

CAMERON STATION COMMUNITY ASSOCIATION

BOARD OF DIRECTORS

ZOOM MEETING DRAFT AGENDA

March 30, 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 – 11/23, 1/19, 2/23, 3/16 | 7:00 P.M. |
| IV. | RATIFICATION OF EMAIL VOTE ACCT#9967 COURT SETTLEMENT | |
| V. | LT. WIENER – CITY OF ALEXANDRIA | |
| VI. | HOMEOWNERS FORUM | 7:05 P.M. |
| VII. | TREASURER'S REPORT | 7:15 P.M. |
| VIII. | COMMITTEE REPORTS (FAC, ARC, CCFC, Comm Com, CAC, Events & Activities) | 7:30 P.M. |
| IX. | MATTERS FOR BOARD DECISION | 7:50 P.M. |
| | 1. ARC - Member Reappointment | |
| | 2. The Compass Editor Appointment | |
| | 3. ARC Application Appeal (owner presentation only) | |
| | 4. New Pool Covers | |
| | 5. Food Expenditure Resolution | |
| | 6. Spring/Summer Flower Rotation | |
| | 7. Landscape Enhancement - Main Circle | |
| | 8. Owner Request -- Improvement on Common Area | |
| | 9. Insurance Renewal | |
| | 10. Fleet Transportation Update | |
| X. | MATTERS FOR BOARD DISCUSSION/INFORMATION | 8:35 P.M. |
| | 1. Website Update | |
| | 2. Photo Consent | |
| | 3. Increase in Capacity for Fitness/Gym | |
| XI. | NEW BUSINESS | 8:50 P.M. |
| XII. | EXECUTIVE SESSION | 9:00 P.M. |
| | 1. Linear Park MOU | |
| XIII. | ADJOURN | 9:30 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.*

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
NOVEMBER 23, 2020

1 NOTICE: This meeting was held by virtual video conference due to the existence of a Virginia State of
2 Emergency not permitting public gatherings.

3
4 **BOARD MEMBERS PRESENT:**

5 Michael Johnson - President
6 Sarah Walsh - Vice President
7 Joan Lampe - Treasurer
8 Megan Christensen - Director
9 Ernest Cage - Director
10 Andrew Hill - Director
11 Greg Hillson - Director

12
13 **ALSO PRESENT:**

14 Heather Graham, CMCA®, PCAM®, Executive Vice President, CAMP
15 Nancy Murphy, Vice President of Operations, CAMP
16 Lana Reynolds, CEO, CAMP
17 Janeva Sharps, On-Site Assistant Community Manager
18 Jennifer Gilmore

19
20 **CALL TO ORDER:**

21 **Motion:** President Michael Johnson called the meeting to order at 11:03 am.
22

23 **HOMEOWNERS FORUM:**

24 No owners raised an issue during the Open Forum.
25

26 **EXECUTIVE SESSION:**

27 **Motion:** Megan Christensen moved and Andrew Hill seconded to enter into executive session at 11:05
28 am for the purposes of contractual discussions regarding the management contract, specifically CAMP's
29 potential manager candidate.
30

31 Greg Hillson raised an objection regarding the need to go into Executive Session for a simple "meet and
32 greet" with CAMP's proposed candidate for general manager. Heather Graham explained that it was an
33 appropriate issue to be discussed in Executive Session in accordance with the Virginia Property Owner's
34 Association Act. The Board briefly discussed the issue and the vote was taken on the initial motion with
35 6 Board members voting in favor (MJ, SW, JL, MC, EC, AH) and 1 voting against (GH).
36

37 **RECONVENE TO OPEN SESSION:**

38 **Motion:** Andrew Hill moved and Joan Lampe seconded to exit Executive Session and return to Open
39 Session at 11:46 am. The motion passed unanimously.
40

41 **ADJOURNMENT:**

42 **Motion:** Andrew Hill moved and Joan Lampe seconded to adjourn the meeting at 11:47 am. The
43 motion passed unanimously, and the meeting was adjourned.

Cameron Station Community Association
Special Board of Director's Meeting Minutes
Tuesday, January 19, 2021

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 5:15 p.m.
- b. **Board of Directors Present:** Sarah Meyer-Walsh, President; Michael Johnson, Vice President; Joan Lampe, Treasurer; Andrew Hill, Secretary; Megan Christensen, Director; Ernest Cage, Director; and Greg Hillson, Director
- c. **Others Present:** Todd Sinkins, Association Attorney, Heather Graham, CAMP, LLC, Jennifer Gilmore, CAMP LLC, Janeva Sharps, CAMP LLC, Ray Celeste, CCFC Chair, Hans Estes, Resident, Elliott Waters, Resident
- d. The meeting was conducted via ZOOM due to the COVID-19 meeting restrictions and the Cameron Club being closed.

