

**CAMERON STATION COMMUNITY ASSOCIATION
BOARD OF DIRECTORS**

ZOOM MEETING DRAFT AGENDA (as of 02/17/2021)

February 23, 2021 – 7:00 P.M.

Until approved at the meeting, this draft agenda is subject to change

Link: <https://zoom.us/j/97385179058?pwd=TUg1V1lvM011VStJS2k5b3NELOIRUT09>

Meeting Number (access code): 973 8517 9058

Meeting Password: 319862

Join by phone: 1 301 715 8592 US (Washington DC)

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|-------|---|-----------|
| I. | CALL TO ORDER | 7:00 P.M. |
| II. | APPROVAL OF AGENDA | |
| III. | APPROVAL OF MINUTES – Jan 12 and Jan 26, 2021 (pgs. 2-7) | 7:00 P.M. |
| IV. | LT. WIENER – CITY OF ALEXANDRIA | |
| V. | COMMUNITY UPDATE – CIVIC ASSOCIATION | |
| VI. | HOMEOWNERS FORUM | 7:15 P.M. |
| VII. | TREASURER'S REPORT (pgs. 8-21) | |
| VIII. | COMMITTEE REPORTS (CAC, CCFC, FAC, Comm Com, Activities/Events, ARC) (pgs. 22-38) | 7:20 P.M. |
| IX. | MATTERS FOR BOARD DECISION | 7:35 P.M. |
| | 1. Power Washing Proposal (pgs. 39-91) | |
| | 2. Spring Turf Restoration Proposal (pgs. 91-93) | |
| | 3. Landscape Enhancement of John Ticer Park Proposal (pgs. 94-98) | |
| | 4. Roof Evaluation Proposal (pgs. 99 - 106) | |
| | 5. ProFit Contract Renewal (pgs. 107 - 115) | |
| | 6. Communications Policy Resolution (pgs. 116 -122) | |
| | 7. Communications Committee Charter Update (pgs. 123 – 128) | |
| | 8. Communications Standard Operating Procedures Manual (pgs. 129 – 141) | |
| | 9. Expenditure Policy Resolution (pgs. 142 – 146) | |
| | 10. Social Media Proposal (pgs. 147 – 159) | |
| | 11. Fleet Shuttle Bus Contract (pgs. 160 – 168) | |
| X. | MATTERS FOR BOARD DISCUSSION/INFORMATION | |
| | 1. Action Item List (pgs. 169 – 181) | |
| | 2. Snow Removal Discussion | 8:15 P.M. |
| XI. | NEW BUSINESS | 8:30 P.M. |
| XII. | EXECUTIVE SESSION (if needed) | 8:30 P.M. |
| XIII. | ADJOURN | 9:00 P.M. |

Prepared by:

Heather Graham, CMCA, PCAM (Executive Vice President - CAMP, LLC)
& Jennifer Gilmore, CMCA, PCAM (On Site Community 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.*

Cameron Station Community Association, Inc.
200 Cameron Station Blvd,
Alexandria, VA 22304
Special Board of Directors' Meeting Minutes
January 12, 2021
7:00 p.m.

ATTENDEES:

Board of Directors in Attendance: Sarah Meyer-Welsh, President; Michael Johnson, Vice President & Liaison to the Common Area Committee; Joan Lampe; Treasurer & Liaison to the Financial Advisory Committee; Andrew Hill, Secretary & Liaison to Cameron Club Facilities Committee; Megan Christensen, Director; Ernst Cage, Director; Greg Hillson, Director

Others in Attendance: Heather Graham, CAMP, LLC; Whitney Douglas, Recording Secretary, On the Record, Inc.; 10 guests

I. CALL TO ORDER

Ms. Meyer-Walsh called the Cameron Station Community Association's January 12, 2021, Board of Directors meeting to order at 7:00 p.m.

II. APPROVAL OF AGENDA

MOTION: Mr. Johnson moved, and Ms. Lampe seconded to accept the January 12, 2021, Special Board of Directors' meeting minutes, as presented. The motion passed unanimously.

III. HOMEOWNERS FORUM

1. Mr. Pearson spoke in opposition to Mr. Hillson's Recording of Board Meeting Resolution on behalf of the Architectural Review Committee. He noted that this would dissuade members of the community from participating. Ultimately, the ARC believes that video recording meetings would not be beneficial.
2. Mr. Menez informed the Board that he disagreed with the Recording of Board Meeting Resolution and underscored the risks of adopting it.

IV. MATTERS FOR BOARD DECISION

1. Expenditure Commitment Resolution

MOTION: Ms. Christensen moved, and Ms. Lampe seconded, to **APPROVE** the Expenditure Commitment Resolution, as submitted. Ms. Christensen revised her motion to approve the Expenditure Commitment Resolution to include the following: add a timeframe for each relevant party must provide 24 hours' notice of making an expenditure, clarify Section D to say to others instead of Board members, incorporate the grammatical

changes, and authorize committees to make expenditure sup to exceed \$2,500. The motion carried; Mr. Hillson opposed.

Mr. Johnson and Mr. Hillson provided topics for discussion related to the motion. The Board also discussed the expenditure approval process for committees.

2. Committee Liaison Roles Resolution

***MOTION:* Mr. Cage moved, and Ms. Christensen seconded, APPROVE the Resolution defining the role of the committee liaisons as submitted. The motion passed unanimously.**

Mr. Hill noted that he had provided grammatical corrections to be incorporated into the resolution.

3. Recording of Board Minutes Discussion

Each of the Board members discussed their position on the Recording of Board Minutes Resolution.

V. EXECUTIVE SESSION

***MOTION:* Mr. Johnson moved, and Ms. Christensen seconded, to enter into Executive Session at 8:45 to consult with legal counsel and discuss delinquent issues. The motion passed unanimously.**

[Ms. Douglas was released at 8:45 p.m.]

VI. RECONVENE INTO OPEN SESSION

***MOTION:* Mr. Hilson moved, and Ms. Christensen seconded, to accept the payment arrangement proposed by the owner of account #9495. The motion passed unanimously.**

VIII. ADJOURN

***MOTION:* Mr. Hill moved, and Mr. Johnson seconded, to adjourn the meeting at 9:26 p.m. The motion passed unanimously.**

Cameron Station Community Association, Inc.
200 Cameron Station Blvd,
Alexandria, VA 22304
Special Board of Directors' Meeting Minutes
January 26, 2021
7:00 p.m.

ATTENDEES:

Board of Directors in Attendance: Sarah Meyer-Welsh, President; Michael Johnson, Vice President & Liaison to the Common Area Committee; Joan Lampe; Treasurer & Liaison to the Financial Advisory Committee; Andrew Hill, Secretary & Liaison to Cameron Club Facilities Committee; Megan Christensen, Director; Ernst Cage, Director; Greg Hillson, Director

Others in Attendance: Heather Graham, CAMP, LLC; Monica Barnett, Recording Secretary, On the Record, Inc.; 10 guests

I. CALL TO ORDER

Ms. Meyer-Walsh called the Cameron Station Community Association's January 26, 2021, Board of Directors meeting to order at 7:03 p.m.

II. APPROVAL OF AGENDA

***MOTION:** Mr. Johnson moved, and Ms. Lampe seconded a MOTION to accept the January 26, 2021, Special Board of Directors' meeting agenda, as presented. The motion passed unanimously.*

***MOTION:** Mr. Hill moved, and Mr. Johnson seconded a MOTION to accept the December 20, 2021, Board of Directors' meeting agenda, as presented. The motion passed unanimously.*

Report: Five reportable offenses since December per Lt. Weinert. Lt. Weinert also shared that the Chief wants to conduct a virtual Town Hall in February. The Officer then took questions from the Board.

III. HOMEOWNERS' FORUM

1. **Martin Menez** pointed out the reporting inconsistencies in the Board packet related to notation of "video conference" and ownership of notes. Mr. Menez reiterated his offer to serve as a resource to the community by consulting, moderating, and leading projects/initiatives.
2. **Ray Celeste** wanted to publicly thank the new Community Manager for coming aboard. Mr. Celeste also mentioned his desire to connect with Mr. Menez.

The owner of account #R0627962L0509247 was there for his hearing. The owner stated that they have started to work on several items on the list including cleaning the back patio, pruning shrubbery, getting estimates on additional work, and painting the front of the house along with the doorway.

IV. COMMITTEE REPORTS

Common Area Committee (Robert Burns)

- **Woodland Hall tree removal:** Associated costs for tree removal would come out of the Operating and the replacement will come out of the Reserves.
- **Sidewalk repair:** The issue is like the previous issue and will be addressed.
- **Paving project:** The committee solicited proposals for paving (Reserves expense) and the recommendation was approved by the Committee to continue the project.
- **Fence repair:** There is a backlog of repairs, but the committee will continue to prioritize and address those issues.

Facilities Committee (Ray Celeste)

- **Pool management contract (Operating):** information presented in the Board packet
- **Fitness center management (Operating):** information presented in the Board packet
- **Kitchen door replacement proposal (Reserves):** information presented in the Board packet

FAC (Takis Taousakis)

- December financials are not yet available; CAMP is working hard, and the financials should be available in the next week or two
- Board packet contains end of November financials that show a positive number but there are outstanding items that could change this number.
- The Board asked followed up questions to clarify items where the “budget exceeded expectations.”

Comm Committee (Tricia Hemel)

- Updated the Committee Charter. The committee resolved to focus on the newsletter, social media, and email blasts.
- Formally created the Welcome (9) and Photography (7) sub-committees, and there is a main contact person for both.
- Finally printed copy of the COMMPass; the committee is transitioning to digital.
- In February, the Committee will present a social media plan to the Board for approval.

Activities & Events Committee (Andrew Yang)

- Will focus on two major events: Pool Party and Holiday Party
- Would also like to do host smaller events for Easter and Halloween, but it will depend on the pandemic restrictions.

ARC (Steve Pearson)

- Had two meetings since December

Draft

- Recommended the approval of two Committee members
- Wanted the Board to remind homeowners about the need to get approval for major repairs or updates

Treasurers Report (Joan Lampe) - No additional updates

RATIFICATION MOTION: Mr. Johnson moved, and Ms. Christensen seconded, a MOTION to approve the new Trash Removal. The motion passed unanimously.

IV. MATTERS FOR BOARD DECISION

MOTION: Mr. Hill moved, and Mr. Johnson seconded, a MOTION to approve the date of the new meeting. The motion passed unanimously.

MOTION: Ms. Lampe moved, and Mr. Johnson seconded, a MOTION to approve the reappointment of the Committee Chairs including Takas Taousakis. The motion passed unanimously.

MOTION: Mr. Johnson moved, and Ms. Christensen seconded, a MOTION to retain current Legal Counsel. The motion passed unanimously with Mr. Hillson ABSTAINING.

MOTION: Mr. Hillson moved, and Mr. Nest seconded, a MOTION to approve the proposal provided by Lancaster in the amount of \$17,775 for the removal and replacement of trees along the Woodland Hall area (\$9,150 from Reserves, \$8,625 from Operating budget). The motion passed unanimously.

MOTION: Mr. Johnson moved, and Ms. Lampe seconded, a MOTION to approve the pool contract. The motion passed unanimously.

MOTION: Hill/Megan Mr. Johnson moved, and Mr. Hill seconded, a MOTION to table approval of ProFit staffing and rates. The motion passed unanimously.

MOTION: Mr. Hillson moved, and Mr. Cage seconded, a MOTION to approve the meeting access resolution via telephone technology with additional language regarding striking funding and striking mention of video. The motion passed with Mr. Johnson DISSENTING.

MOTION: Ms. Lampe moved, and Mr. Johnson seconded, a MOTION to approve the suspension of the shuttle bus services thru the end of February. The motion passed unanimously.

MOTION: Mr. Hill moved, and Ms. Lampe seconded, a MOTION to approve the sidewalk repair at Bessley Park in the amount of \$4,320 to be taken from the Reserves. The motion passed unanimously.

MOTION: Ms. Lampe moved, and Mr. Hill seconded, a MOTION to approve to Gardner Engineering to oversee the paving project. The motion passed unanimously.

MOTION: Mr. Johnson moved, and M. Lampe seconded, a MOTION to approve the fence repair. The motion passed unanimously.

MOTION: Mr. Hill moved, and Ms. Lampe seconded, a MOTION to approve to Exterior Medics to replace the kitchen door. The motion passed unanimously.

Action Items - No updates

V. EXECUTIVE SESSION

MOTION: Ms. Lampe moved, and Mr. Cage seconded, to convene Executive Session at 9:03 p.m. to consult with legal counsel and discuss delinquent issues. The motion passed unanimously.

[Ms. Barnett was released at 9:03 p.m.]

VI. RECONVENE INTO OPEN SESSION

MOTION: At approximately 9:40 p.m. Mr. Johnson moved, and Ms. Christensen seconded, to reconvene back into Open Session. The motion passed unanimously.

MOTION: Mr. Johnson moved, and Ms. Lampe seconded, to follow the advice of legal counsel as it relates to account ending in #9370. Management will follow up to address who sent the initial hearing letter. The motion passed unanimously.

MOTION: Mr. Johnson moved, and Ms. Lampe seconded, to follow the advice of legal counsel as it relates to account ending in #9247. Management will follow up to identify any items that have been repaired and can be abated. The motion passed unanimously.

Political Sign Discussion: No further action was taken.

MOTION: Ms. Lampe moved, and Mr. Johnson seconded, to issue refunds to all Condominium sub-associations for the TMP assessment beginning in 2016 through 2019 as outlined in the TMP spreadsheet provided by Mr. Andrew Hill. The motion passed unanimously.

VIII. ADJOURN

MOTION: Mr. Johnson moved, and Mr. Hill seconded, to adjourn the meeting at approximately 9:42 p.m. The motion passed unanimously.



MEMORANDUM

TO: Financial Advisory Committee

FROM: James M. Orlick, Director of Financial Services

DATE: February 16, 2021

RE: January 2021 Financial Statement Summary

This summary reflects the un-audited fiscal year-to-date 2021 financial entries.

EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 3,6969,660		
Year to Date Income (net of Reserve and Capital Improvement, Contributions)	\$ 192,860	\$ 188,523	\$ 4,338 - F
Year to Date Expense	\$ 125,946	\$ 196,146	\$70,020 - F
Net Income Year to Date, surplus/ (loss)	\$ 66,914	\$ (7,623)	\$74,537 - F

U: Unfavorable

F: Favorable

ACCOUNTS RECEIVABLE AGING SUMMARY

1-30	31-60	61-90	91-	Total
34,535	1,133	1,349	29,864	66,881

INVESTMENTS

GL Account & Institution	Investment Type	Balance as of 1/31/2021
Union Bank Operating	Operating-Checking	\$530,639
Union Bank Operating Petty Cash	Operating – Imprest	2,469
Congressional Bank Operating	Operating-Money Market	\$120,058
Congressional Bank Operating Fund-ICS	Operating-ICS	\$270,986
Union Bank Replacement Fund	Reserve Money Market	\$93,861
Morgan Stanley MM	Reserve Money Market	\$ 2,757
Morgan Stanley Investments	Reserve CD Accounts	\$1,265,000
Congressional Bank	Reserve Money Market	\$125,060
Congressional Bank	Reserve ICS	\$1,224,409
Union Bank Capital Improvement Fund	Capital Improvement MM	\$ 29,223
Accrued Interest Receivable	Reserve Accrued Interest	\$5,198
Total Cash & Investments		\$ 3,669,660

Balance Sheet:

The Accounts Receivable Residential Assessments account as of January 31, 2021 was \$66,881. The net delinquency rate is approximately 2.557%, which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable \$66,881/Total Annual Assessments: \$2,615,622.

Repair & Replacement Reserves and Capital Improvement balances total \$2,574,718 and are fully supported by cash and investments. This is calculated as follows:

\$ 3,669,660	Cash and Investments		\$ 2,977,839	Total Cash Available
<u>-\$ 691,821</u>	<u>Total Current Liabilities</u>	→	<u>-\$ 2,574,718</u>	<u>Total Rsrv. & Cap Improvement</u>
\$ 2,977,839	Total Cash Available		\$ 403,121	Positive Cash Position

Prior Years Owner's Equity*, which has an unaudited balance of \$607,364, exceeds the 10 – 20% of the Association's assessment budget by 3.22%.

**The Association's Unappropriated Prior Year Owner's Equity is the cumulative amount of net income or losses since the inception of the Association. Each year the net income (or loss) is added (or subtracted) to/from this amount. Auditors recommend that it is healthy for Associations to have between 10-20% of the Association's annual assessments in this line item.*

Income Statement Report:

The Income Statement Report reflects a year-to-date income, net of Reserve Contributions, of \$192,860 which is \$4,338 greater than the budgeted amount of \$188,523.

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

There are no year-to-date income variances unfavorable by \$2,500 or more as of January 31, 2021.

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

There are no year-to-date income variances favorable by \$2,500 or more as of January 31, 2021.

Year to Date Expense Variances FAVORABLE by \$2,500.00 (0.11% of budget) or more:

Common Area Maintenance & Services:

Flower Rotation & Landscape Enhancements – Favorable by \$3,250. The budget spread for 2021 requires adjustment.

TMP Expenses – Favorable by \$17,500. Shuttle service has been temporarily discontinued.

Tress and Shrub Maintenance – The Board approved tree removal along the rear of the property fence at Woodland Hall in the amount of \$8,625.

Snow Removal – Favorable by \$15,000. Expenses of \$852 were committed through February 7th. January reflected to expenses against the budget spread.

Landscaping Repair & Maintenance

There are no year-to-date Landscape Repair and Maintenance expense variances favorable by \$2,500 or more as of January 31, 2021.

Note: The Board of Directors approved the removal of brick pavers, regrade, and reinstall brick pavers at the side of Bessley Park facing Brawner Place in the amount of \$4,320.

Cameron Club Maintenance and Operations:

There are no year-to-date Cameron Club Maintenance and Operation expense variances favorable by \$2,500 or more as of January 31, 2021.

Trash & Recycling:

There are no year-to-date Trash and Recycling expense variances favorable by \$2,500 or more as of January 31, 2021.

Other Expenses:

There are no year-to-date Other Expense category expense variances favorable by \$2,500 or more as of January 31, 2021.

Professional Services:

Legal Services-General Counsel – There is a favorable variance of \$2,500 reflected. Invoices for services performed in January 2021 were not received as of the date of the financial statement preparation.

Activities:

There are no year-to-date Activities expense variances favorable by \$2,500 or more as of January 31, 2021.

Communications:

There are no year-to-date Communications expense variances favorable by \$2,500 or more as of January 31, 2021.

Insurance:

There are no year-to-date Communications expense variances favorable by \$2,500 or more as of January 31, 2021.

Management Services:

Administrative Salaries –.

Payroll Taxes/Benefits/Costs

Administration:

There are no year-to-date Administration expense variances favorable by \$2,500 or more as of January 31, 2021.

Year to Date Expense Variances UNFAVORABLE by \$2500 (0.11% of budget)
Common Area Maintenance:

Common Area Maintenance & Services:

There are no year-to-date Common Area Maintenance & Service expense variances unfavorable by \$2,500 or more as of January 31, 2021.

Landscape Repair & Maintenance:

There are no year-to-date Landscape Repair & Maintenance expense variances unfavorable by \$2,500 or more as of January 31, 2021.

Cameron Club Maintenance & Operations:

There are no year-to-date Cameron Club Maintenance & Operations expense variances unfavorable by \$2,500 or more as of January 31, 2021.

Trash & Recycling:

There are no year-to-date Trash & Recycling expense variances unfavorable by \$2,500 or more as of January 31, 2021.

Other Expenses:

There are no year-to-date Other Expense category expense variances unfavorable by \$2,500 or more as of January 31, 2021.

Professional Services:

There are no year-to-date Professional Services expense variances unfavorable by \$2,500 or more as of January 31, 2021.

Activities:

There are no year-to-date Activities expense variances unfavorable by \$2,500 or more as of January 31, 2021.

Communications:

Newsletter Services – Unfavorable in the amount of \$3,726 due to the monthly allocation of the annual budget for this line item. Expenses incurred during this period were for the printing and postage of the January-February Newsletter. An adjustment will be made.

Insurance:

There are no year-to-date Insurance expense variances unfavorable by \$2,500 or more as of January 31, 2021.

Management Services:

There are no year-to-date Management Services expense variances unfavorable by \$2,500 or more as of January 31, 2021.

Administration:

Decals and Parking Passes – Unfavorable in the amount of \$6,208 due to the monthly allocation of the annual budget for this line item. An adjustment will be made.

Income Taxes:

There are no year-to-date Income Tax **expense** variances unfavorable by \$2,500 or more as of January 31, 2021.

Overall, there is a positive variance between annual income and annual expenses in the amount of \$66,914 through January 31, 2021.

Cameron Station Community Association, Inc.

Detailed Balance Sheet

(Amounts rounded to nearest dollar)

	(1) Operating Fund	(2) Replacement Fund	(3) Capital Improvement	All Funds
	As of	As of	As of	As of
	01/31/2021	01/31/2021	01/31/2021	01/31/2021
	Actual	Actual	Actual	Actual
ASSETS				
Current Assets				
Cash - Operating Fund	530,639	0	0	530,639
Cash - Congressional Bank Operating	120,058	0	0	120,058
Cash - Congressional Bank ICS Operating	270,986	0	0	270,986
Cash - Petty Cash	2,469	0	0	2,469
Cash - Replacement Fund	0	93,861	0	93,861
Cash - Congressional Bank Money Market	0	125,060	0	125,060
Cash - Morgan Stanley Reserve MM	0	2,757	0	2,757
Cash - Congressional Bank ICS-Reserve	0	1,224,409	0	1,224,409
Cash - Union Bank Capital Improvement Fund	0	0	29,223	29,223
Cash - Replacement Fund CD	0	1,265,000	0	1,265,000
Accounts Receivable	66,881	0	0	66,881
Accounts Receivable - Other	10,939	0	0	10,939
Accrued Investment Interest	0	5,198	0	5,198
Allowance for Bad Debts	(6,700)	0	0	(6,700)
Prepaid Expenses	6,029	0	0	6,029
Prepaid Insurance	12,401	0	0	12,401
Interfund Assets (Liabilities)	170,791	(168,385)	(2,406)	0
Total Current Assets	1,184,493	2,547,901	26,817	3,759,211
TOTAL ASSETS	1,184,493	2,547,901	26,817	3,759,211
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Current Liabilities				
Accounts Payable	10,098	0	0	10,098
Transfer Fees Payable	525	0	0	525
Prepaid Assessments	116,950	0	0	116,950
Deferred Assessments	437,187	0	0	437,187
Other Current Liabilities	12,428	0	0	12,428
TMP Payable	59,621	0	0	59,621
Condo TMP Refunds	50,386	0	0	50,386
Other Accrued Expenses	4,625	0	0	4,625
Total Current Liabilities	691,821	0	0	691,821
TOTAL LIABILITIES	691,821	0	0	691,821
FUND BALANCES				
Fund Transfers	(181,605)	164,384	17,221	0
Prior Years Surplus (Deficit)	607,364	2,351,642	7,595	2,966,601
YTD Net Surplus (Deficit)	66,914	31,874	2,001	100,789
TOTAL FUND BALANCES	492,673	2,547,901	26,817	3,067,390

Unaudited

TOTAL LIABILITIES AND FUND BALANCES	<u>1,184,493</u>	<u>2,547,901</u>	<u>26,817</u>	<u>3,759,211</u>
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Cameron Station Community Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 01/31/2021				YTD 01/31/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Revenues											
Assessments											
Regular Assessments											
SF/TH Assessment	134,418	134,397	21	0%	134,418	134,397	21	0%	1,612,764	1,478,346	92%
Bad Debt Adjustment	700	(1,875)	2,575	(137%)	700	(1,875)	2,575	(137%)	(7,500)	(8,200)	109%
TOTAL Regular Assessments	135,118	132,522	2,596	2%	135,118	132,522	2,596	2%	1,605,264	1,470,146	92%
Commercial Assessments											
Commercial Assessments	2,838	2,838	0	0%	2,838	2,838	0	0%	34,052	31,214	92%
TOTAL Commercial Assessments	2,838	2,838	0	0%	2,838	2,838	0	0%	34,052	31,214	92%
Condo Assessments											
Condo Assessment	81,359	81,359	0	0%	81,359	81,359	0	0%	976,306	894,947	92%
TOTAL Condo Assessments	81,359	81,359	0	0%	81,359	81,359	0	0%	976,306	894,947	92%
Reserve Contributions											
Repair & Replacement Expenses	(31,874)	(31,874)	0	0%	(31,874)	(31,874)	0	0%	(382,484)	(350,610)	92%
Capital Improvement Reserve	(2,000)	(2,000)	0	0%	(2,000)	(2,000)	0	0%	(24,000)	(22,000)	92%
TOTAL Reserve Contributions	(33,874)	(33,874)	0	0%	(33,874)	(33,874)	0	0%	(406,484)	(372,610)	92%
TOTAL Assessments	185,441	182,845	2,596	1%	185,441	182,845	2,596	1%	2,209,138	2,023,697	92%
Other Income											
Late Fees & Interest	3,415	375	3,040	811%	3,415	375	3,040	811%	4,500	1,085	24%
Legal Reimbursements	250	667	(417)	(63%)	250	667	(417)	(63%)	8,000	7,750	97%
Late Payment Charges Waived	(125)	0	(125)	(100%)	(125)	0	(125)	(100%)	0	125	100%
Newsletter Advertising	450	458	(8)	(2%)	450	458	(8)	(2%)	5,500	5,050	92%
Charitable Donations	0	733	(733)	(100%)	0	733	(733)	(100%)	8,800	8,800	100%
Club Cleaning Fees	0	500	(500)	(100%)	0	500	(500)	(100%)	6,000	6,000	100%
Website Income	0	100	(100)	(100%)	0	100	(100)	(100%)	1,200	1,200	100%
Returned Payment Fees	150	0	150	100%	150	0	150	100%	0	(150)	0%
Compliance Fees	464	208	256	123%	464	208	256	123%	2,500	2,036	81%
Interest Income - Operating	193	309	(116)	(38%)	193	309	(116)	(38%)	3,714	3,521	95%
Interest Income - Reserves	2,623	1,578	1,045	66%	2,623	1,578	1,045	66%	18,936	16,313	86%
Room Rental Income	0	667	(667)	(100%)	0	667	(667)	(100%)	8,000	8,000	100%
Facilities Passes/Guest Fees	0	83	(83)	(100%)	0	83	(83)	(100%)	1,000	1,000	100%
TOTAL Other Income	7,420	5,678	1,741	31%	7,420	5,678	1,741	31%	68,150	60,730	89%
TOTAL Revenues	192,860	188,523	4,338	2%	192,860	188,523	4,338	2%	2,277,288	2,084,428	92%
Expenses											

Unaudited

Cameron Station Community Association, Inc.
Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 01/31/2021				YTD 01/31/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Operating Expenses											
Direct Operating Expenses											
Common Area Maint & Services											
Electric Service	4,036	3,542	(494)	(14%)	4,036	3,542	(494)	(14%)	42,500	38,464	91%
Water Service	79	1,667	1,588	95%	79	1,667	1,588	95%	20,000	19,921	100%
Grounds & Landscaping - Contract	13,255	13,255	0	0%	13,255	13,255	0	0%	159,060	145,805	92%
Flower Rotation & Landscape Enhancements	0	3,250	3,250	100%	0	3,250	3,250	100%	39,000	39,000	100%
Turf Treatments & Enhancements	0	1,667	1,667	100%	0	1,667	1,667	100%	20,000	20,000	100%
General Repair & Maintenance	196	2,433	2,237	92%	196	2,433	2,237	92%	29,200	29,004	99%
General Maintenance Supplies	10	542	532	98%	10	542	532	98%	6,500	6,490	100%
Irrigation System Contract	0	1,262	1,262	100%	0	1,262	1,262	100%	15,150	15,150	100%
TMP Expenses	0	17,500	17,500	100%	0	17,500	17,500	100%	210,000	210,000	100%
Pest Control	255	208	(47)	(23%)	255	208	(47)	(23%)	2,500	2,245	90%
Lighting Supplies R&M	4,212	3,167	(1,045)	(33%)	4,212	3,167	(1,045)	(33%)	38,000	33,788	89%
Linear Park Landscape Maintenance	0	1,806	1,806	100%	0	1,806	1,806	100%	21,668	21,668	100%
Pet Stations	0	1,042	1,042	100%	0	1,042	1,042	100%	12,500	12,500	100%
Tree & Shrub Maintenance	1,600	3,292	1,692	51%	1,600	3,292	1,692	51%	39,500	37,900	96%
Street Repair & Maintenance	0	542	542	100%	0	542	542	100%	6,500	6,500	100%
Fountain Maintenance	0	83	83	100%	0	83	83	100%	1,000	1,000	100%
Snow Removal	0	15,000	15,000	100%	0	15,000	15,000	100%	50,000	50,000	100%
TOTAL Common Area Maint & Services	23,644	70,258	46,614	66%	23,644	70,258	46,614	66%	713,078	689,434	97%
Landscaping Repair & Maintenance											
Erosion Control	0	1,250	1,250	100%	0	1,250	1,250	100%	15,000	15,000	100%
Irrigation Repairs	0	0	0	0%	0	0	0	0%	3,000	3,000	100%
TOTAL Landscaping Repair & Maintenance	0	1,250	1,250	100%	0	1,250	1,250	100%	18,000	18,000	100%
Cameron Club Maint & Operation											
Miscellaneous Expense	171	83	(88)	(106%)	171	83	(88)	(106%)	1,000	829	83%
Health Club Management/Staff	18,151	16,613	(1,538)	(9%)	18,151	16,613	(1,538)	(9%)	199,360	181,209	91%
Clubhouse Utilities	2,285	2,950	665	23%	2,285	2,950	665	23%	35,400	33,115	94%

