesday, August 19, 2020 4:34 AM

To: Cathi.Sleight@VoteHOANow.com

Cc: Susan Cassell <scassell@gocampmgmt.com>

Subject: RE: Cameron Station

Good morning Cathi,

I was reviewing the voting information you provided for Cameron Station and noted that I had the wrong unit count – it is actually 1,769 total units. Can you send me revised pricing?

I know we have a demo set up for next week but we are preparing our board package and I just want to be sure I have an accurate understanding of the process...can you confirm and answer the questions below?

1. Vote HOA Now would handle the set up of the system and voting platform based upon information provided by management.
2. Vote HOA Now would administer the voting process – can the voting occur during the actual meeting or is the voting closed in advance?
3. How would you handle paper ballots?
4. If someone submits their proxy but then attends the Annual Meeting (virtually), is it possible to revoke their proxy?
5. Is there a mobile friendly app?

Thank you!

Heather

Heather Graham, CMCA, PCAM

Executive Vice President

Community Association Management Professionals

Virginia Office: 4114 Legato Road, Suite 200, Fairfax, VA 22033

Maryland Office: 209 West Street, Suite #302, Annapolis, Maryland 21401

Direct 571-363-4042 | Customer Service 855-477-CAMP (2267)

www.gocampmgmt.com

Like us on Facebook!

From: Cathi.Sleight@VoteHOANow.com <Cathi.Sleight@VoteHOANow.com>

Sent: Thursday, August 6, 2020 1:41 PM

To: Heather Graham <hgraham@gocampmgmt.com>

Cc: Susan Cassell <scassell@gocampmgmt.com>

Subject: RE: Cameron Station

Hi Heather & Susan,

I just pushed you both an estimate from our new automated system, Heather you may have gotten it twice because I had to add Susan after I created the estimate.

We are testing this can you let me know if Heather received two estimates?

Thank you,
Cathi

VOTE HOA NOW

Cathi Sleight, CMCA®, EBP
Vote HOA Now
Cathi.sleight@votehoanow.com
Direct Line: 503-420-8663

<http://www.votehoanow.com/>



From: Heather Graham <hgraham@gocampmgmt.com>
Sent: Thursday, August 6, 2020 9:44 AM
To: Cathi.sleight@votehoanow.com
Cc: Susan Cassell <scassell@gocampmgmt.com>
Subject: Cameron Station

Hi Cathi,

I hope you are doing well. I wanted to see if you could send information about using VoteHOANow services for the Cameron Station Community Association? There are 1,685 units in the Association – can you also provide cost information? I have copied Susan Cassell, the On Site Manager, as well so please let us know if you need any additional information.

Thank you!

Heather Graham, CMCA, PCAM
Executive Vice President
Community Association Management Professionals

	Full Service
Voting Site Setup	✓
Create voting site and email with community name	✓
Create banner for voting site and emails	✓
Provide admin link to site	✓
Provide site email address and confirm it forwards to the appropriate person	✓
Provide links to voter registration page	✓
Provide list of items/information needed to setup a vote	✓
Provide instructions to create owner data file and sample of owner data file	✓
Provide instructions for voting pamphlet and bios/pictures and sample of voting pamphlet	✓
System manual	✓
Vote/Ballot Setup	✓
Create ballot with options needed (proxy, quorum, write-ins)	✓
Import pictures, bios, issues, amendments	✓
Import voting pamphlet	✓
Create invite email	✓
Create reminder email	✓
Obtain approvals on ballot and emails	✓
Provide guidance on creating owner data file (duplicates, weighting)	✓
Import owner data	✓
Create random registration codes	✓
During the Vote	✓
Queue invite emails (minimum weekly)	✓
Queue reminder emails (minimum weekly)	✓
Monitor vote for quorum	✓
Modify email messages as needed to assist with getting responses	✓
Answer questions from contact regarding owner concerns/issues	✓
Send weekly results overview	✓
Send final results with spreadsheets	✓
Third party separation	✓
After the Vote	✓
Vote debriefing to assist with system improvements	✓
Archive vote results	✓

Q Do we need to use the random registration codes?

A No, however, we do recommend it for security purposes. These codes are randomly generated 10-digit numbers, so one owner could not accidentally (or purposely) vote for another. Each code generated can also only be used one time, so it provides added security against fraud.

Q What if an owner has multiple properties?

A This is where weighting becomes very beneficial. If an owner has more than one property, that owner would only have one email address and registration code, but it would have a “weight” of the number of properties owned. Therefore, the owner would only need to register and vote one time and it would count for all the votes allotted (number of properties).

Q What if our owners have a percent of a vote versus 1 vote per lot (i.e., a 3-bedroom unit has a larger percent vote than a 1-bedroom unit)?

A We use voter weighting for this situation. The file used to preload owner information would need to include the percentages in decimal format

Q Can the email address be optional?

A If you choose to not have us send email invites and reminders to vote, then you don’t need to give us email addresses. However, when an owner registers to vote, an email must be provided in the registration form.

Q What if someone who didn’t have an email wants to vote online?

A If they get to the voting site and do not have their unique registration code to register, they can click the Contact Your Association button to request their code. The form automatically gets sent to the association’s Point of Contact to verify the owner and provide them with their code.

Q What if there are multiple owners/emails for a property, do they both get to vote?

A No, most associations only allow for one vote per property. Only one email is loaded into the system, so you will have to decide which to use.

Q Can we have emails sent daily to remind people to vote?

A We can email the owners as often as you need. Typically, it is set to two times a week in the beginning and then three or more times per week toward the end of the vote if it is needed to make quorum. The vote manager monitors the results for quorum and queues additional emails accordingly.

Q What if our ballot requires a signature?

A When an owner registers on the system (inputting their first name, last name, email address, and creating a password) that constitutes an electronic signature (as per federal requirements of the Uniform Electronic Transactions Act). We also capture additional information such as the IP address when they vote if needed for further review.

Q What keeps someone from voting multiple times?

A Each property is assigned a unique registration code that is used to create their voting account. A registration code can only be used once. The account they create is used to ensure they cannot vote more than one time in any given ballot/election.

Q Can an owner change their vote?

A No, once the e-vote is cast it is final and the system will show that there is nothing for them to vote on.

Q Can the owner go back into the system again if they have their registration code?

A The registration code will not work once they register. They can, however, register, leave the system, and then log back in later to vote using the registration info they setup.

Q Can the system send reminder emails to those that have not voted?

A Yes, we will send two additional types of emails after the initial invite email. The first is additional invite emails to those that have not registered. The second is reminder emails to those that have registered but not actually voted. Once an owner has voted, they will not receive additional emails.

Q What if an owner deletes the invitation email, can you resend it?

A Our system cannot send emails to individual owners; however, the invitation and reminder emails do get sent regularly so the owner will receive it again.

Q Who can see the results? What is the difference if a ballot is secret?

A The final results will be sent to the person designated as the Single Point of Contact (usually the manager or their assistant) unless otherwise designated, such as the CPA or attorney. The Single Point of Contact is the only person to receive the results to take to the meeting. If a ballot is secret the difference in the results is that the report showing how each owner voted is not available, not even to the vote manager.

Q How long are the results kept in the system?

A With our annual service, the results are in the system for as long as you are a client with the minimum of a year.

Q What do we do with any paper ballots we receive?

A If your vote is not secret the person designated as the Single Point of Contact can enter the paper ballot into the online system. This has a few benefits:

- The vote is tallied with the online votes (making the final tallying simpler)
- The owner will stop getting the voting emails
- The owner will not be able to also vote online

Q What reports are provided for the results?

A When the vote is complete you will receive a summary report showing the total number of votes received, the percentage of the total possible, and the tally of votes for each candidate or item. You will also receive spreadsheets with the details of these totals including a candidate and/or issue results spreadsheet, i.e., how each owner voted (if not secret), a list of who voted, and a list of who didn't vote.

Q What is different about your survey feature?

A Each owner receives an encrypted link to the survey which can only be used one time, so the results cannot be skewed by someone answering the survey more than one time.

Q What security system do you have in place to ensure my vote isn't changed?

A All of our voting sites use SSL encryption which encrypts the link between a voter's computer and our server, this ensures that a ballot cannot be tampered with. Our servers are scanned regularly to ensure security. Also, you will receive a confirmation email with your vote responses for your records.

Q What are the setup costs at the beginning? What if we want to do another vote a few months after our director's election, is there an additional fee?

A The initial agreement includes the custom voting site, annual software license fee, and full-service management of one vote or survey. Each additional vote or survey within the same year incurs only the fee for the management of the vote or survey. Costs depend on the number of homes/units so please ask for an estimate for your community.

Q What if my owner data is a mess, can you help?

A We will send you instructions on how the owner data needs to be prepared for upload, but we can provide data cleanup for a nominal fee.

Q Can I see the ballot before going live?

A Yes, the vote manager will send you the ballot for review and approval before it goes live.

Q Can we include a large document (proposed CC&R and By-law documents) in the ballot?


A Yes, a single PDF file can be included with the ballot. Additional PDFs can be added for \$25 each.

Q When can the vote open and close, are there any day/time restrictions?

A The vote can open, and invitation emails sent, automatically any day of the week at 12:00am (midnight) PST or it can open manually during regular business hours (Monday – Friday 8am-5pm Pacific Standard Time). The vote can close on any day and time; however, the final results and reports will be sent during business hours following the close.

Q In case of a privacy breach, what is your policy?

A First, we have never had a privacy breach as we follow numerous security steps to make sure that doesn't happen. However, in the event that Vote HOA Now became aware of an alleged or actual breach of privacy on its servers or networks, including unauthorized access, use or disclosure of owner data, Vote HOA Now shall:

- Immediately take steps to contain and minimize any potential harm to individuals whose personal information may be compromised;
 - Notify the SPC in a timely manner of the breach and provide information about its ongoing investigation;
 - Regularly update the SPC on the status and results of the investigation;
 - Document and record all relevant details of the breach, including the date of its discovery, a description of the incident and its cause, the number of individuals affected, the data compromised, and any other facts that the SPC reasonably requests. Such records must be provided to the SPC and updated as necessary to incorporate new material findings;
 - Cooperate fully with the SPC in undertaking any remedial measures and participate in breach notification and reporting activities as reasonably required by the SPC.
- 

1 Send Vote HOA Now the online voting agreement¹



- Voting site is setup in 2-3 business days
- Invoice is sent

2 Vote HOA Now sends 3 emails to the admin contact designated in the agreement



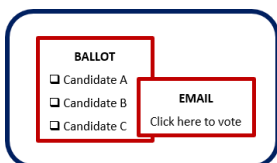
- Email 1: Vote site information including voter registration link and admin login information
- Email 2: Items needed to setup the vote/ballot
- Email 3: Instructions to create the owner data file

3 Send Vote HOA Now the vote/ballot information and owner data file²



- Follow the instructions in the emails to send Vote HOA Now your ballot information and owner data file
- We review the setup and let you know if you need to adjust/fix something

4 Review and approve the ballot and invitation email



- We create the ballot and send a proof for your review and approval
- We create the invite email message and send a proof for your review and approval
- We load the owner data file into the database and send you the registration code list

5 Vote goes live (after all approvals are received)



- We send the invite email to all email addresses provided in the owner data
- We queue additional invite and reminder emails (typically bi-weekly)
- We email the admin a weekly quorum report
- We email the admin the final voting results report with detailed spreadsheets (results, who voted, and who didn't vote) at the end of the vote

¹A minimum of 2 weeks from the receipt of the agreement to the voting start date is needed to avoid additional rush fees

²A minimum of 3 days from the receipt of the ballot information and owner data file is needed to avoid additional rush fees

FOURTH ADDENDUM TO AGREEMENT BETWEEN CAMERON STATION COMMUNITY ASSOCIATION AND FLEET TRANSPORTATION LLC

This fourth ADDENDUM, by and between the Cameron Station Community Association, Inc. (hereinafter referred to as "Association"), and Fleet Transportation, LLC, a Virginia Limited Liability Company (hereinafter referred to as the "Contractor") (collectively, the "Parties"), supplements the Agreement between the parties that is dated April 25, 2018 (hereafter referred to as the "Contract"), and is attached hereto as Exhibit A and fully incorporated herein. The Contract and this Fourth Addendum shall be referred to collectively as the "Agreement." To the extent the Contract and this Addendum have inconsistent or different language, this Addendum shall control.

The Parties recognize that the worldwide COVID-19 pandemic and the Executive Orders issued by the Governor of Virginia and President of United States in response have created uncertainties regarding the ability of the parties to perform the Contract as it is written. The Parties acknowledge that other Orders not yet issued are likely as well; accordingly, the Parties have entered this Addendum to address the issues presented by the COVID-19 pandemic in a mutually fair and reasonable manner.