II. Homeowner's Forum

There were no questions, but Mr. Waters requested to be notified when we reconvened back into Open Session.

III. Executive Session

Motion: Mr. Hill moved, and Ms. Christensen seconded, to convene Executive Session at 5:17 p.m. to receive a Board/Committee Orientation from legal counsel. The motion passed unanimously.

Note: Management confirmed with Mr. Sinkins that it was appropriate for a member, Mr. Estes, whose appointment was pending Board confirmation to attend, as it had already been reviewed and approved by the CCFC.

III. Reconvene into Open Session

Motion: Mr. Hill moved, and Ms. Lampe seconded, to reconvene back into Open Session at approximately 7:01 p.m. The motion passed unanimously.

Note: Ms. Sharps sent an e-mail to notify Mr. Waters we had reconvened to Open Session.

IV. Meeting Adjournment

Motion: Ms. Lampe moved, and Mr. Hill seconded, to adjourn the meeting at approximately 7:06 p.m. The motion passed unanimously.

Cameron Station Community Association, Inc.
200 Cameron Station Blvd,
Alexandria, VA 22304
Board of Directors' Meeting Minutes
February 23, 2021
7:00 p.m.

ATTENDEES:

Board of Directors in Attendance: Sarah Meyer Walsh, 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 & Liaison to Communications Committee; Ernest Cage, Director & Liaison to Activities and Events Committee; Greg Hillson, Director & Liaison to ARC Committee.

Others in Attendance: Heather Graham, Executive Vice President CAMP, LLC, Jennifer Gilmore, On Site Community Manager, CAMP LLC, Iris Annan, Recording Secretary, On the Record, Inc.; nine (9) guests.

I. CALL TO ORDER

Ms. Meyer Walsh called the Cameron Station Community Association's February 23, 2021, Board of Directors (Board) meeting to order at 7:02 p.m.

II. APPROVAL OF AGENDA

MOTION: Ms. Lampe moved, and Mr. Cage seconded, a motion to accept the February 23, 2021, Board of Directors' meeting agenda, with the amendments presented. The motion passed unanimously.

III. APPROVAL OF MINUTES

January 12, 2021 and January 26, 2021

MOTION: Mr. Johnson moved, and Ms. Lampe seconded, a motion to accept the January 21 and January 26, 2021, Board of Directors' meeting minutes with the amendments presented. The motion passed 6-1-0. Mr. Hillson opposed.

Mr. Hillson raised concerns that his comments made during the January 26, 2021, meeting regarding the trash contract were not included in the meeting minutes. Mr. Hill provided clarifications on this comment.

IV. LT. Wiener - City of Alexandria Police Department

Ms. Meyer Walsh reported that LT. Wiener is aware of the traffic complaints and is currently investigating the issue; he will provide an update as soon as possible.

V. Community Update – Arthur Impastato (President of the Civic Association)

Mr. Impastato highlighted two (2) developments that will affect the residents/community: the Landmark Mall re-development and the Armistead Boothe Park upgrade. The Landmark Mall re-development project includes a hospital, housing projects, fire station etc. The Armistead Boothe project will include upgrades to the field lighting, dugouts, warm up areas, batting cages, spectator seating, scoreboard, and scorers' table.

Residents were instructed to visit the City of Alexandria's website at www.alexandriava.gov for more information.

VI. HOMEOWNERS' FORUM

Mr. Ray Celeste publicly thanked CAMP for the efficiency in managing the community, their professionalism, and their responsiveness to issues.

VII. Treasurers Report - (Joan Lampe)

Ms. Lampe reported that there was net income of \$267,000 as of December 2020 against a projected a budget of approximately \$100,000. There is approximately \$3.7 million in cash, the majority of which is held in the reserve account. There are CDs held by Morgan Stanley and upon maturity those funds will be transferred to Congressional Bank. Ms. Lampe added that Republic Waste Removal Service owes the Association a refund due to a billing error. Ms. Graham indicated that the refund totals approximately \$9,000 and that she has contacted Republic on several occasion without success. She suggested that the Association's counsel may need to be engaged if the issue remains unresolved.