Unaudited

Cameron Station Community Association, Inc.
Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)
Operating Fund
(Amounts rounded to nearest dollar)

	Month Ending 01/31/2021				YTD 01/31/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Uniforms	0	67	67	100%	0	67	67	100%	800	800	100%
Elevator Services	365	386	21	5%	365	386	21	5%	4,635	4,270	92%
Fire Prevention & Protection	161	858	697	81%	161	858	697	81%	10,300	10,139	98%
HVAC Services	423	515	92	18%	423	515	92	18%	6,180	5,757	93%
Janitorial Services	3,535	3,535	0	0%	3,535	3,535	0	0%	42,420	38,885	92%
Special Cleanings	0	833	833	100%	0	833	833	100%	10,000	10,000	100%
Pool Management	0	0	0	0%	0	0	0	0%	76,590	76,590	100%
Safety & Security	73	458	385	84%	73	458	385	84%	5,500	5,427	99%
Fire Suppression System	408	500	92	18%	408	500	92	18%	6,000	5,592	93%
Building Repair & Maintenance	1,241	1,167	(74)	(6%)	1,241	1,167	(74)	(6%)	14,000	12,759	91%
Community Center Improvement	0	167	167	100%	0	167	167	100%	2,000	2,000	100%
Fitness Equipment R&M	134	792	658	83%	134	792	658	83%	9,500	9,366	99%
Fitness Center Supplies	276	583	307	53%	276	583	307	53%	7,000	6,724	96%
Access System Supplies	0	375	375	100%	0	375	375	100%	4,500	4,500	100%
Access System Repairs	0	167	167	100%	0	167	167	100%	2,000	2,000	100%
Pool Repair & Maintenance	0	333	333	100%	0	333	333	100%	4,000	4,000	100%
Pool Supplies	0	0	0	0%	0	0	0	0%	5,000	5,000	100%
Recreation Equipment	0	333	333	100%	0	333	333	100%	4,000	4,000	100%
TOTAL Cameron Club Maint & Operation	27,224	30,715	3,491	11%	27,224	30,715	3,491	11%	450,185	422,961	94%
Trash Removal											
Trash & Recycling Service	29,305	26,980	(2,325)	(9%)	29,305	26,980	(2,325)	(9%)	323,759	294,454	91%
TOTAL Trash Removal	29,305	26,980	(2,325)	(9%)	29,305	26,980	(2,325)	(9%)	323,759	294,454	91%
Other Operating Expenses											
Signage	273	208	(65)	(31%)	273	208	(65)	(31%)	2,500	2,227	89%
TOTAL Other Operating Expenses	273	208	(65)	(31%)	273	208	(65)	(31%)	2,500	2,227	89%
TOTAL Direct Operating Expenses	80,446	129,411	48,965	38%	80,446	129,411	48,965	38%	1,507,522	1,427,076	95%
General and Administrative Expenses											
Professional Services											
Audit & Tax Services	0	0	0	0%	0	0	0	0%	7,000	7,000	100%
Reserve Studies	0	0	0	0%	0	0	0	0%	4,900	4,900	100%
Legal Services - General Counsel	0	2,500	2,500	100%	0	2,500	2,500	100%	30,000	30,000	100%
Legal Services	300	300	0	0%	300	300	0	0%	3,600	3,300	92%

Unaudited

Cameron Station Community Association, Inc.
Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 01/31/2021				YTD 01/31/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Legal Services - Collections	0	1,917	1,917	100%	0	1,917	1,917	100%	23,000	23,000	100%
TOTAL Professional Services	300	4,717	4,417	94%	300	4,717	4,417	94%	68,500	68,200	100%
Activities											
Events & Awards	954	2,344	1,390	59%	954	2,344	1,390	59%	28,125	27,171	97%
TOTAL Activities	954	2,344	1,390	59%	954	2,344	1,390	59%	28,125	27,171	97%
Communications											
Other Communications	0	500	500	100%	0	500	500	100%	6,000	6,000	100%
Newsletter Services	3,726	0	(3,726)	(100%)	3,726	0	(3,726)	(100%)	15,500	11,774	76%
Website Maintenance	0	292	292	100%	0	292	292	100%	3,500	3,500	100%
TOTAL Communications	3,726	792	(2,934)	(370%)	3,726	792	(2,934)	(370%)	25,000	21,274	85%
Insurance											
D&O Insurance Premiums	440	462	22	5%	440	462	22	5%	5,546	5,106	92%
General Liability Insurance	1,341	1,133	(208)	(18%)	1,341	1,133	(208)	(18%)	13,600	12,259	90%
Umbrella Insurance	1,429	1,108	(321)	(29%)	1,429	1,108	(321)	(29%)	13,300	11,871	89%
Fidelity/Worker's Compensation	52	56	4	7%	52	56	4	7%	670	618	92%
Crime Protection Coverage	300	315	15	5%	300	315	15	5%	3,780	3,480	92%
Cyber Liability \$3 Million Coverage	291	306	15	5%	291	306	15	5%	3,670	3,379	92%
TOTAL Insurance	3,854	3,380	(474)	(14%)	3,854	3,380	(474)	(14%)	40,566	36,712	90%
Management Services											
Administrative Salaries	10,813	28,583	17,770	62%	10,813	28,583	17,770	62%	343,000	332,187	97%
Payroll Taxes/Benefits/Costs	820	5,249	4,429	84%	820	5,249	4,429	84%	62,985	62,165	99%
Management Fees	12,241	12,316	75	1%	12,241	12,316	75	1%	147,797	135,556	92%
TOTAL Management Services	23,874	46,148	22,274	48%	23,874	46,148	22,274	48%	553,782	529,908	96%
Administration											
Bank Charges	0	20	20	100%	0	20	20	100%	240	240	100%
Board Support	390	833	443	53%	390	833	443	53%	10,000	9,610	96%
Collection Charges	861	333	(528)	(159%)	861	333	(528)	(159%)	4,000	3,139	78%
IT Support	1,720	833	(887)	(106%)	1,720	833	(887)	(106%)	10,000	8,280	83%
Licenses and Permits	0	183	183	100%	0	183	183	100%	2,200	2,200	100%
Architectural Comprehensives	0	573	573	100%	0	573	573	100%	6,880	6,880	100%
Office Supplies	397	500	103	21%	397	500	103	21%	6,000	5,603	93%
Postage	529	833	304	36%	529	833	304	36%	10,000	9,471	95%
Printing and Copying	156	458	302	66%	156	458	302	66%	5,500	5,344	97%
Office Equipment Lease	488	583	95	16%	488	583	95	16%	7,000	6,512	93%

Unaudited

Cameron Station Community Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 01/31/2021				YTD 01/31/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Bundled Telecom Services	1,351	1,101	(250)	(23%)	1,351	1,101	(250)	(23%)	13,218	11,867	90%
Annual Meeting Expenses	0	292	292	100%	0	292	292	100%	3,500	3,500	100%
Temp Desk Coverage	0	500	500	100%	0	500	500	100%	6,000	6,000	100%
Parking Enforcement	0	1,583	1,583	100%	0	1,583	1,583	100%	19,000	19,000	100%
Courier Service	0	62	62	100%	0	62	62	100%	750	750	100%
Software Licenses	68	42	(26)	(62%)	68	42	(26)	(62%)	500	432	86%
Decals & Parking Passes	6,833	625	(6,208)	(993%)	6,833	625	(6,208)	(993%)	7,500	667	9%
TOTAL Administration	12,794	9,354	(3,440)	(37%)	12,794	9,354	(3,440)	(37%)	112,288	99,494	89%
TOTAL General and Administrative Expenses	45,501	66,735	21,234	32%	45,501	66,735	21,234	32%	828,261	782,760	95%
TOTAL Operating Expenses	125,946	196,146	70,200	36%	125,946	196,146	70,200	36%	2,335,783	2,209,837	95%
Taxes											
Income Tax Expense	0	0	0	0%	0	0	0	0%	10,000	10,000	100%
TOTAL Taxes	0	0	0	0%	0	0	0	0%	10,000	10,000	100%
TOTAL Expenses	125,946	196,146	70,200	36%	125,946	196,146	70,200	36%	2,345,783	2,219,837	95%
NET SURPLUS (DEFICIT)	66,914	(7,623)	74,537	(978%)	66,914	(7,623)	74,537	(978%)	(68,495)	(135,409)	198%

Unaudited

Cameron Station Community Association, Inc.

Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Replacement Fund

(Amounts rounded to nearest dollar)

	Month Ending 01/31/2021				YTD 01/31/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Revenues											
Assessments											
Reserve Contributions											
Repair & Replacement Expenses	31,874	31,874	0	0%	31,874	31,874	0	0%	382,484	350,610	92%
TOTAL Reserve Contributions	31,874	31,874	0	0%	31,874	31,874	0	0%	382,484	350,610	92%
TOTAL Assessments	31,874	31,874	0	0%	31,874	31,874	0	0%	382,484	350,610	92%
TOTAL Revenues	31,874	31,874	0	0%	31,874	31,874	0	0%	382,484	350,610	92%
Expenses											
Operating Expenses											
Direct Operating Expenses											
Common Area Maint & Services											
General Repair & Maintenance	0	40,779	40,779	100%	0	40,779	40,779	100%	489,343	489,343	100%
TOTAL Common Area Maint & Services	0	40,779	40,779	100%	0	40,779	40,779	100%	489,343	489,343	100%
Cameron Club Maint & Operation											
Community Center Improvement	0	32,461	32,461	100%	0	32,461	32,461	100%	389,533	389,533	100%
Pool Repair & Maintenance	0	3,348	3,348	100%	0	3,348	3,348	100%	40,171	40,171	100%
TOTAL Cameron Club Maint & Operation	0	35,809	35,809	100%	0	35,809	35,809	100%	429,704	429,704	100%
TOTAL Direct Operating Expenses	0	76,588	76,588	100%	0	76,588	76,588	100%	919,047	919,047	100%
TOTAL Operating Expenses	0	76,588	76,588	100%	0	76,588	76,588	100%	919,047	919,047	100%
Capital Expenditures (Non-capitalized)											
Capital Expenditures											
Asphalt Paving Allocation	0	120,331	120,331	100%	0	120,331	120,331	100%	1,443,978	1,443,978	100%
TOTAL Capital Expenditures	0	120,331	120,331	100%	0	120,331	120,331	100%	1,443,978	1,443,978	100%
TOTAL Capital Expenditures (Non-capitalized)	0	120,331	120,331	100%	0	120,331	120,331	100%	1,443,978	1,443,978	100%
TOTAL Expenses	0	196,919	196,919	100%	0	196,919	196,919	100%	2,363,025	2,363,025	100%
NET SURPLUS (DEFICIT)	31,874	(165,045)	196,919	(119%)	31,874	(165,045)	196,919	(119%)	(1,980,541)	(2,012,415)	102%

Unaudited

MEETING MINUTES
AMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE

Monday, January 11, 2021

The meeting was called to order at 7:03 p.m. by Robert Burns with attendees participating in person through Zoom.

Members present: Robert Burns, CAC Chairman Linda Greenberg, CAC member
Mindy Lyle, CAC member Kyle Gerron, CAC member
Chris Alex, CAC member Wendy Ulmer, CAC member

Member absent: Kathy McCollom, CAC Vice Chairman

Others in attendance: Michael Johnson, Board liaison

Adrienne Zaleski, President, and Carlos Rios, Manager, Lancaster Landscapes

Jenn Gilmore, General Manager, and Janeva Sharpe, Assistant Manager, CAMP

Burns introduced Jenn Gilmore, the new CAMP General Manager.

Greenberg took the Minutes because Ulmer was not present when the meeting began.

Old Business

Motion to Approve Agenda

Moved by Greenberg

Seconded by Alex

For: All

Against: None

Motion passed.

Motion to Approve Meeting Minutes from December 14, 2020

Moved by Lyle

Seconded by Alex

For: All

Against: None

Motion passed.

Homeowners: No homeowners present.

Proposal Considerations: The CAC reviews the CS budget for each proposal to ensure adequate funding for its costs prior to a final vote and/or to determine whether to table the proposal.

New Business

Matters for Committee Recommendation:

Gazebo Repairs (Budget Line: #6600), Total Cost \$2,500, Bernuy invoice #2151.

Discussion: Burns noted that Bernuy Painting also submitted a proposal for Gazebo repairs. CAMP reviewed all five proposals and recommended giving Bernuy the contract. Their quote covers replacement of rotten wood, repairs, painting, and pressure washing. Bernuy has the lowest price, and their work in the community is excellent. CAMP will use our standard contract. Bondurant will inspect Bernuy's work.

Motion to give the contract to Bernuy to repair and paint the Gazebo.

Moved by Greenberg

Seconded by Gerron

For: All

Against: None

Motion passed.

Bessley Park Brick Sidewalk Repairs (Budget Line: Reserves) No. 30865, Total cost \$4,320.

Lyle described the sinking bricks and pooling water at the south end of Bessley Park. Sidewalk area needs to be regraded and brick pavers reinstalled to direct water to existing mulch bed, approximately a 60" section; 240 sf at \$18/sf. Walkway to be power washed after it is repaired.

Motion to award the contract to Lancaster to repair Bessley Park sidewalk.

Moved by Gerron

Seconded by Greenberg

For: All

Against: None

Motion passed.

Tree Pruning in 3 areas (Budget Line: #6160) No. 30863, Total Cost: \$1,425. Work reduced to 2 areas for a Total cost of \$1,050.

Prune tree at 422 Ferdinand Day (front Common Area) \$175; prune Holly at 5239 Tancreti (side) \$375; and prune dormant Wisteria in Bessley Park to reduce size by 20%, \$875.

Lyle pointed out that the Holly at 5239 Tancreti is on the homeowner's property. It is not CAC's responsibility. Homeowner needs to receive a letter to this effect. The cost, therefore, for project is \$1,050

Motion to prune tree on Ferdinand Day and Wisteria in Bessley Park.

Moved by Greenberg

Seconded by Alex

For: All

Against: None

Motion passed.

Pocket Park Proposals for Donovan and John Ticer. (Budget Line: Reserves/Capital/Operating Funds) ? No. 30610 and No. 30135, Total costs: Donovan \$23,287; John Ticer \$23,493.50.

Both park proposals were tabled until CAMP management reviews expenditure categories.

Motion for park enhancements tabled for the February meeting.

Burns asked Lancaster to consider what enhancements would benefit the appearance of the Bessley Pocket Park and report at the February meeting.

Matters for Committee Information

Board Update: Johnson reported that things were just getting underway.

Camp Management Report: Discussion by Gilmore and other CAC members of Bates trash service transition, particularly problems with trash containers and communication.

Project Timeline: Helpful tool to monitor projects.

Action Item List/Pending Tasks: Helpful.

Robert noted potholes remaining such as the one at 170 Martin Lane (in the alley). Bondurant will investigate. Bondurant has filled smaller potholes.

Update needed for *The Compass*. Kathy.

Alex asked if Gilmore had a quote for numbering the streetlight posts. Gilmore will follow up with PSE.

Lyle asked that in the next email blast CAMP ask residents not to dump the remains of their fire pit fires in the common area or mulch.

Burns asked Lancaster to include proposals for tree trimming, irrigation, and turf repair at CAC's February meeting.

The next CAC meeting is Monday, February 8, 2021 at 7 p.m.

The meeting adjourned at 8:10 p.m.

Linda Greenberg

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, January 14, 2021

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

Ray Celeste, CCFC Chair
Dan Ogg, CCFC Vice Chair
Tim Regan, CCFC Member
Brendan Hanlon, CCFC Member
Jennifer Gilmore, Community Manager, CAMP
Janeva Sharps, Assistant Community Manager, CAMP
Andrew Hill, Board Liaison to CCFC
Rich Mandley, ProFIT Fitness
Psy Scott, ProFIT Fitness
Ben Rogers, American Pool
Austin Woodard, American Pool
Ed Garcia, Paradise Pool Service
Peta-Gaye McNamee, Paradise Pool Service
Damir Trenseviski, High Sierra Pools
Dave Waters, High Sierra Pools
Kaloyan Ivanov, Continental Pools
Veliko Uzumangelov, Premier Aquatics
Lyon Fisher, Premier Aquatics
Hans Estes, Resident

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:01p.m.

II. Approve the Agenda

Dan Ogg made a motion to approve the agenda as most recently presented; the motion was seconded by Tim Regan and it passed unanimously.

III. Approval of the Minutes from December's meeting

Brendan Hanlon moved to approve the minutes (version 6). It was seconded by Dan Ogg and passed unanimously.

IV. Homeowners Forum. No residents had statements.

V. Matters for Committee Recommendation.

1. **Consideration of New Applicant to the CCFC.** Hans Estes was recognized and interviewed by the committee on his application to join the CCFC.
2. **Pool Matters**
Janeva Sharps updated the committee on the different options to repair the pool cover. It will cost \$7860.16 to replace the pool cover. Repair will be \$1550 to ship (each way) in addition to \$4000 to repair. The committee discussed the options and asked American Pool to adjust the price to ensure the reflection of the sun off the clubhouse windows doesn't sear holes in the new cover.
3. **Review of proposals received for the pool management RFP:**
Five bidders were invited to attend the CCFC meeting, the bidders were:
 - American Pool
 - Continental Pools
 - High Sierra Pools
 - Paradise Pool Service
 - Premier Aquatics

Each bidder was invited into the Zoom Meeting and firewalled from the other bidders. Attendees included representatives from each company and each bidder was allowed the same opportunity to explain their bid and respond to questions from the CCFC members. Bidders presented as follows:

- American Pool 7:28pm to 7:37pm
- Continental Pools 7:37pm to 7:46pm
- High Sierra Pools 7:47pm to 8:00pm
- Paradise Pool Service 8:01pm to 8:13pm
- Premier Aquatics 8:15pm to 8:25pm

VI. **Matters for Committee Information**

1. **BODs' Update.** Ray Celeste updated the committee on recent Board developments. There was no action from the board to the committee.
2. **CAMP Management's Report.** Janeva Sharps presented CAMP's report. The basketball court floor replacement has started, and the court will be accessible on January 25. Proposals to repair the locker room drains and the locker room renovations will be presented to the committee at the next meeting.
- 3.-5. **Projects, Action Items, and Budget.** Janeva Sharps provided updates to the CCFC.

VII. **ProFIT Report**

Psy Scott presented the monthly report for the fitness center. Rich Mandley presented ideas on changes the committee can consider upgrading the fitness center in 2021.

The Committee requested ProFIT ensure all equipment usage records are kept current and reported to the committee on a regular basis.

VIII. New Business. There was no new business

IX. Executive Session

Dan Ogg made a motion for the committee to move into executive session. Tim Regan seconded the motion and it passed unanimously. Executive session commenced at 9:02pm.

Tim Regan made a motion for the committee to exit from executive session. Dan Ogg seconded the motion and it passed unanimously. Executive session ended at 9:15pm.

Brendan Hanlon moved that the committee recommend to the Board to remain with American Pool at a rate of \$51,275 based on modified hours during COVID. Dan Ogg seconded the motion and it passed unanimously.

Dan Ogg moved that the committee recommend to the board of directors to appoint Hans Estes to the Cameron Club Facilities Committee. Tim Regan seconded the motion and it passed unanimously.

X. Adjournment

Dan Ogg made a motion to adjourn the meeting; Tim Regan seconded the motion and it passed unanimously. The meeting ended at 9:18pm.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
JANUARY 13, 2021

The meeting was conducted by Zoom due to the existence of a Commonwealth of Virginia state of emergency regarding public gatherings.

COMMITTEE MEMBERS PRESENT:

Tricia Hemel - Chair
Lenore Marema - Member/Secretary
Ava Avila - Member
Marian Cavanagh - Member
Susan Klejst - Member
Rebecca Pipkins - Member
Linda Taousakis - Member

COMMITTEE MEMBERS ABSENT: None

ALSO PRESENT:

Megan Christensen - HOA Board Liaison
Juana Michels - Management
Pat Sugrue - Newsletter Subcommittee
Tom Styc - Photography Subcommittee
Martha Romans - Photography Subcommittee

CALL TO ORDER

Motion: Tricia Hemel called the meeting to order at 7:05 pm.

I. APPROVAL OF MINUTES

Upon a Motion that was Moved and Seconded, the Committee's minutes from December 9, 2020, were approved.

II. HOMEOWNERS OPEN FORUM

No homeowners were present

III. ITEMS FOR RECOMMENDATION:

The Committee was given the revised charter and newly drafted resolution and Standard Operations Manual (SOP) several times for their review, comment, and proofreading prior to the meeting.

Motion: The Committee reviewed its revised Charter, and on a Motion that was Moved and Seconded, the revised Charter was approved.

Motion: The Committee reviewed the newly drafted Resolution, and on a Motion that was Moved and Seconded, the new Resolution was approved.

Motion: The Committee reviewed the draft SOP, and on a Motion that was Moved and Seconded, the

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
JANUARY 13, 2021

Committee approved the SOP.

Motion: On a Motion that was Moved and Seconded, the Committee approved the creation of a Photography Subcommittee.

Motion: On a Motion that was Moved and Seconded, the Committee approved the creation of a Newsletter (*The Compass*) Subcommittee.

Motion: On a Motion that was Moved and Seconded, the Committee approved the creation of the Welcome Subcommittee.

IV. MATTERS FOR COMMITTEE INFORMATION

Management Report: Juana reported that the HOA is building a new list of residents' contact information. The time for completion is March/April so it is likely that the next edition of *The Compass* can go out electronically, except for those who request a paper copy.

Board Update: In a recent special meeting the Board set spending limits for the HOA and committees over which they will need Board approval. The Board tabled guidelines for recording HOA meetings. The Board also formalized the role of Board liaisons to committees.

Budget: There has been no money spent to date in 2021.

Photography Subcommittee: Subcommittee members present reported on photos taken of the events, holidays and the scenery in general in Cameron Station. Badges were created for the members and will be mailed directly to them with a 2021 sticker on them.

The Compass: The first edition of 2021 is almost complete. The final draft will go to the Board Liaison for review with a three-day turnaround.

Welcome Subcommittee; Susan Klejst and Linda Taousakis will jointly take on this task. Those who chose to participate in welcoming new residents will get contact information for the recent new residents.

Weekly Email Blast; The transition to CAMP has been smooth and the staff is responsive.

V. OLD BUSINESS

The Committee may need to make changes in the Charter, Resolution, and SOP after the Board's discussion in January, particularly if the Board approves the Committee's recommendation for an outside vendor for social media.

VI. NEW BUSINESS

The Committee will continue to update the Resolution on Policies concerning the use of Community Communications and SOP Manual to include sections on the website, welcome packets, Marketing/PR and bulletin boards/signage.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
JANUARY 13, 2021

89 The Committee agreed to consider use of a Google Drive for all committee shared documents.

90

91 Next Meetings: January 26 - Board; February 10 – Communications Committee February Meeting

92

93 **VII. ADJOURNMENT**

94

95 The meeting was adjourned at 8:18pm

96

97 Respectfully Submitted,

98 Lenore Marema Secretary

**MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday February 2, 2021**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for February was held on February 2, 2021. The meeting was called to order at 7:00 p.m. by ARC Chair, Stephen Pearson, with a quorum present. The meeting was conducted via Zoom 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 ZOOM

Stephen Pearson- ARC Chair
Kevin Devaney – ARC Member
Jeremy Drislane ARC Member
Paula Caro – ARC Member

MEMBERS ABSENT

Gayle Hatheway - ARC Vice Chair
Craig Schuck- ARC Member

OTHERS IN ATTENDANCE VIA ZOOM

Cameron Station Residents
Greg Hillson, Board Liaison
Bethlehem Kebede, Covenants Administrator

CHANGE OF ATTENDANCE

Sharon Wilkinson, ARC Member, joined the meeting at 7:57p.m.

APPROVE AGENDA

MOVE TO: Approve the agenda as submitted.

Moved By: Kevin Devaney

Seconded By: Paula Caro

For: All

Against: None

Absent: Gayle Hatheway, Craig Schuck, Sharon Wilkinson

MOTION PASSED

RESIDENTS OPEN FORUM

Cameron Station residents have joined this zoom meeting to discuss their applications and also to participate in the hearing open forum session, but no comments were made during the residents open forum session.

MOVE TO: “Approve the ARC Meeting Minutes from January as submitted.”

Moved By: Kevin Devaney

Seconded By: Paula Caro

For: All

Against: None

Absent: Gayle Hatheway, Criag Schuck

MOTION PASSED

REVIEW OF EXTERIOR MODIFICATION APPLICATIONS

ADDRESS	MODICATION REQUEST	ARC ACTION/VOTE
158 Martin Ln	Window Replacement	Approved as submitted. Moved By: Paula Caro Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Craig Schuck, Sharon Wilkinson MOTION PASSED
5211 Brawner Pl	Window and Door Replacements	Approved as submitted. Moved By: Paula Caro Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
Oakland Hall Condominium	Roof Replacement	Approved with a stipulation: Flashing and other accessories be replaced in a color that matches existing. Moved By: Paula Caro Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED

5112 Grimm Dr.	Tree Replacement/Retroactive	Approved as submitted. Moved By: Kevin Devaney Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
5211 Brawner Pl	Roof Replacement	Approved as submitted. Moved By: Kevin Devaney Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
5245 Tancreti Ln	Solar Panel Charged Camera	Approved with a stipulation: That the wires be fastened unobtrusively. Moved By: Paula Caro Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
5116 Grimm Dr	Tree Replacement	Approved as submitted. Moved By: Jeremy Drislane Seconded By: Kevin Devaney For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
5171 Brawner Pl	3 Storm Doors/Retroactive	Disapproved. Moved By: Kevin Devaney Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
258 Medlock Ln	Window Replacement	Approved with a stipulation: Finishing color to match existing and contractors are not to post any yard signs. Moved By: Paula Caro Seconded By: Jeremy Drislane For: All Against: None

		Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
366 Cameron Station Blvd.	Roof Replacement	Approved as submitted. Moved By: Kevin Devaney Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
163 Somerville St.	Exterior Vent	Approved with a stipulation that the color of the vents match the color of the house. Moved By: Paula Caro Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
5235 Harold Secord St.	Exterior Vent	Approved as submitted. Moved By: Kevin Devaney Seconded By: Paula Caro For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
5001 Donovan Dr.	Roof Replacement	Approved with a stipulation that the accessories and flashing match existing color. Moved By: Paula Caro Seconded By: Jeremy Drislane For: All Against: None Absent: Gayle Hatheway, Criag Schuck, Sharon Wilkinson MOTION PASSED
121 Martin Ln	Window Replacement	Approved as submitted. Moved By: Kevin Devaney Seconded By: Sharon Wilkinson For: All Against: None Absent: Gayle Hatheway, Criag Schuck MOTION PASSED

332 Helmuth Ln	Fence Replacement/Retroactive	<p>Approved with a stipulation: Install crossbars to match the original appearance of the fence and stain fence to match deck when the material is ready to be stained.</p> <p>Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Gayle Hatheway, Criag Schuck MOTION PASSED</p>
330 Helmuth Ln	Fence Replacement/Retroactive	<p>Approved with a stipulation: Install crossbars to match the original appearance of the fence and stain fence to match deck when the new wood material is ready for stain.</p> <p>Moved By: Sharon Wilkinson Seconded By: Paula Caro For: All Against: None Absent: Gayle Hatheway, Criag Schuck MOTION PASSED</p>
5021 Grimm Dr	Tree Replacement	<p>Approved with stipulation: Tree to be replaced with Crape Myrtle</p> <p>Moved By: Kevin Devaney Seconded By: Sharon Wilkinson For: All Against: None Absent: Gayle Hatheway, Criag Schuck MOTION PASSED</p>
4912 Gardner Dr	Window Replacement/modification	<p>Approved with a stipulation: exterior color to match existing.</p> <p>Moved By: Kevin Devaney Seconded By: Sharon Wilkinson For: All Against: None Absent: Gayle Hatheway, Criag Schuck MOTION PASSED</p>
5130 Grimm Dr.	Tree Replacement	<p>Approved as submitted replacement tree Crape Myrtle.</p> <p>Moved By: Kevin Devaney Seconded By: Paula Caro For: All Against: None Absent: Gayle Hatheway, Criag Schuck MOTION PASSED</p>

MATTERS FOR INFO/DISCUSSION/DECISION

Covenants Report - February 2021

- The number of Comprehensive Inspections conducted in January is 0.
- The number of Resale Inspections conducted in January is 4.
- The number of Exterior Modification Applications reviewed in January is 11.
- No vehicle was towed in January.
- 6 violation letters and 11 application result letters have been mailed in January.
- The next meeting is scheduled for March 2, and applications are due by February 19 for this meeting.

Board meeting report

ARC member is on schedule to attend the February board meeting.

Hearing Open Session

Residents with account # 9036 and 9213 were present and discussed their hearings with the committee at this session.

MOVE TO: "Convene into Executive Session for Hearing deliberations at 9:00p.m."