Contractor and Association agree that the Coronavirus ("COVID-19") pandemic makes it very difficult to operate the shuttle bus service while complying with the Governor's prohibition against gatherings of more than ten unrelated persons and directive that people shall remain at least six feet apart from other, unrelated persons. The Association does not intend to provide shuttle bus service to its residents until such time that its Board of Directors determines that it is comfortable that its resident can use the shuttle bus in a safe manner

Accordingly, Contractor and Association agree to the following modifications of the Contract, which shall be in effect until such time as the governor lifts the current prohibition against gatherings of ten or more people and the recommendation against being within six feet of people is lifted:

1. Contractor shall not perform shuttle bus services until September 8, 2020. Once Contractor resumes service on September 8, 2020, Contractor shall: (a) provide hand sanitizer at the entrance to each vehicle; (b) restrict seating in each vehicle through labeling and signage to ensure social distancing is maintained; (c) prohibit all drivers from operating the shuttle bus if they have any symptoms of COVID-19, including a temperature in excess of 99.0 degrees Fahrenheit; and, (d) require the use of face masks by all drivers.
2. Once Contractor resumes service on September 8, 2020, the Association shall adopt procedures governing the use of the shuttle service, which shall include: (a) requiring all riders to use face masks; (b) prohibiting anyone from riding the shuttle bus if they have any symptoms of COVID-19, including a temperature in


excess of 99.0 degrees Fahrenheit; and, (c) prohibit anyone from using the shuttle bus if they have been exposed to someone with COVID-19 or directed by a medial professional to quarantine at any time during the previous 14 days.


3. The Association shall have no obligation to tender a payment for the month of August 2020. For the monthly payment for September 2020 and for any month thereafter that the shuttle service is not operating, the amount that the Association is obligated to pay Contractor shall be adjusted and reduced proportionally for payment for only those days the shuttle bus service is operating. All payments by the Association are due and payable within thirty (30) days of the date of receipt of a monthly invoice issued by Contractor.
4. The original contract term was May 1, 2018 to April 30, 2023 with a fixed payment amount of \$17,500 as defined in the Contract shall be extended for the number of days equal to the number of days the shuttle service is suspended under the terms of this Agreement.

IN WITNESS WHEREOF, the parties have signed this Fourth Addendum on _____, 2020.

Cameron Station Community Association, Inc.

Fleet Transportation, LLC.

By: 
(Signature)

By: 
(Signature)

Print: Michael Johnson

Print: Tony Polk

Title: President

Title: General Manager

By: _____
(Signature)

Print: _____

Title: _____

From: Susan Cassell
Sent: Friday, August 14, 2020 9:42 AM
To: Kathy Estes
Cc: Heather Graham
Subject: Re: Shuttle

Thank you for your comments and suggestions Kathy.
We are compiling them and will share all of them with the board.

Susan Cassell, CMCA® AMS®
General Manager
Cameron Station Community Association

Community Association Management Professionals (CAMP)
4114 Legato Road, Suite 200
Fairfax, VA 22033
On Site Office 703-567-4881 | Customer Service 855-477-CAMP (2267)
www.gocampmgmt.com

From: Kathy Estes <kjestes26@gmail.com>
Sent: Friday, August 14, 2020 6:09:55 AM
To: Susan Cassell <scassell@gocampmgmt.com>
Subject: Shuttle

Hello,

We are a one-car family and the shuttle was one of the reasons we chose this neighborhood. I was a regular shuttle rider before COVID and am wondering when service might be restored? With metro returning to a regular schedule next week, I think more people may use the service. I know train ridership is up and other shuttles have been running in this area for several weeks.

To keep costs down, maybe our shuttle could start with reduced hours. My schedule is slightly flexible although I'd prefer to leave here between 6-7 am and return between 5-6 pm. A survey of potential riders who may also be able to adjust their schedules could help inform the decision process.

Another idea... I don't know how the shuttle contract is structured but perhaps it could be modified to share service with another area shuttle. They could alternate routes using the same shuttles.

Thanks,
Kathy Estes

Sent from my iPad

CAMERON STATION COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. _____
INVESTMENT POLICY

Supersedes all prior Cameron Station Community Association Investment Policy Resolutions

WHEREAS, Article III, Section 3.4 of the Amended Bylaws of the Cameron Station Community Association, Inc. (the "Association") grants the Board of Directors all of the powers necessary to administer the affairs of the Association, in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS Section 13.1-826 of the Code of Virginia empowers the Association to ". . . invest and reinvest its funds . . . ;" and

WHEREAS Section 26-40 of the Code of Virginia establishes presumed lawful investments for the funds of certain Virginia quasi-governmental agencies; and

WHEREAS, while Section 26-40 of the Code of Virginia is not directly binding on common interest communities, it may serve to provide guidance to the Board of Directors as to those investments that are appropriate and prudent; and

WHEREAS the Board of Directors deems it necessary and prudent to amend and supersede the previously adopted Investment Policy Administrative Resolution 04-01-14 that is needed to govern the management of the Association's funds;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors ("Board") of the Cameron Station Community Association, Inc. ("the Association") hereby adopts this Administrative Resolution for the purpose of administering the investment of Association funds.

I. PURPOSE

This Resolution outlines the investment objectives of the Association and provides operating guidelines for the Financial Advisory Committee ("FAC") and the Board of Directors responsible for overseeing the management of the Association's assets. This Resolution further documents a specific Investment Policy which governs how these objectives are to be achieved. This Policy:

- Defines an appropriate risk posture for the investment of the Association's assets;
- Establishes guidelines regarding the selection of Investment Managers, permissible securities, and the diversification of assets;
- Specifies a process and criteria for evaluating the performance of the Association's Investment Managers.

II. DEFINITIONS

- A. OPERATING FUND: Those Association funds expected to be spent in the normal course of business during the current annual budget cycle. This fund may be subdivided into Operating Accounts (for expenses enumerated in the current annual budget) and an Operating Reserve Account (ORA) (for operating expenses not explicitly included in the annual budget and specifically approved by the Board).
- B. RESERVE STUDY: A periodic analysis of the Association's physical assets and infrastructure commissioned by the Management Agent and performed by a licensed professional engineer, with the purpose of estimating the future lifetime of each property element and its related repair or replacement cost over a 30 to 40 year period.
- C. REPAIR AND REPLACEMENT (RR) RESERVE FUND: Funds invested to meet the anticipated and unanticipated expenses of the Association's repair and replacement obligations consistent with the Association's reserve study, and for any identified capital improvement projects approved for implementation by the Board.
- D. CAPITAL IMPROVEMENT PLAN: The schedule of Board approved, planned expenditures not included in the Reserve Study intended to improve Cameron Station. Funding needed for the Plan will be drawn from the Operating Reserve Account (ORA).

III. INVESTMENT OBJECTIVES

The specific purpose of ALL funds described and covered by the policy herein is to fund all Board approved expenditures needed for: general ongoing operations, long term repairs and replacements, and enhancements of the Cameron Station Community.

The Association's primary objective is capital preservation, which is a strategy to protect invested assets from adverse changes in value. A second objective is to align liquidity consistent with the cash flow requirements implied by the Association's annual operating budget, the potential for operating expenses not anticipated in the annual budget, and the Repair and Replacement Reserve Plan as defined in Section II.D. A third, objective is to preserve the buying power of the invested funds and maximize investment returns, net of all expenses and fees borne by the Association, after the first two objectives are met.

IV. PROCEDURES

- A. This Investment Policy shall be reviewed by the FAC at least once in every four year period, or more frequently at the request of the Board, with the purpose of recommending any appropriate revisions for approval by the Board.
- B. The Association shall engage a registered securities firm ("Investment Manager") to provide professional management of all investment transactions involving the Association's Repair and Replacement Reserve Fund.
- C. The following procedure shall be followed to select, renew, or replace the Association's Investment Manager.
 - 1) At the request of the Board on a frequency requested therefrom, the FAC will oversee, facilitated by the Management Agent, a public solicitation of investment management service providers. The purpose of this periodic solicitation will be to secure and maintain the best value of comprehensive investment services from a sound and reputable provider.
 - 2) The FAC will select and recommend to the Board the appropriate investment manager to manage the portfolio assets. Investment manager(s) must meet the following minimum criteria:
 - a) Provide information on the key employees of the firm who would be involved in the management of the Association's Funds, the investment philosophy, and the process in determining investment opportunities.
 - b) Provide current descriptive documents required by securities regulators (ADV Parts 1 & 2).
 - c) Is an insurance company, bank, investment management company or investment advisor as defined by the Investment Advisors Act of 1940.
 - d) Provide historical quarterly performance numbers calculated on a time-weighted basis.
 - e) No simulated returns.
 - f) Performance reporting should comply with the Certified Financial Analyst (CFA) Institute's Global Investment Performance Standards (GIPS).
 - g) Minimum of five years performance history.
 - h) Firms should have Errors & Omission Insurance and Fiduciary Liability Insurance.
 - i) The investment managers must understand and be able to articulate the investment strategy that will be followed and document that the strategy has been successfully adhered to.
 - 3) The FAC and the Treasurer will review the candidates' proposals and presentations and make a recommendation to the Board, which will have final approval authority. The FAC and the Treasurer shall review and approve any initial investment transactions proposed by the Investment Manager as part of the selection process.

V. ONGOING RESPONSIBILITIES OF THE BOARD, TREASURER, AND FAC

- A. The Board, with the advisory support of the FAC, is responsible to define, and update as appropriate, the specific investment objectives for the Association's assets, subject to the overall guidelines set forth in this Policy.
- B. The Treasurer, as the principal Board officer responsible for the Association's funds and securities, will serve as primary point of contact with the Investment Manager, either directly or through the FAC. If the Treasurer is not available, the Board President shall act in his capacity. Within the guidelines of this resolution, the Treasurer has the authority to act directly, or through the FAC, to instruct the Investment Manager to purchase or sell securities on behalf of the Association. The Treasurer further has the responsibility to report to the Board at its regular meetings on the status of these investments.
- C. The FAC is responsible for making recommendations to the Board concerning any change in this Investment Policy. To the extent the Board adopts any such changes the Treasurer will submit written authorization to the Investment Manager of any related adjustments to the portfolio of Investments.
- D. The Treasurer and the FAC, in consultation with the Investment Manager, shall develop and maintain a current securities allocation strategy aimed at optimizing performance against the three prioritized objectives described in Section III.
- E. The Board is ultimately responsible for all investment decisions regarding funds invested and will be fully accountable for adherence to the principles and guidelines described in this Policy.

VI. RESPONSIBILITIES OF THE INVESTMENT MANAGER

- A. The Investment Manager is expected to manage the selection of Repair and Replacement Reserve Fund investments consistent with the objectives, guidelines, and constraints outlined in this policy statement. The Investment Manager will monitor the performance of the portfolio and report quarterly to the Board, in writing through the Treasurer, on the investment performance for the quarter, including all fees incurred by the Association for the services provided.
- B. SECURITY SELECTION / ASSET ALLOCATION: The Repair and Replacement Reserve Fund portfolio shall be managed within an overall asset allocation strategy defined by the Board and advised by the FAC as set forth herein. The FAC is responsible, no less frequently than quarterly, for monitoring the aggregate asset allocation and maturity schedule of fixed-term investments to ensure consistency with the cash flow requirements defined by the Association's Operating Funds and Repair and Replacement Reserve Fund.
- C. ADDITIONAL DUTIES OF THE INVESTMENT MANAGER:
 - 1) Consult with the Treasurer in advance of any pending or proposed transaction.
 - 2) Be available promptly to answer questions posed by the Board via the Treasurer and/or the FAC by letter, e-mail, or telephone.
 - 3) Meet with the Board and the FAC to present a report on investment performance, no less than frequently than annually and at such other times as may be requested by the Treasurer or the FAC.

- 4) Coordinate financial recordkeeping with the Management Agent, the Treasurer, and the Association's Auditor to ensure the timely inclusion of the schedule of investments and interest earnings in the Management Agent's monthly financial reports.
- 5) Supply such information as needed by the auditing firm appointed to prepare the Association's annual audit report.

VII. INVESTMENT GUIDELINES

- A. The Board intends that Association funds be invested in only the following assets, denoted as "Permitted Investments":
 - 1) Cash in FDIC-insured depository account(s), with balance(s) not to exceed the current maximum federal deposit insurance limit.
 - 2) U.S. Treasury Bills, Notes or Bonds.
 - 3) U.S. Treasury Inflation-Protected Securities ("TIPS")
 - 4) U.S. Government Agency debt obligations, including those of the Federal Home Loan Bank ("FHLB"), the Federal Farm Credit Bank ("FFCB"), the Federal Home Loan Mortgage Corporation ("FHLMC"), and the Federal National Mortgage Association ("FNMA")
 - 5) Certificates of Deposit (CD's) issued by FDIC insured US Issuers.
 - 6) Money Market funds which invest in short-term, high quality liquid assets.
 - 7) No single investment shall exceed five percent of the portfolio total and ten percent from any one issuer, other than direct issues of the United States Treasury or FDIC insured CD's.
 - 8) Derivative-type investments and transactions, index funds, synthetic securities and all other indirect investment forms are specifically excluded from the set of Permitted Investments.
- B. The Investment Manager will report monthly all investment transactions and net income to the FAC, Treasurer, and the Management Agent. The Investment Manager will propose to the Treasurer and the FAC in advance any changes in investment strategy within the standards defined in A. above. Investments in securities other than Permitted Investments represent a variance from this Investment Policy and must be approved by the Board.
- C. All investment accounts shall be in the name of the Cameron Station Community Association, with the President, Treasurer, and Managing Agent named as authorized co-signatories.
- D. Interest earned on Repair and Replacement Reserve Fund investments shall be reinvested by the Investment Manager following the principles and guidelines of this Investment Policy unless the Board directs the Investment Manager to apply such funds in some other way.

VIII. ALLOCATION OF FUNDS

A. OPERATING ACCOUNTS AND OPERATING RESERVE ACCOUNT

Combined balances in the Operating Accounts and the Operating Reserve Account shall not exceed the total forecasted annual operating expenses in the Association's most recent annual budget, as approved by the Board. Excess funds will be transferred to the Repair and Replacement Reserve Fund.