VIII. COMMITTEE REPORTS

Common Area Committee (Robert Burns)

- **Power Washing Proposal** – proposals were solicited for the power washing of the walls along Duke street and the Cameron Club. This is a recurring need and funds were allocated in the 2021 budget for the project. The committee and CAMP have also performed the necessary due diligence.
- **Spring Turf Restoration Proposal** - this is a traditional project undertaken during the spring and fall seasons.
- **Landscaping Enhancement of John Ticer Park Proposal** -- the landscape enhancement project is handled on a rotational basis and the project this year is the John Ticer Park. The proposal includes adding material that was removed or destroyed when the gazebo was being reconstructed. The committee agreed to maintain the current vendor since they provided a competitive bid and better price overall. Ms. Christensen noted that the John Ticer project includes a spring turf restoration. Mr. Burns noted that the portion of turf renovation related to the John Ticer project should be removed from the proposal for general Spring Turf Restoration project.

Facilities Committee (Ray Celeste)

- **ProFit Contract Renewal** –five (5) proposals were received for this service contract and the committee unanimously agreed to recommend renewal with ProFit based on their past performance and their competitive pricing compared to the other companies.
- **Roof Evaluation** – the Committee reviewed and recommends approval for the proposal from Gardner Engineering to evaluate the leaking roof in the gym and to provide a permanent solution.

Ms. Meyer Walsh stated that she discussed the PPP loan forgiveness with ProFit's owner, Rich Mandley who indicated that they have filed for "forgiveness" with their bank and that they are currently in full compliance. As a result, the Association will receive a refund of approximately \$20,000 over the coming months once the process is finalized.

Finance Committee (Takis Taousakis)

The Owners' Equity increased because of the favorable variance in December and currently stands at \$607,000, which is more than 23% of the annual assessments. The Association budgeted a deficit for 2021 in the amount of approximately \$68,500 and currently, there is a YTD favorable variance of \$74,000 for the month of January.

Communications Committee (Tricia Hemel)

- Articles for the March/April newsletter are due this Friday.
- The committee is considering outsourcing the newsletter.
- The welcome subcommittee has welcomed eight (8) new members this month.
- The website needs an update to make it more mobile friendly and easy to navigate.
- The photography subcommittee currently has ten (10) members and people are eager to share photographs of the community.
- Management to provide some legal guidance on using the photos of children and families in official Cameron Station publication.

Activities & Events Committee (Andrew Yang)

- No activity to report for the months of January and February.
- On St Patrick's day the committee will host a virtual trivia night and the winners will receive restaurants gift cards.
- The committee is still deliberating on the use of the \$447 credit obtained for the mugs.
- The committee is also considering programs for Easter i.e., an easter hunt or scavenger hunt and a spring sale in April.

ARC (Craig Schuck)

The committee has noted that a lot of the residents are performing acts without prior approval and then seeking for forgiveness afterwards.

IX. MATTERS FOR BOARD DECISION

1. Power Washing Proposal

MOTION: Mr. Johnson moved, and Mr. Hill seconded a motion to accept the proposal from EkoTek in the amount of \$7,320 from the General Repair and Maintenance operating account. The motion passed 6-1-0. Mr. Hillson opposed.

2. Spring Turf Restoration Proposal

MOTION: Mr. Hill moved, and Ms. Lampe seconded, a motion to accept the Spring Turf Restoration proposal in the amount of \$4,750 to be taken from the Turf Treatments and Enhancements line item and noted the exchange of the John Ticer Park area for another high-profile area as discussed. The motion passed 6-1-0. Mr. Hillson opposed.

3. Landscaping Enhancement of John Ticer Park Proposal

MOTION: Mr. Hill moved, and Ms. Lampe seconded, a motion to accept the landscape enhancement proposal for the John Ticer Park in the amount of \$23,493.50 to be taken out of the operating expenses as outlined in the Summary Report. The motion passed 6-1-0. Mr. Hillson opposed.

4. Roof Evaluation Proposal

MOTION: Mr. Hill moved, and Mr. Cage seconded, a motion to approve the clubhouse flat roof evaluation proposal as submitted from Gardner Engineering in the amount of \$2,550 to be taken from Reserves for the purpose of reviewing the existing contractor proposals, surveying the roof and then providing an independent evaluation for the correct repair. The motion passed unanimously.