Moved By: Stephen Pearson

Seconded By: Kevin Devaney

For: All

Against: None

Absent: Gayle Hatheway, Criag Schuck

MOTION PASSED

MOVE TO: "Exit Executive Session at 9:09p.m."

Moved By: Stephen Pearson

Seconded By: Kevin Devaney

For: All

Against: None

Absent: Gayle Hatheway, Criag Schuck

MOTION PASSED

MOVE TO: “Waive fines for account 9036 because the homeowner has resolved the violation.”

Moved By: Kevin Devaney

Seconded By: Paula Caro

For: All

Against: None

Absent: Gayle Hatheway, Criag Schuck

MOTION PASSED

MOVE TO: “Waive fines for account 9213 because the homeowner has resolved the violation”

Moved By: Kevin Devaney

Seconded By: Paula Caro

For: All

Against: None

Absent: Gayle Hatheway, Criag Schuck

MOTION PASSED

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

Moved By: Kevin Devaney

Seconded By: Stephen Pearson

For: All

Against: None

Absent: Gayle Hatheway, Criag Schuck

MOTION PASSED

Minutes prepared, and respectfully submitted by: Bethlehem Kebede, Covenants Administrator

**Cameron Station Community Association, Inc.
Board Decision Request
February 23, 2021**

TOPIC: Power Washing

Motion:

"I move to APPROVE Ecotek Soft Wash to be awarded the Duke St. Brick wall and Clubhouse power wash project in the amount of \$7,320 to be taken from the General Repair and Maintenance operating expense."

2nd:

Summary:

As requested, proposals were solicited for the power washing of Duke Street wall and the Cameron Clubhouse. Upon inspection, it was noted that there are various areas that appear to have stains from years of inclement weather that require power washing. We have solicited bids from 3 contractors and while there are some similarities in the scope of work, each contractor has a different opinion about the damages which can come from pressure washing weathered brick and other landscaping surfaces with mortar. Below is a comparison of costs and specific notes. Each contractor has provided two quotes: power washing Duke Street brick wall and Clubhouse Exterior:

Duke Street Brick Wall Cleaning & Clubhouse Exterior Cleaning		
Contractor	Price	Notes
MR.D's	\$12,290	Enhance overall aesthetic and remove dirt and algae growth from brick wall.
Exterior Medics	\$5,690	Enhance overall aesthetic and remove dirt and algae growth from brick wall. Does not include power washing of the clubhouse gutters.
Ecotek Soft wash	\$7,320	Enhance overall aesthetic and remove dirt and algae growth from brick wall. Specializing in "soft washing" on aged brick.

CAMP Recommendation

Mark met with each contractor and discussed the scope of work – he notes that each contractor had a different view on the "power wash pressure strength" especially on older and brick structures. Overall, aside from the fact that the proposal is the least expensive, we think that the Ecotek Soft Wash proposal meets the needs of power washing the Clubhouse and Duke Street brick wall along with the combined approach to correctly clean hard weather stains off brick without damaging the aged brick. This would be an operating expense. The CAC also concurs with this recommendation.

MRD's

PROPERTY SERVICES



Cameron Station

Clubhouse Exterior Cleaning

July 31st, 2020

www.mrdclean.com

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Page 10 — Pricing



Company Information

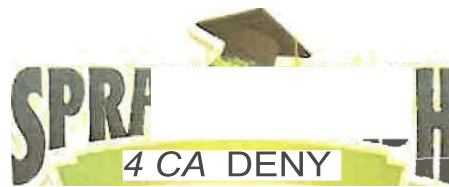
Mr. D's Property Services is a locally owned and operated Property Services Company specializing in Residential and Commercial Pressure Washing and Soft Washing procedures. Our company takes environmental concerns and industry education very seriously and ensures 100% compliance with the City of Alexandria's Waster Water Regulation. Our company fosters and maintains working relationships with the Alexandno Wastewater Enforcement Agency. Job plans pertaining to environmental concerns are consulted through the city agency for concurrence on the BMP (Best Management Practice) for the given job.

Pressure Washing:

Pressure Washing involves high pressure to remove oil stains, gum, grime, and other hard to remove contaminants from durable surfaces such as concrete.

Soft Washing:

Soft Washing involves lower pressure application of specialized cleaning chemicals followed by low pressure, high volume rinsing. Soft Washing is utilized to clean surfaces such as vinyl siding and roofs.



The Global Stanctard for Cleaning Eclucation



Scope of Work

Project Description:

Mr. D's Property Services will sanitize the exterior of the Cameron Station Clubhouse to include the vertical wall surfaces, asphalt shingles, conduct gutter brightening services, power wash the pool deck and clean exterior windows.

Project Objective:

Conduct sanitation efforts to remove dirt, grime and gloeocapsa magma from the exterior of the Cameron Station Community Clubhouse.



Environmental Concerns

Alexandria City Regulations:

In accordance with Alexandria City Regulation Section 11-13-2 — Illegal Dumping.

“It shall be unlawful for any person to dump any waste on a property or into the sanitary sewer or storm water system, except as authorized by law or by applicable permit.”

Property Services Considerations:

In accordance with city regulations, Mr. D's Property Services takes environmental concerns very seriously. In order to comply with the stringent laws Mr. D's Property Services deploys state of the art water reclamation and filtering systems. This system ensures that no water enters the storm drain and water that is reclaimed undergoes a thorough filtering process. Once the water has been filtered to acceptable parameters it is discharged into the Combined Sewer System (CSS), in accordance with Alexandria Renew (CSS owner) regulations. The majority of the wastewater generated during this cleaning process will be absorbed into permeable surfaces, this is an acceptable means of removal under Alexandria City Code.



Property Protection/Day of

Property Protection:

Mr. D's Property Services prides itself in providing expert professional services to all clients. In order to deliver this level of expertise Mr. D's Property Services ensure even the smallest items are mitigated prior to beginning cleaning. Below is a list of tasks completed prior to each cleaning

Tasks:

- All electrical outlets are taped with waterproof tape to prevent soap/water from entering the outlet during cleaning
All plants are covered with a breathable, non-permeable drape to ensure they are not damaged during the cleaning process.
All door hardware (handles, locks, etc.) are taped and covered with waterproof tape to prevent damage from chemicals and high temperature water.
- All windows are closed prior to beginning cleaning operations.

Day Of:

Crews will arrive promptly each morning and begin prepping the work area. Crew members will begin by securing safe working areas and blocking the necessary areas to protect residents, bystanders and guests. Once a safe working area is secured team members will begin executing property protection measures to include plant protection while other team members begin prepping high angle cleaning equipment (i.e. - manlifts). Once the necessary equipment is operational team members will begin the sanitization process. This process will be completed starting with the roof, working down the sides of the building to clean the vertical surfaces followed by exterior window cleaning and pool deck pressure washing.

Logistics

Time Frame:

This project is projected to take place over a 3 day time frame. This can include up to 11-hour days Monday through Friday and 9 hour days on Saturday's. These time frames are in accordance with the City of Alexandria Noise Policy. Time frames are dependent on weather to include precipitation and wind speed.

Equipment:

Mr. D's Property Services utilizes a combination of state of the art, hot water pressure washing equipment and low pressure soft washing equipment. The hot water pressure washing equipment heats water over 200 degrees in order to pull stubborn dirt and grime to the surface. The soft washing equipment applies a low pressure chemical application to delicate surfaces in order to remove dirt and grime from the surface.

Chemicals:

Mr. D's Property Services utilizes a variety of professional industry chemicals throughout the cleaning process.

Exterior Areas:

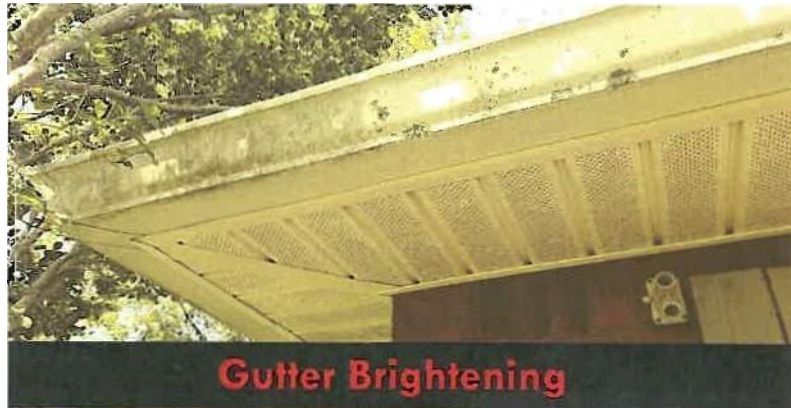
To provide a safe and secure working environment the Cameron Station Community must limit access to the certain entrance and exit ways during certain portions of the cleaning process. The Cameron Station Community should work with Mr. D's Property Services to post notices and correspondences to make community members aware of cleaning times/dates and chemical allergies

Safety:

Safety is of upmost importance at Mr. D's Property Services. In order to provide a safe working environment Mr. D's Property Services will utilize safety warning devices within the cleaning area to warn residents, employees and civilians of the ongoing activities. Workers will remain in compliance with all applicable OSHA and Jobsite Safety Regulations.



Exterior Building Cleaning Pictures



MR.D'S
PROPERTY SERVICES

Pricing

Price: \$6,512

- Removal of Hanging Debris
 - o Cobwebs, Nests, Etc.
- « Low Pressure Roof Cleaning to Remove Gloeocopso Magma & Grime
- Complete Steeple Cleaning
- Low Pressure Cleaning of Vertical Exterior Brick
- « Exterior Window Cleaning
- Pool Deck Pressure Washing



Comeron Stotion Communi@

Brick W oii Cleaning

FEBRUARY 2d, 2020

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Page 3 - Company Information

Page d - Scope of Work

Page 5 - Environmental Concerns

Page 6 - Plant Protection

Page 7 - Logistics

Page 8 - Pricing



Company Information

Mr. D's Property Services is a locally owned and operated property services company specializing in residential and commercial pressure washing and soft washing procedures. Our company takes environmental concerns and industry education very seriously and ensures 100% compliance with the City of Alexandria's Wastewater Regulation. Our company fosters and maintains working relationships with the Alexandria Wastewater Enforcement Agency. Job plans pertaining to environmental concerns are consulted through the city agency for concurrence on the best management practice (BMP) for the given job.

Current Professional Affiliations:



The Global Standard for Cleaning Education



MR.D'S
PROPERTY SERVICES

Scope of Work

Project Description:

Mr. D's Property Services will sanitize the brick wall adjacent to Duke Street totaling roughly 2,714 feet, 1,357 feet on both sides. Areas to be cleaned include both sides of the brick wall, brick wall pillars and associated cast stone pier caps on the brick wall pillars within the limits of the Cameron Station Community.

Project Objective:

Conduct sanitation efforts to enhance the overall aesthetic and remove dirt and algae growth from the Cameron Station Community brick wall and associated cast stone pier caps.

Pressure Washing vs. Soft Washing

Pressure Washing:

Pressure washing involves high pressure to remove oil stains, gum, grime, and other hard to remove contaminants from durable surfaces such as concrete.

Soft Washing:

Soft washing involves lower pressure application of specialized cleaning chemicals followed by low pressure, high volume rinsing. Soft washing is utilized to clean surfaces such as vinyl siding, roofs and brick.



PROPERTY SERVICES

Environmental Concerns

Alexandria City Regulations:

In accordance with Alexandria City Regulation Section 11-13-2 — Illegal Dumping. “It shall be unlawful for any person to dump any waste on a property or into the sanitary sewer or storm water system, except as authorized by law or by applicable permit.”

Mr. D’s Property Services Considerations:

In accordance with city regulations Mr. D’s Property Services takes environmental concerns very seriously. Throughout our operations our team will ensure no water enters the storm water system. Should excess water be generated, all water will be handled in accordance with the City of Alexandria regulations. A large majority of the runoff from this project will be absorbed into landscaping which complies with Alexandria City regulations.



Plant Protection

Concerns:

There are extensive amounts of well-manicured landscaping in close proximity to both sides of the brick wall.

Mitigation:

Mr. D's Property Services is well versed in plant and property protection. Prior to beginning the cleaning all landscaping will be watered. In order to protect the landscaping during the cleaning, select plants will be covered with a breathable plant cover to ensure no overspray comes in contact with the landscaping. Following the cleaning all plants will again be watered.



logistics

Time Frame:

This project is projected to take place over a 24-hour time frame. This can include up to 11 hour days Monday through Friday and 9 hour days on Saturday's. These time frames are in accordance with the City of Alexandria Noise Policy.

Parking:

In order to provide a safe and secure working environment Cameron Station will need to prohibit guest parking along Gardner Drive between the hours of 7am-6pm Monday through Friday and 9am-6pm on Saturdays.

Safety:

Safety is of upmost importance at Mr. D's Property Services. In order to provide a safe working environment Mr. D's Property Services will utilize safety warning devices on both sides of the brick wall.

Water Supply:

Due to the limited water supply connection points within Cameron Station, water will be hauled from offsite into the Cameron Station Community. If fire hydrants are utilized for water supply, Mr. D's Property Services will ensure the correct permits are obtained.

Pricing

Mr. D's Property Services understands that this brick wall is focal point for individuals passing or entering the Cameron Station Community from Duke Street. In order to provide safe, effective and efficient work to enhance the overall appearance of the wall the total price for the work is \$5,778.

Please do not hesitate to reach out to me with any questions regarding the enclosed bid. We look forward to meeting with your community on Monday March 9th at 07:00pm to discuss this bid. Thank you!

Contact:

Maxwell Domalavage

Owner - Mr. D's Property Services

(919)-609-9701

Disclaimer: Nothing in this document shall satisfy the requirements for on approved contract.



CAMERON STATION COMMUNITY

Power Washing Project



In Collaboration with:





Power Washing Project Proposal

Customer(s) Name	Date Submitted
CAMP Mgmt. – Cameron Station	February 5, 2021
Customer(s) Job Location Street Address	Customer(s) Billing Street Address (If different from job)
Multiple Locations on 200 Cameron Station Blvd.	4114 Legato Road Suite 200
Customer(s) Job Location City, State, and Zip Code	Customer(s) Billing City, State, and Zip Code
Alexandria, VA 22304	Fairfax, VA 22033
Contact Number	E-mail address
Mark Bondurant (703) 567-4881 ext.205	MBondurant@gocampmgmt.com

7540 Accotink Park Road, Springfield, VA 22150 VA Class A License # 2705 121264

Tel: (703) 942-6553 Fax: (703) 942-6554 Contact: EMSupport@exteriormedics.com

www.exteriormedics.com

Power Washing Project Specifications

All work will be performed in accordance with State and Local Building Codes, abiding by the specifications and guidelines.

Job Site Preparation and Pre-Construction Walk-Through:

- ☐ Evaluate premises for optimal landscaping protection.
- ☐ Complete overview of project with foreman assigned to job.
- ☐ Job foreman will oversee crew throughout the project.

Communication Details:

- ☐ We will be in contact with the Property Manager and for the entire duration of the project.
- ☐ Exterior Medics has multiple channels of communication to make your lives easier! This includes but not limited to: Property Managers support email, community website, door-to-door notices, and direct phone calls to residents.

Power Washing Details:

- ☐ The power washing process is detailed as follows: Removal of dirt, mildew, cobwebs, and other debris buildup as well as removal of mold and algae from the requested power washing areas.
- ☐ The team will ensure proper water flow is being sprayed by using a wide nozzle and low pressure on brick sections to reduce damage.
- ☐ Products used to include Simple Green Industrial spray cleaner and occasionally using a green cleaner for areas that are harder to clean.
- ☐ Crew will bring a water wagon and supply the water as there are not water spickets nearby.

Specifications Continued 

Areas Included:

- ☐ Brick entrance monument and adjoining fence.
- ☐ Back-side of the building and pool deck as shown in photos.
- ☐ Side section of the building and brick walkway as shown in photos.
- ☐ Front entrance porch as shown in photos.
- ☐ Front-side sections of the building as shown in photos.
- ☐ Front entrance cupola (all sides) as shown in photos.
- ☐ Please note: Due to the high elevation of the cupola, the crew will take safety measures by bring harnesses and fall protection.

Clean-up, Debris Control and Final Inspection:

- ☐ Clean premises; haul away all job-related debris.
- ☐ Job foreman will inspect the entire job after completion to ensure all work is performed according to contract.

Notes:

- ☐ Every effort will be made to clean the areas as gently as possible, but Exterior Medics will not be responsible for any repairs resulting from unintentional damage during the power washing process. Moreover, it is not guaranteed that all of the stains, dirt or debris will be removed due to the amount of dirt that may be impacted on the structure.

Total Investment for Power Washing Project.....\$5,690.00 Initial



***EXTERIOR MEDICS Is Here to Help The “Cameron Station Community!”
You’ve Chosen The Right Company For The Job!***



Project Preparation

Exterior Medics will supply a water tank for the duration of the project. The picture shown is an example of what the water supply truck may look like.



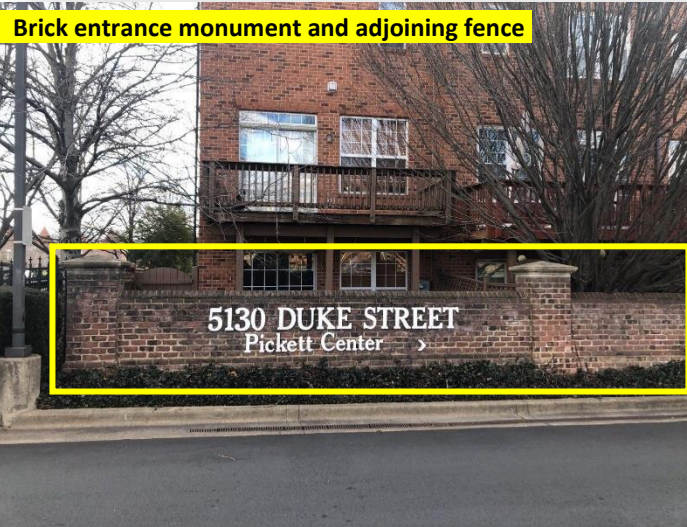
Example of Before & After Exterior Medics Saves the Day!



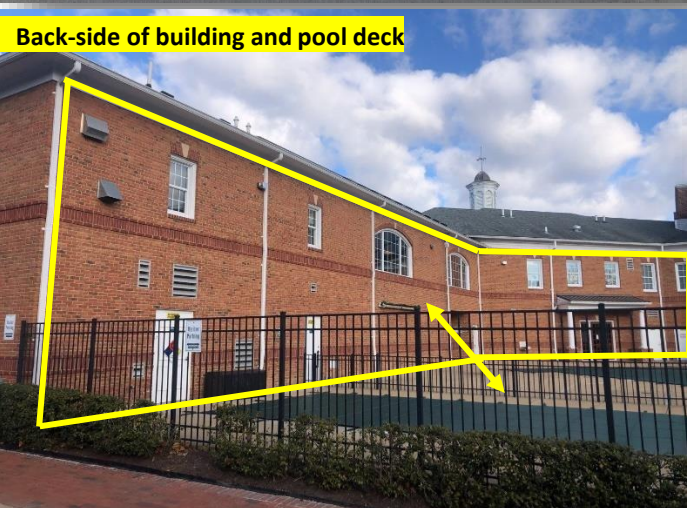
PLEASE NOTE: The above before and after image is an example only. Results may vary based on the existing conditions.

Areas Included

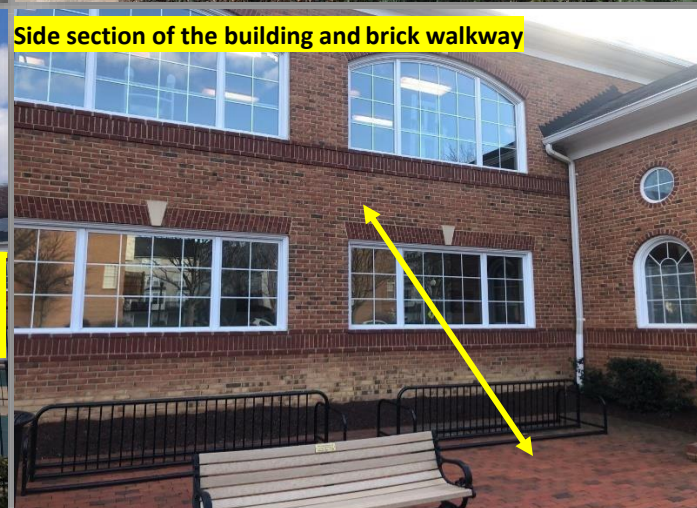
Brick entrance monument and adjoining fence



Back-side of building and pool deck



Side section of the building and brick walkway



Front entrance porch



Please note: The power washing of gutters is not included within this proposal as requested by the Property Manager.

Areas Included Continued...



Please note: The power washing of gutters is not included within this proposal as requested by the Property Manager.

Project Summary

POWER WASHING PRICING DETAILS	\$5,690.00
1/2 REQUESTED DEPOSIT	\$.00
BALANCE DUE ON COMPLETION	\$5,690.00

The Buyer(s) agrees to the specifications and pricing as listed above. The Buyer(s) hereby acknowledge receipt of Detailed Specifications for each Trade, Notice of Cancellation, and a copy of the pamphlet, "Protect Your Family from Lead in Your Home," informing Buyer(s) of the potential risk of lead hazard exposure from renovation. Buyer(s) received all information on the date of this Agreement, before the work began.

It is agreed and understood by and between the parties that this Agreement and any specification sheets and amendments, constitute the entire understanding between parties, and there are no verbal understandings changing or modifying any terms of this Agreement.

Please initial each page to ACCEPT this proposal as a contract to perform THE WORK AS SPECIFIED. If unserviceable deck material is found, the following charges apply: ½" CDX replacement \$104.00 per sheet, ½" FRT replacement \$122.00 per sheet, 1x6 & 1x8 Plank Decking replacement per linear foot \$9.50, 1x10 & 1x12 Plank Decking replacement per linear foot \$10.50, 1x6 & 1x8 Fascia Board replacement \$11.50 per linear foot, 1x10 & 1x12 Fascia Board replacement \$12.50 per linear foot, carpentry and structural work uncovered during the repair and not listed above will be priced and agreed upon prior to moving forward with the project. Hourly carpentry is priced at \$75.00 per man, per hour, not including the price for materials. Homeowner will be advised of all additional costs before proceeding with the work.

Buyer(s) hereby acknowledge that they have read this Agreement and have received a completed, signed and dated copy of this Agreement.

Buyer Signature: _____

Date: _____

Approved by Exterior Medics, Inc. _____

Date: _____



Proposal for: Cameron Station Clubhouse

Written by: Matthew Moore



Your Quote

Ecotek Soft Wash

Hi There Your Quote is Just Below!

Planning on getting cleaning done around your property this year? We've put together a complimentary budget for you!! This is based upon measuring your property using satellite images - we have not visited your site in person. Pricing may be plus or minus 25% depending on staining - but usually we are pretty close!

Let us know what services you would be interested in and we will be happy to do an on site visit and sharpen our pencil.

<p>BUILDING WASHING</p> <p>We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash (<250 PSI) the exterior surfaces of (Cameron Station Clubhouse). Exterior of buildings washed to remove all Black Mold, Algae, and Green Mildew stains (NO HIGH PRESSURE WASHING!). To include All siding, trim, gutter exteriors, soffit, and fascia. A bio-degradable cleaner "Green Wash" along with outdoor bleach will be used following</p>	<p>\$2,112</p>
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<p>manufacturer's specifications. "Plant Wash" detergent applied to all plants and landscape for protection. "Final Wash" protective wax agent applied to building exteriors after cleaning. 2 year (24 month) NO STAIN WARRANTY for black and green algae stains on vertical surfaces. SoftWash cleaning typically lasts 3-4x longer than a pressure wash and does not cause damage to surfaces. Price Not to exceed proposal amount. Includes all labor and equipment cost. line item does not include Balcony cleaning or area inside of balconys.</p>	
<p>ROOF CLEANING</p> <p>We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash Asphalt shingle roofing on Buildings to remove Black Gleocapsa Magma Algae stains. All Moss, and Lichens treated with cleaning solution and killed. Windows will be rinsed during procedures but will not be cleaned. A bio-degradable cleaner will be used following manufacturer's specifications.</p>	<p>\$2,148</p>
<p>MISCELLANEOUS</p> <p>We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash the interior and exterior surfaces brick wall in front of the neighborhood to remove Black Mold, and Green Mildew stains. Water access to be provided by property. A bio-degradable cleaner will be used following manufacturer's specifications.</p>	<p>\$1,760</p>
<p>MISCELLANEOUS</p> <p>We herewith submit the following proposal to provide the necessary labor, material, and equipment to perform the following service: Provide access for our work. Soft wash the exterior surfaces of pool deck area to remove Black Mold, and Green Mildew stains. Water access to be provided by property. A bio-degradable cleaner will be used following manufacturer's specifications.</p>	<p>\$1,300</p>

One-off Total
\$7,320

What is SoftWashing?

SoftWashing has revolutionized the exterior cleaning industry by allowing more carefully metered chemical solutions to be applied to building surfaces for the

benefit of cleaning that surface chemically without pressure. SoftWashing is a safer more effective way of cleaning that produces better and longer lasting results. Ask about our **Eco-Freindly** Products, and our **2 YEAR 24 MONTH WARRANTY!!** on all building wash projects.

Ready to Book...?

Professional Equipment and well trained friendly staff!

Check out our work...













The Global Standard for Cleaning Education

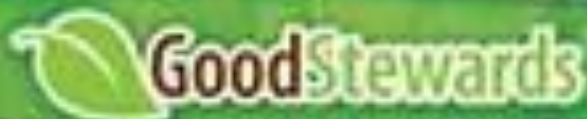


equipment

education

chemicals

support



100% Biodegradable • Low VOC
Water-Based • Bleach Stable
Non-Hazardous*

* where allowed according to label directions

GREEN Wash

Softwashing Solution Additive
for Organic Staining

Great for use on:

- ROOFS • STUCCO
- SIDING • CONCRETE



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equipment

education

chemicals

support

SoftWash
SYSTEMS

NEW
& IMPROVED

 **GoodStewards**

100% Biodegradable
Low VOC - Water-Based
Non-Hazardous*

*When used as directed, followed by rinsing.

FINAL Wash

Great for use on:

- VINYL SIDING
- WINDOWS
- METAL ROOFS
- CLEANING EQUIPMENT

Heavy Waxing Finishing Soap
that Neutralizes Bleach



=



3 DAYS of
PRODUCTION

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Softwash
SYSTEMS

Purple
Rhino

NOW
with Gypsum

PLANT Wash

*Landscape Fertilizer: Neutralizing Fertilizer
Protects Plants from Caustic Cleaners*



- NEUTRALISES BLEACH
- BUFFERS LEAVES
- RE-ESTABLISHES SOIL BACTERIA
- FEEDS & FORTIFIES PLANTS

- 100% BIODEGRADABLE
- LOW VOC ■ NON-HAZARDOUS*
- WATER-BASED

* WHEN USED ACCORDING TO LABEL DIRECTIONS



=



 **GoodStewards™**

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08000 496098

Customer Testimonials

Richard Starr

(5 Stars)

I had an excellent experience with Eco Tek. They gave me a quick free estimate. Everyone I dealt with at Eco was knowledgeable and friendly. Their price to clean the roof of my townhouse was quite reasonable. The technician, Matt Faulkner, arrived at the scheduled time, was quite professional and finished the job quickly. My roof looks great and it has a five year warranty.

Al Lim

(5 Stars)

Excellent job by Ecotek. I couldn't be more pleased with the superb cleaning of my driveway, walkways, patio, and rear basement entryway. They look like NEW. The transformation was incredible and exceeded my expectations. Corey Clark and his team did an outstanding job and were very professional. They ensured my needs as a customer were met and were very respectful. Thanks so much for a job well done!

Debbie Ruston

(5 Stars)

I was required to power wash my gutters for the homeowners' association reg's, but needed to clean the roof shingles of algae and stains as well. Only trusted a company that understands that you can't use the same power washing method on shingles as is used on other surfaces. EcoTek GETS IT! The communication with the company was prompt, professional and very responsive and the cost was reasonable for the work I needed to be completed. They were right on time for both the estimate appointment and the work - and clearly identifiable in their

uniform shirts/trucks. James White arrived and got right to work, spending extra time on the shingles to get the stubborn algae treated completely. He worked carefully and thoughtfully on my property as well as my townhouse neighbors. I'm very impressed with the company and will definitely call them again for work - I highly recommend them.

Safety Plan/ Job Hazard Analysis

Safety Plan

- Appropriate OSHA approved PPE used by all Ecotek employees.
- Safety cones and caution tape will be used to create a safe working environment for workers and pedestrians.
- 1-2 station safety officers will be onsite and used to block off walkways, and guide/ redirect foot traffic in and near the work zone.
- Floor Mats will be placed across walkways over hoses to reduce tripping hazard.
- Fire Hydrant Access if needed will be accessed by Ecotek using a County approved Back Flow Metering device.

Job Hazard Analysis

JOB TITLE: Soft Washing/ Roof Cleaning/ Gutter Cleaning

TASK/PROCEDURE	HAZARD	SAFE PROCEDURE
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Low pressure washing (Soft Washing) and cleansing of building exterior, Roofing, and inside of gutters/downspouts.

Injuries from flying particles Exposure to high noise levels Exposure to extreme water pressure Fire, flame, explosion from gasoline engine fuel Reaction from skin contact from industrial cleansers Sprains and strains to fingers, hands, wrist, elbow, shoulder Cuts, abrasion, and contusions to face, fingers, hands, arms, legs.