Funds deposited in the Operating Reserve Account shall be invested in Money Market funds or FDIC-insured Demand Deposits. At least quarterly, the Management Agent, with the approval of the Treasurer, shall carry out any required reallocation of the funds in the Operating Reserve Account within the guidelines of this resolution.

B. REPAIR AND REPLACEMENT RESERVE FUND

The Repair and Replacement Reserve Fund shall be invested in Permitted Investments with maturities that are consistent with the - the most recent Reserve Study and any capital improvement plans approved by the Board, The specific maturity allocation of funds shall be fulfilled in order of priority according to the following parameters:

- 1) 100% of Expenditures expected, by the Reserve Study, to be incurred within one (1) year of any date shall be invested following the allocation guidelines for funds in the Operating Reserve Account.
- 2) 50% of the Funds needed to pay for scheduled projects, defined in the Reserve Study and approved by the Board, shall be invested in Permitted Investments maturing no later than the date of estimated project initiation, and 50% upon scheduled completion.
- 3) No later than 30 days from the Board's approval of any updates to the existing Reserve Study, the Management Agent shall carry out any required reallocation of the funds deposited in the Operating Reserve Account within the guidelines of this resolution, as instructed by the Treasurer following the recommendations of the FAC and the Investment Manager.

C. PERFORMANCE EVALUATION

As specified in Section VII. B, the Investment Manager will provide monthly reports of the Repair and Replacement Reserve Fund's new investments and overall financial results to the FAC and the Treasurer. Based on the quarterly reports described in Section VI.A, the Board will monitor the fund's performance.

In order to assist in the evaluation of the portfolio's and hence the investment manager's performance, the FAC will use appropriate performance benchmark indices for short-term and long-term portfolios. The use of benchmarks will allow the FAC to measure its invested funds' returns against other investors in the same markets having similar investment objectives.

IX. APPROVAL

Deviations from the Policy must be authorized in writing as a change in the Policy by the Board of Directors.

If at any time the Investment Manager believes that such deviations constitute a risk to the goal of capital preservation, the Investment Manager shall within three business days notify the Treasurer and the President of the Board of this opinion and provide written communication for presentation to the full Board. By initial and continuing acceptance of these objectives and guidelines, the Investment Manager concurs with the provisions of this document effective as July 1, 2020.

The effective date of this Resolution shall be _____

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 2014-01

INVESTMENT POLICY

Supersedes all prior Cameron Station Community Association Investment Policy Resolutions

WHEREAS, Article III, Section 3.4 of the Amended Bylaws of the Cameron Station Community Association, Inc. (the "Association") grants the Board of Directors all of the powers necessary to administer the affairs of the Association, in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association's membership to approve; and

WHEREAS, Section 13.1-826 of the Code of Virginia empowers the Association to "... invest and reinvest its funds . . . ;" and

WHEREAS, Section 26-40 of the Code of Virginia establishes presumed lawful investments for the funds of certain Virginia quasi-governmental agencies; and

WHEREAS, while Section 26-40 of the Code of Virginia is not directly binding on common interest communities, it may serve to provide guidance to the Board of Directors as to those investments that are appropriate and prudent; and

WHEREAS, the Board of Directors deems it necessary and prudent to amend and supersede the previously-adopted Investment Policy Administrative Resolution 03-09-01 that is needed to govern the management of the Association's funds;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors ("Board") of the Cameron Station Community Association, Inc. ("the Association") hereby adopts this Administrative Resolution for the purpose of administering the investment of Association funds.

I. PURPOSE

This Resolution outlines the investment objectives of the Association and provides operating guidelines for the Financial Advisory Committee ("FAC") and the Board of Directors responsible for overseeing the management of the Association's assets. This Resolution further documents a specific Investment Policy which governs how these objectives are to be achieved. This Policy:

- Defines an appropriate risk posture for the investment of the Association's assets;
- Establishes guidelines regarding the selection of Investment Managers, permissible securities and the diversification of assets;
- Specifies a process and criteria for evaluating the performance of the Association's Investment Managers.

II. DEFINITIONS

- A. **OPERATING FUND:** Those Association funds expected to be spent in the normal course of business during the current annual budget cycle. This fund may be subdivided into an Operating Account (for expenses enumerated in the current

annual budget) and an Operating Reserve Account (for operating expenses not explicitly included in the annual budget).

- B. RESERVE STUDY: A periodic analysis of the Association's physical assets and infrastructure, commissioned by the Management Agent and performed by a licensed professional engineer, with the purpose of estimating the future lifetime of each property element and its related repair or replacement cost over a 20- to 30-year period.
- C. RESERVE FUND: Funds invested to meet the anticipated and unanticipated expenses of the Association's repair and replacement obligations consistent with the Association's reserve study, and for any identified capital improvement projects approved for implementation by the Board.
- D. CAPITAL EXPENDITURES ("CAPEX") PLAN: The schedule of funding requirements needed to meet the extraordinary maintenance obligations and capital improvements for which the Reserve Fund assets are held by the Association.

III. INVESTMENT OBJECTIVES

The Association's primary objective is capital preservation, which is a strategy to protect invested assets from adverse changes in value, specifically by choosing only U.S. government debt obligations or government-insured accounts. A second objective is to align liquidity consistent with the cash flow requirements implied by the Association's annual operating budget, the potential for operating expenses not anticipated in the annual budget, and the Capital Expenditures Plan as defined in Section II.D. A third, but still significant, objective is to maximize investment return, net of all expenses and fees borne by the Association, after the first two objectives are met.

IV. PROCEDURES

- A. Beginning January 1, 2018, this Investment Policy shall be reviewed by the FAC at least once in every four year period, or more frequently at the request of the Board, with the purpose of recommending any appropriate revisions for approval by the Board.
- B. The Association shall engage a registered securities firm ("Investment Manager") to provide professional management of all investment transactions involving the Association's Reserve Fund. The following procedure shall be followed to select, renew or replace the Association's Investment Manager.
 - 1. At least once within each five year period beginning April 1, 2014, the FAC will oversee, on behalf of the Board and facilitated by the Management Agent, a public solicitation of investment management service providers. The purpose of this periodic solicitation will be to secure and maintain the best value of comprehensive investment services from a sound and reputable provider.
 - 2. The FAC and the Treasurer will review the candidates' proposals and presentations and make a recommendation to the Board, which will have final approval authority.

3. The FAC and the Treasurer shall review and approve any initial investment transactions proposed by the Investment Manager as part of the selection process.

V. ONGOING RESPONSIBILITIES OF THE BOARD/TREASURER/FAC

- A. The Board, with the advisory support of the FAC, is responsible to define, and update as appropriate, the specific investment objectives for the Association's assets, subject to the overall guidelines set forth in this Policy
- B. The Treasurer, as the principal Board officer responsible for the Association's funds and securities, will serve as primary point of contact with the Investment Manager, either directly or through the FAC. If the Treasurer is not available, the Board President shall act in his capacity. Within the guidelines of this resolution, the Treasurer has the authority to act directly, or through the FAC, to instruct the Investment Manager to purchase or sell securities on behalf of the Association. The Treasurer further has the responsibility to report to the Board at its regular meetings on the status of these investments.
- C. The FAC is responsible for making recommendations to the Board concerning any change in this Investment Policy. To the extent the Board adopts any such change, the Treasurer will submit written authorization to the Investment Manager of any related adjustments in the portfolio of investments.
- D. The Treasurer and the FAC, in consultation with the Investment Manager, shall develop and maintain a current securities allocation strategy aimed at optimizing performance against the three prioritized objectives described in Section III.
- E. The Board is ultimately responsible for all investment decisions regarding funds invested and will be fully accountable for adherence to the principles and guidelines described in this Policy.

VI. RESPONSIBILITIES OF THE INVESTMENT MANAGER

- A. **FIDUCIARY RESPONSIBILITIES:** The Investment Manager is expected to manage the selection of Reserve Fund investments consistent with the objectives, guidelines, and constraints outlined in this policy statement. The Investment Manager will monitor the performance of the portfolio and report quarterly to the Board, in writing through the Treasurer, on the investment performance for the quarter, including all fees incurred by the Association for the services provided.
- B. **SECURITY SELECTION/ASSET ALLOCATION:** The Reserve Fund portfolio shall be managed within an overall asset allocation strategy defined by the Board and advised by the FAC. This strategy will set limits on amounts to be invested in any one asset class. The FAC is responsible, on an annual basis, for monitoring the aggregate asset allocation and maturity schedule of fixed-term investments to ensure consistency with the cash flow requirements defined by the Association's Capital Expenditures Plan.

C. **ADDITIONAL DUTIES OF INVESTMENT MANAGER**

The Investment Manager shall:

1. Consult with the Treasurer in advance of any pending or proposed transaction, to recommend and secure Board approval for the transaction.
2. Be available promptly to answer questions posed by the Board via the Treasurer and/or the FAC in person, as well as by letter, e-mail or telephone.
3. Meet with the Board and the FAC to present a report on investment performance, semiannually and at such other times as may be requested by the Treasurer or the FAC.
4. Coordinate financial recordkeeping with the Management Agent and the Association's Auditor to ensure the timely inclusion of the schedule of investments and interest earnings in the Management Agent's monthly financial reports.
5. Supply such information as needed by the auditing firm appointed to prepare the Association's annual audit report.

VII. INVESTMENT GUIDELINES

- A. The Board intends that Association funds be invested in only the following assets, denoted as "Permitted Investments:"
 1. Cash in an FDIC-insured depository account, not to exceed the current federal deposit insurance maximum
 2. U.S. Treasury Bills, Notes or Bonds
 3. U.S. Government Agency debt obligations, including those of the Federal Home Loan Bank ("FHLB"), the Federal Farm Credit Bank ("FFCB"), the Federal Home Loan Mortgage Corporation ("FHLMC"), and the Federal National Mortgage Association ("FNMA")
 4. Treasury Inflation-Protected Securities ("TIPS")
 5. FDIC-insured Certificates of Deposit.
 6. Money Market funds which invest in the assets listed above
- B. Derivative-type investments and transactions, index funds, synthetic securities and all other indirect investment forms are specifically excluded from the set of Permitted Investments.
- C. The Investment Manager will report monthly all investment transactions and net income to the FAC and Treasurer via the Management Agent. The Investment Manager will propose to the Treasurer and the FAC in advance any changes in investment strategy within the standards defined in A. above. Investments in securities other than Permitted Investments represent a variance from this Investment Policy and must be approved by the Board.
- D. All investment accounts shall be in the name of the Cameron Station Community Association, with the President and Treasurer named as authorized co-signatories.

- E. Interest earned on Reserve Fund investments shall be reinvested by the Investment Manager following the principles and guidelines of this Investment Policy, unless the Board directs the Investment Manager to apply such funds in some other way.

VIII. ALLOCATION OF FUNDS

A. OPERATING ACCOUNT AND OPERATING RESERVE ACCOUNT

Combined balances in the Operating Account and the Operating Reserve Account ("ORA") shall not exceed the total forecasted annual operating expenses in the Association's most recent annual budget, as approved by the Board. Any excess funds will be immediately transferred to the Reserve Fund.

Funds deposited in the ORA shall be invested in Money Market funds or FDIC-insured Demand Deposits. At least quarterly, the Management Agent, with the approval of the Treasurer, shall carry out any required reallocation of the funds in the ORA within the guidelines of this resolution.

B. RESERVE FUND

The Reserve Fund shall be invested in Permitted Investments with maturities that are consistent with the Capital Expenditures Plan according to the most recent Reserve Study and any capital improvement plans approved by the Board. The specific maturity allocation of funds shall be fulfilled in order of priority according to the following parameters:

1. 150% of CAPEX expected to be incurred within one (1) year of any date shall be invested following the allocation guidelines for funds in the ORA.
2. Funds needed to pay for scheduled CAPEX to be incurred between one (1) and three (3) years from any date shall be invested in Permitted Investments maturing no later than one (1) year from such date.
3. Funds needed to pay for scheduled CAPEX to be incurred between three (3) and five (5) years from any date shall be invested in Permitted Investments maturing no later than three (3) years from such date.
4. Funds needed to pay for CAPEX to be incurred between five (5) and 10 years from any date shall be invested in Permitted Investments maturing no later than five (5) years from such date.
5. Funds needed to pay for CAPEX to be incurred more than 10 years from any date shall be invested in Permitted Investments maturing no later than 10 years from such date.

No later than 30 days from the Board's approval of any updates to the existing Reserve Study, the Management Agent shall carry out any required reallocation of the funds deposited in the ORA within the guidelines of this resolution, as instructed by the Treasurer following the recommendations of the FAC and the Investment Manager.

IX. PERFORMANCE EVALUATION

As specified in Section VII.C, the Investment Manager will provide monthly reports of the Reserve Fund's new investments and overall financial results to the FAC and the Treasurer. Based on the quarterly reports described in Section VI.A, the Board will monitor the fund's performance and evaluate the Investment Manager's success during the engagement period in achieving the objectives outlined in Section III.

X. APPROVAL

Deviations from the Policy may be authorized in writing as a change in the Policy by the Board of Directors.

If at any time the Investment Manager believes that such deviations constitute a risk to the goal of capital preservation, the Investment Manager shall within three business days notify the Treasurer and the President of the Board of this opinion and provide written communication for presentation to the full Board. **By initial and continuing acceptance of these objectives and guidelines, the Investment Manager concurs with the provisions of this document effective as of March 25, 2014.**

The effective date of this Resolution shall be April 1, 2014.