5. ProFit Contract Renewal

MOTION: Mr. Hill moved, and Ms. Christensen seconded, a motion to approve the renewal contract with ProFit. The motion passed unanimously.

6. Community Communications Policy Resolution

MOTION: Ms. Christensen moved, and Ms. Lampe seconded, a motion to accept the Community Communications Policy Resolution with the changes as discussed and to re-evaluate the policy in 45 days. The motion passed unanimously.

7. Communications Committee Charter Update

MOTION: Ms. Christensen moved, and Mr. Hill seconded, a motion to approve the Communications Committee Charter as presented. The motion passed unanimously.

8. Communications Standard Operating Procedures Manual

This was tabled for further review.

9. Expenditure Policy Resolution

MOTION: Mr. Hill moved, and Mr. Cage seconded, a motion to approve the Expenditure Commitment Resolution with the changes as discussed. The motion passed 6-1-0. Mr. Hillson opposed.

10. Social Media Proposal

MOTION: Mr. Hill moved, and Ms. Christensen seconded, a motion to approve New Media Horizons as the provider of the social media platforms. The motion passed 6-1-0. Mr. Hillson opposed.

11. Fleet Shuttle Bus Contract

MOTION: Mr. Hill moved, and Ms. Lampe seconded, a motion to approve the use of one (1) shuttle bus effective April 1, 2021 at a cost of \$10,500 and there must be adherence with the Covid-19 regulations. The motion passed unanimously.

X. MATTERS FOR BOARD DECISION/INFORMATION

1. Action Item List

Ms. Christensen inquired whether the action item list includes streetlight replacement. Ms. Gilmore indicated that it is tracked separately.

2. Snow Removal Discussion

Mr. Hillson stated that there were several complaints in January during one of the snow removal efforts. Ms. Gilmore indicated that there have been four (4) snow events in total. A total of four (4) complaints were received during the first event spanning from January 31 to February 2. These issues were resolved. No complaints were received during the second event. During the third event a resident complained that there was not enough salt, and no complaints were received on the fourth event. She added that Lancaster did a great job and visited the property ten (10) times during these events.

XI. NEW BUSINESS

No new business was introduced.

XII. EXECUTIVE SESSION

No executive session was held.

XIII. ADJOURN

MOTION: Ms. Christensen moved, and Mr. Hill seconded, a motion to adjourn the February 23, 2021, Board of Director's meeting at 9:37 p.m. The motion passed unanimously.

Cameron Station Community Association
Special Board of Director's Meeting Minutes
Tuesday, March 16, 2021

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 6:31 p.m.
- b. **Board of Directors Present:** Sarah Meyer-Walsh, President; Michael Johnson, Vice President; Joan Lampe, Treasurer; Andrew Hill, Secretary; Megan Christensen, Director; Ernest Cage, Director; and Greg Hillson, Director
- c. **Others Present:** Heather Graham, CAMP, LLC, Susan Cassell, CAMP LLC, Lana Reynolds, CAMP LLC
- d. The meeting was conducted via ZOOM due to the COVID-19 meeting restrictions and the Cameron Club being closed.
- e. It was noted that a member of the Board would be recording the Open Session portion of the meeting for their own behalf.

II. Homeowner's Forum

There were no questions or comments.

III. Open Session

Ms. Graham listed several accomplishments from the last six/seven months of the CAMP contract. See below:

- Tasked with completing the FY21 budget;
- Organized and facilitated the first virtual Meet the Candidates event;
- Bid out all the major contracts of the Community (i.e., pool, fitness center, landscaping, etc.);
- Orchestrated the trash company transition;
- Working on implementing a calendar of events;
- Implemented a project timeline for operational and reserve items; and
- Hold regular meetings with the Committee Chairs to make sure their agendas are created accordingly.

IV. Executive Session

Motion: Mr. Johnson moved, and Ms. Lampe seconded, to convene into Executive Session at approximately 6:40 p.m. to discuss contract and personnel matters with CAMP. The motion passed unanimously.

V. Reconvene into Open Session

Motion: Ms. Christensen moved, and Mr. Johnson seconded, to reconvene back into Open Session at approximately 8:06 p.m. The motion passed unanimously.

IV. Meeting Adjournment

Motion: Ms. Christensen moved, and Mr. Hill seconded, to adjourn the meeting at approximately 8:06 p.m. The motion passed unanimously.