Adequate operator training is required before operation. Training must be specific for the type of tool to be used. Training must include lecture and practical demonstration Inspect all tools before use to ensure safe operating condition Never use a high pressure washer for anything other than it's intended use Plan your work ahead of time to be sure you have the right tools for the job Eye protection and face shield are required. Gloves, hearing protection, safety footwear, are also required. A protective apron or other protective clothing may also be required if cleansers are used. Ensure a good footing and hold the nozzle secure during operation Secure material to prevent shifting during work. Allow engine to cool for 10 minutes before refueling Only use in a well ventilated area Refer to the MSDS for all cleansers and chemicals used Never allow the high pressure nozzle near unprotected skin Never use the high pressure washer for horseplay. Pay attention and take your time. Ladder training required prior to ladder use. OSHA guideline followed regarding usage and access with ladders.

2 Year Warranty

2 YEAR (24 MONTH) WARRANTY

For all complete building washing projects Ecotek will guarantee no green algae staining on any vertical surfaces including and limited to Vinyl siding, Brick, Stucco, and hardy Plank. Should staining appear within 24 months of service, Ecotek will retreat such areas and remove stains. Areas stained from runoff or overflow of gutters are not covered under this warranty.

Terms and Conditions

Terms And Conditions

Business Policies and Procedures

The client hereto agrees as follows:

- 1) Ecotek Power Wash and its employees agree to provide services stated in this estimate in a reliable and trustworthy manner. In consideration of these services and as an express condition thereof, the client expressly waives any and all claims against Ecotek Power Wash or its employees, unless arising from gross negligence on the part of Ecotek Power Wash.
- 2) Customer/management is responsible for providing a secure work area.
- 3) Customer/management agrees to keep site free from objects which may interfere with work. For example, for concrete side walk and deck cleaning work, please remove all furniture, flower planters, furniture, benches and so on. All furniture shall be removed from patio and balcony areas. Ecotek will not be responsible for any damage to items left in these areas.
- 4) Customer/management is responsible for making sure all people; pets and children are kept away from the area. Ecotek Power Wash is not responsible for any harm which may come to people and their clothes, children or pets as result. Customer/management is responsible for notifying all residents that we will be using a lightly chlorinated detergent.
- 5) Ecotek Power Wash will not be responsible for damage caused by improper installation, care, and/or maintenance and structural defects.(spalling of concrete, failing paint, oxidized aluminum, aged drier vents, electrical outlets,

rotted wood, seals on doors and windows).

6) Every effort is made to be as careful as possible with your items, however, accidents do happen. All damage reports must be made within 5 days. Ecotek Power Wash reserves the right to inspect and repair all damage claims.

7) Customer/management is responsible for providing running water. If water is unavailable onsite, additional charges will apply, per contract. Customer/management is responsible for all water fees.

8) Customer/management is responsible for ensuring all windows and doors are closed properly. Ecotek Power Wash is not responsible for any water which may penetrate these areas due to lack of maintenance.

9) Customer/management is responsible for cleaning any debris/dirt/water caused by wash unless contract states otherwise.

10) Ecotek Power Wash is not responsible for work which cannot be completed due to weather, interference caused by other workers, changes by customer/management, or unforeseen defects. Customer/management will be responsible for all labor charges incurred to date.

11) If damage or defects have been noted, Ecotek Power Wash will continue work at the request of customer/management with a signed waiver.

12) Business and visiting hours fall between the hours of 8 a.m. and 5 p.m. Monday-Friday and estimates and onsite demonstrations are usually completed during this time.

13) Ecotek Power Wash reserves the right to deny service or terminate service because of safety concerns, financial concerns, or inappropriate or uncomfortable situations.

14) On acceptance of a quote 25% of the balance shall be immediately due for settlement before work commences. On completion of works an invoice shall be raised to settle the remaining balance, which shall be due within 12 days of the invoice date unless otherwise stated. A \$50 non-payment fee will apply if payment is not received on scheduled day. There will be a 7% finance fee added on for payments later than 30 days and accrued weekly.

15) Returned checks are subject to a \$50 fee. In the event of a returned check, the client must pay the entire invoice and all applicable fees promptly via cash or money order only.

16) Cancellations must be received 24 hours prior to scheduled service or full cleaning fees will be applied. This includes instances where we cannot access

your home and/or business.

17) Guarantee Policy: Ecotek Power Wash wants you to be completely satisfied every time. If, within 48hours, you are not satisfied, Ecotek Power Wash will come back and re-clean said items at no additional charge.

By signing below the client fully understands and agrees to the contents of this agreement:

_____ Client's signature
Date (Please Print, Sign, and return in addition to digital Signature)

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Have A Question?

Contact us at 443-903-1034

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Baltimore Power Wash LLC DBA EcoTek Soft Wash

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) **S**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1525 Byron ct

6 City, state, and ZIP code
Port Republic, MD 20676

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

OR

Employer identification number

4 6 - 1 2 2 4 3 2 1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *Jash* Date *January 2020*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



Erie Insurance

CERTIFICATE OF INSURANCE

— THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY —

DATE ISSUED (MM/DD/YY)

Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530 • 814.870.2000
Toll free 1.800.458.0811 • Fax 814.870.3126 • www.erieinsurance.com

NAME AND ADDRESS OF AGENCY THE KAIFER INSURANCE GROUP 120 COCKEYSVILLE RD STE 100 COCKEYSVILLE, MD 21030-2133 (410)584-7610		AGENT'S NO. BB1367	COMPANIES AFFILIATED Co.: C Erie Insurance Company Co.: D Erie Insurance Property & Casualty Company Co.: E Erie Insurance Exchange (Not Applicable) Co.: F Erie Insurance Exchange (Not Applicable) Co.: G Erie Insurance Exchange (Not Applicable) Co.: H Erie Insurance Exchange (Not Applicable) Co.: I Erie Insurance Exchange (Not Applicable) Co.: J Erie Insurance Exchange (Not Applicable) Co.: K Erie Insurance Exchange (Not Applicable) Co.: L Erie Insurance Exchange (Not Applicable) Co.: M Erie Insurance Exchange (Not Applicable) Co.: N Erie Insurance Exchange (Not Applicable) Co.: O Erie Insurance Exchange (Not Applicable) Co.: P Erie Insurance Exchange (Not Applicable) Co.: Q Erie Insurance Exchange (Not Applicable) Co.: R Erie Insurance Exchange (Not Applicable) Co.: S Erie Insurance Exchange (Not Applicable) Co.: T Erie Insurance Exchange (Not Applicable) Co.: U Erie Insurance Exchange (Not Applicable) Co.: V Erie Insurance Exchange (Not Applicable) Co.: W Erie Insurance Exchange (Not Applicable) Co.: X Erie Insurance Exchange (Not Applicable) Co.: Y Erie Insurance Exchange (Not Applicable) Co.: Z Erie Insurance Exchange (Not Applicable)		
NAME AND ADDRESS OF NAMED INSURED Baltimore Power Wash LLC d/b/a Ecotek Soft Wash 637 Keith Lane Owings, MD 20736		This certificate is issued for information purposes only and confers no rights on the certificate holder. It does not affirmatively or negatively amend, modify or otherwise alter the terms, exclusions, coverages, conditions or conditions of the policy(ies) governing the insurance coverage as applied to any given situation. Limits have been reduced by claims paid. This certificate of insurance does not constitute a contract between the issuing insurer and the insured. The insured is authorized representative or producer and the certificate holder.			
This is to certify that policies, as indicated by the Policy Number below, are in force for the Named Insured at the time the Certificate is being issued.					
CO. AFF. TO THIS CERT.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
E	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC.	Q26 1621128	2/16/20	2/16/21	EACH OCCURRENCE \$ 1,000,000 FIRE LOSS (Any One Fire) \$ 1,000,000 EXP. LOSS (Any One Period) \$ 10,000 PERSONAL & ADV. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG. \$ 2,000,000
E	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY (OWNED, HIRED, NON-OWNED) <input checked="" type="checkbox"/> "ANY AUTO" <input checked="" type="checkbox"/> OWNED <input checked="" type="checkbox"/> HIRED <input checked="" type="checkbox"/> NON-OWNED <input type="checkbox"/> GARAGE	Q02 1630758	2/16/20	2/16/21	BODILY INJURY (EACH PERSON) \$ BODILY INJURY (EACH ACCIDENT) \$ PROPERTY DAMAGE \$ BODILY INJURY AND PROPERTY DAMAGE COMBINED \$ 1,000,000
E	<input checked="" type="checkbox"/> EXCESS LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> RETENTION \$	Q26 1621128	2/16/20	2/16/21	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$ \$
E	WORKERS COMPENSATION & EMPLOYERS LIABILITY		3/1/20	3/1/21	STATUTORY BODILY INJURY BY ACCIDENT \$ 1,000,000 EACH ACCIDENT DISEASE \$ 1,000,000 POLICY LIMIT DISEASE \$ 1,000,000 EACH EMPLOYEE
OTHER					
DESCRIPTION OF OPERATION, LOCATIONS/VEHICLES, ENDORSEMENTS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Overland Garden Apartments, Inc. and Glenmore Associates LP are named as additional insured with regard to work performed for them by the insured under the Commercial General Liability coverage.					
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
NAME AND ADDRESS OF CERTIFICATE HOLDER			AUTHORIZED REPRESENTATIVE 		

EIG6290 8/11

Page 1 of 1

Cameron Station Community Association, Inc.
Board Decision Request
February 23, 2021

TOPIC: Spring Turf Restoration Proposal

Motion:

"I move to APPROVE the Spring Turf Restoration Proposal at the total cost of \$4,750 as submitted to be taken from the Turf Treatments and Enhancements operating expense line item".

2nd:

Summary:

Attached is a proposal for the Spring Turf Restoration Submitted by Common Area Committee. This turf restoration will cover the following areas: Cameron Station Circle, Brenman Park, Martin Lane Area Near Park, 168-170 Martin Lane, 165-171 Cameron Station Boulevard, Donovan Pocket Park, Barbour-Gardner Pocket Park, Martin Lane-Donovan Park, Donovan Park (2), Knapp Park (2), John Ticer Pocket Park, Park at the end of Cameron Station And Pocosin. These areas were not addressed this past Fall and should be picked up this Spring.

The CAC is recommending the approval of this proposal as submitted.

CAMP Recommendation

Management does not have any issues with the proposal as presented and recommends its approval.



January 29, 2021

CUSTOMER # 229

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

Dear Jennifer,

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

SPRING TURF RESTORATION

1. REMOVE DEAD GRASS AND AERATE TURF
2. SPREAD A THIN LAYER OF COMPRO MIXED SOIL
3. INSTALL TALL FESCUE GRASS SEED AND COVER WITH SEED PROTECTOR PELLETS
4. INSTALL TEMPORARY FENCING ON ALL RESTORED AREAS AT THE FOLLOWING LOCATIONS:
 - a. CAMERON STATION CIRCLE
 - b. BRENNAN PARK
 - c. MARTIN LANE AREA NEAR PARK
 - d. 168-170 MARTIN LANE BY TREE
 - e. 165-171 CSB
 - f. DONOVAN POCKET PARK
 - g. BARBOUR-GARDNER POCKET PARK
 - h. MARTIN LANE-DONOVAN PARK
 - i. DONOVAN-CSB PARK (2)
 - j. KNAPP-CSB PARK (2)
 - k. JOHN TIGER POCKET PARK
 - l. PARK AT THE END OF CAMERON STATION AND POCOSIN

MATERIAL AND LABOR

- TOP SOIL-COMPRO MIXED (10) YRDS @ \$95 EACH.....	\$950.00
- TRANSITION BLEND GRASS SEED (4) BAGS @ \$125 EACH.....	\$500.00
- LABOR (60) HRS AT @ \$55 EACH.....	\$3,300.00

TOTAL PROPOSAL: \$ 4,750.00

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

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

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

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

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

DATE OF ACCEPTANCE: _____





**Cameron Station Community Association, Inc.
Board Decision Request
February 23, 2021**

TOPIC: Landscape Enhancement of John Ticer Park

Motion:

"I move to APPROVE the Landscape Enhancement of John Ticer Park Proposal in the amount of \$23,493.50 to be taken out of the following operating expenses: Tree/Shrub Maintenance, Turf Treatments/Enhancements and Landscape Enhancement Expense as outlined below."

2nd.

Summary:

Attached is a proposal for the Landscaping Enhancement of John Ticer Park submitted by the Common Area Committee. The removal will cost \$1,620 and should come from Tree/Shrub Maintenance operating expense. Turf Restoration will cost \$1,620 and should come from Turf Treatment/Enhancement operating expense and the remaining \$20,253 to come from Landscape Enhancement operating expense. The 2021 total budget for Landscape Enhancements is \$39,000 (an increase of \$16k from 2020).

This was discussed at length by the Committee and the CAC Chairman, Robert Burns, will be in attendance to discuss the committee's recommendation for further details and questions from the Board.

CAMP Recommendation

Management does not have any issues with the proposal as presented and recommends its approval.



September 5, 2019 (revised 1.6.2021)

CUSTOMER # 229

Jennifer L. Gilmore, CMCA, AMS, PCAM
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria, VA 22304

Dear Jennifer,

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

JOHN TIGER PARK LANDSCAPE ENHANCEMENTS

Remove (1) leaning Higan cherry tree and all existing plant material and dispose off-site.

LABOR: (24) Hours at \$55 Each.....\$1,320.00

Dump Fee.....\$300.00

Except/Keep the following plants:

All Cherry Trees and all Greenspire Euonymus behind park benches.

Regrade and reduce mulch areas replace with tall fescue sod

LABOR: (15) Hours at \$55 Each.....\$825.00

Tall Fescue Sod (1) 450 SF Pallet.....\$795.00

Prep and amend planting beds and install per design.

Plant Material List:

(1) 3" Higan Cherry Caliper.....\$825.00
(12) 24-30" Hydrangea Little Lime at \$125 each.....\$1,500.00
(12) 24-30" Hydrangea Bobo at \$125 each.....\$1,500.00
(11) 24-30" Deutzia Nikko at \$125 each.....\$1,375.00
(9) 18-24" Spirea Snowmound at \$54 each.....\$486.00
(10) 18-24" Spirea Little Princess at \$54 each.....\$540.00
(8) 18-24" Weigela Minuet at \$65 each.....\$520.00
(8) 42-48" Dwarf Hinoki Cypress at \$395 each.....\$3,160.00

Perennial Plant Material:

(14) 1 Gallon Blue Catmint at \$25 each.....\$350.00
(21) 1 Gallon Monarda Bee Balm at \$25 each.....\$525.00
(15) 1 Gallon Cone Flower Pow Wow at \$27.50 each.....\$412.50
(24) 1 Gallon Hosta Francis Williams at \$27.50 each.....\$660.00
(53) 1 Gallon Astilbe Silver Pink at \$27.50 each.....\$1,457.50
(12) 1 Gallon Variegated Solomon's Seal at \$32.50 each.....\$390.00
(20) 1 Gallon Daylilies at \$27.50 each.....\$550.00
(250) Daffodils at \$0.95 each.....\$237.50

Additional Plant Materials:

(15) Yards Hardwood Mulch at \$75 each.....\$1125.00
(4) Yards Planting Top Soil Mixed at \$95 each.....\$380.00
(4) Bags 50 Pound 10-10-10 Fertilizer at \$75 each.....\$300.00

LABOR to install all plant material: (72) Hours at \$55 each.....\$3,960.00

PROPOSAL TOTAL: \$23,493.50

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

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

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

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

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

DATE OF ACCEPTANCE:_____

SIGNATURE:_____



JOHN TIGER PARK

Scale 1" = 10' JULY, 2019

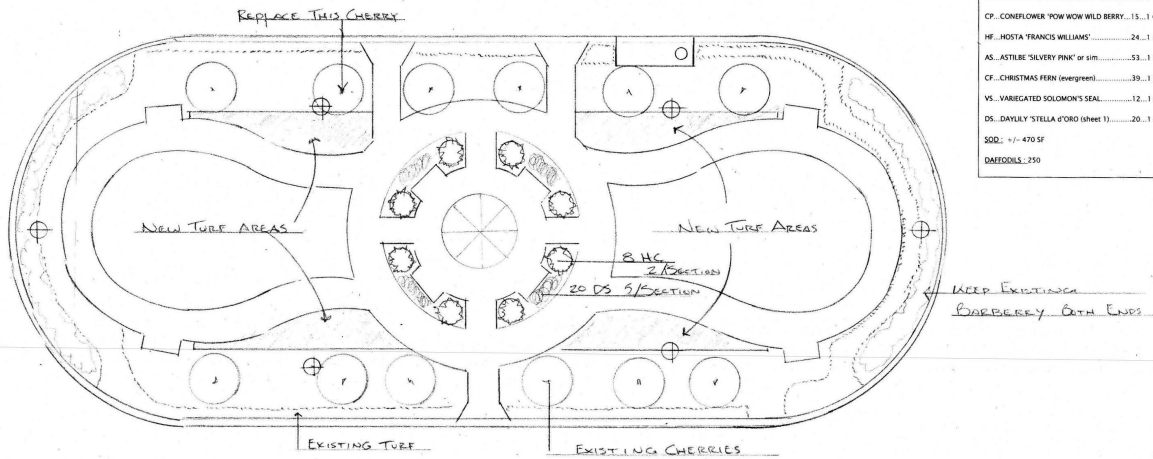
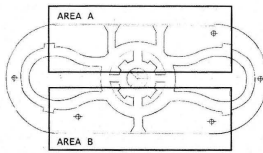
Sheet 1 of 2



NOTES:

- Replace one Higan Cherry (HC)
- Keep Cherries, and Euonymus behind the benches in the 4 corners. Keep all Purple-Leaf Barberry on ends. Remove all other shrubs & perennials.
- Distribute Daffodils in all available spaces throughout
- The Wintergreen Boxwood is a variety of Korean Boxwood, which has shown strong resistance to the various maladies affecting most other Boxwood varieties

SEE SHEET 2 of 2



PLANT / MATERIALS LIST

KEY NAME	QUAN	SIZE
SHRUBS:		
HC - HIGAN CHERRY	1	3" CAL
BW - BOXWOOD 'WINTERGREEN'	30	24-30
HL - HYDRANGEA 'LITTLE LIME'	12	24-30
HB - HYDRANGEA 'BOBO'	12	24-30
DN - DEUTZIA 'NIKKO'	11	24-30
SS - SPIREA 'SNOWMOUND'	9	18-24
SL - SPIREA 'LITTLE PRINCESS'	10	18-24
WM - WEIGELA 'MINUET'	8	18-24
HC - DWARF HINOKI CYPRESS (sheet 1)	8	42-28"
PERENNIALS:		
PB - PURSIAN BLUE CATMINT	14	1 GAL
MB - MONARDA (BEEBALM) BALMY ROSE	21	1 GAL
CP - CONEFLOWER 'POW WOW WILD BERRY'	15	1 GAL
HF - HOSTA 'FRANCIS WILLIAMS'	24	1 GAL
AS - ASTILBE 'SILVERY PINK' or sim.	53	1 GAL
CF - CHRISTMAS FERN (evergreen)	39	1 GAL
VS - VARIEGATED SOLOMON'S SEAL	12	1 GAL
DS - DAYLILY 'STELLA D'ORO (sheet 1)	20	1 GAL
SOD	+/-	470 SF
DAFFODILS	250	



LANCASTER LANDSCAPES
www.lancasterlandscapes.com

SCALE 1" = 10'

DATE: JULY 2019

REVISED

PROJECT NAME CAMERON STATION

SHEET 1 of 2

LOCATION JOHN TIGER PARK





JOHN TIGER PARK
Scale 1" = 5'
JULY, 2019
Sheet 2 of 2



PLANT / MATERIALS LIST	
KEY NAME	QUAN SIZE
SHRUBS:	
HC - HIGAN CHERRY	1... 3" CAL
BW - BOXWOOD 'WINTERGREEN'	30... 24-30
HL - HYDRANGEA 'LITTLE LIME'	12... 24-30
HB - HYDRANGEA 'BOBO'	12... 24-30
DN - DEUTZIA 'NIKKO'	11... 24-30
SS - SPIREA 'SNOWMOUND'	9... 18-24
SL - SPIREA 'LITTLE PRINCESS'	10... 18-24
WM - WISCERA 'MINNET'	8... 18-24
HC - DWARF HINOKI CYPRESS (sheet 1)	8... 42-28"

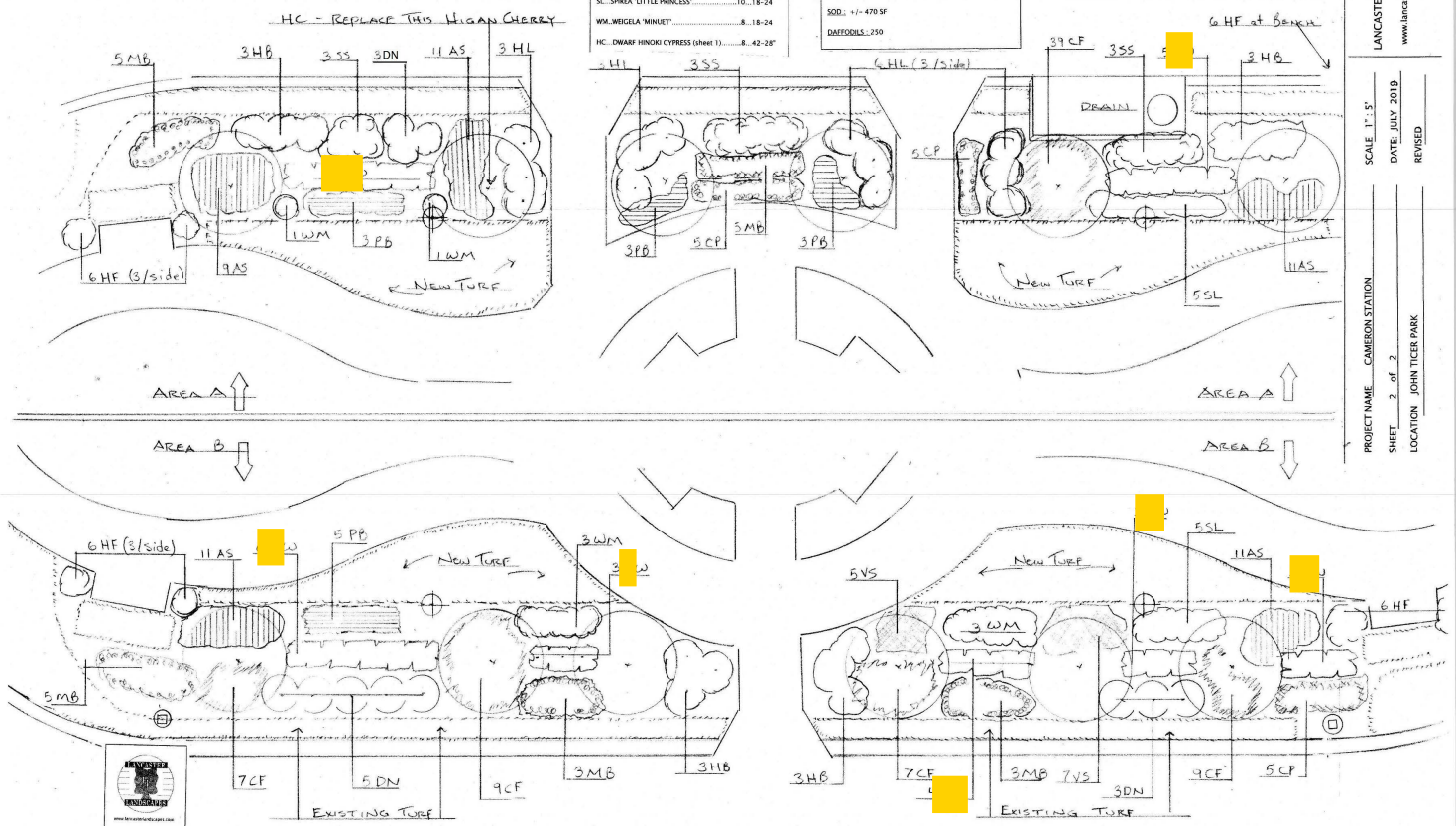
PERENNIALS:	
PE - PURSIAN BLUE CATMINT	14... 1 GAL
MB - MONARDA (BEEBALM) BALMY ROSE	21... 1 GAL
CP - CONEFLOWER 'TOM WOW WILD BERRY'	15... 1 GAL
HF - HOSTA 'FRANCIS WILLIAMS'	24... 1 GAL
AS - ASTILBE 'SILVER PINK' or sim.	53... 1 GAL
CF - CHRISTMAS FERN (evergreen)	39... 1 GAL
VS - VARIEGATED SOLOMON'S SEAL	12... 1 GAL
DS - DAYLILY 'STELLA D'ORO (sheet 1)	20... 1 GAL
SOD: +/- 470 SF	
DAFFODILS: 250	

- Notes:
- Replace one Higan Cherry (HC)
 - Keep Cherries, and Euonymus behind the benches in the 4 corners. Keep all Purple-Leaf Barberry on ends. Remove all other shrubs & perennials.
 - Distribute Daffodils in all available spaces throughout
 - The Wintergreen Boxwood is a variety of Korean Boxwood, which has shown strong resistance to the various maladies effecting most other Boxwood varieties



LANCASTER LANDSCAPES
www.lancasterlandscapes.com

SCALE 1" = 5'
DATE: JULY 2019
PROJECT NAME: CAMERON STATION
SHEET 2 of 2
LOCATION: JOHN TIGER PARK
REVISED



Please note: The Common Area Committee has asked to exclude the boxwoods from this design. These items are highlighted in yellow as indicated above.



Cameron Station Community Association, Inc.
Board Decision Request
February 23, 2021

TOPIC: Clubhouse Roof Evaluation Proposal

Motion:

"I move to APPROVE the clubhouse flat roof evaluation proposal as submitted from Gardner Engineering in the amount of \$2,550.00 to review the existing contractor proposals, to survey the roof and then provide an independent evaluation of the correct repair approach for the for project to be taken from Reserves.

2nd:

Summary:

Attached is a proposal from Gardner Engineering for the flat roof bid evaluation, review and overall report. There is currently a leak from the roof above the fitness center. The roof has been coated with an aluminized coating, which is typical to extend the life of the roof, which it did. Several roofers were contacted when this was first reported to provide pricing for repairs. Upon review of the proposals, it was clear that we did not have comparative "apples to apples" bids and there were varying opinions on repair vs replacement. The roof presents a bit of a challenge as it has several roof mounted HVAC units with penetrations and tie-in to the shingled roof. As a result, we felt it was in the best interest of the Association to have the roof bids evaluated by an engineering firm. We contacted Gardner Engineering for a price for this work. You may recall, Gardner is the engineering firm the Board selected last month to oversee the asphalt paving project. Below are the fees for their services.

FEE AND SCHEDULE

ITEM ESTIMATED FEES

Phase I – Evaluation, Review and Report Estimated \$2,550

Phase II – Design/Construction Documents Estimated \$3,500

Phase III – Bidding Estimated \$2,650

Gardner Engineering will review the existing contractor proposals, visit the site to survey the roof and then provide an independent evaluation of the correct repair approach for the cost of \$2,550.00 which would be considered a Reserve expense. It is also important to note that the Reserve Study reflects the replacement of the roof to have occurred in 2020.

CAMP Recommendation

Management recommends the Board approve Gardner Engineering to review the existing contractor proposals, to visit the site to survey the roof and then provide an independent evaluation of the correct repair approach for the cost of \$2,550.00.



**GARDNER
ENGINEERING, INC.**

February 12, 2021

Ms. Janeva Sharps
Community Association Management Professionals (CAMP)
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

SUBJECT: Proposal For Engineering Consulting Services
Clubhouse Roof Evaluation
Cameron Station Community Association
Alexandria, Virginia
Gardner Engineering Proposal 4207

INTRODUCTION

Gardner Engineering, Inc. appreciates the opportunity to submit this proposal for roof consulting services at Cameron Station located in Alexandria, Virginia. Included in this proposal is a brief discussion of project information, our proposed scope of services, proposed fee, and schedule.

Cameron Station Community Association (CSCA) consists of townhomes and garden-style buildings with mixed use retail and commercial offices. Asphalt pavement is present throughout the community. Concrete curb and gutters are present at the perimeter of the asphalt paved areas. The clubhouse roof consists of a flat roof area in the center of the building, housing HVAC units, surrounded by a steep-sloped, asphalt shingled roof. The flat roof membrane is reported to be 20 years old and was coated in 2012.

It is our understanding that leaks have been reported at the flat roof area, however a leak source has not been identified. It is our understanding that the Facilities Committee issued a scope of work to roofing contractors. Management has received 4 bids from the contractors, however the scope and pricing of those proposals varies widely. The purpose of our services is to determine the appropriate repair approach for the clubhouse roof membrane and review the contractor proposals.

Specializing in Building Restoration

PROPOSED SCOPE OF SERVICES

We propose to perform the following scope of work:

Phase I – RFP Review, Site Visit and Report

- We will review the Facilities Committee written scope of work and the 4 roofing contractor proposals.
- Visit the site to perform a visual assessment of the clubhouse roof membrane, the interior finishes damaged from the leak, and the attic/plenum area, if accessible. We will also perform moisture meter testing and an Infrared camera survey to attempt to determine the source of the roof leak. Water infiltration testing is not anticipated at this time and the cost is not included in this proposal.
- Provide a written report of our findings and recommendations regarding the 4 roof proposals, the current condition and remaining life expectancy of the roof membrane, and if repairs or replacement are warranted.