CAMERON STATION COMMUNITY ASSOCIATION, INC.

By:

A large, stylized handwritten signature in black ink, consisting of several loops and flourishes, is written over a horizontal line.

President

RESOLUTION ACTION RECORD

ADMINISTRATIVE RESOLUTION NO. 2014-01

Duly adopted at a meeting of the Board of Directors held Tuesday, March 25, 2014.

Motion by: Nicholas Giannotti Seconded by: Alvin Boone

VOTE:

YES

NO

ABSTAIN

ABSENT

Michael Johnson, President

Alvin Boone, Vice President

John Dellaria, Secretary

Nicholas Giannotti, Treasurer

Igor Dubinsky, Director

Donna Kenley, Director

Paul Rocchio, Director

✓

✓

✓

✓

ATTEST:

Secretary

Bd Pres for Sec.

Date

3/25/14

Resolution effective:

3/25/14

Mr. Todd A. Sinkins Questions and comments:

Responses/Explanations: FAC

1. I do not believe the following statement on the top of Page 3 is accurate: "The specific purpose of ALL funds described and covered by the policy herein is to fund all Board approved expenditures needed for general ongoing operations, long term repairs, replacements and enhancements of the Cameron Station Community." Only the operating fund is used for ongoing operations. The reserve funds, which are your investments, are not. On page 2, the policy describes the purpose of each of the funds, which makes the above sentence both superfluous and inaccurate. I recommend deleting it.

The interpretation of ALL funds is meant to be inclusive of all HOA funds, all other fund inflows, as well as investment income earned on balances. The policy includes no other statement describing the entirety of uses for Cameron Station Community Association funds. The FAC believes the paragraph should remain in the Policy.

2. On page 4, the policy sets forth the criteria for selecting an investment broker to manage the funds. This draft proposes to delete the following two criteria: (a) That firms must not have had judgments, disciplinary action or pending litigation within the previously five years; and, (b) That firms must carry Errors and Omissions Insurance and Fidelity Coverage. What is the rationale for deleting these criteria? Both of these criteria appear designed to protect the Association from working with a firm that has engaged in disreputable conduct and requires adequate insurance protection in the event of malfeasance or neglect resulting in a loss of funds for the Association.

In conversation with Theodore Hart, Morgan Stanley, he correctly pointed out that if CSCA is to be so choosy to exclude all firms with any form of judgement then every large "wire house" such as Merrill Lynch, JP Morgan, Morgan Stanley, Wells Fargo, Charles Schwab, etc. would be excluded as ALL have had some form of judgement against them in the past several years. We would by necessity be forced to use an independent Registered Investment Advisor which would most likely cost the HOA a great deal more. Thus, the criterion was removed.

Regarding Part b, the FAC believes it is appropriate for the investment manager to have appropriate insurance, so that clause was reinserted.

3. The proposed revisions include the deletion of the performance benchmarks for evaluation of the broker's performance. Does the committee find the prior benchmarks either improper or now inapplicable, or does the committee believe it is no longer necessary to have such benchmarks.

The current investment policy, implemented in 2014, includes NO mention of investment manager performance, benchmarks, or measurement thereof. Thus, a broad description of said measurements of investment manager performance was reinserted in section 8 of the proposed policy. As all of CMCA's funds are invested in money market funds and CD's there currently is no appropriate index to measure the manager's performance against. In the future, if CMCA were to use an investment manager that was given "discretion" to invest in other types of assets permitted under the investment policy, an appropriate performance benchmark would then be agreed upon and implemented in order to measure investment manager performance.

CAMERON STATION COMMUNITY ASSOCIATION
INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

August 3, 2020

In response to the Virginia Department of Labor and Industry new Emergency Temporary Occupational Safety and Health Regulations (18VAC25-220, *et seq.*) governing employers within the Commonwealth of Virginia, the Board of Directors for Cameron Station Community Association (the “Association”) are adopting the following procedures.

I. Implementation and Administration

The Association’s Community Manager, Susan Cassell, is designated as the person responsible for overseeing implementation of this Infectious Disease Preparedness and Response Plan (“Plan”). Since the Association operates a fitness center, it is considered to be a “Medium Risk” workplace. As such, in compliance with the requirements of 18 VAC25-220-70, the Community Manager will work with one or more employees to develop and implement the requirements provided for in the Plan. Such plan must include the following requirements.

- A. The Plan will be implemented based upon the various places located in the Property, the hazards employee and staff are exposed to at those sites, and the job tasks the employee performs at those sites. The considerations will include:
 - 1. Where, how, and to what sources of the SARS-CoV-2 virus or COVID-19 disease might employees be exposed at work including the general public, other employees and persons;
 - 2. Known or suspected to be infected with the SARS-CoV-2 virus or those at particularly high risk of COVID-19;
 - 3. Situations where employees work more than one job with different employers and encounter different hazards; and
 - 4. To the extent permitted by law, including HIPPA, the employee’s individual risk factors.
- B. The Plan will include administrative and work practices and PPE controls to address those risks.
- C. The Plan will consider contingency plans due to an outbreak for addressing increased absenteeism, increased physical distancing, needs for cleaning and PPE initiatives, possible cross-training to deal with absences; and possible breakdowns in the supply chain.
- D. The Plan will identify basic infection prevention measures such as:
 - 1. Promoting frequent and thorough hand washing and will provide places to wash hands and hand sanitizer;

2. Maintaining regular housekeeping practices such as routine cleaning, disinfecting of surfaces and equipment; and
 3. Educating visitors of the Property of these measures.
- E. The Plan will include procedures for the prompt identification of those who have been exposed and to whom to report.
 - F. Procedures to address outside contractors who provide service to the property when there has been an infection on site will be included in the Plan.
 - G. The Plan will ensure compliance with all mandatory requirements of Virginia or the CDC.

The portions of the Plan required under this Paragraph I shall be completed by no later than September 25, 2020.

II. General Requirements (18VAC25-220-40)

Implementations of these General Requirements set forth in this Article II are effective immediately.

- A. All staff members are required to self-monitor for signs and symptoms of COVID-19 if you suspect possible exposure or are experiencing signs of an oncoming illness. Signs of COVID-19 include trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, etc. Symptoms of COVID-19 include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomited, or diarrhea.
- B. If a staff member engages in serological testing (i.e. antibody testing), those test results will not be used to make decisions about whether the staff member may return to work if the staff member was previously classified as known or suspected to be infected with COVID-19.
- C. If a staff member is experiencing signs or symptoms of COVID-19 and no alternative diagnosis has been made (i.e. you tested positive for the flu), you must immediately report this to the Association's Community Manager, Susan Cassell by contacting her at scassell@gocampmgmt.com. A staff member who develops signs or symptoms of COVID-19 will be considered "suspected to be infected with SARS-CoV-2 virus." SARS-CoV-2 causes what has been designated as COVID-19.
- D. If a staff member is known or suspected to be infected with SARS-CoV-2 virus, that staff member cannot remain at the Property or engage with any members of the Board, staff, committees or residents until cleared to return to work. If

possible, a staff member may be permitted to engage in teleworking or other form of work isolation that would not result in potentially exposing other staff members and residents to the SARS-CoV-2 virus.

- E. For those staff members working on site that are employed by the Association directly, the Association shall provide such staff member its sick leave policy. For those staff members working on site employed by a contractor engaged by the Association, the staff member's employer is responsible for advising such staff member of its sick leave policy.
- F. The Association shall provide all subcontractors and companies that provide contract or temporary employees to the Association about the importance of their employees or other persons who are known or suspected to be infected with the SARS-CoV-2 virus of staying home. Subcontractor, contract, or temporary employees known or suspected to be infected with the SARS-CoV-2 virus shall not report to or be allowed to remain at the Property until cleared for return to work. Subcontractors shall not allow their known or suspected to be infected with the SARS-CoV-2 virus employees to report to or be allowed to remain at work or on a job site until cleared for return to work.
- G. To the extent permitted by law, including HIPAA, reports of positive SARS-CoV-2 tests by staff, employees, subcontractors, contract employees, and temporary employees (excluding patients hospitalized on the basis of being known or suspected to be infected with SARS-CoV-2 virus) present at the Property within the previous 14 days from the date of positive test must be reported to the Association's Community Manager, Susan Cassell by contacting her at scassell@gocampmgmt.com. Upon receipt, the Association's Community Manager shall notify:
 - 1. All staff members and the representative of all contracted vendors who may have been exposed, within 24 hours of discovery of the possible exposure, while keeping confidential the identity of the known to be infected with SARS-CoV-2 virus person in accordance with the requirements of the Americans with Disabilities Act (ADA) and other applicable federal and Virginia laws and regulations;
 - 2. All persons who have entered the Association's facilities within 24 hours of discovery of the possible exposure, while keeping confidential the identity of the known to be infected with SARS-CoV-2 virus person in accordance with the requirements of the Americans with Disabilities Act (ADA) and other applicable federal and Virginia laws and regulations; however, the floor or work area where the case was located may be disclosed;
 - 3. The Virginia Department of Health within 24 hours of the discovery of a positive case; and
 - 4. The Virginia Department of Labor and Industry within 24 hours of the discovery of three or more employees or staff present at the Property

within a 14-day period testing positive for SARS-CoV-2 virus during that 14-day time period.

- H. For Association employees, employees can access to their own SARS-CoV-2 virus and COVID-19 disease related exposure and medical records.

III. Returning to Work – known or suspected to be infected with SARS-CoV-2

Staff members who are known or suspected to be infected with SARS-CoV-2 can return to work on a test-based strategy. If a known or suspected to be infected with the SARS-CoV-2 virus staff member refuses to be tested, a symptom-based test will be used. The Association also reserves the right to use a symptom-based strategy if testing is not readily-available or the anticipated time to obtain test results is deemed to take too long.

- A. The test-based strategy excludes an employee or staff member from returning to work until (i) resolution of fever without the use of fever-reducing medications, (ii) improvement in respiratory symptoms (e.g., cough, shortness of breath), and (iii) negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).
- B. For employees and contract staff who are known or suspected to be infected with the SARS-CoV-2 virus, the symptom-based strategy excludes an employee from returning to work until (i) at least three days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) and (ii) at least 10 days have passed since symptoms first appeared.

IV. Returning to Work – known to be infected with SARS-CoV-2 but asymptomatic

Employees and staff members that are asymptomatic but test positive can return to work upon either a time-based or test-based standard depending on local healthcare and testing circumstances. If a time-based standard is used, the regulations provide that consultation with appropriate healthcare professionals concerning when an employee or staff member has satisfied the time-based strategy requirements will be required.

- A. The time-based strategy prohibits a staff member from returning to work until at least 10 days have passed since the date of the employee's first positive COVID-19 diagnostic test, assuming the employee has not subsequently developed symptoms since the employee's positive test. If the employee develops symptoms, then the symptom-based or test-based strategy shall be used.
- B. The test-based strategy excludes an employee or staff member from returning to work until negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive

respiratory specimens collected 24 hours or more apart (total of two negative specimens).

The Association's Community Manager, upon receiving notice that an employee or staff member is asymptomatic but tests positive, shall provide written notice to such employee or staff member as to whether the Association shall utilize a time-based strategy or test-based strategy.

V. While on Property

A. Physical Distancing

1. Verbal announcements, signage, or visual cues will be used to promote physical distancing.
2. Worksite density will be decreased by limiting when residents and staff will be permitted in the management office.
3. The Association will comply with the Governor's Orders regarding the number of persons permitted to gather will be followed.
4. If/when the nature of the work performed by a staff member does not allow for physical distancing, respiratory protection including personal protective equipment will be provided and must be worn unless a medical condition prohibits such use. If a staff member requires an exception to this requirement due to a medical condition, the staff member will provide the Community Manager with evidence of such medical condition and a request for an exception.

B. Access to breakrooms or lunchrooms

The Association's common elements do not contain space set aside for staff for breaks or to serve as a lunchroom. The Association shall provide cleaning and sanitizing of all areas used by staff and shall clean and disinfect between shifts the staff members' work areas and shall provide hand washing facilities and hand sanitizers to the extent feasible.

C. Governor's Orders

Mandatory requirements of the Governor or other order of public health emergency will be adhered to and may include, without limitation, the requirement to wear face coverings in the common areas of the Property, as well as adhering to special guidance regarding the use of swimming pools and gyms.

D. Sanitation and Disinfecting

The Association will clean and sanitize the common areas and will adhere to the following procedures:

1. Staff members that interact with customers, the general public, contractors, and other persons shall be provided with and immediately use supplies to clean and disinfectant surfaces contacted during the interaction with such people where there is the potential for exposure to the SARS-CoV-2 virus by themselves or other employees;
2. Comply with all Virginia OSHA regulations related to cleaning and disinfecting materials and hand sanitizers;
3. Clean and disinfect areas known or suspected infection prior to allowing other employees or staff access to the areas and where feasible, a period of 24 hours will be observed prior to cleaning and disinfecting. This requirement shall not apply if the areas in question have been unoccupied for seven (7) or more days.
4. All common spaces, including bathrooms, frequently touched surfaces, and doors, shall at a minimum be cleaned and disinfected at the end of each shift. All shared tools, equipment, workspaces, and vehicles shall be cleaned and disinfected prior to transfer from one employee or staff member to another.
5. Ensure that cleaning and disinfecting products are readily available to employees and staff to accomplish the required cleaning and disinfecting. In addition, the Association will only use disinfecting chemicals and products indicated in the Environmental Protection Agency (EPA) List N for use against SARS-CoV-2 and ensure that employees and staff comply with the manufacturer's specifications for use of such cleaning products.
6. Provide easy, frequent access and permission to use soap and water, and hand sanitizer where feasible, for the duration of work. Employees assigned to a workstation where job tasks require frequent interaction inside six feet with other persons shall be provided with hand sanitizer where feasible at the employee's workstation.