Cameron Station Community Association
Financial Advisory Committee Meeting
FAC ZOOM at 7:00 pm on Monday February 22, 2021
Meeting ID 952 4423 4558 Passcode 763602

MEETING MINUTES

I. Call to Order

- a. The meeting was called to order at 7:02 PM.
- b. Members Present; Chairman Takis Taousakis, Jeff Gathers, Chelsea Lasik and Fred Blum.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison, Jim Orlick, CAMP Director of Financial Services
- d. The meeting was conducted via ZOOM due to the Covid19 meeting restrictions and the Cameron Club being closed.

II. Approval of Agenda

The agenda was approved unanimously.

III. Approval of January Minutes

The January Meeting minutes were unanimously approved without changes or corrections.

IV. Resident Open Forum

Mr. Gregory Hillson, CMCA Board Member, was present and spoke as a resident. He first offered that at tomorrow's (2/23/2021) board meeting the board was going to review Pro-fit's contract. He asked if there was a formal arrangement between the HOA and Pro-fit for a refund or credit due for the \$15,000 they were paid during the mandated COVID related gym shut-down. Even during the shutdown Pro-fit was performing services and being compensated at a reduced rate. Neither the Treasurer nor any member of the FAC was aware of such an arrangement. Joan Lampe was aware of discussions but not the status of said discussions as they pre-dated CAMP's hiring.

It was then discussed that any credit/refund from Pro-fit would be tied to their forgiveness of the PPP loan they received. American Pool similarly credited CSCA for labor expenses after they received forgiveness of their PPP loan with both transactions occurring in 2020. With Pro-fit, any credit/refund due and any payment would cross the fiscal year-end and how that would appear on the association's books was questioned. The auditors would need to be made aware of the situation. Jim Orlick will follow up with the auditors.

V. Review of Financial Results

The 2020 year-end and January 2021 results were available and reviewed in detail.
2020 Fiscal Year Results:

The year ended with a positive variance (surplus) of \$267,173, pre-audit.

Jim pointed out that the year's delinquency rate was 1.5% for the year versus a 3-5% goal.

Of the \$32K outstanding, \$30K is over 90 days past due and has been referred to the collection attorneys.

The current outstanding assessments breakdown is 72 accounts greater than 30 days and 27 accounts past due more than 90 days.

The cash balances in the Morgan Stanley account will be moved to Congressional Bank quarterly, except when CD's mature then the cash will be transferred upon maturity. The current 3 year CD rate continues to be less than half the .57% currently available from Congressional.

The ICS breakdown will be available from Congressional beginning in March.

Printing and Copying Costs: Unfavorable variance by \$5,346 due in part to two extra mailers: introduction of CAMP and the new disposal company.

Resale Processing Fees: Unfavorable by \$2,610. There will be no fees collected under CAMP and the line item has been removed for 2021.

TMP expenses: Favorable variance of \$62,879 for 2020. A payable balance of \$59,621 was established to comply with city requirements. This balance will be utilized first when shuttle service recommences in 2021. Jim has not heard from the city regarding the TMP escrow balance.

Water and Sewer: Unfavorable by \$3143, due to increase in rates.

Pet Stations: The outside service was cancelled and we are currently using CAMP personnel (Mark). The collection bags, currently purchased thru Amazon, remain expensive even when purchasing 500 per order.

Health Club Management/Staff – Year to date expenses are unfavorable by \$17,892 due to changes in contract terms regarding COVID19 that required additional staffing due to CDC guidelines.

Insurance Costs are unfavorable to budget because the costs were negotiated after the budget was set which will occur again in April.

Printing and Copying: CAMP is analyzing the specific expenditures and will provide more "granularity" to the overages.

January 2021:

Current year to date variance is a favorable \$74,537 to budget.

Owner's Equity at year end is now \$607,364 which is 23.22% of assessments and the 2021 budget includes a deficit of \$68,498. There was a concern that the excess owner's equity may have negative tax consequences. Jim Orlick checked with the auditor after the meeting and found out that there are no tax issues with having an Owner's Equity larger than 20%.

Variances:

Tree and shrubs: Tree removal is an operating expense item whereas tree replacement is a reserve expenditure. Thus, \$8625 is expensed.

Snow Removal: Favorable in January. The company is paid by the hour so there was no estimate for February by meeting time.

Salaries: Favorable by \$17,770 but the accrual of \$13,530.18 for the last payroll period in January was not reflected in this financial report. Once recorded, the variance would be \$4,329.82.

Newsletters and Decals are unfavorable vs budget by \$3726 and \$6208, respectively, due to monthly budget spreads versus actual. Spreads can be changed during a fiscal year but only after due discussions.