Phase II - Design/Construction Documents (Optional)

- If the roof warrants replacement, Gardner Engineering can develop design/construction documents to outline the roof replacement. The scope of work document will describe the materials to be used and the procedures to be employed.
- We will prepare design/construction documents suitable for bidding, including:
 - Technical Specifications
 - Plan and Detail Drawings, as necessary
 - Invitation to Bid
 - Instructions to Bidders
 - Bid Forms
 - Contract Agreement (AIA 107)
 - Safety Requirements
 - Administrative Provisions
 - Insurance Requirements
 - Warranty
 - Bonds

Phase III - Bidding (Optional)

- If requested to obtain bids based on our Phase II design documents, we will consult with CSCA to develop a list of qualified Contractors for Owner approval, or re-bid to the original 4 Contractors.
- Distribute bidding documents to Contractors.

- Conduct a pre-bid meeting at the site with the Owner and at least three qualified contractors.
- Prepare and distribute any required bid addenda.
- Review and tabulate the bids.
- Provide a spreadsheet containing Contractor's base and unit prices.
- Consult with Owner regarding selection of a Contractor.

Phase IV - Contract Administration

Gardner Engineering can provide contract administration services generally consisting of the following:

- Prepare the Owner/Contractor Agreement for execution (AIA A104).
- Conduct a pre-construction meeting.
- Review of Contractor submittals and pay requisitions.
- Perform additional engineering, if necessary, to address changed or unforeseen conditions.
- Act as liaison between the Owner and Contractor.
- Provide clarification of technical or contract issues.

Phase IV - Construction Observation

- Perform periodic site visits during construction to observe the progress of the work, take photographs of the progress of the work, verify quantities of repair and determine if the work is being performed in general accordance with the project specifications.

FEE AND SCHEDULE

We propose to perform the services described above for the following fees:

ITEM	ESTIMATED FEES
Phase I – Evaluation, Review and Report	Estimated \$2,550
Phase II – Design/Construction Documents	Estimated \$3,500
Phase III – Bidding	Estimated \$2,650
Phase IV – Contract Administration	* * TBD
Phase II - Construction Observation	* * TBD

Please note that the fees for Phases I, II and III will be billed on a unit rate basis in accordance with the attached Fee Schedule.

* * We will perform these services on a unit rate basis in accordance with our attached Fee Schedule. An estimated fee for Phases IV and V can be provided at a later date, after the selected Contractor provides a construction schedule.

AUTHORIZATION

If this proposal is acceptable, please sign the attached Proposal Acceptance Sheet and return it to us. That will make this proposal and the attached Terms and Conditions the agreement between us.

We appreciate your consideration of Gardner Engineering for this work and look forward to assisting you on this project.

Sincerely,
GARDNER ENGINEERING, INC.

David A. Gertz, P.E.
Senior Consultant

Douglas A. Gardner, P.E.
President

Attachments: Proposal Acceptance Sheet/Terms and Conditions (2 pages)
Fee Schedule (1 page)





**GARDNER
ENGINEERING, INC.**

PROPOSAL ACCEPTANCE SHEET

Gardner Engineering, Inc. is pleased to provide the services listed in **Proposal 4207**. The purpose of this acceptance sheet is to obtain your authorization for the scope of work and confirm the terms and conditions under which our agreement will be based. The terms and conditions are stated on the reverse side of the sheet. If you wish to make changes to the terms and conditions or the scope of work stated in the proposal, please note these changes on the space provided.

SUBJECT : **Proposal to Perform Engineering Consulting Services**

PROJECT LOCATION: **Cameron Station – Clubhouse Roof Evaluation
Alexandria, Virginia**

INVOICES TO BE SENT TO:

Firm _____

Contact Name: _____

Telephone No. _____ Fax No. _____

E-Mail _____ Cell No. _____

Mailing Address _____

City _____ State _____ Zip Code _____

WORK AUTHORIZED BY: _____
(Print Name & Title)

(Signature) (Date)

CHANGES TO THE SCOPE OF SERVICES OR TERMS AND CONDITIONS (if any required):

Specializing in Building Restoration

TERMS & CONDITIONS

- 1. SERVICES TO BE PROVIDED.** Gardner Engineering is an independent consultant and agrees to provide to the Client, for its sole benefit and exclusive use, consulting services described in our proposal.
- 2. PAYMENT TERMS.** Client agrees to pay our invoice within 21 days of invoice date. If payment is not received within 21 days from the invoice date, Gardner Engineering reserves the right to suspend services until payment is received. A service charge will accrue on all overdue amounts at the rate of 1 percent per month (simple) plus attorney's fees and court costs. Client consents to jurisdiction in the courts of Howard County, Maryland for any dispute arising hereunder.
- 3. TERMINATION.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Further, either party may terminate this Agreement without cause upon 30 days written notice to the other party. In the event of any termination, Gardner Engineering will be paid for all services and expenses up to the time of termination, and any termination expenses.
- 4. STANDARD OF CARE.** Gardner Engineering agrees to perform the services described in this proposal using the degree of care and skill ordinarily exercised by reputable members of our profession practicing in the same or similar locality under similar conditions. Gardner Engineering makes no warranties, express or implied, under this Agreement or otherwise, in connection with our services.
- 5. INSURANCE.** Gardner Engineering maintains coverage in the following areas: (a) Worker's Compensation Insurance; (b) Professional Liability Insurance; (c) Comprehensive General Liability Insurance; and (d) Automobile Insurance.
- 6. SITE ACCESS.** The Client agrees to arrange for Right-of-Entry to the property for the purpose of performing studies, tests and evaluations in connection with the agreed services.
- 7. HAZARDS & OBSTRUCTIONS.** Gardner Engineering's field personnel typically initiate field testing and/or sampling within a reasonable distance of each designated location. Our field personnel will attempt to avoid hazards or utilities which are visible to them at the site. If we are advised or given data in writing that reveals the presence or potential presence of underground or aboveground obstructions, such as utilities, we will give instructions to our field personnel. Gardner Engineering is not responsible for any damage or losses due to undisclosed or unknown surface or subsurface conditions, owned by Client or third parties. Client agrees to indemnify us from any such claim, suits or losses, including reasonable attorney's fees, resulting therefrom.
- 8. SITE OBSERVATIONS.** During site visits or as a result of site observations of Contractor(s)' work in progress, Gardner Engineering will not supervise, direct or have control over Contractor(s)' work nor shall have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction employed by Contractor(s), for temporary construction installations or measures, for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor(s) furnishing and performing their work. Gardner Engineering can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with their contract, or with the construction documents.
- 9. UNFORESEEN CONDITIONS OR OCCURRENCES.** It is possible that unforeseen conditions or hazardous substances may be encountered which could substantially alter the necessary services or the risks involved in completing our services. If this occurs, we will promptly notify and consult with the Client, but will act based on our sole judgment where risk to our personnel is involved.
- 10. SAMPLE DISPOSAL.** We will retain test specimens or samples for a period of 30 days. After that time, samples will be disposed of, unless prior arrangements have been made.
- 11. ENVIRONMENTAL INDEMNITY.** Our services do not include the identification of asbestos, lead paint, mold or any other hazardous or toxic substance, unless specifically stated in our proposed scope of work. If a third party brings suit or claim for damages against Gardner Engineering alleging personal injury or property damage from exposure to or release of toxic hazardous substances or constituents at or from the project site before, during or after the services of this Agreement, the Client agrees to the maximum extent permitted by law to defend us and pay on our behalf any judgment against us, including interest thereon, unless such damages are caused by our sole negligence.
- 12. LIABILITY.** Gardner Engineering's liability, in contract and tort, shall be limited to the amount of compensation paid to Gardner Engineering for the project services. The Client agrees that Gardner Engineering's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of Gardner Engineering's employees or principals in their personal capacity. The provisions of this article shall supersede any indemnification provision in other documents made part of our agreement for services. In no event shall client delay payment, or withhold fees or expense reimbursements, on account of claims or disputes unless Gardner Engineering has been adjudicated liable with respect to the claim or dispute.
- 13. DOCUMENTS.** Gardner Engineering will provide up to 3 copies of deliverable documents. Additional copies can be provided and may be invoiced in accordance with our Fee Schedule. All documents including Drawings and Specifications prepared or furnished by Gardner Engineering pursuant to this Agreement are instruments of service in respect to the Project. Gardner Engineering shall retain ownership and property interest therein whether or not the Project is completed. The Client may make and retain copies for information and reference in connection with the use and occupancy of the Project by the Client and others; however, such documents are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project, or on other Projects. Any reuse without written verification or adaptation by Gardner Engineering for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to Gardner Engineering. The Client shall indemnify and hold harmless Gardner Engineering from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Gardner Engineering to further compensation at rates to be agreed upon by the Client and Gardner Engineering.
- 14. SEVERABILITY.** In the event that any provision of this Agreement is found to be unenforceable, the other provisions shall remain in full force and effect.
- 15. SURVIVAL.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between Client and Gardner Engineering shall survive the completion of the services and the termination of this Agreement.
- 16. INTEGRATION.** This Agreement, the attached documents and those incorporated herein constitute the entire Agreement between the parties and cannot be changed except by a written instrument signed by both the parties.
- 17. GOVERNING LAW.** This Agreement shall be governed in all respects by the laws of the State of Maryland.

2018 Terms and Conditions



FEE SCHEDULE

Personnel	Rate
PRINCIPAL, per hour	\$225.00
SENIOR CONSULTANT, per hour	\$215.00
PROJECT CONSULTANT, per hour	\$195.00
SENIOR PROJECT MANAGER, per hour	\$185.00
PROJECT MANAGER, per hour	\$170.00
PROJECT ENGINEER, per hour	\$160.00
SENIOR BUILDING SPECIALIST, per hour	\$150.00
ENGINEER, per hour	\$145.00
DRAFTER, per hour	\$85.00
ADMINISTRATIVE SUPPORT, per hour	\$75.00
TECHNICIAN, per hour	\$60.00

Field Personnel - *Services of field personnel or project site visits by engineering personnel will be invoiced from portal to portal. The hourly rate for field technical personnel will be increased to 1.5 times the indicated rate for work performed over eight hours per day or on Weekends or Holidays.*

Litigation - *Engineering services during Depositions and Expert Testimony will be billed at the standard unit rate times 1.5.*

Expenses	Rate
MILEAGE, per mile.	\$0.65

Travel and Per Diem - *Travel expenses will be invoiced at our direct cost plus 20 percent.*

Other Expenses - *Other expenses such as subcontracts, equipment, materials, or other project related expenses will be invoiced at our direct cost plus 20%.*

Rates subject to periodic adjustment

Fee Schedule 2018



Cameron Station Community Association, Inc.
Board Decision Request
February 23, 2020

TOPIC: Fitness Center Management Proposals

Motion:

"I move to recommend to the Board the approval and renewal of the current contract with ProFIT".
2nd:

Summary:

As you will recall from the January meeting, the Association's Procurement Resolution requires the bid process be completed for contracts that exceed \$50,000 unless otherwise waived by the Board. The current Fitness Center Management contract with Professional Fitness Management 'ProFIT' expired 12/31/20 and bids were solicited from 5 companies: 2 of whom declined, 3 that were submitted to the Cameron Club Facilities Committee resulting in the final 2 which are noted below for your review. CCFC held a virtual interview on December 10th with each bidder, in which the committee decided to decline WTS International's bid for budgetary reasons and requested a cost update from Profit and Synergy Fitness Group provided the following information from the committee.

Please note: ProFIT has created a spreadsheet of the daily, weekly and monthly attendance and cardio equipment usage data breakdown based on the questions from the Board's January meeting.

Proposals are based on current scope of work as previously reviewed and approved by the Committee. Below is a matrix of proposals received which compares the monthly costs from each firm:

Option 1 – pre COVID "Normal" Operation (12 months) 1 staff at the Reception desk at all times. Includes the Site Manager, one full time Reception, and two part time. Normal hours: Monday -Friday 4:45am-11pm, Saturday & Sunday 7am-8pm (8:30pm during pool season). The total staffed hours per week are 118 hrs.

Option 2 (Jan-May) 2 staff per hour, 12 hours per day. COVID Hours: Monday-Wednesday-Friday 8am-8pm, Tuesday and Thursday 6am-6pm, and Saturday and Sunday 8am -8pm. The total staffed hours per week are 168. **Option 2** (June -Dec) back to normal pre COVID operations reflected in Option 1– the modified monthly rate anticipating COVID restrictions have been lifted by mid next year through the end of the year.

Pool Contractor	Option 1 Normal Pre COVID	Monthly Rate – Option 2	Insurance Limits
ProFIT	12 Months - \$14,430mthly \$173,160 Annually	Jan-May - \$18,151 mthly June -Dec - \$14,430 mthly \$191,765 Annually	Each Occurrence \$1,000,000 General Aggregate \$3,000,000 Workers Comp \$500,000
Pool Contractor	Option 1 Normal Pre COVID	Monthly Rate – Option 2	Insurance Limits
Synergy Fitness Group	12 Months - \$18,575mthly \$222,900 Annually	Jan-May –\$18,575 June-Dec –\$24,375 \$263,500 Annually	Each Occurrence \$1,000,000 General Aggregate \$2,000,000 Workers Comp \$1,000,000

CAMP Recommendation

Based on the proposals received, CAMP continues to recommend that the Association remain with Professional Fitness Management. Not only is their fee the most competitive, but they have been able to adjust their staff and prices based on the request of the committee and approval of the Board during the 2020 pandemic. The community has built relationships with the staff and are very familiar with the guidelines ProFIT has placed under the counsel of the committee. They are professional, responsive, thorough in their efforts and they have consistently done a great job of adjusting to the needs and wants of the committee and community of Cameron Station. As an example of their flexibility and cooperation, ProFIT added an additional 5 classes at the board's request after the initial 5 classes in place received such a great response from the community. There are currently 10 classes total which both bidders have incorporated within their proposal. Management has not received any complaints against the ProFIT staff's work ethic and professionalism. The only complaint received to date was from an owner who was upset at a ProFIT staff member who was enforcing the rules for the safety of the other residents present in the fitness center at the time. This shows their commitment to keep the community safe under the guidelines set by the Board and the Virginia COVID restrictions.

ProFIT

UPDATED: February 12, 2021

I. MANAGEMENT FEES

ProFIT will be responsible for the selection, training, payment, and supervision of all on-site personnel. All personnel shall be employees of ProFIT. The Center will be staffed with highly qualified personnel. Contract personnel such as aerobics instructors, personal trainers, self-defense instructors, yoga instructors, massage therapists, etc. will be employed by ProFIT, as needed.

ProFIT will be responsible for all costs associated with these personnel to include base compensation, taxes and workers' compensation insurance, training, and professional development. In addition, ProFIT will be responsible for medical insurance for any eligible employees.

The Fitness Specialists services will be included and provided by the Fitness Manager (10 Hours per week), as part of their responsibility.

Monthly Fee Compensation for its services and for the compensation of its employees will be payable on the first of each month, in advance.

COVID 19 Operations: The management fees below show **two** options as requested, however during the pandemic, ProFIT understands the need for flexibility in both staffing levels, hours, and length of time. ProFIT can adjust fees to accommodate weekly and monthly modification.

Please note: ProFIT currently provides two staffing people per hour; 12 hours per day beginning December 2020, as approved by the Cameron Station Board of Directors. This revised proposal has been adjusted to reflect current operations and we have priced it accordingly.

[Pricing Options Follow]

PRICING OPTIONS

1. Option #1- Normal Operations (Pre COVID)
2. Option #2- Current COVID Operations: – COVID Modified 2 staff per hour and 12 hours per day

NORMAL OPERATIONS

Option #1 – Normal (Pre-COVID 19) 1 staff per hour, 118 hours per week

Hours per week: 118 hours per week

Staff per hour: One staff at the Reception desk at all times. Includes the Site Manager, one full time Reception, and two part time.

Hours of Operation:

Monday -Friday 4:45am-11pm, Saturday & Sunday 7am-8pm (8:30pm during pool season)

Classes: 10 classes included in monthly fee (Please note: Formally 5 classes were billed separately under prior contract)

Monthly Fee: \$14,430

Total Year (12-month costs): \$173,160

OPTION 2- Current COVID OPERATIONS -Two staff per hour, 12 hours per day

Option # 2 – COVID 19 Modified for the year - 2 Staff per hour, 12 hours per day

Hours per week: 168 hours per week

Staff per hour: 2 staff per hour, (Reception and Fitness attendant,)

Hours of operation: The modified hours are Monday-Wednesday-Friday 8am-8pm, Tuesday and Thursday 6am-6pm, and Saturday and Sunday 8am -8pm. The total staffed hours per week are 168.

Classes: 10 classes, 5 included in staffing, 5 given by outside instructors

Monthly Fee: \$18,151

Total Annual (12 months): \$217,812

**Projected Annual Costs: COVID 19 Modified for first period of the year, then
return to normal**

1st period- January 1st thru May 28, 2021- COVID 19 Operation - 2 Staff per hour, 12 hours per day.

Monthly Fee: \$18,151

Five-month Total: \$90,755

2nd Period -Return to Normal Operations – May 29 thru December 31, 2021- One staff per hour

Monthly Fee: \$14,430

Seven Month Total: \$101,010

TOTAL ANNUAL COST OPTION - \$191,765

Contract is flexible based on the pandemic and hours of operation.

Optional Year Compensation

After the initial one-year contract, ProFIT will receive a 2% cost of living increase in the management fee for each additional option year.

Operating costs and expenses

The Association will be responsible for all operating expenses except for payroll and related expenses described above and general liability, property, and casualty insurance. ProFIT will carry professional liability insurance in the amount of \$1 million per occurrence and workers' compensation insurance on its employees.

Insurance and Indemnification

ProFIT agrees to fulfill the Insurance and Indemnification requirements in accordance with and as designated in the RFP. (Certificate of Insurance currently on file at Cameron Station)

Synergy Fitness Group

PRICING OPTIONS

1. Option #1- Normal Operations (Pre COVID)
2. Option #2- Current COVID Operations: – COVID Modified 2 staff per hour and 12 hours per day.

NORMAL OPERATIONS

Option #1 – Normal (Pre-COVID 19) 1 staff per hour, 118 hours per week

Hours per week: 118 hours per week

Staff per hour: One staff at the Reception desk at all times. Includes the Site Manager, one full time Reception, and two part time.

Hours of Operation:

Monday -Friday 4:45am-11pm, Saturday & Sunday 7am-8pm (8:30pm during pool season)

Classes: 10 classes included in monthly fee

Monthly Fee: \$18,575

Total Year (12-month costs): \$222,900

OPTION 2- Current COVID OPERATIONS -Two staff per hour, 12 hours per day

Option # 2 – COVID 19 Modified for the year - 2 Staff per hour, 12 hours per day.

Hours per week: 168 hours per week

Staff per hour: 2 staff per hour, (Reception and Fitness attendant)

Hours of operation: The modified hours are Monday-Wednesday-Friday 8am-8pm, Tuesday and Thursday 6am-6pm, and Saturday and Sunday 8am -8pm. The total staffed hours per week are 168.

Classes: 10 classes, 5 included in staffing, 5 given by outside instructors

Monthly Fee: \$ \$24,375

Total Annual (12 months): \$292,500

Projected Annual Costs: COVID 19 Modified for first period of the year, then return to normal

1st period- January 1st thru May 28, 2021- COVID 19 Operation - 2 Staff per hour, 12 hours per day.

Monthly Fee: \$18,575

Five-month Total: \$92,875

2nd Period -Return to Normal Operations – May 29 thru December 31, 2021- One staff per hour

2nd Period -Return to Normal Operations – May 29 thru December 31, 2021- One staff per hour

Monthly Fee: \$24,375

Seven Month Total: \$170,625

TOTAL ANNUAL COST OPTION - \$263,500

Treadmills	Miles	Hours
Freemotion Incline Trainers #4	43,437	
Freemotion Incline Trainers #5	TBD	
Freemotion Incline Trainers #11	16,450	
Freemotion Incline Trainers #10	TBD	
Star Trac #9	6,148	
Star Trac#8	5,498	
Star Trac#6	8,793	
Star Trac#7	7,573	

Ellipticals	Miles	Hours
Precor EFX 556i #21	31,000	
Precor EFX 885 #22	2,306	
Precor EFX 885	TBD	
Precor EFX 885 #19	30,658	
Lifefitness Cybex Arc Trainer 625A AT #25	749	8,869
Lifefitness Cybex Arc Trainer 630A #24	TBD	
Octane Lateral	TBD	
Octane Lateral	TBD	

Bikes	Miles	Hours
Star Trac upright	2,648	
Star Trac Recumbent #13		2,507
Star Trac Recumbent #14		996
Peloton Spin	TBD	
Peloton Spin	TBD	

Bikes	Miles	Hours
LifeFitness "My Ride" Spin	TBD	
Rower		
Concept II	TBD	
Stepmill		
LifeFitness Stepmill	TBD	



**Cameron Station Community Association, Inc.
Board Decision Request
February 23, 2021**

TOPIC: Policy Resolution Concerning the Use of Community Communications

Motion:

"I move to APPROVE the Policy Resolution "Concerning the Use of Community Communications". (**or** with the following amendments)

2nd:

Summary:

To ensure clear direction and expectations, Management drafted the attached Resolution for the Communications Committee to review. This also anticipates the use of social media which is also addressed in the Resolution. This was circulated to the Board and all comments were forwarded to the Association's legal counsel for consideration and inclusion as appropriate. Attached is final version which includes comments and edits from the Association's legal counsel, along with an email with comments for the Board's consideration.

CAMP Recommendation

Management does not have any issues with the Resolution and recommends its approval.

From: Todd A. Sinkins <TSinkins@reesbroome.com>
Sent: Wednesday, February 17, 2021 11:32 AM
To: Heather Graham
Cc: Jennifer Gilmore; Jennifer E. Miller; Sarah Meyer Walsh; 003722_000001 _ CAMERON STATION CA_GENERAL _ General Email
Subject: RE: Cameron Station - Resolution Review
Attachments: 210217 ComCom RESOLUTION JAN 2021 -HG Edits(2579848.1).docx; 210217 ComCom CHARTER UPDATE JAN 2021(2579844.1).docx; 210217 preliminary ComCom SOP MANUAL DRAFT JAN 2021- HG Edits (1)(2579861.1).docx

Heather:

Attached are the documents with my revisions. One issue in review is that I am marking up existing markups. Please assume that to the extent I did not change other markups, they were acceptable.

On the Resolution, I included comments that I recommend against permitting comments on social media. As we discussed, the posting of comments has resulted in a number of issues within the Board and community, some of which have resulted in complaints and hearings related to Board member comments.

On the SOP, I am operating under the assumption that it is a work in progress. That document does not appear to be ready for review or adoption. It appears only 2 of the 12 sections have been drafted. Also, the definitions at the end of the document appear to have little relation to the document. I have gone through the document and made edits in the first two Sections, but really cannot do anything further without there being initial drafting by those who have an understanding as to how the committee will be addressing these issues. For your reference, here are the sections that have not been drafted:

- I. **Welcome Packages***
- II. **Photography***
- III. **Community Bulletins***
- IV. **Signage***
- V. **Association Marketing Materials***
- VI. **Public Relations***

I have one additional comment. I would suggest defining how members are supposed to provide notification to management on association issues. It is my understanding that management does not monitor social media. With that being the case, I recommend that you specify in the POC that all communications need to be directed to management by email at a particular email address, and you repeat this in the weekly e-mail blast. I am happy to discuss further.

Take care,

Todd

Todd A. Sinkins | **Rees Broome, PC**
Shareholder and Chair – Community Association Practice Group
1900 Gallows Road, Suite 700 | Tysons Corner, VA 22182
t 703.790.1911 | d 703.790-6213 | f 703.848.2530

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION NO. 2021-__**

(Policy Concerning the Use of Community Communications)

WHEREAS, Article III, Section 3.4 of the Amended Bylaws of Cameron Station Community Association ("Bylaws") states that "The Board of Directors ("Board") ~~with~~shall have all of the powers necessary for the administration of the affairs of the Cameron Station Community Association ("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 to approve;"

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, the Board ~~of Directors~~ desires to implement guidelines and criteria for the Board, its Committees, Community Manager, third party sources, and the residents of the Association as to how, where, and when the Association communication resources are to be used.

NOW THEREFORE, be it resolved that the Board ~~of Directors~~ shall assign the Communications Committee (the "Committee") with tasks that may include but not be limited to items outlined below or otherwise outlined in the Committee Charter:

I. General Expectations for all Cameron Station Communications

- a. Communications should be professional in terms of spelling, grammar, punctuation, and clarity of message/content.
- b. Communications should follow processes and procedures as outlined in the *Communications Committee Standard Operations and Procedures Manual* (SOP Manual).
- c. Communications shall not contain materials that can be reasonably considered offensive, inflammatory, or illegal.
- d. Materials that might infringe on intellectual ~~property~~privacy rights, privacy rights, rights of publicity, or other proprietary rights shall not be permitted. The Association shall not distribute information from unverified sources or that the Association deems to be inaccurate.

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II. Newsletter - *The Compass* (adopted name of the Newsletter of the Cameron Station Community Association, Inc.)

- a. Purpose – The newsletter provides ~~Cameron Station Community~~ Association members a structured reading piece that includes news about events, Association activities, and various information that may be of interest to the community.
- b. Frequency – There shall be ~~five~~six (6) newsletters published a year.
- c. Distribution – The newsletter shall be distributed community wide electronically and/or by standard mail. As of March 1, 2021, the newsletter shall be emailed to residents and owners of the Association unless a written (email) request or other documentation has been received requesting a hard copy be mailed. Hard copies of

Commented [HA1]: Aren't there six?

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the newsletter shall be printed and distributed in Cameron Station businesses;
~~management office,~~ and the Cameron Club.

Commented [HA2]: Isn't management office in the Cameron Club so we could delete since redundant?

- d. Staffing – The ~~Communications~~ Committee shall nominate a newsletter Editor whose appointment shall be approved by the Board ~~of Directors~~. The Editor should be a voting member of the ~~Communications~~ Committee and will work with the ~~Communications~~ Committee, the Newsletter Subcommittee, and designated third party printing, formatting, and mailing companies, to compile the contents and layout of the publication. The Editor is responsible for creating and managing the publication of the newsletter on behalf of the Board ~~of Directors~~. The Newsletter Subcommittee consists of volunteers of writers, editors, and proofreaders. There is no limit to how many volunteers may serve on this subcommittee. All volunteers report directly to the Editor.

Commented [HA3]: Should have a slip inside welcome packages for new residents that they can request a hard copy.

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Commented [HA4]: I assume the Editor doesn't have to be on the Communications Committee? If they have to be should change to 'must'.

- e. Editorial License – The Editor has full control on issues of design, layout, deadlines, training, and newsletter content. The Editor reserves the right to reject, edit, add, or delete material as needed, with the exception of newsletter content ~~or requested by the Board of Directors~~. The Editor will also determine the newsletter to be "full" at their discretion. The Editor is responsible for responding to newsletter related inquiries in a timely manner. Decisions related to advertising rates, software/hardware formatting and needs, and vendor sourcing are the responsibility of the Editor and ~~Communications~~ Committee.

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Commented [HA5]: Agree with Greg that the Editor shouldn't be able to nix even the Board. However, the full Board must agree on articles to be published. An individual Board member can't have one added on their own.

- f. Format – The newsletter shall be sent electronically in an easy to read format or printed to be mailed. The Editor decides on size, style, and editorial content of the newsletter, as outlined in the SOP Manual.

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- g. Funding – The newsletter is financially supported by the Association to include designing, postage, and printing. Advertising revenue shall ~~be credited offset the expenses of the Newsletter and will be captured in a separate income line item on the to the Communications Committee yearly annual~~ budget.

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- h. Advertisements – Advertising space will be filled on a first-come, first-served basis, and the number of ads in each issue is ~~solely~~ at the discretion of the Editor and ~~or Communications~~ Committee. Advertising rates, deadlines, size, and formats are decided by the Editor and ~~or Communications~~ Committee and described in the SOP Manual. Management is responsible for managing payments from advertisers. Only one per advertiser per issue is permitted.

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Commented [HA6]: I'd recommend it's only at the discretion of the Committee. The Editor is on the Committee (potentially depending on question above). That way you avoid any conflicts between the Editor and Committee.

- i. Content – The Editor, Newsletter Subcommittee, ~~Communications~~ Committee, or ~~Communications~~ Committee Board Liaison reserve the right to edit submissions for typos, length, tone, and content. If there are major edits, the author must be notified. Articles are to be factual and of Association interest.

Commented [HA7]: Technically this counters the Editorial License section. Someone may have the right to edit but the Editor ultimately has the final say.

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Editorial content may be deemed inappropriate at the discretion of the Editor, Newsletter Subcommittee, ~~Communications~~ Committee, or ~~Communications~~ Committee Board Liaison.

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Article and photograph submissions shall follow all procedures as outlined in the SOP Manual. All submissions must include writer's name, address, and phone number.

Prior to publication, a draft of the newsletter shall be shared with the ~~Communication~~ Committee Board Liaison for comments. All comments must be received within three (3) days of receipt.

Article or photography submissions, comments, questions, or suggestions regarding the newsletter may be sent to thecompass@cameronstation.org.