VI. Medium Risk Procedures (18VAC25-220-60)

A. General Requirements

Since the Association has opened its fitness center, the Board of Directors has classified the staff and employees job tasks as having medium exposure risk. Accordingly, the following procedures have been implemented:

1. The Association shall maintain the air-handling systems that serves the fitness center in accordance with manufacturer's recommendations. The Association has confirmed that the air-handling system is appropriate to address the SARS-CoV-2 virus and COVID-19 disease-related hazards

- and job tasks that occur and that the Association is in compliance with ANSI/ASHRAE Standards 62.1 and 62.2 (ASHRAE 2019a, 2019b) and ANSI/ASHRAE/ASHE Standard 170 (ASHRAE 2017a).
2. Prior to the commencement of each work shift, prescreening or surveying shall be required to verify each covered employee or staff member does not have signs or symptoms of COVID-19. This may include taking of temperatures and asking questions regarding the signs and symptoms of COVID-19.
 3. The Association shall provide face coverings to those non-staff members who arrive and are suspected to be infected until the non-staff member is able to leave the site.
 4. When possible based on the requirements of the job position, the Association will implement flexible work hours, allow teleworking, and perform meetings via telephone or video conferencing means.
 5. The Association has increased social distancing and installing barriers, when possible and if necessary.
 6. The Association has implemented procedures to deliver services remotely or deliver products such as fobs and fitness passes without contact.
 7. The Association shall provide face coverings and require staff members to wear face coverings when social distancing cannot be achieved.

B. Personal Protective Equipment (PPE) Assessment

The Association will assess the workplace to determine if SARS-CoV-2 or COVID-19 hazards or job tasks are present that necessitate the use of PPE and shall provide for employee and employee representative involvement in the assessment process. If such hazards or job tasks are present or likely to be present, the Association shall:

1. Provide PPE to all staff to the extent determined to be necessary that fits each affected employee; and
2. Verify that the workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date of the hazard assessment; and the document as a certification of hazard assessment.

VII. Training (18VAC25-220-80)

As being classified as medium risk of exposure, the Association is providing training on the hazards and characteristics of the SARS-CoV-2 virus and COVID-19 disease to all employees and staff. Such training shall take place by no later than September 25, 2020. A copy of the latest training certificate will be maintained by the Association. The training will include the following:

- A. A statement that the purpose of the training program is to enable each employee to recognize the hazards of the SARS-CoV-2 virus and signs and symptoms of COVID-19 disease and the procedures required to minimize these hazards.

- B. Hand-outs and posted signs in various areas of the association of the mandatory and non-mandatory recommendations in any CDC guidelines or State of Virginia guidance that the Association is complying with.
- C. The characteristics and methods of transmission of SARS-CoV-2 virus.
- D. The signs and symptoms of COVID-19.
- E. Risk factors of severe COVID-19 illness with underlying health conditions.
- F. Awareness of the ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the SARS-CoV-2 virus.
- G. Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, ventilation, noncontact methods of greeting, etc.
- H. PPE – when it is required; what PPE is required; how to properly wear PPE; the limitations of PPE; the proper care, maintenance, useful life, and disposal of PPE; and heat-related illness prevention including the signs and symptoms of heat-related illness.
- I. A statement regarding the anti-discrimination policies set forth in 18VAC25-220-90 advising:
 - 1. No person shall discharge or in any way discriminate against an employee because the employee has exercised rights under the safety and health provisions of this standard, Title 40.1 of the Code of Virginia, and implementing regulations under 16VAC25-60-110 for themselves or others.
 - 2. No person shall discharge or in any way discriminate against an employee who voluntarily provides and wears the employee's own personal protective equipment, including but not limited to a respirator, face shield, or gloves, or face covering if such equipment is not provided by the employer, provided that the PPE does not create a greater hazard to the employee or create a serious hazard for other employees.
 - 3. No person shall discharge or in any way discriminate against an employee who raises a reasonable concern about infection control related to the SARS-CoV-2 virus and COVID-19 disease to the employer, the employer's agent, other employees, a government agency, or to the public such as through print, online, social, or any other media.
 - 4. Nothing in this standard shall limit an employee from refusing to do work or enter a location that the employee feels is unsafe. 16VAC25-60-110 contains the requirements concerning discharge or discipline of an

employee who has refused to complete an assigned task because of a reasonable fear of injury or death.

J. A copy of the Association's Infectious Disease Preparedness and Response Plan.

When there is reason to believe that any affected employee who has already been trained does not have the understanding and skill required by 18VAC25-220-80, the employee will be retrained. Circumstances where training is required include, but are not limited to, situations where:

- A. Changes in the workplace, SARS-CoV-2 virus or COVID-19 disease hazards exposed to, or job tasks performed render previous training obsolete;
- B. Changes are made to the employer's Infectious Disease Preparedness and Response Plan; or
- C. Inadequacies in an affected employee's knowledge or use of workplace control measures indicate that the employee has not retained the requisite understanding or skill.

Low Risk

The Association, when related to hazards or job tasks classified at a lower risk, shall provide written or oral information to employees exposed to such hazards or engage in such job tasks on the hazards and characteristics of SARS-CoV-2 and the symptoms of COVID-19 and measures to minimize exposure. This information will be supplied pursuant to the Department of Labor and Industry's information sheet, which will include, at a minimum:

- A. The requirements of this standard;
- B. The characteristics and methods of transmission of the SARS-CoV-2 virus;
- C. The symptoms of the COVID-19 disease;
- D. The ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the SARS-CoV-2 virus;
- E. Safe and healthy work practices and control measures, including but not limited to, physical distancing, sanitation and disinfection practices; and
- F. The anti-discrimination provisions of this standard in 16VAC25-220-90.



Proposal for Interim Audit Services



Working *harder*
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Who We Are

Goldklang Group CPAs is the area's leading CPA firm specialized in providing audit, tax, budget, and consulting services to Common Interest Realty Associations (CIRAs).

With more than 40 years of experience, our firm possesses superior knowledge and understanding of the unique accounting needs and operations of homeowners associations, condominiums and cooperatives. This expertise and experience allows us to deliver exceptional personalized service to our clients that assist them in achieving their goals.

Our accountants are passionate about what they do and committed to working with our clients to achieve the best outcome. They possess superior knowledge of the accounting and tax issues facing community associations. We pride ourselves on this and in providing clients with quality products that far exceed industry standards.

The Goldklang Advantage



Our firm is 100% dedicated to providing audit and tax services to Common Interest Realty Associations (CIRA).



Superior knowledge of audit and tax issues facing community associations with an exceptional understanding of how community associations operate.



Our accountants deliver a high-degree of personalized, hands-on service working closely with on-site and off-site property management representatives and Board of Directors in conducting field work.



Consistently at the forefront of any tax law changes and interpretations that may affect our clients.



Proactive corporate philosophy to always deliver more by providing guidance in specialized areas that are unique to our clients.



Our work has been independently peer reviewed since 1991 by the American Institute of Certified Public Accountants (AICPA) Private Companies Practice Section (PCPS) – receiving the highest rating available of “pass” every time.

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Our Expertise

Auditing

Goldklang Group CPAs follows generally accepted auditing standards (GAAS) to perform audits, but we go above and beyond these standards by performing certain procedures that are extremely beneficial to our clients. Some of the procedures include examining a large percentage of the paid invoices and reconciling payments made to vendors to the signed contracts. Often, we are the last ones to look at the Association's records and we find duplicate payments or overpayments that result in savings for our clients.

Taxation

Our tax department strives to keep informed of any tax law changes that may affect homeowner associations, condominiums, or cooperatives. We are dedicated to providing accurate tax returns to our clients in a timely manner, and to filing tax extensions on time. We provide guidance in specialized areas that are unique to our clients, such as the treatment of declarant warranty settlements and proceeds for the condemnation of common area land. Since we are solely focused on CIRAs, we have developed a unique expertise and go above and beyond providing tax services to our clients

Consulting

We are available to consult with our clients in areas such as these:

- Budget Development Consultation
- Guidelines for Capitalization of Assets
- Investment Procedures and Guidelines
- Accounting Procedures
- Analyzing Bank Loan Options

“ We are a large luxury high rise condo - well managed and well financed with a sterling reputation. Goldklang has been our partner for well over a decade and has kept us sailing a steady course through many a choppy sea. You couldn't have a better partner for this journey.

Board President

“ Our firm manages over 150 community associations. Goldklang Group is the auditor and tax provider of choice for most of our portfolio. Not because they are the biggest, but because they are the best. Prompt, professional and thorough, we count on Goldklang Group to work with integrity and focus for our clients. The information they provide greatly assists us in providing excellent financial advice to our Boards of Directors.

Property Manager

“ The accountants at Goldklang provide superior and professional accounting service to their clients and are always available to address particular accounting and tax questions that may arise. They take pride in doing high quality accounting and tax work on a timely basis. I recommend them highly.

Attorney

What to Expect from the Audit Process

The Engagement

Our firm is engaged to perform the services outlined in this proposal once the engagement letter is signed and returned to our office. Once we receive the signed engagement letter, we will contact the previous auditing firm, if any, for required information we will need to begin the audit. We will also work with the board of directors and management agent representative for any necessary information we may need in order to begin the fieldwork.

We're more than your accountant – we're your partner who brings a unique combination of specialized experience and skills to the table, as well as accounting expertise that can help you enhance your operations.

Fieldwork

Our audit fieldwork will begin once the financial statements for the period under audit have been prepared. If the draft or final audit is needed by a certain date, please let us know in advance, so that we can make every effort to accommodate the request.

Audit Report - Draft

Once we complete the audit, a draft copy of the audit will be provided to the Association for review. The draft package will include the following information:

Cover Letter – The audit report is issued in draft for the Association to review. The cover letter explains what information must be returned to our office before the audit report (and other letters) can be finalized.

Independent Auditor's Report – This is our report on the Association's financial statements. Once finalized, the Association may distribute this document, along with the audited financial statements, notes to financial statements and any supplementary information in its entirety to members, potential members, etc.

Representation Letter – The representation letter is a letter from the Association to us confirming, that to the best of your knowledge and belief, all information was provided or disclosed to us. This letter needs to be signed by the President or Treasurer of the Association and the management agent representative, and returned to our office before the audit can be finalized.

Management Letter – The management letter is not a required communication under auditing standards, but is a by-product of the audit. We generally issue a management letter to communicate our comments and recommendations. Use of this letter is restricted to the board of directors and management.

Communication with Those Charged with Governance under AU-C §260 – Under AU-C §260, we are required to communicate audit matters that, in our professional judgment, may be significant and relevant to those charged with governance of the Association. Use of this letter is restricted to the board of directors and management.

Communication of Significant Deficiencies and/or Material Weaknesses under AU-C §265 – Under AU-C §265, we are required to communicate in writing any significant

deficiencies and/or material weaknesses in the Association's internal controls. Use of this letter is restricted to the board of directors and management. If we did not note any significant deficiencies or material weaknesses, no letter will be issued.

Adjusted Trial Balance and Adjusting Journal Entries – These are the proposed audit adjustments for the period under audit.

Audit Report - Final

After the board and the management company have reviewed and accepted the audit, the representation letter will need to be signed and returned to our office. Once we process the completed representation letter, the audit will be finalized. Our office will provide you with a copy of the final audit in electronic format. Bound copies will be provided upon request.

As an added service to our clients, we are available to meet with the board and management to present the final audit and answer any questions you may have. Additional fees apply. Additionally, even though we audit your financial statements on an annual basis, we are available throughout the year for questions. We do not charge for routine questions and are happy to be a resource for board members and managers.





Howard A. Goldklang, CPA, MBA

Howard Goldklang is founder and president of Goldklang Group CPAs, P.C. He has been active in the auditing of condominiums and community associations since 1974. Howard is a founder and a past president of the Washington Metropolitan Chapter of Community Associations Institute (CAI). On CAI's national level, he is immediate past President of the Foundation for Community Association Research. Howard is the author of CAI's GAP report "The Role of the Association Treasurer", co-editor and one of the authors of the CAI GAP report "A Guide to Replacement Reserve Funds and Long-Term Reserve Funding", and is contributing financial editor to CAI's magazine, Common Ground. He is a member of CAI's Property Management Development Program Faculty and a member of its "Task Force for Transition from Developer to Association Control". Howard is licensed in Virginia, Maryland, North Carolina, Texas, and the District of Columbia.



Donald E. Harris, CPA

Donald Harris has been in public accounting and a member of Goldklang Group CPAs, P.C. since 1982. Admitted as a shareholder in 1991, he now serves as the firm's principal in charge of quality control. Don has extensive experience in accounting and tax preparation for common interest realty associations. Since becoming certified in 1985, Don has been a member of national, state, and local CPA societies. He has served on the Community Association Institute's Membership/ Chapter Advisory Committee and was a member of its National Accountant's Committee. He has served on the Audit and Accounting Committee for the Virginia Society of CPAs. Don has also published articles for the Ledger Quarterly accountants' magazine. He has been involved with the George Mason University Alumni Association, serving as past treasurer. He has also served as his homeowner's association treasurer. Don is licensed in Virginia, Maryland and the District of Columbia.



Anne M. Sheehan, CPA

Anne Sheehan began her career with Goldklang Group CPAs, P.C. in January 1991, and was admitted as a shareholder in January 2004. She received her Bachelor of Science degree in Accounting from George Mason University in Fairfax, Virginia. Anne has developed a thorough expertise in the auditing of common interest realty associations. She is actively involved in the audits of many of the largest and most complex associations in the Washington

Meet our Principals

Metropolitan area. Anne has also developed the firm's innovative process for our association ballot counting service. Anne maintains her CPA license in Virginia, Maryland and the District of Columbia.



S. Gail Moore, CPA

Gail Moore was admitted as a shareholder in January 2004. She received her Bachelor of Science degree in Accounting in May 1991 from George Mason University in Fairfax, Virginia. She joined the firm in January 1992. During her years with our firm, she has been responsible for the audits of some of the largest and most complex associations in the Washington Metropolitan area. Gail currently manages the Tax Department, which includes federal and state income tax return preparation for all of our firm's clients as well as tax research for firm clients. She has also continued her involvement in the audit process by supervising audit staff and completing audits. Gail is licensed in Virginia, Maryland and the District of Columbia.



Jeremy W. Powell, CPA

Jeremy Powell joined the firm in 1998 after earning a B.B.A. in Accounting from Averett University. Jeremy obtained his CPA license in 2001 and is currently licensed in Virginia, Maryland and the District of Columbia. He is a member of the Virginia Society of CPAs and the American Institute of Certified Public Accountants (AICPA).

Renee L. Watson, CPA



Renee Watson joined the firm in 1999 after earning a B.B.A. in Accounting from James Madison University. Renee obtained her CPA license in 2003 and is currently licensed in Virginia, Maryland and the District of Columbia. She is a member of the local chapter of Community Associations Institute (CAI) and has served as a committee member. She is also a member of the Virginia Society of CPAs and the American Institute of Certified Public Accountants (AICPA).



ARE ALL AUDITS THE SAME?

Questions to Ask Before Hiring an Auditing Firm

Audit reports from different CPA firms may look the same, but do you really know the amount of work and expertise that went into performing your audit? Is your Association getting the most benefit for the money paid for the audit?

Audits can be designed in many ways to meet auditing standards and audit reports have required standard wording, so audit reports may look similar. However, the underlying work that the auditor performs to support the audit report is important. Before you hire an auditing firm, make sure you understand the work the firm will do for your Association. It could save you thousands of dollars!

How much experience does the firm have in auditing Common Interest Realty Associations (CIRAs)?

It is important to know your auditor understands CIRAs and their unique accounting needs and operations. Our firm specializes in providing audit and tax services exclusively to CIRAs, and we have been doing this for more than 40 years.

What is your firm's quality control process?

A CPA firm's quality control process is essential to ensure the firm is following audit and accounting standards. Our firm's quality control process is multi-layered, both with audit work papers and audit reports. The audit fieldwork is performed by an auditor and once completed, the audit report and work papers are reviewed in detail by the principal-in-charge. The audit report is then reviewed by a staff accountant and a technical reviewer before going to the client in draft format and by a principal at finalization.

Does the auditor obtain an understanding of the Association's internal controls during the audit?

It is important for the auditor to obtain an understanding of the internal controls so the audit fieldwork can be properly planned and the auditor can let the Association know if there are any internal control areas to be improved. Our firm obtains an understanding of the internal controls each year. We ask questions of the board, management agent and property manager to obtain our understanding of the internal controls. We also perform walk-throughs of the important internal controls during our audit fieldwork.



Q**How many hours will the auditor spend on the audit fieldwork?**

The quality and quantity of the audit fieldwork has a direct impact on the quality of the audit and the benefit the Association gets out of having an audit conducted. In accordance with our firm's policy, a majority of the hours on the audit engagement are devoted to the audit fieldwork.

Q**Who will prepare our tax returns?**

CIRA taxation issues can be complex and are often very unique. The Association needs a CPA firm that knows the tax issues that CIRAs encounter. Our firm has a separate, fully staffed tax department that makes sure our clients don't pay more taxes than required. Tax returns are prepared and signed by a CPA. We also handle tax research for our clients. Our tax return preparation process also includes a multi-layered quality control process.

Q**Do you look at our bank statements, paid invoices and contracts during the audit fieldwork?**

For most Associations, expenses are the one area of the financial statements that are variable and subject to more risk. Therefore, examining bank statements, activity in bank accounts, paid invoices, and contracts should be an important part of the audit. Our firm looks at all of these records and more. We schedule all of the Association's bank account activity for the year. We reconcile the cash receipts from the bank statement to the general ledger to ensure the Association's funds remained in the Association's bank account during the year. We trace cash transfers and reconcile the interest earned from the bank statement to the general ledger. We examine supporting documents for 70%-80% of the disbursements to ensure the disbursements are for services provided to the Association and are not duplicate payments. We also reconcile payments made to vendors to the contracts approved by the board. We are often the last ones to look at these records. Our firm finds hundreds of thousands of dollars in duplicate payments or overpayments each year that are refunded to our clients.



Goldklang Group CPAs, P.C.
1801 Robert Fulton Drive
Suite 200
Reston, Virginia 20191

703-391-9003 tel
703-391-9004 fax

www.GGGroupCPAs.com

We Found Our Clients Over \$1.2 Million in Just One Year.

Our firm takes pride in the quality of work, level of detail and expertise that we bring to our clients.

Through the detailed work that we perform on audits, which includes examining numerous Association documents such as bank statements, paid invoices and contracts, we often identify duplicate payments, overpayments, payments submitted for other associations and over payments of taxes. This has saved our clients hundreds of thousands of dollars!

HOW MUCH HAS YOUR AUDITOR **SAVED** YOUR ASSOCIATION?

To quantify how much we have saved our clients, we began keeping a schedule of savings we found starting July 1, 2018. In just one year, through June 30, 2019, the total savings exceeded \$1.2 million.

While we cannot guarantee that we will find savings for every client, the audit and tax procedures we have designed and perform for each audit and tax return have demonstrated the benefit our work provides to our clients.

Category	# of Occurrences	Amount
Overpayment of Invoices	24	\$563,323
Duplicate Payment of Invoices	54	\$184,528
Overpayment of Taxes	4	\$179,745
Invoices Paid for Another Association	35	\$128,531
Funds Deposited into Another Association's Account	2	\$61,683
Fraud	6	\$46,882
Assessments Not Charged	5	\$31,792
Cash Withdrawals without Support	2	\$17,183
Missing Certificate of Deposit	1	\$12,450
Missing Income	1	\$12,120
Bank Error	1	\$500
Total	135	\$1,238,737



Principals

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Jeremy W. Powell, CPA
Renee L. Watson, CPA

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Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Manager

Andrew T. Plaugher, CPA

Engagement Letter – Interim Audit

July 30, 2020

Board of Directors and Management
Cameron Station Community Association, Inc.

Dear Board of Directors and Management:

We are pleased to confirm our understanding of the services we are to provide for Cameron Station Community Association, Inc. for the Seven months ended July 31, 2020. The following pages of this engagement letter outline the objectives of the engagement and professional fees.

We will audit the financial statements of Cameron Station Community Association, Inc., which comprise the balance sheet as of July 31, 2020, and the related statements of income, members' equity and cash flows for the Seven months then ended, and the related notes to the financial statements. The document we submit to you will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB) if the Association has a replacement reserve study. Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it. Also, if the Association wishes to present supplementary information accompanying the financial statements, that information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the Association's financial statements. Our report will be addressed to the Board of Directors of the Association. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the

availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit and before the audit can be finalized, we will require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Association and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

Other Services

During our audit, if applicable, we will provide certain nonattest services such as the preparation of the financial statements and related notes to the financial statements in conformity with U.S. generally accepted accounting principles, reconciliation of general ledger account balances, cash to accrual conversions, and depreciation and amortization calculations based on information provided by you.

The other services are limited to the financial statement preparation services and any other nonattest and tax services previously identified. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise you with regard to tax positions taken in the preparation of the tax return, but responsibility for the tax returns remains with you.

Management Responsibilities

You are responsible for designing, implementing and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the association from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for the financial statement preparation services, tax services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Discontinuation of Services

If we elect to terminate our services for nonpayment, inability to obtain necessary financial records, or for any other reason not provided for in this letter, our engagement letter will be deemed to have been completed upon written notification of termination even if we have not issued a report. You will be invoiced for time expended through the date of termination and any out-of-pocket costs.

In the event we have not received the signed engagement letter within 120 days of issuance, the engagement letter will be voided. You may thereafter request reissuance of an engagement letter, which will be dated as per the date of reissuance.

Engagement Administration, Fees, and Other

We understand that you and your management agent will provide all documents and other evidence requested by our firm to complete our audit.

Anne M. Sheehan, CPA is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for the preparation of the interim audit will be \$5,500. This is subject to change if this engagement letter is not signed and returned to our office within 120 days from the date of this letter. As part of our audit process, we may need to confirm the Association's bank account balances. Many banks require our firm to use a third-party service to confirm bank accounts and we will bill the Association for the direct cost incurred for any bank confirmations. Currently, the cost is \$26 per account confirmed.

The fees above are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Fee adjustments may be needed due to management or financial reporting changes, such as change in management agents, special assessments or borrowings, etc. We will bill for changes to the draft audit that are at the request of the Association. If the Association requests us to attend meetings, we will bill for such meetings at our hourly rates.

Our fees for audit services will be billed when we issue the draft audit report and for tax services when the tax returns are prepared, if applicable. We reserve the right to progress bill. Invoices are payable upon receipt. A late payment fee of 2% may be charged to all balances not paid within 30 days of invoice date. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent.

Representation Letter and Issuance of Final Audit

An audit representation letter will be included with the draft audit. This letter is required by auditing standards and is needed to finalize the audit. It must be signed by the Board President or Treasurer and a management representative. The signed letter must be returned to our office within 60 days of the date of the draft audit with most recent financial statements to our office. If not received within 60 days, we will bill the Association for additional audit procedures at our standard hourly rates. These additional audit

procedures are required if the representation letter is past due. Once the audit has been finalized, we will provide you with an electronic copy of the audit report.

If we do not receive the signed engagement letter before the income tax extension filing deadline, we will automatically prepare income tax extensions. If the engagement letter is subsequently not accepted, we will bill \$100 for the income tax extension preparation.

The signed engagement letter must be submitted by email, fax, or mail to:

Goldklang Group CPAs, PC
1801 Robert Fulton Drive, Suite 200
Reston, Virginia 20191
Email: cpas@ggroupcpas.com
Fax: 703.391.9004

We appreciate the opportunity to serve you and look forward to working with you in the upcoming year. We believe this letter accurately summarizes the significant terms of our engagement. If the above is acceptable to you, please sign below and return this letter to us, retaining a copy for your files.

Please contact us with any questions.

Very truly yours,



GOLDKLANG GROUP CPAs, P.C.

RESPONSE:

This letter sets forth the understanding of Cameron Station Community Association, Inc.:

Board Representative:

Signature
1619 E0720

PLEASE TYPE NAME OF SIGNER HERE -Cameron Station Community Association, Inc.

Printed Name

Date



Principals

Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Manager

Andrew T. Plaugher, CPA

Acknowledgment of Management Responsibilities

July 30, 2020

Management Agent for
Cameron Station Community Association, Inc.

Dear Management Agent:

We are pleased to confirm your acknowledgment of management responsibilities for the services we are to provide for Cameron Station Community Association, Inc. for the Seven months ended July 31, 2020.

We will audit the financial statements of Cameron Station Community Association, Inc., which comprise the balance sheet as of July 31, 2020, and the related statements of income, members' equity and cash flows for the Seven months then ended, and the related notes to the financial statements. During our audit, if applicable, we will provide certain non-attest services such as the preparation of the financial statements and related notes to the financial statements in conformity with U.S. generally accepted accounting principles, reconciliation of general ledger account balances, cash to accrual conversions, and depreciation and amortization calculations based on information provided by you. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants.

Management Responsibilities

You are responsible for designing, implementing and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the association from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected

Exclusively serving Homeowners, Condominiums and Cooperative Associations in MD, DC and VA since 1974.

phone 703 391 9003 fax 703 391 9004 www.GGroupCPAs.com

misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls for the activities under your control to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Where applicable, you also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for financial statement preparation services, and any other nonattest services we provide (not including tax services); oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Very truly yours,



GOLDKLANG GROUP CPAs, P.C.

RESPONSE:

This letter sets forth the acknowledgment of management responsibilities for the services we are to provide for Cameron Station Community Association, Inc.:

Management Representative:

Signature
1619 E0720

Printed Name

Date

Goldklang Group[®] CPAs, P.C.

Proposal for Audit & Tax Services



Working *harder*
for your association
with ***unparalleled***
expertise.

www.GoldklangGroupCPAs.com

Who We Are

Goldklang Group CPAs is the area's leading CPA firm specialized in providing audit, tax, budget, and consulting services to Common Interest Realty Associations (CIRAs).

With more than 40 years of experience, our firm possesses superior knowledge and understanding of the unique accounting needs and operations of homeowners associations, condominiums and cooperatives. This expertise and experience allows us to deliver exceptional personalized service to our clients that assist them in achieving their goals.

Our accountants are passionate about what they do and committed to working with our clients to achieve the best outcome. They possess superior knowledge of the accounting and tax issues facing community associations. We pride ourselves on this and in providing clients with quality products that far exceed industry standards.