III. Electronic Communications

Cameron Station Community Association E-Blast (CSCA E-Blast or E-Blast)

- a. Purpose – The CSCA E-Blast functions as a regular community-wide e-mail to keep the Association members advised of time sensitive information including but not limited to information on the Board of Directors, Association Committees, Community Manager, or community-wide events along with Association news such as announcements of meetings, promotions, staff changes, and maintenance items.
- b. Frequency – CSCA E-Blast is sent at minimum once a week. Special E-Blasts may be sent on specific topics at the request as needed and determined by the Community Manager or at the request of the Board of Directors or Community Manager.
- c. Distribution – The CSCA E-Blast is sent to all registered e-mail accounts of the ~~Cameron Station Community~~ Association members. To be included or removed from the E-Blast residents and owners of the Association shall notify the Community Manager: admin@cameronstation.org.
- d. Staffing – The Community Manager is responsible for the creation and distribution of the CSCA E-Blast. The ~~Communications~~ Committee and/or ~~Communication~~ Committee Board Liaison may provide oversight to assist in editing, formatting, and content.
- e. Editorial License – The Community Manager has full control on issues of design, layout, deadlines, software/hardware formatting and needs, training, vendor sourcing, and CSCA E-Blast content. The Community Manager reserves the right to reject, edit, add or delete material in accordance with their professional judgement and as noted in (h) below as needed or as requested by the ~~Communication~~ Committee Board Liaison. The Community Manager will also determine the E-Blast to be “full” at their discretion. The Community Manager is responsible for responding to all CSCA E-Blast related inquiries in a timely manner.
- f. Format – The CSCA E-Blast shall be sent electronically in an easy to read format. The Community Manager decides on size, style, and editorial content as outlined in the SOP Manual.
- g. Funding – The CSCA E-Blast is financially supported by the Association to include the subscription to a third-party emailing service.

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- h. Content – Content may be submitted by the Members of the Board, Committees, Community Manager, neighboring affiliates such as the Cameron Station Civic Association, residents, and owners of the Cameron Station Community Association. To submit information to be included in the CSCA E-Blast, please email admin@cameronstation.org.

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IV. Social Media

Cameron Station Community Association Social Media Sites (CSCA Social Media)

- a. Purpose – At the Board of Directors’ discretion the Association may choose to use various social media (online communication boards) outlets to convey information of interest to the community. This includes, but not limited to, decisions by the Board, rules and guidelines concerning the availability and use of community facilities, and Association events and activities.
- b. Frequency – As needed.
- c. Distribution – ~~Cameron Station Community Association members will be asked to ‘like’ and/or ‘follow’ CSCA Social Media pages/accounts. Social media platforms are public in nature so all communication could be read by those not affiliated with the Cameron Station Community Association.~~
- d. Staffing – The ~~Community Manager and the Communications~~ Committee ~~manage primarily manages~~ the content posted on social media. They may retain the service of a third-party social media managing company to assist in the creation and day-to-day management of any social media platforms. ~~Management may provide information on relevant topics, meeting dates, and times as necessary but does not have oversight for any social media platforms.~~
- e. Editorial License — The ~~Communications~~ Committee has full control on issues of design, layout, deadlines, software/hardware formatting and needs, training, vendor sourcing and CSCA Social Media content, ~~as appropriate. If using a third-party vendor for Social Media management, the Communications Committee Chair and/or Board Liaison may work collaboratively to determine the appropriate display of content, as needed. The Community Manager reserves the right to reject, edit, add or delete material as needed or requested by the Board of Directors.~~ The ~~Communications~~ Committee is responsible for responding to all social media related inquiries in a timely manner.
- f. Format – CSCA Social Media pages shall use the official Cameron Station logo, colors and community photographs as approved by the ~~Communications~~ Committee. Posts shall be easy to read.
- g. Funding – CSCA Social Media is financially supported by the Association which may include the use of a third-party social media managing company service to assist in the creation and day-to-day management of any social media platforms.
- h. Original Post Content
Content to be submitted as “Cameron Station Community Association” may be submitted by the members of the Board of Directors, Committees, Subcommittees, and Community Manager. To submit information to be

Commented [H8]: Is this simply our website? If so, we don’t need comments turned on for that. Website should simply be informational and can reiterate what is sent out in the e-blast.

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Commented [H9]: Has nothing to do with distribution. Also, you can make a page private, at least on Facebook.

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Commented [HG10]: Management does not have oversight or review of social media platforms.

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included on any CSCA Social Media page, please email admin@cameronstation.org.

Please allow up to one (1) business day (M-F) for posting. All content is subject to approval. When submitting please include contact information and limit the request to 30 words or less and no more than five (5) images.

The Community Manager, ~~Communications~~ Committee, or ~~Communications~~ Committee Board Liaison reserves the right to edit post submissions for typos, length, tone and content. If there are major edits, the author must be notified. Posts are to be factual and of Association interest.

The public is welcome to post messages on the CSCA Social Media. Messages that are defamatory towards the Association, Cameron Station Community, or its assigned agents will be promptly removed.

Content may be deemed inappropriate at the discretion of the Community Manager, ~~Communications~~ Committee, ~~Communications~~ Committee Board Liaison, or Board of Directors.

i. Replies to Post

The public is welcome to respond to posted messages. Messages that are defamatory towards the Association, Cameron Station Community, or its assigned agents will be promptly removed.

Official "Cameron Station Community Association" responses to posts can be submitted by the members of the Board of Directors, Committees and Subcommittees and Community Manager. To submit information to be included as a response to a post on any CSCA Social Media page, please email admin@cameronstation.org.

Replies to posts are to be factual and of Association interest.

If Members of the Board of Directors, Committees, and Subcommittee volunteers reply to posts from their personal account, they must identify their positions within the Association. All replies by members of the Association must be factual and of Association interest.

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Commented [HG11]: The Board may want to reconsider allowing posts in light of recommendations from Legal Counsel.

Commented [TAS12R11]: I typically recommend against allowing for posts on social media for the reasons we have discussed in the past. I recommend that social media be used for providing information to the membership, but not for interactive commentary on posts.

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Commented [HG13]: Same as above.

Commented [TAS14R13]: Please see me above comment.

Commented [HG15]: Same as above.

Commented [TAS16R15]: Please see my above comment.

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**Cameron Station Community Association, Inc.
Board Decision Request
February 23, 2021**

TOPIC: Communications Committee Charter Update

Motion:

"I move to APPROVE the Resolution updating the Communications Committee Charter as submitted". (*or* with the following amendments)

2nd:

Summary:

Attached is a Resolution establishing updating the Communications Committee Charter. This Resolution is consistent with the current practice of the committee. This version also reflects the final review by the Association's legal counsel with noted changes and/or comments.

CAMP Recommendation

Management does not have any issues with the Resolution as presented and recommends its approval.

**CAMERON STATION COMMUNITY ASSOCIATION ADMINISTRATIVE
RESOLUTION NO. 24
COMMUNICATIONS COMMITTEE CHARTER**

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

WHEREAS, the Board ~~of Directors~~ deems it desirable to establish a Committee of homeowners to advise the Board ~~of Directors~~, in a reasonable and productive manner, on issues related to communications.

NOW THEREFORE, be it resolved that a Communications Committee ~~(the “Committee”)~~ shall be established, and that the following procedures for this Committee be adopted and implemented herewith:

A. RESPONSIBILITIES

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

~~pp~~ providing the Board ~~of Directors~~ with recommendations regarding:

- Specifications and proposals for services related to Association communication needs such as newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, public relations, etc.;
- Policies related to Association communication vehicles such as newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, public relations, etc.;
- Design, size, production, frequency, preparation, distribution, etc. of the newsletter, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, etc.;
- Technology such as the acquisition/maintenance of Association hardware and software, or other technologies that improve communications or result in efficiencies or cost savings to the Association;
- Distribution of information pertaining to city, state, or regional issues impacting Cameron Station (planning, zoning, transportation, etc.);

- Development of positive communications/relationships with community civic association and local media outlets;
- The annual budget for communications; and
- Other items as directed by the Board ~~of Directors~~.

B. ELIGIBILITY

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

No member of the Committee shall be a member of any other committee of the Association. No more than one member of a household may be a member of this Committee.

C. APPOINTMENTS AND TERMS

The total number of Committee members of the Committee shall be seven (7). The Committee may make recommendations to the Board on the appointment of Committee members.

Available Committee seats shall be advertised at least thirty (30) days prior to appointment. Recruitment of candidates may be done through electronic communications, social media, the website, community bulletins, an announcement at the monthly Board meetings, or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying types of homes and locations within the Association are represented on the Committee.

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

The Board ~~of Directors~~ will announce Committee appointments and the respective Chairperson at the January Board meeting. The Board of Directors may make additional appointments throughout the year if vacancies occur. ~~Committee members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the Committee member they are replacing.~~

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

D. REMOVAL

Commented [HA1]: The FAC Charter says at the Annual Meeting for terms beginning in January of the following year. Do we need to update the other charters?

Commented [TAS2R1]: This is not required but preferable for consistency

The Board ~~of Directors~~ may remove any Committee member, including the Chairperson, whose performance has been determined by the Board as unsatisfactory, at any time.

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

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

E. ELECTION OF OFFICERS

In January of each year, members of the Committee may make recommendations to the Board ~~of Directors~~ for the appointment of a Chairperson. The Board shall appoint the Chairperson of the Committee. Other officers of the Committee may be elected by the Committee membership. The Chairperson shall appoint a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings.

The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. In addition, the Chairperson is responsible for responding to all Committee emails in a timely manner.

F. MEETINGS

Committee meetings shall be held in the community center, other recognized meeting places of the association, or by video conferencing. All Committee meetings shall be open to the residents and owners of the Association. The Committee Chairperson shall ensure that all regular meeting dates of the Committee are posted via electronic communication, social media, website, or through any other means of posting that the Board deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. "Special" meetings or rescheduled meetings may be scheduled by the Chairperson upon three (3) days ~~notice~~; posted notice stating the reason for the meeting.

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

Quorum: A quorum of members must be present to convene a meeting or conduct business. A quorum is defined as the following:

- If seven (7) sitting members on the Committee, quorum shall be four (4);
- If six (6) sitting members on the Committee, quorum shall be four (4);
- If five (5) sitting members on the Committee, quorum shall be three (3);
- If four (4) sitting members on the Committee, quorum shall be three (3); and
- If three (3) sitting members on the Committee, quorum shall be two (2).

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If the Committee is unable to convene a meeting due to lack of a quorum, the Committee Chair ~~person~~ may do one of the following:

- 1) Reschedule the meeting provided that a minimum of three (3) days notice can be provided to Committee members and ~~the membership~~ ~~interested parties~~; ~~or~~
- 2) Cancel ~~the meeting~~, and hold the meeting on the next regularly scheduled date.

Voting: The vote of a majority of Committee members present at a meeting with a quorum shall constitute the decision of the Committee. All voting shall be conducted in open session, with no secret voting allowed.

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Minutes: Minutes shall be taken at every meeting of the Committee and are official meeting notes. Minutes shall:

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- include a record of the date, time, and place of each meeting;
- include a record of Committee member attendance and all votes of the Committee; ~~and-~~
- be forwarded to the Community Manager for inclusion in the monthly ~~Board meeting package~~ ~~report to the Board and posting on the website of Directors~~.

The Committee is responsible for approving minutes. Approved meeting minutes will be kept on file for review by homeowners.

G. COMMUNICATIONS

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

The Committee is expected to maintain regular communications with the Board ~~Liaison~~ assigned to the Committee ~~designated~~ by the Board ~~of Directors~~, the ~~Association~~ ~~Community m~~Manager, and other ~~Association~~ ~~community~~ committees.

The Committee will provide accurate and timely information about its activities regarding newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, public relations, and other communication vehicles of the Association. It is the responsibility of the Committee to ensure that this information is updated on a regular basis.

The Committee operations shall be outlined in a *Communications Committee Standard Operations and Policy Manual* ("SOP Manual"). The SOP Manual shall outline specific procedures regarding newsletters, electronic communications, social media, website, welcome packages, photography, community bulletins, signage, Association marketing materials, and public relations. The SOP Manual shall outline duties of subcommittees. The Committee shall update the SOP Manual ~~from time to time~~ as needed.

H. SUBCOMMITTEES

The Committee may designate volunteer subcommittees to work on specific projects on behalf of, and at the direction of, the Committee. Subcommittee volunteers are not voting members of the Committee unless they have been appointed as such in accordance with Paragraphs B & C of this ~~Charter~~resolution.



**Cameron Station Community Association, Inc.
Board Decision Request
February 23, 2021**

TOPIC: Communications Committee Standard Operating Procedures Manual

Motion:

"I move to APPROVE the Administrative Resolution pertaining to the Communications Committee Standard Operating Procedures Manual as submitted". (*or* with the following amendments)

2nd:

Summary:

Attached is a Standard Operating Procedures Manual developed by the Communications Committee which outlines in detail the various methods of communications and how they are organized, etc. This would be an Administrative Resolution and is consistent with the current practice of the committee; although it is broad enough to allow for various minor changes as the need may arise. You will notice the entire SOP has not yet been completed – the Board is being asked to review the information that is currently in place before the Committee moves ahead with the rest. The version included in the Board package also reflects the review by the Association's legal counsel as well. Also attached is a cover email where Todd Sinkins (legal counsel) notes some specific issues for the Board's consideration.

CAMP Recommendation

Management does not have any issues with the Operations Manual and recommends its approval consistent with the recommendations from Todd Sinkins.

Communications Committee Standard Operations and Procedures Manual (SOP Manual)

Purpose

The purpose of the Communication Committee Standard Operations and Procedures Manual (SOP Manual) is to offer the Board of Directors, Community Manager, Communications Committee, and residents and owners of the Association a detailed outline of how the ~~Managing Agent~~[Community Manager](#), Communications Committee, and sub-committees perform the tasks assigned by the Board of Directors.

Table of Contents:

- I. Newsletter
- II. Electronic Communications
- III. Social Media*
- IV. Website*
- V. Welcome Packages*
- VI. Photography*
- VII. Community Bulletins*
- VIII. Signage*
- IX. Association Marketing Materials*
- X. Public Relations*
- XI. Communications Style Guide

**To be added*

I. Newsletter

a. Process

The Newsletter Editor ("Editor") and ~~members of the~~ Newsletter Subcommittee members conceptualize, write, edit, and design the newsletter. Newsletter Subcommittee meets five (5) times a year; the Editor schedules meeting dates in January. The Editor and Newsletter Subcommittee members meet the month prior to the issue date of the newsletter to discuss the content for the edition.

b. Frequency

The newsletter is published five (5) times a year in the following months:

- Jan/Feb
- March/ April
- May/June
- Sept/Oct
- Nov/Dec

c. Distribution

The newsletter is typically distributed by the first or second week of the second month of the issue (e.g. first week of February for January/February issue) through the community's various digital/online mediums and by standard mail as applicable. The newsletter will be emailed to all owners unless a written (email) request or other documentation has been received requesting a hard copy be mailed.

The Editor works with the Community Manager to ensure the newsletter is distributed to all residents in the community either electronically or mailed via USPS. The Community Manager contacts the designated third-party printing, formatting, and mailing company (~~GAM~~), prior to publication with an updated list of mailing addresses. ~~GAM~~ The third party then mails the newsletter to those residents on the list via USPS; the Community Manager sends the electronic version.

Hard copies of the newsletter shall also be printed and distributed in Cameron Station businesses, management's office, and the Cameron Club. Quantities are determined by the Editor and may vary by edition. Members of the Newsletter Subcommittee will distribute the hardcopies to the locations at the request of the Editor.

The Community Manager is responsible for updating and maintaining a complete list of valid email addresses as provided by the owners/residents and mailing addresses for the community.

d. Format

The Editor works with the designated third-party printing, formatting, and mailing company (~~ex: GAM~~), to design the format and layout of the publication, print and mail the newsletter to the community.

Commented [HA1]: Could be a underlying bias by listing them.

The printed newsletter is an 8.5" x 11" booklet style publication, which may range in number of pages and columns. The issues range in size with increase/decrease sizing done in 4-page segments. The cover of the newsletter ~~isare~~ four color (4/c) and the inside pages are black and white (b/w).

The electronic version of the newsletter is full-color and sent via a designated third-party emailing service (~~ex: Constant Contact~~) to the residents of the community. The Editor decides the date the newsletter is sent digitally. The Community Manager is responsible for emailing the newsletter to the community.

The newsletter is broken into various sections, which may vary with each issue. The font, font size, order, titling, and page limitations of the sections are at the Editor's discretion.

e. Advertisements

Advertisements are either 1/8 page or 1/4 page in size. Ads must be submitted no earlier than the 15th of the month preceding issue date and no later than the 30th (e.g. December 15-30 for January/February issue, etc.). The Advertising Form, along with the payment must accompany all ads; checks should be made payable to Cameron Station Community Association and mailed to:

Attn: Compass Newsletter
Cameron Station Community Association
200 Cameron Station Blvd.
Alexandria VA 22304

Artwork must be camera-ready in JPEG or TIFF format: 65-line screen or 300 dpi. Email artwork to our Administrative Assistant at:
admin@cameronstation.org

Ads appear in black/white in printed copies; but are displayed in color in the electronic version of the newsletter. The Cameron Station staff does not re-size the advertisements.

Advertising Rates:

Display Ads (Camera-ready)

1/4 page (3.5"w x 4.5"h) \$150

1/8 page (3.5"w x 2"h) \$125

Classified Ads (Limit 35 words)

Resident:

\$5 for limit of 35 words

\$10 for 36-70 words

Non-resident:

\$25 for limit of 35 words

\$50 for 36-70 words

Lost & Found, Carpool, etc: Free

The Community Manager is responsible for contacting advertisers for the newsletter and ensuring payments are received in a timely manner.

The Community Manager will mail a copy of the printed newsletter to the Advertisers who have posted an ad in such printed newsletter in which their ad appears.

Commented [HG2]: Maybe clarify between this sentence and 3rd paragraph of C where it notes Committee Members may distribute at request of editor?

The following disclaimer shall be included in every issue of the newsletter:

Note: The included advertisements, articles, or references to websites of third parties do not indicate an endorsement by Cameron Station Community Association, Inc. and are not verified for accuracy. The Compass will not be responsible for poor ad reproduction due to the quality of the material provided by advertisers.

f. Articles

Board of Directors, ~~Managing Agents~~Community Manager, Committee Chairs, Committee members, community residents, and community businesses may submit articles for publication in the newsletter. Submissions for publication must include writer's name, address and phone number and must be received by the 30th of the month preceding issue date (e.g., December 30 for January/February issue, etc.). Exceptions are at the discretion of the Editor. All submission can be submitted via email at thecompass@cameronstation.org. Submission does not guarantee placement.

Submission Deadlines:

- January/February – December 30
- March/April – February 28
- May/June – April 30
- September/October – August 30
- November/December – October 30

The Editor determines content for the newsletter. Articles may feature, but are not limited to, such content as Cameron Station events, stories about individual residents' achievements or activities, HOA issues, committee plans, or groups within Cameron Station or the community at large. Articles are to be factual and of public interest and written following the terminology, punctuation and grammar guidelines as outlined in the Communications Style Guide (Page 8, Section XI of the SOP Manual).

g. Article Submission Priority

The Editor will try to accommodate as many submissions as possible with preference given to the below listed tier of community bodies as well as submissions that are time sensitive. Those submissions that share a common time sensitivity will be included as space allows and on a first-come-first-serve basis.

- Association news submitted by the Board
- Association news submitted by the [Managing AgentsCommunity Manager](#)
- Association news submitted by Committees
- General submissions by Cameron Station Community Association members
- General news submitted by interest groups and outside entities

h. Photography

The Editor and/or Newsletter Subcommittee may request photos from the Photography Subcommittee to be used in the newsletter.

II. **Electronic Communications**

Cameron Station Community Association E-Blast (CSCA E-Blast or E-Blast)

a. Process

The Community Manager and/or [management](#) staff writes, edits, and designs the CSCA E-Blast. Volunteers from the Communications Committee and/or Newsletter Subcommittee [may](#) proofread and [may](#) offer suggestions on content and design of the E-Blast.

The draft of the E-Blast is sent to the volunteers for review, and final editorial suggestions are due by 5pm the day prior to publication of the E-Blast. Exceptions are at the discretion of the Community Manager.

b. Frequency

The CSCA E-Blast is emailed every Friday by 6pm. Special E-Blasts may be sent at the direction of the Community Manager or Board of Directors.

c. Distribution

The CSCA E-Blast is sent to all registered e-mail accounts of the Cameron Station Community Association members.

The Community Manager is responsible for updating and maintaining a complete list of valid email addresses for the community as provided by the owners/residents.

To be included or removed from the CSCA E-Blast, residents and owners of the Association must contact the Community Manager and/or submit a request to admin@cameronstation.org. Those who wish to be removed from the E-Blast can unsubscribe via the link provided in the E-Blast.

d. Format

The Community Manager and/or staff create the E-Blast using a designated third-party emailing service (ex: Constant Contact) to design the layout of the E-Blast and email to the community. The E-Blast is broken into various sections, which may vary and change with each e-blast. The font, font size, order, titling and page limitations of the sections are at the Community Manager's discretion.

e. Content

Content may be submitted by the Members of the Board, Committees Chairs, Community Manager, neighboring affiliates such as the Cameron Station Civic Association, residents and owners of the Association,

Those wishing to submit content should do so by the Wednesday at 6pm before the desired Friday release date. Requests should be sent by e-mail: admin@cameronstation.org to avoid content misunderstanding. The submission should include a point of contact for questions and a desired

length of time for the message to be broadcast. All content including graphics/images and third-party links are subject to review. To help keep the display and content to short reading segments Community Manager and/or staff reserves the right to reject, postpone, edit, add or delete submitted content as necessary. Format of your submission may be in one of the following formats: PDF, Word or JPEG. Submission does not guarantee placement.

f. Content Priority

Priority is given to the Association, Board of Directors, and Committees. The maximum length an announcement will be placed is three (3) consecutive weeks providing there is adequate available space. The Community Manager or the Board of Directors reserves the right to extend the length of an announcement. Special announcements that need to be conveyed outside of the regular scheduled E-Blast are permissible based on staff availability and at times Board approval.

g. Approved E-Blast Content

E-Blast may include, but not be limited to, the following subject matters:

- Notice of Board meetings, committee meetings, special events, etc.
- HOA hours
- Parking pass reminders
- Cameron Club announcements
- Public service announcements
- Town Hall meetings, etc.
- Snow removal
- Covenant requirements
- Information from Virginia state and local government
- Other information deemed by Management to be of specific interest to Cameron Station residents

Articles are to be factual and of public interest and written following terminology, punctuation and grammar guidelines as outlined in the Communications Style Guide (Page 8, Section XI of the SOP Manual).

h. E-Blast Content Subject Restrictions:

The following items will not be permitted in the weekly E-Blast unless approved in advance by the Board of Directors.

- Commercial Solicitation: Blast emails shall not be used for commercial solicitation.
- Charitable Organizations: Only those charities that are approved by the Board of Directors and sponsored by the City of Alexandria or

organized and benefit the residents of the City of Alexandria shall be provided with Association blast email services.

- III. Social Media*
- IV. Website*
- V. Welcome Packages*
- VI. Photography*
- VII. Community Bulletins*
- VIII. Signage*
- IX. Association Marketing Materials*
- X. Public Relations*
- XI. Communications Style Guide

ENTRY	RULE/COMMENT
addresses	Capitalize and spell out addresses when part of a formal name: Cameron Station Boulevard. Lowercase when used alone or with more than one street: street, boulevard, avenue, Donovan and Kilburn streets.
ampersand (&)	Use only when part of a formal title; see "Cameron Club & Events Committee (CCEC)."
association	On first mention in every article, when referring to a Cameron Station Community A association, spell out full formal name with appropriate initial caps. On subsequent reference, capitalize when part of a title, e.g., "Association secretary" and use upper case on subsequent reference to the same entity, e.g., "The Association then decided ..."
black	See "race reference."
board	See entry for "association."
board of directors	See entry for "association."
book titles	In italics
Cameron Club & Events Committee (CCEC)	Use an ampersand, not the word "and."
chairperson	The person heading a committee who is appointed by the board of directors; see also entry for "committee."

ENTRY	RULE/COMMENT
church	Capitalize only when part of formal name of building: Church of the Resurrection; parking is behind the church.
city	Capitalize city as part of proper name: Kansas City, New York City, or when part of a formal title before a name: City Manager Phil Sunderland. Lowercase elsewhere: the city government; city health commissioner Jane Smith; the city Department of Sanitation. Capitalize City of Alexandria.
comma	No serial commas, i.e., no comma after last word in a series preceding the conjunction
committee	See entry for "association."
community	Capitalize when part of a proper name, e.g., "Cameron Station Community Association," but lowercase in all other instances.
Covid, Covid-19, COVID, coronavirus	Use "Covid-19" on first reference; use "Covid" on subsequent reference.
dash (–), a/k/a em dash	Place one space around each dash: Here he comes – the man of the hour – late as usual. Tip: To create the perfect dash in Word, type a word, make a single space, then type two hyphens, press enter, and back space, then add a closing single space.
dates	Use cardinal, not ordinal, numbers, e.g., January 2, not January 2 nd .
Washington, District of Columbia	Washington, D.C.
ellipses	Use an ellipsis (a space, three periods and a space) to indicate the deletion of one or more words in condensing quotes or to indicate a thought that the speaker does not complete. If the words that precede an ellipsis constitute a grammatically complete sentence, place a period (or question mark, exclamation point, comma or colon) at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis: I no longer have a strong enough political base. ...

ENTRY	RULE/COMMENT
email	As noted. Italicize but do not underline or hyperlink email addresses. Remove hyperlink if Word software creates one.
event names	On first reference, use the full formal name of the event, preceded by the sponsor's name, with initial capitals: Cameron Station Community Association Valentine's Party; thereafter do not capitalize nouns: the Valentine's party was a success.
homeowner	Connotes a property owner at Cameron Station, but not necessarily a resident
homeowners association, HOA	This is not a formal term. Preferred: use "Cameron Station Community Association (CSCA)" on first reference, then "the Association" or "CSCA."
magazine names	In italics, e.g., <i>The New York Times Magazine</i>
movie names	In quotes
Ms./Mr./Mrs.	For residents, use full name and, on second reference, first name: David Solomon ... David. When possible, however, it is best to ask whether the resident in question prefers that the formal form be used throughout. For non-residents, use full name followed by Ms./Mr. Mrs.: Phil Sunderland ... Mr. Sunderland.
newspaper names	In italics, e.g., <i>The Washington Post</i>
numbers	Spell out zero through nine; use numerals for 10 and above except when the number is the first word in the sentence, e.g., "Eleven ducks crossed the road." Exceptions: budget numbers, weight or equations.
online	One word, no spaces or dashes, whether used as an adjective or adverb
period and quotation mark	Period belongs inside close quotation mark.
president, vice president, secretary, treasurer	See "titles."

ENTRY	RULE/COMMENT
proper names of organizations	Spell out full name of organizations on first reference in every article, e.g., "Cameron Station Community Association", then use acronym, e.g., "CSCA", or truncated reference, e.g., "Board", on subsequent reference.
race reference	Capitalize "Black" and "White" when referring to the race of a person.
resident	Refers to someone living at Cameron Station regardless of status as a property owner.
rooms	See entry for "committee."
seasons	Lowercase: fall, winter, spring, summer.
song titles	In quotes
states	Spell out all state names when used in a sentence; otherwise (in a notice box, for example) use two-letter USPS abbreviation, e.g., VA.
street names	See "addresses."
style	Arial font; 12 point type; single-space after terminal punctuation marks (period, exclamation point) and colons; single-space body of all articles and other text items; double return to begin a new paragraph; text flush left (no justify)
telephone numbers	Format: xxx-xxx-xxxx
time of day	Use am/pm, with no space between number and letter, e.g., 7am or 10:30pm.
time span	Use en dash (hyphen) with no space to indicate time span, e.g., 7-8pm; Monday-Tuesday.
titles	Capitalize civil, military, religious and professional titles when they immediately precede a personal name; when used in apposition (not as part of the name but as a descriptive tag), use lowercase: Secretary of State Albright <i>but</i> Madeleine Albright, the secretary of state <i>and</i> former secretary of state Madeleine Albright.

ENTRY	RULE/COMMENT
URLs	Italicize only; no bold, no underline, e.g., <i>www.cameronstation.org</i> . No hyperlink.
website	As noted. Do not use http://. See also "URLs."
white	See "race reference."



**Cameron Station Community Association, Inc.
Board Decision Request
February 25, 2021**

TOPIC: Expenditure Commitment Resolution

Motion:

"I move to APPROVE the Expenditure Commitment Resolution as presented (or subject to the following changes)".
2nd:

Summary:

As you will recall, the Board discussed the Expenditure Commitment Resolution at the January Special Board meeting. It was approved with the stipulation that the minor grammatical corrections be made along with the review by legal counsel. After disseminating the revised version, there was one additional change recommended which is noted on the attached redlined version for your reference.

CAMP Recommendation

It is recommended that the Board approve the Resolution as submitted.