The Goldklang Advantage



Our firm is 100% dedicated to providing audit and tax services to Common Interest Realty Associations (CIRA).



Superior knowledge of audit and tax issues facing community associations with an exceptional understanding of how community associations operate.



Our accountants deliver a high-degree of personalized, hands-on service working closely with on-site and off-site property management representatives and Board of Directors in conducting field work.



Consistently at the forefront of any tax law changes and interpretations that may affect our clients.



Proactive corporate philosophy to always deliver more by providing guidance in specialized areas that are unique to our clients.



Our work has been independently peer reviewed since 1991 by the American Institute of Certified Public Accountants (AICPA) Private Companies Practice Section (PCPS) – receiving the highest rating available of “pass” every time.

Contact Information

1801 Robert Fulton Drive, Ste 200
Reston, Virginia 20191

703-391-9003 tel
703-391-9004 fax

800-934-7006 toll-free
866-416-9212 toll-free fax
cpas@ggroupcpas.com

www.GGroupCPAs.com





Our Expertise

Auditing

Goldklang Group CPAs follows generally accepted auditing standards (GAAS) to perform audits, but we go above and beyond these standards by performing certain procedures that are extremely beneficial to our clients. Some of the procedures include examining a large percentage of the paid invoices and reconciling payments made to vendors to the signed contracts. Often, we are the last ones to look at the Association's records and we find duplicate payments or overpayments that result in savings for our clients.

Taxation

Our tax department strives to keep informed of any tax law changes that may affect homeowner associations, condominiums, or cooperatives. We are dedicated to providing accurate tax returns to our clients in a timely manner, and to filing tax extensions on time. We provide guidance in specialized areas that are unique to our clients, such as the treatment of declarant warranty settlements and proceeds for the condemnation of common area land. Since we are solely focused on CIRAs, we have developed a unique expertise and go above and beyond providing tax services to our clients

Consulting

We are available to consult with our clients in areas such as these:

- Budget Development Consultation
- Guidelines for Capitalization of Assets
- Investment Procedures and Guidelines
- Accounting Procedures
- Analyzing Bank Loan Options

“ We are a large luxury high rise condo - well managed and well financed with a sterling reputation. Goldklang has been our partner for well over a decade and has kept us sailing a steady course through many a choppy sea. You couldn't have a better partner for this journey.

Board President

“ Our firm manages over 150 community associations. Goldklang Group is the auditor and tax provider of choice for most of our portfolio. Not because they are the biggest, but because they are the best. Prompt, professional and thorough, we count on Goldklang Group to work with integrity and focus for our clients. The information they provide greatly assists us in providing excellent financial advice to our Boards of Directors.

Property Manager

“ The accountants at Goldklang provide superior and professional accounting service to their clients and are always available to address particular accounting and tax questions that may arise. They take pride in doing high quality accounting and tax work on a timely basis. I recommend them highly.

Attorney

What to Expect from the Audit Process

The Engagement

Our firm is engaged to perform the services outlined in this proposal once the engagement letter is signed and returned to our office. Once we receive the signed engagement letter, we will contact the previous auditing firm, if any, for required information we will need to begin the audit. We will also work with the board of directors and management agent representative for any necessary information we may need in order to begin the fieldwork.

We're more than your accountant – we're your partner who brings a unique combination of specialized experience and skills to the table, as well as accounting expertise that can help you enhance your operations.

Fieldwork

Our audit fieldwork will begin once the financial statements for the period under audit have been prepared. If the draft or final audit is needed by a certain date, please let us know in advance, so that we can make every effort to accommodate the request.

Audit Report - Draft

Once we complete the audit, a draft copy of the audit will be provided to the Association for review. The draft package will include the following information:

Cover Letter – The audit report is issued in draft for the Association to review. The cover letter explains what information must be returned to our office before the audit report (and other letters) can be finalized.

Independent Auditor's Report – This is our report on the Association's financial statements. Once finalized, the Association may distribute this document, along with the audited financial statements, notes to financial statements and any supplementary information in its entirety to members, potential members, etc.

Representation Letter – The representation letter is a letter from the Association to us confirming, that to the best of your knowledge and belief, all information was provided or disclosed to us. This letter needs to be signed by the President or Treasurer of the Association and the management agent representative, and returned to our office before the audit can be finalized.

Management Letter – The management letter is not a required communication under auditing standards, but is a by-product of the audit. We generally issue a management letter to communicate our comments and recommendations. Use of this letter is restricted to the board of directors and management.

Communication with Those Charged with Governance under AU-C §260 – Under AU-C §260, we are required to communicate audit matters that, in our professional judgment, may be significant and relevant to those charged with governance of the Association. Use of this letter is restricted to the board of directors and management.

Communication of Significant Deficiencies and/or Material Weaknesses under AU-C §265 – Under AU-C §265, we are required to communicate in writing any significant

deficiencies and/or material weaknesses in the Association's internal controls. Use of this letter is restricted to the board of directors and management. If we did not note any significant deficiencies or material weaknesses, no letter will be issued.

Adjusted Trial Balance and Adjusting Journal Entries – These are the proposed audit adjustments for the period under audit.

Audit Report - Final

After the board and the management company have reviewed and accepted the audit, the representation letter will need to be signed and returned to our office. Once we process the completed representation letter, the audit will be finalized. Our office will provide you with a copy of the final audit in electronic format. Bound copies will be provided upon request.

As an added service to our clients, we are available to meet with the board and management to present the final audit and answer any questions you may have. Additional fees apply. Additionally, even though we audit your financial statements on an annual basis, we are available throughout the year for questions. We do not charge for routine questions and are happy to be a resource for board members and managers.





Howard A. Goldklang, CPA, MBA

Howard Goldklang is founder and president of Goldklang Group CPAs, P.C. He has been active in the auditing of condominiums and community associations since 1974. Howard is a founder and a past president of the Washington Metropolitan Chapter of Community Associations Institute (CAI). On CAI's national level, he is immediate past President of the Foundation for Community Association Research. Howard is the author of CAI's GAP report "The Role of the Association Treasurer", co-editor and one of the authors of the CAI GAP report "A Guide to Replacement Reserve Funds and Long-Term Reserve Funding", and is contributing financial editor to CAI's magazine, Common Ground. He is a member of CAI's Property Management Development Program Faculty and a member of its "Task Force for Transition from Developer to Association Control". Howard is licensed in Virginia, Maryland, North Carolina, Texas, and the District of Columbia.



Donald E. Harris, CPA

Donald Harris has been in public accounting and a member of Goldklang Group CPAs, P.C. since 1982. Admitted as a shareholder in 1991, he now serves as the firm's principal in charge of quality control. Don has extensive experience in accounting and tax preparation for common interest realty associations. Since becoming certified in 1985, Don has been a member of national, state, and local CPA societies. He has served on the Community Association Institute's Membership/ Chapter Advisory Committee and was a member of its National Accountant's Committee. He has served on the Audit and Accounting Committee for the Virginia Society of CPAs. Don has also published articles for the Ledger Quarterly accountants' magazine. He has been involved with the George Mason University Alumni Association, serving as past treasurer. He has also served as his homeowner's association treasurer. Don is licensed in Virginia, Maryland and the District of Columbia.



Anne M. Sheehan, CPA

Anne Sheehan began her career with Goldklang Group CPAs, P.C. in January 1991, and was admitted as a shareholder in January 2004. She received her Bachelor of Science degree in Accounting from George Mason University in Fairfax, Virginia. Anne has developed a thorough expertise in the auditing of common interest realty associations. She is actively involved in the audits of many of the largest and most complex associations in the Washington

Meet our Principals

Metropolitan area. Anne has also developed the firm's innovative process for our association ballot counting service. Anne maintains her CPA license in Virginia, Maryland and the District of Columbia.



S. Gail Moore, CPA

Gail Moore was admitted as a shareholder in January 2004. She received her Bachelor of Science degree in Accounting in May 1991 from George Mason University in Fairfax, Virginia. She joined the firm in January 1992. During her years with our firm, she has been responsible for the audits of some of the largest and most complex associations in the Washington Metropolitan area. Gail currently manages the Tax Department, which includes federal and state income tax return preparation for all of our firm's clients as well as tax research for firm clients. She has also continued her involvement in the audit process by supervising audit staff and completing audits. Gail is licensed in Virginia, Maryland and the District of Columbia.



Jeremy W. Powell, CPA

Jeremy Powell joined the firm in 1998 after earning a B.B.A. in Accounting from Averett University. Jeremy obtained his CPA license in 2001 and is currently licensed in Virginia, Maryland and the District of Columbia. He is a member of the Virginia Society of CPAs and the American Institute of Certified Public Accountants (AICPA).

Renee L. Watson, CPA



Renee Watson joined the firm in 1999 after earning a B.B.A. in Accounting from James Madison University. Renee obtained her CPA license in 2003 and is currently licensed in Virginia, Maryland and the District of Columbia. She is a member of the local chapter of Community Associations Institute (CAI) and has served as a committee member. She is also a member of the Virginia Society of CPAs and the American Institute of Certified Public Accountants (AICPA).



ARE ALL AUDITS THE SAME?

Questions to Ask Before Hiring an Auditing Firm

Audit reports from different CPA firms may look the same, but do you really know the amount of work and expertise that went into performing your audit? Is your Association getting the most benefit for the money paid for the audit?

Audits can be designed in many ways to meet auditing standards and audit reports have required standard wording, so audit reports may look similar. However, the underlying work that the auditor performs to support the audit report is important. Before you hire an auditing firm, make sure you understand the work the firm will do for your Association. It could save you thousands of dollars!

How much experience does the firm have in auditing Common Interest Realty Associations (CIRAs)?

It is important to know your auditor understands CIRAs and their unique accounting needs and operations. Our firm specializes in providing audit and tax services exclusively to CIRAs, and we have been doing this for more than 40 years.

What is your firm's quality control process?

A CPA firm's quality control process is essential to ensure the firm is following audit and accounting standards. Our firm's quality control process is multi-layered, both with audit work papers and audit reports. The audit fieldwork is performed by an auditor and once completed, the audit report and work papers are reviewed in detail by the principal-in-charge. The audit report is then reviewed by a staff accountant and a technical reviewer before going to the client in draft format and by a principal at finalization.

Does the auditor obtain an understanding of the Association's internal controls during the audit?

It is important for the auditor to obtain an understanding of the internal controls so the audit fieldwork can be properly planned and the auditor can let the Association know if there are any internal control areas to be improved. Our firm obtains an understanding of the internal controls each year. We ask questions of the board, management agent and property manager to obtain our understanding of the internal controls. We also perform walk-throughs of the important internal controls during our audit fieldwork.



Q**How many hours will the auditor spend on the audit fieldwork?**

The quality and quantity of the audit fieldwork has a direct impact on the quality of the audit and the benefit the Association gets out of having an audit conducted. In accordance with our firm's policy, a majority of the hours on the audit engagement are devoted to the audit fieldwork.

Q**Who will prepare our tax returns?**

CIRA taxation issues can be complex and are often very unique. The Association needs a CPA firm that knows the tax issues that CIRAs encounter. Our firm has a separate, fully staffed tax department that makes sure our clients don't pay more taxes than required. Tax returns are prepared and signed by a CPA. We also handle tax research for our clients. Our tax return preparation process also includes a multi-layered quality control process.

Q**Do you look at our bank statements, paid invoices and contracts during the audit fieldwork?**

For most Associations, expenses are the one area of the financial statements that are variable and subject to more risk. Therefore, examining bank statements, activity in bank accounts, paid invoices, and contracts should be an important part of the audit. Our firm looks at all of these records and more. We schedule all of the Association's bank account activity for the year. We reconcile the cash receipts from the bank statement to the general ledger to ensure the Association's funds remained in the Association's bank account during the year. We trace cash transfers and reconcile the interest earned from the bank statement to the general ledger. We examine supporting documents for 70%-80% of the disbursements to ensure the disbursements are for services provided to the Association and are not duplicate payments. We also reconcile payments made to vendors to the contracts approved by the board. We are often the last ones to look at these records. Our firm finds hundreds of thousands of dollars in duplicate payments or overpayments each year that are refunded to our clients.



Goldklang Group CPAs, P.C.
1801 Robert Fulton Drive
Suite 200
Reston, Virginia 20191

703-391-9003 tel
703-391-9004 fax

www.GGGroupCPAs.com

We Found Our Clients Over \$1.2 Million in Just One Year.

Our firm takes pride in the quality of work, level of detail and expertise that we bring to our clients.

Through the detailed work that we perform on audits, which includes examining numerous Association documents such as bank statements, paid invoices and contracts, we often identify duplicate payments, overpayments, payments submitted for other associations and over payments of taxes. This has saved our clients hundreds of thousands of dollars!

HOW MUCH HAS YOUR AUDITOR **SAVED** YOUR ASSOCIATION?

To quantify how much we have saved our clients, we began keeping a schedule of savings we found starting July 1, 2018. In just one year, through June 30, 2019, the total savings exceeded \$1.2 million.

While we cannot guarantee that we will find savings for every client, the audit and tax procedures we have designed and perform for each audit and tax return have demonstrated the benefit our work provides to our clients.

Category	# of Occurrences	Amount
Overpayment of Invoices	24	\$563,323
Duplicate Payment of Invoices	54	\$184,528
Overpayment of Taxes	4	\$179,745
Invoices Paid for Another Association	35	\$128,531
Funds Deposited into Another Association's Account	2	\$61,683
Fraud	6	\$46,882
Assessments Not Charged	5	\$31,792
Cash Withdrawals without Support	2	\$17,183
Missing Certificate of Deposit	1	\$12,450
Missing Income	1	\$12,120
Bank Error	1	\$500
Total	135	\$1,238,737



Principals

Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Manager

Andrew T. Plaugher, CPA

Engagement Letter

June 15, 2020

Board of Directors and Management
Cameron Station Community Association, Inc.

Dear Board of Directors and Management:

We are pleased to confirm our understanding of the services we are to provide for Cameron Station Community Association, Inc. for the years ended December 31, 2020 and 2021. The following pages of this engagement letter outline the objectives of the engagement and professional fees.

We will audit the financial statements of Cameron Station Community Association, Inc., which comprise the balance sheets as of December 31, 2020 and 2021, and the related statements of income, members' equity and cash flows for the years then ended, and the related notes to the financial statements. The document we submit to you will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB) if the Association has a replacement reserve study. Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it. Also, if the Association wishes to present supplementary information accompanying the financial statements, that information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the Association's financial statements. Our report will be addressed to the Board of Directors of the Association. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur

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related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit and before the audit can be finalized, we will require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Association and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

Other Services

We will also prepare the Association's federal and state income tax returns for the years ended December 31, 2020 and 2021. During our audit, if applicable, we will provide certain nonattest services such as the preparation of the financial statements and related notes to the financial statements in conformity with U.S. generally accepted accounting principles, reconciliation of general ledger account balances, cash to accrual conversions, and depreciation and amortization calculations based on information provided by you. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants.

The other services are limited to the financial statement preparation services, and any other nonattest and tax services previously identified. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise you with regard to tax positions taken in the preparation of the tax return, but responsibility for the tax returns remains with you.

Management Responsibilities

You are responsible for designing, implementing and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the association from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Discontinuation of Services

Should the Association decide to terminate this agreement for any reason after completion of the first year's engagement, but prior to the commencement of audit fieldwork for the second or subsequent year, notice must be provided in email or by mail.

If we elect to terminate our services for nonpayment, inability to obtain necessary financial records, or for any other reason not provided for in this letter, our engagement letter will be deemed to have been completed upon written notification of termination even if we have not issued a report. You will be invoiced for time expended through the date of termination and any out-of-pocket costs.

In the event we have not received the signed engagement letter within 120 days of issuance, the engagement letter will be voided. You may thereafter request reissuance of an engagement letter, which will be dated as per the date of reissuance.

Engagement Administration, Fees, and Other

We understand that you and your management agent will provide all documents and other evidence requested by our firm to complete our audit.

Anne M. Sheehan, CPA is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for the preparation of the December 31, 2020 and 2021 audits will be \$6,400 and \$6,500, respectively. Our fee for the preparation of the federal and state income tax returns will be \$550 per year. As part of our audit process, we may need to confirm the Association's bank account balances. Many banks require our firm to use a third-party service to confirm bank accounts and we will bill the Association for the direct cost incurred for any bank confirmations. Currently, the cost is \$26 per account confirmed.

The fees above are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Fee adjustments may be needed due to management or financial reporting changes, such as change in management agents, special assessments or borrowings, etc. We will bill for changes to the draft audit that are at the request of the Association. If the Association requests us to attend meetings, we will bill for such meetings at our hourly rates.

Our fees for audit services will be billed when we issue the draft audit report and for tax services when the tax returns are prepared, if applicable. We reserve the right to progress bill. Invoices are payable

upon receipt. A late payment fee of 2% may be charged to all balances not paid within 30 days of invoice date. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent.

Representation Letter and Issuance of Final Audit

An audit representation letter will be included with the draft audit. This letter is required by auditing standards and is needed to finalize the audit. It must be signed by the Board President or Treasurer and a management representative. The signed letter must be returned to our office within 60 days of the date of the draft audit with most recent financial statements to our office. If not received within 60 days, we will bill the Association for additional audit procedures at our standard hourly rates. These additional audit procedures are required if the representation letter is past due. Once the audit has been finalized, we will provide you with an electronic copy of the audit report.

If we do not receive the signed engagement letter before the income tax extension filing deadline, we will automatically prepare income tax extensions. If the engagement letter is subsequently not accepted, we will bill \$100 for the income tax extension preparation.

The signed engagement letter must be submitted by email, fax, or mail to:

Goldklang Group CPAs, PC
1801 Robert Fulton Drive, Suite 200
Reston, Virginia 20191
Email: cpas@ggroupcpas.com
Fax: 703.391.9004

We appreciate the opportunity to serve you and look forward to working with you in the upcoming year. We believe this letter accurately summarizes the significant terms of our engagement. If the above is acceptable to you, please sign below and return this letter to us, retaining a copy for your files.

Please contact us with any questions.

Very truly yours,

Goldklang Group CPAs, P.C.

GOLDKLANG GROUP CPAs, P.C.

RESPONSE:

This letter sets forth the understanding of Cameron Station Community Association, Inc.:

Board Representative:

Signature
1619 E1220 1221

Cameron Station Community Association, Inc.

Printed Name

Date



Principals

Howard A. Goldklang, CPA, MBA
Donald E. Harris, CPA
Anne M. Sheehan, CPA
S. Gail Moore, CPA
Jeremy W. Powell, CPA
Renee L. Watson, CPA

1801 Robert Fulton Drive, Suite 200
Reston, VA 20191

Associate Principals

Matthew T. Stiefvater, CPA
Sheila M. Lewis, CPA

Manager

Andrew T. Plaugher, CPA

Acknowledgment of Management Responsibilities

June 15, 2020

Management Agent for
Cameron Station Community Association, Inc.

Dear Management Agent:

We are pleased to confirm your acknowledgment of management responsibilities for the services we are to provide for Cameron Station Community Association, Inc. for the years ended December 31, 2020 and 2021.

We will audit the financial statements of Cameron Station Community Association, Inc., which comprise the balance sheets as of December 31, 2020 and 2021, and the related statements of income, members' equity and cash flows for the years then ended, and the related notes to the financial statements. We will also prepare the Association's federal and state income tax returns for the years ended December 31, 2020 and 2021. During our audit, if applicable, we will provide certain nonattest services such as the preparation of the financial statements and related notes to the financial statements in conformity with U.S. generally accepted accounting principles, reconciliation of general ledger account balances, cash to accrual conversions, and depreciation and amortization calculations based on information provided by you. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants.

Management Responsibilities

You are responsible for designing, implementing and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities under your control; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the company from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected

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misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls for the activities under your control to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Where applicable, you also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide (not including tax services); oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Very truly yours,



GOLDKLANG GROUP CPAs, P.C.

RESPONSE:

This letter sets forth the acknowledgment of management responsibilities for the services we are to provide for Cameron Station Community Association, Inc.:

Management Representative:

Signature
1619 E1220 1221

Printed Name

Date

CAMERON STATION COMMUNITY ASSOCIATION
ACTION ITEM LIST - AUGUST 2020

Item	Description	Status	Entered On	Responsible	Due
Light - Kitchen Door	Replace the right flood light outside of kitchen door.	Pending	8/19/2020	CCFC	9/30/2020
Pool Filter Tanks	Investigate issue (?) with pool filter tanks at end of pool season.	Pending	8/19/2020	CCFC	11/30/2020
Benches - Pool	Purchase two benches for the baby pool	Pending	8/19/2020	CCFC	8/31/2020
New Water Fountain - Fitness Center	Purchase/install the new water fountain for the fitness center.	Pending	8/19/2020	CCFC	9/30/2020
Baby Pool Sign	Replace sign outside baby pool that indicates it is closed.	Pending	8/19/2020	CCFC	9/30/2020
Repair Damaged Brick - Basketball Court	Replace damaged brick outside basketball court emergency exit.	Pending	8/19/2020	CCFC	9/30/2020
Benches - Memorial Bench Repair	Replace broken composite slats on Memorial Bench for Laura.	Pending	8/19/2020	CCFC	9/11/2020
Outdoor Clock	Replace ring around the large outdoor clock.	Pending	8/19/2020	CCFC	9/11/2020
Replace bulb in large outdoor clock	Maintenance will check into this further.	Pending	8/19/2020	CCFC	9/11/2020
Fix tile and drywall issues - Men's Locker Room	Caused by water damage under far left sink and near handicap shower.	Pending	8/19/2020	CCFC	9/30/2020
Update Resident Computer Registration System	The current system is at capacity for issuing passes. Alternative options need to be investigated.	Pending	8/19/2020	CCFC	12/31/2020
Evaluate health of Reserve Study's 0 life equipment	Several Clubhouse HVAC units have been identified as 0 life in RS2019. Need independent eval to confirm remaining life.	Pending	8/7/2020	CCFC	9/30/2020
Rotten trim ext kitchen door & openings	Replace rotten trim around kitchen door	Pending	8/7/2020	CCFC	8/31/2020
Mens locker floor	Fix Mens Locker room floor. Check renovation RFP bids from CMC as they may effect this area	Pending	8/7/2020	CCFC	9/4/2020
Basketball Court Repair	On going - need to check status.	Pending	7/30/2020	CCFC	9/30/2020

Locker Room - Men's Shower Repair	Solicit bids from Architectural firms to redesign the locker room repair on men's side. Need to confirm scope, status, etc.	Pending	7/30/2020	CCFC	10/31/2020
Benches and Trash Cans	Inspect and inventory to replace rotted wood on benches and trash can lids. Mark conducted an inspection and is the process of repairing two benches. Will follow up on trash can lids.	Pending	8/21/2020	Common Area Committee	9/30/2020
Exterior Cleaning - Clubhouse	Solicit bids for power washing of the clubhouse.	Pending	8/21/2020	Common Area Committee	12/31/2020
Condo Landscape Violations	Investigate landscape violations specific to Condos.	Pending	8/19/2020	Common Area Committee	10/31/2020
Fence Evaluation	Inspect fenced areas and identify repairs needed.	Pending	8/19/2020	Common Area Committee	9/30/2020
Pot Hole Repairs	Repair various pot holes in a temp fashion until paving proposals are finalized.	Pending	8/19/2020	Common Area Committee	9/30/2020
Street Sweeping Proposals	Obtain street sweeping proposals - coordinate with Committee as to timing.	Pending	7/30/2020	Common Area Committee	11/30/2020
Fountain Repair	Investigate fountain repairs needed	Pending	7/30/2020	Common Area Committee	12/31/2020
Trash Proposals	Under review by CAC. Will follow up accordingly.	Pending	7/30/2020	Common Area Committee	10/31/2020
Paving Proposals	Proposals to be received by 7/31 for paving project. Need to be reviewed by mgmt, Committee and Board.	Pending	7/30/2020	Common Area Committee	10/31/2020

Landscape Proposals	Bids have been rec'd and the CAC will be recommending a vendor at their August meeting.	Pending	7/30/2020	Common Area Committee	9/30/2020
Social Media - Facebook/Twitter	Work with Committee to identify and address ideas to improve Social Media and Website.	Pending	8/19/2020	Communications Committee	12/31/2020
Update Community Map	Work to update Community Map (ie. pet waste stations, etc).	Pending	8/19/2020	Communications Committee	10/30/2020
New Owner Information	Provide to Communications Committee new conveyance details on the 2nd Tuesday of each month.	Pending	7/30/2020	Communications Committee	9/7/2020
Newsletter Delivery Alternatives	Pursue electronic options for delivery of the newsletter.	Pending	7/30/2020	Communications Committee	12/31/2020
Newsletter Advertisers	Reach out to advertisers for 8/30 deadline to submit ads.	Pending	7/30/2020	Communications Committee	8/31/2020
Budget Review	CAMP is working on the budget draft and will have this to the Committee NLT than the week of 08/24/20.	Pending	7/30/2020	Finance Committee	9/30/2020
Budget Development Process	Begin budget development process ASAP .	Pending	7/30/2020	Finance Committee	9/30/2020
Board Portal Training	To be scheduled ASAP after 8/3/20.	Pending	7/30/2020	Heather Graham	8/31/2020
Interim Audit Proposal and 2020 Engagement	Contacted Goldklang for proposal for Interim Audit as of 7/31/20 and for confirmation of 2020 engagement letter for year end. Received proposals - August BOARD meeting.	Pending	7/30/2020	Heather Graham	9/30/2020
Fleet Transportation Extension	Revisit extension that is to expire to extend each month.	Pending	7/30/2020	Heather Graham	8/31/2020

Review/Reconciliation of all Resolutions	Many are unsigned - need verification of approval, update Books and Records and Complaint Resolutions to reflect CAMP.	Pending	7/30/2020	Heather Graham	9/30/2020
Update all internal systems to CS Office	Phone voice mail systems, email addresses attached to website, copy machines, etc.	Pending	7/30/2020	Heather Graham	8/31/2020
Annual Meeting Notices	Prepare Annual Meeting Notices once on line voting options have been secured. Also, follow up with T. Sinkins regarding Virtual Meeting Resolution.	Pending	7/30/2020	Heather Graham	9/30/2020
On Line Voting Options - Annual Meeting	Obtain options for on line voting measures for Board consideration at August meeting. 08/17/20 obtained costs from VOTE Now HOA and Surveys and Ballots. Looking to set up a demo prior to August meeting.	Pending	7/30/2020	Heather Graham	9/30/2020
Signature Cards	Update all signature cards due to transition	Pending	7/30/2020	Nancy Murphy	9/30/2020