CAMERON STATION COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 2021 - 03

(Policy Governing Expenditures by Committees and Management)

WHEREAS, Article III, Section 3.4 of the Bylaws grants the Board of Directors (“Board”) with all of the powers necessary for the administration of the affairs of the Cameron Station Community Association (“Association”) in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the HOA’s membership to approve; and

WHEREAS, Article III, Section 3.4(b) of the Bylaws grants the Board with the power to enact and amend rules and regulations from time to time for the use of the Common Areas and establish user fees for the use of Common Areas; provided however, that no such rules and regulations so adopted shall be in conflict with the Project Documents, and provided further that such rules and regulations shall not be construed so as to impair in any manner the lien of any Mortgage; and

WHEREAS, Article III, Section 3.4 of the Bylaws provides that any resolution of the Association that may be adopted, the Board shall on behalf of the Association perform certain duties, all of which may be delegated to a Managing Agent or Executive Director, which includes making or contracting for the making of, necessary repairs to the Common Areas and to pay the cost of all authorized services rendered to the Association and not billed to Owners or otherwise provided for; and

WHEREAS, from time to time, expenditures arise that may need to be made that were not addressed in the annual budget; and

WHEREAS, the Board wishes to establish certain expenditure authority and limits on such authority for the President, Management, and Committees to approve expenditures that may arise in between meetings of the Board.

WHEREAS, the Board deems it in the best interest of the Association to establish and publish a policy defining such authority.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following policy governing the expenditure authority of the President, Management, and Committees:

- A. The President, Management, and Committees shall have the following expenditure authority without the need to obtain prior approval from the Board:
 - a. **President:** Five Thousand Dollars (\$5,000.00) for any unbudgeted expense or to exceed the budgetary limit on a budgeted expense.
 - b. **Management:** Two Thousand, Five Hundred Dollars (\$2,500.00) for any budgeted expense;

- c. **Committees:** The amount budgeted up to Two Thousand, Five Hundred Dollars (\$2,500.00) for any budgeted expenses. Notwithstanding the foregoing, the Activities Committee shall have the authority to expend funds for a budgeted event up to the amount budgeted for such particular event. The Activities Committee must provide a budget of each event during a calendar year, with each event falling within the Committee's overall budget.
- B. If the President exercises its authority to make an unbudgeted expense or to exceed the budgetary limit on a budgeted expense, ~~it~~they must:
- a. Provide written notification to the other members of the Board within twenty-four (24) hours of making the expenditure;
 - b. Provide such written notification of the expenditure to Management to include in the Board package for the immediately following regular Board meeting;
~~Include such written notification of the expenditure to the Board for the Board package for the immediately following regular Board meeting;~~
 - c. Provide ~~management~~Management with all receipts for potential review by the Association's Finance Committee, Treasurer, and/or auditor.
- C. If Management exercises its authority to ~~to~~ exceed the budgetary limit on a budgeted expense, ~~it~~they must:
- a. Provide written notification to the President upon making the expenditure;
 - b. Include such written notification of the expenditure in the ~~management~~Management report ~~provided to the Board~~ in the Board package for the immediately following regular Board meeting;
 - c. Keep all receipts for potential review by the Association's Finance Committee, Treasurer, and/or auditor.
- D. If a Committee exercises its authority to ~~to~~ spend up to the budgetary limit on a budgeted expense, ~~it~~they must:
- a. Provide written notification to the Board and Management upon making the expenditure ~~Provide written notification to the Board Liaison and management as well as members of the Board upon making the expenditure;~~
 - ~~b. Management shall include such written notification of the expenditure to the Board for the Board package for the immediately following regular Board meeting;~~
 - ~~c.~~b. Provide management with all receipts for potential review by the Association's Finance Committee, Treasurer, and/or auditor.

Commented [HG1]: From Andrew Hill "Additionally, for D. a. why do they need to provide written notification to the Board to spend up to their budgetary limit? I'm fine if we want to leave a. but I'd recommend deleting b. at the very least. It's redundant to have it included in the Board package after all the members were notified."

This Resolution is effective this ~~1~~8 day of February, 2021.

Cameron Station Community Association

By: _____
President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 2021- 03

Duly adopted at a meeting of the Board of Directors held January 12, 2021.

Motion by: Megan Christensen Seconded by: Andrew Hill

VOTE: YES NO ABSTAIN ABSENT

Sarah Walsh, President _____ _____ _____ _____

Michael Johnson, Vice President _____ _____ _____ _____

Andrew Hill, Secretary _____ _____ _____ _____

Joan Lampe, Treasurer _____ _____ _____ _____

Megan Christensen, Director _____ _____ _____ _____

Greg Hillson, Director _____ _____ _____ _____

Ernest Cage, Director _____ _____ _____ _____

| ~~2572831-1~~

Cameron Station Community Association, Inc.
Board Decision Request
February 23, 2021

TOPIC: Social Media

Motion:

"I move to APPROVE New Media Horizons as the provider for social media platforms for the Association at a cost of \$495 per month along with a setup fee of \$295 to be taken from the Other Communication's expense".
2nd:

Summary:

The Communications Committee requested proposals for Social Media which would include an Association Facebook page, Twitter and Instagram. Proposals were received from GAM, New Media Horizons and Childress Agency. The Committee discussed the proposals with each vendor, and they are recommending the use of New Media Horizons. Tricia Hemel, the Committee Chair, is expected to attend the Board meeting and will further elaborate on their recommendation.

Below is a comparison of the three firms for your reference:

Social Media Firm	Cost	Notes
GAM	\$650 per month – Tier 1/\$7,800 per year \$950 per month – Tier 2/\$11,400 per year	Posting 3x per week (T 1) Postings daily (T2)
New Media Horizons	\$495 per month/\$5,940 per year	\$295 set up charge; Postings daily
Childress Agency	\$750 per month/\$9,000 per year	Posting 3x per week

There are currently 3 budget line items that fall under Communications: Other Communications (\$6,000), Newsletter (\$15,500) and Website Maintenance (\$3,500). If the Board were to select New Media Horizons based on the recommendation of the Committee, the 2021 cost would be approximately \$5,245 including the set-up charge.

The budget allocations for Other Communications include any additional mailings that may go out to the community such as DMS updates and Annual Meeting notices. There is expected to be some savings in the Newsletter expense as it is expected to be digital beginning with the March/April issue – with less than 100 hard copies. The Committee is reviewing alternatives for the website and a specific cost is not yet known.

CAMP Recommendation

We recommend the use of New Media Horizons to facilitate the social media platforms for the Association. As you know, there are multiple Facebook pages that exist and not all contain accurate information. In order for the Association to improve communications with the community, this would be a positive first step and would allow owners to know the "official" page has the information they should rely on. Although this was not specifically budgeted for, it is recommended that it be allocated to the Other Communications expense. As noted above, we anticipate that there will be some savings in the Newsletter expense and perhaps the Website expense which would help to offset any overage in the Other Communication's line item.

GAM PRINTING

Good afternoon Tricia,

My name is Conrad and I work with our Social Media manager, Holly, at GAM. I was asked to reach out and give some details on what we offer for Social Media Marketing.

We have 2 price tiers that cover everything to keep it simple for our clients. The first tier is \$650 per month. At this cost we will post to all of your social media platforms (excluding YouTube) 3 times a week. The posts can come from you, or, original content and graphics that we create. All posts and content are sent to you for approval to make sure they are consistent with your existing branding. If you have specific events coming up, we will work with you to make sure these postings go up at days and times where they will have the most reach and impact.

In addition to posting content we will be monitoring your social media activity. Analytical data is critical to success in this space and we comb through that data to make sure that we are not only posting the right type of relevant content, but posting at the times that your clients and residents are most likely to see it and engage with it. Some of the data we analyze is Likes, Follows, Unfollows, Engagement and Organic Reach.

The second tier is \$950 per month. Everything listed above is included in this tier. The differences are that we will be making daily posts across all of your social media platforms, monitoring and responding to any messages you receive, creating custom "Call to Action" events and website integration. This tier also includes weekly email blasts. Our email blasts can be added as an a la carte item to our \$650 price plan as well, but if you think this is something you will use more than 3 times a year, it's more cost effective to upgrade your plan.

With both plans you will be assigned a specific person for your account. We don't bounce you around to multiple people. You'll be able to call, email or text us with your requests and updates at your convenience and receive confirmation when they're completed.

Please let me know if you have any questions at all! You can reach out to us at any time. Either reply all, or call the office and ask for me.

Thank you,



New Media Horizons, LLC

Joe Turpin - 703.232.6004 – Joe@newmediahorizons.com

Social Media Service for Sample Client.

It's a natural human reaction to complain when something doesn't go our way. In the past, we might simply have vented our frustration to a couple of friends. Now, we turn to social media. A much larger audience is listening there—one that is not limited by geography and can easily amplify any complaints. As a business, when customers use social media to complain about you, it can be frightening at first. It can feel like you are being attacked and like you have no control. But these truly are opportunities to rectify the situation, even improving the customer's experience.

Bottom line: We help you meet residents expectations.

Not all residents will address you directly, so it helps to be listening. Always make sure it is clear and easy for people to easily contact you. It may help prevent a Twitter rant or an upset Facebook update.

With an emphasis on consistent voice, social participation can be picked up by more and more residents. When social engagement is handled properly, you will be able to better serve your clients.



SOCIAL MEDIA PAGE:

What is the Big Deal About Social Media, and Why Do I Need a Strong Presence?

Nowadays, everyone is on social media, and it is here to stay. In fact, if your brand is not represented across the various channels, you are missing out on more than half of a solid online presence and marketing plan. Social media is connective and engaging in a way no other type of marketing and outreach has ever been. If you are not maximizing your businesses' use of social media, you need to hop on those platforms and start interacting.

Why You Should Be Active on Social Media Platforms

Your community needs to be on social media because:

1. Your residents are!
2. You can improve the resident experience.
3. You can form real relationships with your residents.
4. You can respond to issues immediately.
5. You can improve your communication levels.
6. Your residents expect to see you represented.

Using social media effectively takes more than just random posts here and there. You need a plan.

5 Reasons You Need a Social Media Strategy

1. It is not enough to post randomly, and a strategy will give you direction for planning.
2. Having a strategy helps you get to know your customers and prospects.
3. Mapping out your plan gives you a competitive edge.
4. Strategizing allows for targeted communications.
5. Having a strong presence builds your client loyalty.

New Horizons Media can help you build a strategy for each of the major social media platforms: Facebook, Twitter, Instagram and LinkedIn. Knowing a bit about each platform and its general purpose can help you start thinking about appropriate messaging for each.



The Big Three Social Media Platforms

Facebook – Facebook is a relationship building network, and the largest of the four. You work to gain fans and encourage them to like your page. Facebook has self-contained tools for image, video, and link sharing, making it easy to get your message out in a visually appealing way. Followers can like and comment on your posts. You can choose to simply maintain your own page, pay to boost the posts on your individual page for a great reach and even pay for ads, targeting the audience you wish to see it. All options are very affordable.

Twitter – Twitter is often misunderstood and not as well tapped, due to its limited character counts for each message. You sometimes must get creative to share your message, but if you put the pieces of the puzzle together, well, you just might go viral. Twitter uses searchable hashtags to link conversations, which in turn helps businesses engage new customers. Twitter also allows image and video sharing. Your customers can tweet directly to you, allowing direct interaction.

Instagram - When you think Instagram, think images. Instagram is all about visually appealing photos and graphics. While you can certainly include written messages, too, the effectiveness is always in the image. Instagram is a favorite of millennials and a creative platform upon which to share your message in outside-of-the-box ways. Followers can comment and love your images, giving you direct access to interact with your resident base and attract new followers.

Ready to get started with your social media strategic plan? Give us a call today!



Sample Client

Social Media Consulting for Sample Client

- We can help you start your Social Media services online using Social Media sites such as: Facebook, Twitter, LinkedIn, YouTube, Blogs and more
- We will show you the tools you need to manage these sites in a short amount of time each day to increase your engagement.

Service Price List

Consulting & Set Up

Basic Package - \$295

The Basic Set-up Package includes set up of up to three profiles of your choice and basic networking of these profiles.

Coaching Program - \$295

Need help implementing your Social Media Strategy? The coaching program is a 3 hour program designed to help you do just that! It includes guidance and opportunities for Q&A & training. This course goes at your pace, on your schedule.

Monthly Plans – Monthly Packages are minimum 3 months

Posting Package - \$395/ month

The Basic Monthly package will provide you with 1-2 status updates/day on 2-3 networks, deleting of unwanted spam, accepting friend requests/following back & basic profile management.

This is an entry-level full-service package where we assist you with content creation & reputation management on up to 3 networks. The package requires the client to provide 35% to 50% of content.

Total Package - \$495/ month

The Total package offers all the services of the Posting and Business packages. This package also includes New Media Horizons providing all the content. Client will be asked to provide information on industry newsletters, websites, and periodicals where content can be found.

These plans are only suggestions; we can customize pricing to include any of the services we offer.



PROPOSAL & AGREEMENT FOR PROFESSIONAL SERVICES

Created on: Oct 22, 2020

Submitted for:

Cameron Station
welcome home

Tricia Hemel

Cameron Station Community Association

Submitted by:

Ata Birol, Vice President

The Childress Agency, Inc.

ChildressAgency.com

417 Wolfe St., Fredericksburg, VA 22401

abirol@childressagency.com

Main: (866) 402-2002

Fredericksburg, VA: (540) 412-5199

Tysons, VA: (703) 722-9123

Orlando, FL: (407) 674-2464

FORWARD

Thank you for your interest in partnering with The Childress Agency for your digital marketing and website development needs. With well over 100,000 firms offering website development and digital marketing services, we know how challenging it can be to find the right agency to help you achieve your goals.

At Childress Agency, we hold one goal above all others: 100% client satisfaction. Our in-house team of designers, developers, copywriters, and marketing experts uphold the highest standards when it comes to project planning and execution, and we are dedicated to delivering the best solution for your organization that is both on-time and on-budget.

We have built websites for hundreds of clients around the country with great success and excited to work on yours next. In this proposal, you will find a recommended solution for your website development and marketing needs, along with the associated delivery timeline, price, and project terms.

BACKGROUND

Childress Agency is a certified Service-Disabled Veteran-Owned Small Business (SDVOSB), full-service marketing agency headquartered in Fredericksburg, Virginia with satellite offices Tysons, Virginia, and Orlando, Florida. We believe success comes from empowering our clients through an effective multi-faceted marketing strategy and creative thinking. Building beautifully designed projects that accelerate your brand through unique user experiences; we focus on providing clients with bold, creative brand identities, beautiful custom websites, and powerful marketing strategies.

CA has been providing innovative, top quality custom website design and marketing solutions to more than 800 clients since 2012. Our passion is designing and developing clean websites that deliver seamless user experience across all digital devices, platforms, and screen sizes.

As a full-service creative agency, CA delivers consistent brand, strategy, content, and consulting services across wide range of marketing mediums while providing the convenience of being a one-stop shop for all our clients' needs.

BRANDING & GRAPHIC DESIGN SERVICES

Your brand is more than just a logo, name or color scheme. It's who you are as a company at a very fundamental level.

Branding dictates how customers feel about your business and, when done right, can elicit an emotional response at every touch point. Businesses with strong brands retain loyal customers for the long run and have an easier time appealing to new audiences because they already know what those companies stand for.

Graphic design is the department where ideas come to life. Effective visual communication with consumers is paramount to building a successful brand identity. Consumers place an incredible amount of emphasis and focus on aesthetics. Quality products and services must present themselves accordingly. An eye-catching website coupled with appealing print materials and Social Presence will create a positive impression of your brand in the minds of potential customers, so your audience can recognize your brand quickly and from a distance. Tastefully executed brand strategy will favorably influence purchasing behavior.

WEBSITE DESIGN

Each website element and function is carefully considered and developed, from site navigation to page transitions. Website subpages are organized to generate the maximum amount of exposure and interest with your target market. Headline text, graphics and video are carefully selected for their contribution to the overall look and feel of your website. The finished product is a cohesive, unique web experience that grabs attention and won't let go.

Our web design projects are creatively elegant, with the responsive user interface and functionality that today's consumer demands. We deliver quality results by showcasing your products and services in the best possible light, generating interest and creating opportunity for consumers to dive deeper into your brand.

We don't build ordinary websites; we strive to push boundaries, break barriers, and uncork the limits of creativity and technology. Our passion is clean, clutter-free web design that functions seamlessly across all devices and platforms.

SEARCH ENGINE OPTIMIZATION (SEO)

The most beautiful websites in the world are nothing without effective search engine optimization. Search engines are the highways of the internet, driving traffic to the most relevant, substantive content as determined by a complex, ever-evolving set of formulas and algorithms. Search engine optimization ensures your website appears higher on the list of generated results via integrated content, keywords, backlinks and locality. Once your campaign has begun, your website will begin to rise in rankings.

SOCIAL MEDIA MANAGEMENT

There are over two billion registered social media accounts, nearly one-third of the Earth's population. Social media has become an increasingly important factor in marketing, as nearly half of consumers cite social media as influencing their purchasing behavior. Consumers prefer businesses that offer product and service information on their social media pages, as this offers convenience and ease of access on their mobile devices and the platform they are accustomed to using.

Social media management is also important for search engine optimization. Social Media profiles can be optimized to return on relevant queries. Search engines like Google give precedence to websites with an active social media presence. Childress Agency can integrate your social media into your custom website to allow your consumers to like and share your products and services, communicating the value of your brand to their friends and family.

GOOGLE CERTIFIED TEAM

With online advertising services, we expand your website's reach beyond organic results. Our Google certified team of experts, design intent-based marketing campaigns to connect your business with your target audience during the moments when your potential clients are most likely to make a purchase decision. We also supercharge these intent-based marketing campaigns with display and re-marketing ads to increase the demand in your product and service offerings at a much lower price point.

DELIVERABLES

1 – Social Media Management Services

Social Media Management (Organic)

- Engagement and growth strategy
- Profile setup and graphical enhancements
 - Facebook
 - Instagram
 - LinkedIn
 - Twitter
- Organic content curation and posting
 - 3 Unique posts per week on each platform
 - Creative design
 - Copy writing
 - Hashtag and CTA research and implementation
 - Additional client generated content as needed
- Weekly Monitoring
- Comprehensive reporting and monthly analytics

2 – Reporting, Analytics, and Strategy Meetings

Monthly Meetings

- Monthly report review
- Strategy discussions and optimization goals

General Website Traffic and Acquisition Report (Only available for Google Analytics users)

- Organic
- Direct
- Social
- Paid Search
- Display
- Referral

Social Media Performance Report (Organic and Paid)

- Likes
- Reach
- Engagement

- Demographics
- Location
- Paid campaign report

Google My Business Report (Only available for Google My Business users)

- Number of navigation clicks
- Number of phone number clicks
- Number of website URL clicks
- Search and navigation appearance
 - Direct
 - Branded
 - Discovery

COST PROPOSAL & PAYMENT TERMS

1 – Social Media Management Services	\$750/Month
2 – Reporting, Analytics, and Strategy Meetings	Included

TIMELINE

A team is assembled once we receive your signed contract and deposit. We have a team kick off meeting where the entire project is reviewed, and notes or questions are addressed immediately with the client. During this meeting a timeline will be formed and, as always, this may increase or decrease depending on changes and the speed of approvals. We make every effort to keep both of us on track.

AGREEMENT FOR PROFESSIONAL SERVICES

For additional terms of agreement, please see the attached **Terms and Conditions**, which is incorporated herein.

☐ Check that you have read, understand, and agree to the **Terms & Conditions**.

Client Name:

(Your Company's Name)

Client Point of Contact:

Client Contact Number:

Client Street Address:

Client City, State, & Zip:

Client E-mail Address:

Client Signature:

Date:

COMPANY INFORMATION

Company: The Childress Agency, Inc.

Company Point of Contact: Ata Birol, Vice President

Contact Number: (540) 412 5199

Company Street Address: 417 Wolfe St.

Company City, State, & Zip: Fredericksburg, VA 22401

Company Email Address: abirol@childressagency.com

Company Signature:

Cameron Station Community Association, Inc.
Board Decision Request
February 23, 2021

TOPIC: Fleet Shuttle Bus

Motion:

"I move to APPROVE the use of 1 shuttle bus effective March 1, 2021 at a cost of \$10,500".
2nd:

Summary:

As you know, the shuttle bus service continues to be suspended through the end of February. As discussed at the last meeting, several questions were asked of Fleet which are noted below along with their answers for your reference.

1. If the Association uses 1 bus, is there a way to eliminate the maximum number of months this can be in place? In a prior email, you had indicated that if the Association used 1 bus, this could only be in place for a maximum of 3 months. **A: Yes, based on continued circumstances we understand this need for flexibility. I would suggest that if we proceed on March 1, 2021 with one bus we consider a review after each 3 month period. We would not require a maximum period of services with one bus, but we should have a set period to discuss circumstances on a board level.**
2. If the Association resumes the shuttle services but then has to reconsider because circumstances change, can the services be suspended again? **A: Yes- we can either adjust up or down with vehicles to accommodate and understand we may face a suspension again- assuming that we can collect those months on the back end of the contract works for me (as we have been doing each month)**
3. If one bus was to be used, what would you propose the hours of operation be? **A: We operated two 32 Passenger Minibuses Pre-COVID. If Cameron Station reduced it to one bus, they can choose which schedule they would like to move forward with from the attachment.**
4. Using 1 bus, what would the capacity be? **A: Technically 32 passengers, but we are blocking off the first two seats behind the driver to allow them to social distance, so for the time being the max capacity is 30. If Cameron Station would like to enforce Social Distancing between residents on the shuttle, the max capacity would be 15.**

As a reminder, the cost to have one bus in operation would be \$10,500 compared to \$17,500 for two buses.

From last month, there were a total of 123 respondents to the survey. 91.1% indicated that they would use the shuttle bus in the future, 71.5% indicated that they would like the shuttle to resume and there were a variety of responses to the question pertaining to time frame for returning to work. The shuttle responses are attached for your reference.

CAMP Recommendation

If the Board were inclined to implement the use of 1 bus, it is highly recommended that all social distancing measures be in place which would limit the number of passengers to 15. As you know, there is a required level of funding through the TMP so if the Association does not implement some measure of transportation, the funds will have to be set aside for future TMP use.

Timestamp	Did you use to ride the shuttle or plan to ride in the future?	Do you want the shuttle to resume right now?	If you said no to resuming the shuttle, what was your reasoning?	If your reason was related to not returning to work at this moment, do you have a time frame for your return to work? Or a time for when you would like to return?
10/2/2020 18:05:58	Yes	Yes		
10/2/2020 18:12:32	Yes	Yes		
10/2/2020 18:21:20	Yes	No	I only chose this because, I want to choose maybe. I currently do not 'need' the shuttle, but would welcome its return. If Metrobus starts charging, I would want the shuttle. If it could be reduced because of others need, that would make sense to me as well.	Most likely not until the beginning of the year. During the current situation, my work has schedule has gone with telework almost exclusively.
1/16/2021 13:08:02	Yes	Yes		
10/2/2020 18:36:47	Yes	No	I will be working from home until further notice	I have no idea, but my best guess is January 2021.
10/2/2020 19:13:35	Yes	Yes		
10/2/2020 19:15:35	Yes	Yes		
12/18/2020 19:13:26	Yes	Yes		
10/2/2020 22:12:24	Yes	Yes		
10/2/2020 23:33:55	Yes	Yes		
10/3/2020 5:37:14	Yes	No	My workplace remains in a work from home mode for the foreseeable future.	No known timeframe.
10/3/2020 12:22:52	Yes	Yes		
10/3/2020 15:40:43	Yes	Yes		
10/4/2020 8:39:23	Yes	Yes		
10/4/2020 11:21:04	Yes	No	We are still 100% teleworking at this time.	Right now looks like not until possibly 12/2020 or 1/2021.
10/4/2020 11:24:30	Yes	Yes		
10/4/2020 13:12:35	Yes	Yes		
10/4/2020 16:16:56	Yes	Yes		
10/4/2020 20:05:23	Yes	Yes		
10/5/2020 8:19:46	Yes	Yes		
10/5/2020 14:34:01	Yes	Yes		

Timestamp	Did you use to ride the shuttle or plan to ride in the future?	Do you want the shuttle to resume right now?	If you said no to resuming the shuttle, what was your reasoning?	If your reason was related to not returning to work at this moment, do you have a time frame for your return to work? Or a time for when you would like to return?
10/5/2020 21:13:12	Yes	Yes		
10/6/2020 8:40:10	Yes	Yes		
10/9/2020 10:41:45	Yes	Yes		
10/9/2020 18:10:52	No	No	I don't ride it. I feel like nobody is using metro because of COVID and traffic isn't bad right now.	
10/9/2020 18:21:42	Yes	Yes		
10/9/2020 19:05:40	Yes	Yes		
10/9/2020 19:19:16	Yes	Yes		
10/9/2020 19:54:36	Yes	Yes		
10/9/2020 22:59:34	Yes	Yes		
10/10/2020 10:21:23	Yes	Yes		
10/10/2020 12:45:15	Yes	No	Still teleworking	January 4 (Potentially later depends on telework)
10/10/2020 12:58:59	Yes	Yes		
10/10/2020 13:25:44	Yes	Yes		
10/10/2020 14:01:23	Yes	Yes		
10/10/2020 14:57:28	No	No	Not enough demand during the current pandemic	N:A
10/10/2020 16:04:00	Yes	Yes		
10/10/2020 21:39:17	Yes	Yes		
12/25/2020 12:16:25	Yes	Yes		
10/11/2020 8:38:05	Yes	Yes		
10/11/2020 18:53:45	Yes	Yes		
10/12/2020 20:06:17	Yes	Yes		
10/16/2020 18:50:52	Yes	Yes		
10/17/2020 9:45:45	Yes	Yes		
10/17/2020 10:59:42	Yes	Yes		
10/23/2020 18:07:25	Yes	No	Working from home	April 2021
10/24/2020 9:50:55	Yes	Yes		
10/24/2020 18:52:44	Yes	Yes		

Timestamp	Did you use to ride the shuttle or plan to ride in the future?	Do you want the shuttle to resume right now?	If you said no to resuming the shuttle, what was your reasoning?	If your reason was related to not returning to work at this moment, do you have a time frame for your return to work? Or a time for when you would like to return?
10/26/2020 16:00:30	Yes	Yes		
10/26/2020 16:03:04	Yes	Yes		
10/26/2020 16:06:56	Yes	Yes		
10/26/2020 16:15:20	Yes	No	I believe that such a small amount of users will be riding the shuttle due to Covid and work from home. I know it is such a big expense to operate and don't think it is worth it to start the shuttle back up for just a handful of residents	I won't be returning to work until Summer 2021.
10/26/2020 16:19:23	No	No	do not use it	no an d no
10/26/2020 17:24:20	Yes	Yes		
10/26/2020 17:55:41	Yes	No	Not returning to work right now	Spring 2021
10/26/2020 19:01:30	Yes	No	Covid	After covid
10/26/2020 20:29:21	Yes	No	Health/safety of community	Do not have timeframe
10/26/2020 22:09:15	Yes	No	Not ready to take public transit to go back to work	I personally think we're telework through the end of the year at the very least. If there's an administration change (meaning Biden wins), I expect the temperament for federal workers and contractors to be different. That is not a political statement as I'm a moderate, I've heard people on both sides say the same thing.
10/27/2020 0:05:30	No	No	No retuning to work until next year	Being of 2021
10/27/2020 0:07:28	Yes	Yes		

Timestamp	Did you use to ride the shuttle or plan to ride in the future?	Do you want the shuttle to resume right now?	If you said no to resuming the shuttle, what was your reasoning?	If your reason was related to not returning to work at this moment, do you have a time frame for your return to work? Or a time for when you would like to return?
10/27/2020 7:57:29	Yes	Yes		
10/27/2020 10:01:25	No	No	Not returning to work at the moment	Summer 2021
10/30/2020 18:37:10	Yes	Yes		
10/30/2020 18:46:26	Yes	Yes		
10/30/2020 22:31:17	Yes	Yes		
10/30/2020 23:55:34	Yes	Yes		
10/31/2020 7:33:33	Yes	Yes		
10/31/2020 11:11:18	Yes	Yes		
10/31/2020 12:49:16	Yes	Yes		
10/31/2020 18:08:20	Yes	Yes		
11/6/2020 18:07:56	Yes	Yes		
11/6/2020 18:11:38	No	Yes		
11/6/2020 20:33:01	Yes	No	Office will remain closed for foreseeable future	Upon development of a vaccine
11/6/2020 20:46:33	Yes	Yes		
11/6/2020 23:49:53	Yes	Yes		
11/7/2020 6:27:07	Yes	Yes		
11/12/2020 13:17:28	Yes	Yes		
11/13/2020 18:14:07	Yes	Yes		
11/13/2020 18:19:32	Yes	Yes		
11/14/2020 9:34:04	Yes	Yes		
11/14/2020 13:12:15	Yes	Yes		
11/20/2020 18:29:02	No	Yes		
11/20/2020 19:47:26	No	Yes		
11/21/2020 11:02:39	Yes	Yes		
1/8/2021 21:19:24	Yes	Yes		
11/22/2020 12:37:53	Yes	Yes		
11/25/2020 12:48:41	Yes	Yes		
11/25/2020 13:33:10	Yes	Yes		
11/25/2020 14:06:40	Yes	Yes		

Timestamp	Did you use to ride the shuttle or plan to ride in the future?	Do you want the shuttle to resume right now?	If you said no to resuming the shuttle, what was your reasoning?	If your reason was related to not returning to work at this moment, do you have a time frame for your return to work? Or a time for when you would like to return?
11/25/2020 16:58:39	Yes	No	My work changed to telework.	It is unlikely that I will return to working in the office as I did in the past.
11/25/2020 18:20:54	Yes	Yes		
11/26/2020 0:12:57	Yes	Yes		
11/27/2020 22:28:20	No	Yes		
11/29/2020 10:40:46	Yes	Yes		
11/30/2020 8:39:49	Yes	Yes		
11/30/2020 11:30:42	Yes	Yes		
12/5/2020 12:30:16	No	No	working from home until at least June 2021	Oct 2021
12/5/2020 16:07:32	Yes	No	1.) Office has not provided guidance when we are to returning to work. 2.) It has it been made clear how the shuttle will maintain distance between passengers- if it is limited # then will there by more shuttles running? 3.).if I resume to office in person it will not be every day in that case I would just drive so no need for shuttle.	No definite timeframe - Most likely fall of 2021
12/11/2020 18:10:51	Yes	No	My husband and I will not need it because we are working from home until at least June.	Return to work by June
12/12/2020 7:02:14	Yes	No	Covid, would use in a few months	
12/18/2020 18:03:33	Yes	Yes		
12/18/2020 18:07:57	Yes	No	We are still in the middle of the pandemic and many workplaces — including mine — remain closed.	Mid-February or early March sounds reasonable
12/18/2020 18:46:01	Yes	Yes		
12/18/2020 22:24:47	Yes	No	Teleworking indefinitely, so don't need it right now.	Hopefully spring, we'll see
12/18/2020 23:08:29	Yes	Yes		

Timestamp	Did you use to ride the shuttle or plan to ride in the future?	Do you want the shuttle to resume right now?	If you said no to resuming the shuttle, what was your reasoning?	If your reason was related to not returning to work at this moment, do you have a time frame for your return to work? Or a time for when you would like to return?
12/19/2020 9:42:11	Yes	No	Not going downtown because of COVID; still working from home.	Maybe Fall 2021, depends on COVID, Fed gov't pronouncements, vaccine safety and availability
12/19/2020 11:16:49	Yes	Yes		
12/20/2020 9:09:04	Yes	Yes		
12/21/2020 0:39:27	Yes	No	I am teleworking as many federal employees are, and do not require the shuttle at this time.	
12/23/2020 22:34:41	Yes	No	Remote work will continue until the pandemic is over	September 2021
12/24/2020 5:25:11	Yes	No	Wait for COVID guidelines to relax somewhat	Retired
12/24/2020 7:33:42	Yes	No	Not returning to work yet	April 2021 if vaccinated
12/24/2020 7:52:39	Yes	Yes		
12/28/2020 15:04:46	Yes	Yes		
12/31/2020 12:22:09	No	Yes		
12/31/2020 14:27:22	Yes	No	I, personally, don't need it until mid-January.	January 13th
1/1/2021 7:20:59	Yes	Yes		
1/9/2021 12:28:51	Yes	No	Teleworking until the summer.	Summer 2021
1/9/2021 15:52:02	Yes	Yes		
1/9/2021 16:39:05	Yes	No	Still on telework	June
1/13/2021 11:43:15	Yes	No	Currently working from home indefinitely	Summer of 2021
1/15/2021 19:10:55	Yes	No	Still working from home	No
1/15/2021 21:24:45	Yes	No	Teleworking until further notice	Not at this time...spring/early summer possibly



SHUTTLE BUS SERVICE

Morning Departure Times

AM RUN	BRENMAN PARK DR	DONOVAN/ JOHN TIGER	KILBURN	MURTHA	CALIFORNIA/ GRIMM	POCOSIN/ TANCRETI	HAROLD SECORD	VAN DORN METRO (Kiss & Ride)
BUS-1	5:54	5:55	5:56	5:57	5:58	5:59	6:00	6:09
BUS-2	6:10	6:11	6:12	6:13	6:14	6:15	6:16	6:25
BUS-1	6:19	6:20	6:21	6:22	6:23	6:24	6:25	6:34
BUS-2	6:34	6:35	6:36	6:37	6:38	6:39	6:40	6:49
BUS-1	6:43	6:44	6:45	6:46	6:47	6:48	6:49	6:58
BUS-2	6:58	6:59	7:00	7:01	7:02	7:03	7:04	7:13
BUS-1	7:07	7:08	7:09	7:10	7:11	7:12	7:13	7:22
BUS-2	7:22	7:23	7:24	7:25	7:26	7:27	7:28	7:37
BUS-1	7:31	7:32	7:33	7:34	7:35	7:36	7:37	7:46
BUS-2	7:46	7:47	7:48	7:49	7:50	7:51	7:52	8:01
BUS-1	7:55	7:56	7:57	7:58	7:59	8:00	8:01	8:10
BUS-2	8:10	8:11	8:12	8:13	8:14	8:15	8:16	8:25
BUS-1	8:19	8:20	8:21	8:22	8:23	8:24	8:25	8:34
BUS-2	8:34	8:35	8:36	8:37	8:38	8:39	8:40	8:49
BUS-1	8:43	8:44	8:45	8:46	8:47	8:48	8:49	8:58
BUS-2	8:58	8:59	9:00	9:01	9:02	9:03	9:04	*9:13
BUS-1	9:08	9:09	9:10	9:11	9:12	9:13	9:14	*9:23

Afternoon Departure Times

PM RUN	VAN DORN METRO (Kiss & Ride)	HAROLD SECORD	POCOSIN/ TANCRETI	CALIFORNIA/ GRIMM	MURTHA	Kilburn	DONOVAN/ JOHN TIGER	BRENMAN PARK DR.
BUS-1	4:50	4:59	5:00	5:01	5:02	5:03	5:04	5:05
BUS-2	5:15	5:24	5:25	5:26	5:27	5:28	5:29	5:30
BUS-1	5:30	5:39	5:40	5:41	5:42	5:43	5:44	5:45
BUS-2	5:45	5:55	5:56	5:57	5:58	5:59	6:00	6:01
BUS-1	6:00	6:10	6:11	6:12	6:13	6:14	6:15	6:16
BUS-2	6:15	6:25	6:26	6:27	6:28	6:29	6:30	6:31
BUS-1	6:30	6:40	6:41	6:42	6:43	6:44	6:45	6:46
BUS-2	6:45	6:55	6:56	6:57	6:58	6:59	7:00	7:01
BUS-1	7:00	7:10	7:11	7:12	7:13	7:14	7:15	7:16
BUS-2	7:15	7:25	7:26	7:27	7:28	7:29	7:30	7:31
BUS-1	7:30	7:40	7:41	7:42	7:43	7:44	7:45	7:46
BUS-2	7:40	7:47	7:49	7:50	7:51	7:52	7:53	7:54
BUS-1	*7:55	8:02	8:03	8:04	8:05	8:06	8:07	8:08
BUS-2	*8:20	8:26	8:27	8:28	8:29	8:30	8:31	8:32

- Notes: * Buses stop at intersection(s) of Cameron Station Blvd and referenced streets (other than Metro station).
- * This service is provided to CSCA residents only. Riders must show resident identification to driver upon boarding.
 - * When shuttle bus is running early, drivers are directed to wait until designated the departure time(s).
 - * The buses that arrive at Metro at 9:13 and 9:23 am do not return to Cameron Station and the buses that return to Cameron Station at 7:55 and 8:20 pm do not return to the Metro (riders are not picked up on these runs).
 - * Drivers are directed to stop only at designated stops. Exceptions will be made only for residents using canes, walkers, or crutches.
 - * **The shuttle buses run Monday-Friday and will not run on federal holidays.**

CAMERON STATION COMMUNITY ASSOCIATION ACTION ITEM LIST - FEBRUARY 2021				
Item	Description	Status	Responsible	Due
Fleet Transportation Extension	<p>Revisit extension that is to expire to extend each month. 08/26/20 Board APPROVED at August meeting - extension through 10/12/20 - J. Lampe to forward Addendum to Fleet. 09/09/20 - confirmation of signed Addendum by both parties. Will need to revisit this issue at the Sept meeting for October services. 10/06/20 Board approved continued suspension of services through 11/9/20. Will be on Oct agenda for further review. 11/02/20 Board voted at Oct meeting to suspend service through end of Dec. 11/24/20 Dec Board agenda item. 12/16/20 Board approved suspension through January. Running survey in weekly eblast for further evaluation. Following up with Fleet regarding possibility of having 1 bus in the a.m. and p.m. 01/21 - Board suspended service through February. 02/17/21 Board agenda</p>	Pending	Jennifer Gilmore	3/31/2021
Newsletter Delivery Alternatives	<p>Pursue electronic options for delivery of the newsletter. 11/02/20 to be discussed at upcoming Committee meeting. Plan for rolling out electronic version only - beginning emailing for those that need a hard copy to plan accordingly for Jan 1 implementation.</p> <p>11/23/2020- CAMP will contact GAM to create postcards to send out in mid December to residents, letting them that the newsletter will be electronic permanently, unless they still want a hardcopy.</p> <p>12/16/20 Spoke to Tricia prior to last Committee Meeting. Instead of postcard, Committee is pursuing door hangers to be delivered in Jan/Feb advising of electronic newsletter effective Mar/April issue.</p> <p>12/23/20- With the delivery of resident items directly to homes, additional information was included letting residents know of the Newsletter update. This will be published directly in the Jan-Feb issue, as well as in the weekly emails and the Compass Email Notice.</p> <p>As of 2/3/20- Jan/Feb Issue went out in print, with notice about all electronic version for Mar/ April and on. Residents have been emailing the office to remain on the mailing list, and those requests will be saved and sent to GAM for the next issue. Updates on number of responses so far to come...</p>	Pending	Communications Committee	4/30/2021

New Owner Information	Provide to Communications Committee new conveyance details on the 2nd Tuesday of each month. 11/24/20 Ongoing. As of 2/3/21- Still Ongoing, now new owner information is being put in a Google Doc for all of the Welcome Subcommittee to access and reach out faster	Pending	Communications Committee	3/30/2021
Social Media - Facebook/Twitter	Work with Committee to identify and address ideas to improve Social Media and Website. 10/30/20 Sent email to New Media Horizons and copied Tricia to coordinate information exchange. Also, working on various changes to current website that is within Management's authority to change. 11/23/2020- CAMP has evaluated the responsibilities of an "in-house" social media position, which we do not currently have and would require 20 hours per week as a part-time content creator for Cameron Station's social media. Committee pursuing discussions with New Media Horizons. 12/09/20- the Committee unanimously agreed to recommend that the Board approve moving forward with a contract with New Media Horizons. 02/15/21 Board Agenda item	Pending	Communications Committee	2/28/2021
Update Website	11/24/20 Com Comm identified changes to website. Management will address minor revisions (ie. typos, content changes) and will forward remaining changes to L. Keyser. 12/17/20- Website updated per Com Comm's list by Juana and remaining updates sent to Heather for L Keyser to address 12/23/20- L Keyser updated the remaining edits on list 2/3/21- sent L Keyser a list of links to remove, to streamline website navigation	Pending	Communications Committee	4/30/2021

Paving Proposals	<p>02/15/21 Finalizing contract with Gardner and will begin evaluation ASAP. CAMP presented proposals to the committee at their December meeting, they have decided go with CAMP's recommendation Gardner. Contract is being executed."</p> <p>1/21/2021 CAMP presented proposals to the committee at their December meeting, they have decided go with CAMP's recommendation Gardner. Board has approved Gardner Engineering at January meeting."</p> <p>2020 NOTES: Proposals to be received by 7/31 for paving project. Need to be reviewed by mgmt, Committee and Board. 10/09/20 spoke to Robert and Joan regarding engaging an engineering firm to review specs, proposals and project oversight. 10/14/20 Reached out to SRG, ETC and Becht Engineering for costs. 11/24/20 Dec Committee Agenda item. CAMP presented proposals to the committee at their December meeting, they have decided go with CAMP's recommendation Gardner. On the board agenda for their January meeting.</p>	Pending	Common Area Committee	4/30/2021
Fountain Repair	<p>2/17/2021 Received all three bids. Will discuss with committee the best decision by spring.</p> <p>Investigate fountain repairs needed. Reached out to multiple vendors regarding repairs. Received proposals from Cascades and Harmony Ponds. Waiting on third and final proposal from Virginia Water Gardens. General consensus is complete replacement.</p>	Pending	Common Area Committee	4/30/2021
Street Sweeping Proposals	<p>Obtain street sweeping proposals - coordinate with Committee as to timing. Proposals will be submitted to the committee for review by spring. Spring 2021 project.</p>	Pending	Common Area Committee	5/31/2021

Fence Evaluation	<p>2/17/2021 "Contract has been sent to TYL for signature. Project will be scheduled as soon as weather permits."</p> <p>2/3/2021 "Contract has been sent to TYL for signature. Project will be scheduled as soon as weather permits."</p> <p>1/28/2021 Contract awarded to TYL on 1/26/21"</p> <p>2020 NOTES: Inspect fenced areas and identify repairs needed.</p> <p>Working on securing appropriate vendors for bids. 11/24/20 Proposals have been received and will be presented at Committee Dec meeting.</p> <p>Committee followed CAMP recommendation of TYL, not only because their price was the most competitive but also because they put together a very comprehensive bid that addresses the primary points of concern. This would be a Reserve expenditure. On Jan Board Agenda</p>	Pending	Common Area Committee	4/30/2021
Exterior Cleaning - Clubhouse	<p>2/17/2021 This has been tied into the power wash proposals. CAC will recommend that the Board grant the contract to Ecotek Soft Wash at their February 23rd meeting.</p> <p>Mark met with three contractors and will receive their bids by Feb 5th. CAMP will put together summary of bids and present it to common area for February meeting.</p> <p>2020 NOTES: Solicit bids for power washing of the clubhouse. 11/02/20 Will solicit bids in the Spring of 2021. This to be wrapped into proposal for brick wall along Duke Street power washing. Anticipate bids to committee by Feb/March</p>	Pending	Common Area Committee	5/31/2021
Gazebo	<p>1/21/2021 Granted the bid to Bernuy Painitng for \$2,500. Repair and painting will start late March early April weather permitting. Contract has been executed and signed.</p>	Pending	Common Area Committee	3/30/2021

Tree Removal - Woodland Hall area	<p>2/17/2021 Approved by the board at January meeting. Contract has been signed, project will be scheduled as soon as possible weather permitting.</p> <p>2/2/2021 Approved by the board at January meeting. Contract has been signed, project will be scheduled as soon as possible weather permitting."</p> <p>2020 NOTES: Removal of dead pines behind fence area at Woodland Hall. Provided signed proposal to LL on 10/30/20 in the amount of \$1,400 to be taken from Trees and Shrubs. Also requested proposal for replacement trees. 11/02 - proposal of \$1,400 was only for trimming. Confirmed with S. Richter (Woodland Hall manager) that they would like them removed. Working with Lancaster for new costs and replacement proposal.</p> <p>11/24/20 Board agenda item for Dec meeting. 12/16/20 Proposal reviewed by CAC and will be on Jan agenda for Board consideration.</p> <p>Waiting for electronic bid from CAC will present to the board for approval for January meeting.</p>	Pending	Common Area Committee	2/28/2021
Street Signs	<p>Additional signs ordered as work way through community. circle is next .</p> <p>2/2/2021 No Parking" signs have been ordered, delivered and are being installed as needed.</p> <p>Replace faded No Parking signs</p> <p>1/21/2021 - "1/21/2021 shipping delay. Anticipate having signs in hand and installed by 1/30/2021."</p> <p>2/23/2020"Ordering 10 Replacement NO Parking signs. Will change upon arrival."</p>	Pending	Common Area Committee	2/28/2021

Power Wash	<p>2/17/2021 Power washing bids were reviewed by CAC, they will go with CAMPS recommendation to use Ecotek Soft Wash. They will present their recommendation to the Board at the BOD February 23rd meeting."</p> <p>Power wash clubhouse exterior and brick wall at Duke Street.</p> <p>jennifer.gilmore 1/21/2021 9:30:34 AM CT</p> <p>"1/21/2021 power washing brick wall along Duke to occur in the Spring. CAC also wanted to add clubhouse to power washing list. Will seek proposals for work to be placed on Feb CAC Agenda"</p> <p>MB has bids pending for the project and will update. We expect the remaining proposals to be submitted by February 5th. Will present at CAC meeting.</p> <p>Bids rcvd, CAC reviewed on bd agenda 2/23</p>	Pending	Common Area Committee	5/31/2021
Sunken in Sidewalk	<p>janeva.sharps 2/17/2021 8:31:41 AM CT</p> <p>"CAMP received a quote from Portugal and Lancaster. CAMP has approved the Lancaster quote and will schedule the work as soon as weather permits."</p> <p>Ticer side of 150 Cameron Station Blvd.</p> <p>Proposal #30892 rcvd 1/28 will be on Feb Agenda</p> <p>Reviewing proposals and will have a recommendation by next (March) meeting.</p>	Pending	Common Area Committee	2/28/2021
Pot Hole	<p>Repair pot hole in front of 170 Martin Ln. Mark will fill the whole as soon as weather permits.</p>	Pending	Common Area Committee	2/25/2021

Rotten trim ext kitchen door & openings	<p>janeva.sharps 2/17/2021 8:37:59 AM CT "Board approved Exterior Medics to perform the work on the kitchen door. Due to the global pandemic their is a short delay in materials however this is set too start mid April. Exterior Medics came to CS February 10th to remeasure the door and order materials. Contract has been executed and signed."</p> <p>janeva.sharps 2/3/2021 9:52:06 AM CT "Board approved Exterior Medics for door replacement and trim repair. Contract was signed and work will start soon, lead times on doors have increased due to the pandemic. Rest assured we will keep you updated every step of the way."</p> <p>Replace rotten trim around kitchen door. Door needs to be replaced. Received bid from Williamson Home Repair and Southern Specialty. Meeting with Exterior Medics on 10/23 for third and final bid. 11/24/20 Proposals have been received - all noting replacement of door. Will forward to CCFC for Dec meeting. janeva.sharps 12/3/2020 1:18:37 PM CT "CAMP has put together a proposal packet for the committee to review at their December meeting."</p> <p>Board approved Exterior Medics for door replacement and trim repair</p>	Pending	CCFC	4/30/2021
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Evaluate HVAC systems - compared to notes in Reserve Study	<p>This will be on the March agenda as further pricing and options is required.</p> <p>3 bids rcvd and currently being reviewed by mgmt. Confirming scope and specs as well as UV options for systems anticipate on Feb CCFC agenda</p> <p>Several Clubhouse HVAC units have been identified as 0 life in RS2019. Need independent eval to confirm remaining life. Oct 2020 - HG reached out to Trademasters to inquire if any issues had been reported re: HVAC units. Plan to solicit bids for preventative maintenance as contract has been auto renew and is due to expire 5/21. Also requested inspection report from last visit on 09/23/20. 11/24/20 Rec'd info from Trademasters that two systems were 19 yrs old and at end of useful life. Requested proposals for replacement and will solicit additional bids for CCFC review. Jan/Feb timeline.</p>	Pending	CCFC	3/31/2021
Update Resident Computer Registration System	<p>janeva.sharps 2/3/2021 9:54:01 AM CT</p> <p>"Juana has been able to purge the system periodically to allow new access cards to be registered and while we recognize and agree that a long term solution is needed, we have this on the calendar for Spring/Summer months in order to properly allocate the time needed to address this. Juana and Janeva have met with various providers but we don't yet have a full handle on all of the issues."</p> <p>The current system is at capacity for issuing passes. Alternative options need to be investigated to include use of current system (upgrade) and new systems. Oct 2020 - bids were solicited from 5 companies. Following up on responses - anticipate December Committee Meeting. 11/24/20 Proposals under review - Juana has been able to purge system (minimally) to allow for new entries; delaying this project until early Spring.</p>	Pending	CCFC	4/30/2021

Fix tile and drywall issues - Men's Locker Room	<p>janeva.sharps 2/17/2021 9:15:04 AM CT</p> <p>"Met with Hann and Hann to fix issue. They are looking for tile samples to match what is there."</p> <p>Caused by water damage under far left sink and near handicap shower. 08/25/20 Stall has been blocked off for use and due to COVID. 2 contractors have inspected but they are not able to address. May combine with the proposal for remodeling the entire locker rooms. Meeting with Ultra on 10/23 to discuss options. 11/24/20 Based on feedback from CCFC, this will be handled separately from locker room reno. Solicited bids from 3 contractors for repairs. Expect to have this on the Jan agenda for Committee.</p>	Pending	CCFC	3/31/2021
Replace Sprinkler Cage BBall court	<p>Janevasharps 2/17/2021</p> <p>"MB has sprinkler cages and is looking to get a lift that will not damage the new basketball court flooring and fit through the door.</p> <p>One sprinkler head cage is missing. Contacted 2 companies for estimate. Waiting to hear back from Tyco. Mark obtained price for lift at \$465 to do the bird cage install. Will work on this over the next 2 - 3 week0s, weather permitting.</p> <p>mark.bondurant 12/29/2020 12:21:42 PM CT</p> <p>"Rented scissor lift but was unable to get it into the gym. Exploring other alternatives to reach ceiling."</p> <p>janeva.sharps 12/3/2020 1:01:00 PM CT</p> <p>"CAMP has received the sprinkler cage and will order the lift from United Rentals for the total amount of \$469. Mark will replace sprinkler cage once lift is delivered. Cage will be installed mid December."</p>	Pending	CCFC	3/31/2021

Clubhouse Roof Leaks	<p>janeva.sharps 2/17/2021 9:11:09 AM CT "Gardner Engineering has evaluated roof bids and has presented an estimate for oversight of the project. Gardner's proposal will be present to the board and the February 23rd meeting."</p> <p>janeva.sharps 2/3/2021 9:57:47 AM CT "Leak temporarily resolved - pending roof repair/replacement issue. Have bids from three roofing vendors, Waiting on recommendation from an engineering firm."</p> <p>HVAC leaks throughout office and gym. Approved repair \$1250 Approved. Unable to secure commitment from original vendor. Received bids from NV Roofing and Chris Cicotello on 10/20. Getting third and final bid from Joe Spagnola on 10/21. Leak temporarily resolved - pending roof repair/replacement issue.</p>	Pending	CCFC	4/1/2021
Fitness Center RFP/ Proposals	<p>janeva.sharps 2/17/2021 9:07:49 AM CT "Board will make a decision at their February 23rd meeting to renew with ProFIT or start new contract with Synergy Fitness Group."</p> <p>Janeva sent CCFC RFP and Exhibit One for review and will set up a bidders conference with contractors based on committees edits to the RFP we will set deadline for proposal submissions from the vendors. 11/24/20 bidders conference was held and proposals are in the process of being submitted. Expect to have this for the December Committee meeting.</p> <p>janeva.sharps 1/14/2021 11:17:59 AM CT "CCFC came to a recommendation to the board during their December meeting to stay with the incumbent "ProFit". The Board will review at their January meeting."</p> <p>Board requested usage data of the facility be requested from ProFit. Contract to remain MTM and placed back on Feb Agenda. JG spoke with RM of ProFit on 1/28/21 and data will be sent to mgmt.</p>	Pending	CCFC	3/1/2021
Solicit Bids for Fitness Equip Prev Maint	<p>janeva.sharps 2/17/2021 9:05:31 AM CT "Reaching out to multiple vendors to receive bids. Will have bids to CCFC by the Spring."</p> <p>A contract is not in place for the preventive maintenance of the fitness equipment. Soliciting bids and will present at the January Committee meeting.</p>	Pending	CCFC	3/31/2021

Locker Room Renovation	<p>janeva.sharps 2/17/2021 8:28:52 AM CT</p> <p>"At the CCFC February meeting CAMP has proposed to turn the water on to replicate the drainage issue and send a recording to CCFC. CAMP has also suggest to close the shower stall that is created the build up of water for the coming pool season. As the pool season is here CAMP will work on getting bids to present to CCFC to start the renovation. CAMP also feels this does not need an Architect firm."</p> <p>11/24/20 based upon feedback from Committee, CAMP is soliciting bids for architectural design services for locker room renovation. janeva.sharps 1/21/2021 10:47:41 AM CT</p> <p>"The CCFC wants to keep the renovation separate from the drainage and would like to handle the drainage issue first."</p> <p>janeva.sharps 1/21/2021 10:45:56 AM CT</p> <p>"Sent RFP's to architects on December 14, 2020. Mark and Janeva met with three Architect firms the first week in January. Expecting to have bids by the end of February because the men's drainage issue will need to be completed first."</p>	Pending	CCFC	4/30/2021
Fitness Center Exit Door	<p>janeva.sharps 2/17/2021 8:46:10 AM CT</p> <p>"Mark has taped wall cracks and applied first coat of spackle on cracked areas, 2/11/2021. Will paint the area upon his return."</p> <p>The ceiling near the Fitness Center exit door needs to be re-spackled.</p>	Pending	CCFC	2/28/2021
Roof Repair and Drywall	<p>Roof Eval & Bid Compare to Gardner if approved at 2/23/ board meeting,</p> <p>The ceiling near the entry door needs to be repaired.</p> <p>In order for this to happen, the "membrane" on the roof needs to be replaced first.</p>	Pending	CCFC	2/28/2021
Brick Pointing	<p>janeva.sharps 2/3/2021 10:01:55 AM CT</p> <p>"MB reached out to Lancaster and is scheduled to meet with them to inspect."</p> <p>Brick pointing needed at both entryways to the Clubhouse</p>	Pending	CCFC	2/26/2021
Ceiling in Fitness Center	<p>janeva.sharps 2/17/2021 8:46:10 AM CT</p> <p>"Mark has taped wall cracks and applied first coat of spackle on cracked areas, 2/11/2021. Will paint the area upon his return."</p> <p>Cracks along the ceiling of the Fitness Center</p>	Pending	CCFC	2/18/2021

Parking Enforcement	<p>Parking enforcement for Cameron Station enforcement parking policy. 11/02 - obtained bids for parking enforcement. Questions need to be addressed about areas and limitations. At direction of Board Pres, inquired about survey of property lines with Condos - determined Assoc has maps on file - need to locate Phase Plats. Work in progress. 11/24/20 Upon verification of valid pricing, confirmed scope of work/number of hours per week - all vendors declined as it does not meet their minimum. Solicited 3 additional bids - all declined for same reasons. Working on individual person for parking enforcement.</p> <p>reached out to Henry's Towing because they will do this type of enforcement at no charge, but the ARC was not interested and did not think it would be wise to have a tow company patrol the community. CAMP going to run an ad and see if we can find an individual to do it as CMC would not release Todd from do not compete</p>	Pending	Architectural Committee	4/30/2021
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CAMERON STATION COMMUNITY ASSOCIATION
COMPLETED ACTION ITEMS

Item	Status	Responsible	Due
Gazebo	Completed	Common Area Committee	2/11/2021
Cedar Tree	Completed	Common Area Committee	2/11/2021
Shower in Men's Locker Room	Completed	CCFC	2/10/2021
Men's Bathroom	Completed	CCFC	2/5/2021
Hand Sanitizers	Completed	CCFC	2/3/2021
CSB	Completed	Common Area Committee	2/2/2021
Violation Signs	Completed	Common Area Committee	1/25/2021
Storm Drain	Completed	Common Area Committee	1/26/2021
Leaking faucet	Completed	CCFC	1/21/2021
Hallway Lights	Completed	CCFC	1/15/2021
Bench	Completed	CCFC	1/13/2021
Light	Completed	CCFC	1/12/2021
Christmas Tree	Completed	Common Area Committee	1/12/2021
Lock Replacement	Completed	CCFC	1/11/2021
Soap Dispenser	Completed	CCFC	1/11/2021
Walkway	Completed	Common Area Committee	1/7/2021
Parking Enforcement Personnel	Cancelled	Architectural Committee	3/31/2021
Street Sign	Completed	Common Area Committee	1/4/2021
Street Sign	Completed	Common Area Committee	1/4/2021
Storm Drains	Completed	Common Area Committee	12/31/2020
Electrical Box	Completed	Common Area Committee	12/29/2020
Railing	Completed	Common Area Committee	12/28/2020
Front Door	Completed	CCFC	12/24/2020
Street Lights	Completed	Common Area Committee	12/23/2020
Kitchen Blower	Completed	CCFC	12/31/2020
Clubhouse Foyer	Completed	CCFC	12/31/2020
Flagpole Spotlight	Completed	CCFC	12/31/2020
Street Lights (5)	Completed	Common Area Committee	12/29/2020
Cracked curb	Completed	Common Area Committee	1/7/2021
Fitness Center Front desk Phone 8555	Completed	CCFC	12/25/2020
Street Lights	Completed	Common Area Committee	12/18/2020
1 Tree Pruning Day	Completed	Common Area Committee	12/31/2020
2021 ID Stickers	Completed	Communications Committee	1/31/2021
Solicit Bids for Pool	Completed	CCFC	12/30/2020
Clubhouse Flat Roof- Condition Assessme	Cancelled	CCFC	1/31/2021
ADA Ramp Proposal - Curb Cut	Completed	Common Area Committee	12/7/2020
Benches and Trash Cans	Completed	Common Area Committee	12/31/2020
Pot Hole Repairs	Completed	Common Area Committee	12/31/2020
Pool Filter Tanks	Completed	CCFC	1/31/2021
New Water Fountain - Fitness Center	Completed	CCFC	1/19/2021
Trash Proposals	Completed	Common Area Committee	12/31/2020
Basketball Court Replacement	Completed	CCFC	1/31/2021