Reserve expenditures have a similar P&L as operating statements in CERA, with expenditure spreads. Jim will review project expense spreads (currently spread evenly over 12 months) after a project status update from Jennifer. Jim reminded us that the CERA system enables drilling down to invoice level on project expenses.

Lighting Supplies: Replacing existing lights with LED lighting system are "reserve" not operating expenses.

Newsletter: 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.

Jim Orlick led the discussion of electronic payment of assessments, which currently stand at 21% of residents. This is also shown in the financial package. Mail delays caused by COVID 19 should push us to promote more "auto" pay usage. This will also help cash flow. Takis agreed to pen a description piece for the next Compass.

VI. Old Business

New color coded Reserve Project spreadsheet quickly and clearly shows current active projects, status, and priorities. Note projects to be considered for pushing to a later year.

Review of the Morgan Stanley spreadsheet and Congressional reserve Account Balances indicate we should have sufficient cash available to fund all current reserve projects.

VII. New Business

Joan Lampe then led a review of the board resolution proposal “Policy Governing Expenditures by Committees and Management”. We asked for clarification regarding budgeted versus non-budgeted expenses.

Additionally, all expenditures need to go thru CAMP which is in charge of vendor relationships and communications.

VIII. Meeting Adjournment

Meeting was adjourned at 8:46 PM.

MEETING MINUTES

**CAMERON STATION COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE
Tuesday March 2, 2021**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for March was held on March 2, 2021. The meeting was called to order at 7:03 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
Gayle Hatheway - ARC Vice Chair
Kevin Devaney – ARC Member
Jeremy Drislane ARC Member
Paula Caro – ARC Member
Craig Schuck- ARC Member
Sharon Wilkinson – ARC Member

MEMBERS ABSENT

None

OTHERS IN ATTENDANCE VIA ZOOM

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

APPROVE AGENDA

MOVE TO: “Approve the agenda as amended, to include emergency repair request Application #21-40.”

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

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 February as submitted."

Moved By: Kevin Devaney

Seconded By: Paula Caro

For: All

Against: None

MOTION PASSED**REVIEW OF EXTERIOR MODIFICATION APPLICATIONS**

ADDRESS	MODIFICATION REQUEST	ARC ACTION/VOTE
5128 Grimm Dr	Tree Replacement	Approved as submitted. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED
154 Martin Ln	Roof Replacement	Approved as submitted. Moved By: Craig Schuck Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED
120 Martin Ln	Window and Door Replacement	Approved as submitted matching like-for-like. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED
325 Helmuth Ln	Roof Replacement	Approved as submitted. Moved By: Kevin Devaney Seconded By: Gayle Hatheway For: All Against: None MOTION PASSED
5122 Grimm Dr	Tree Replacement	Approved as submitted. Moved By: Gayle Hatheway Seconded By: Kevin Devaney For: All Against: None MOTION PASSED

5126 Grimm Dr	Tree Replacement	Approved as submitted. Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None MOTION PASSED
5025 Waple Ln	Exterior Light Fixture Replacement/Retroactive	Disapproved. Light fixture is to be exchanged for a light fixture matching the style and color of the existing light fixtures on Waple Ln and the adjacent homes. Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None MOTION PASSED
365 Livermore Ln	Window Replacement	Disapproved. Moved By: Craig Schuck Seconded By: Paula Caro For: Sharon Wilkinson, Gayle Hatheway Against: Kevin Devaney, Stephen Pearson, Jeremy Drislane MOTION PASSED
Oakland Hall Condominium	Landscaping Improvement	Approved as submitted. Moved By: Craig Schuck Seconded By: Paula Caro For: All Against: None MOTION PASSED
Oakland Hall Condominium	Roof Replacement/Retroactive	Approved as submitted. Moved By: Sharon Wilkinson Seconded By: Craig Schuck For: All Against: None MOTION PASSED
4916 Gardner Dr	Roof Replacement	Approved as submitted. Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None MOTION PASSED

MATTERS FOR INFO/DISCUSSION/DECISION**Covenants Report – February 2021**

- The number of Comprehensive Inspections conducted in February is 0.
- The number of Resale Inspections conducted in February is 10.
- The number of Exterior Modification Applications reviewed in February is 19.
- No vehicle was towed in February.

DRAFT

- 6 violation letters and 19 application result letters have been mailed in February.
- The next meeting is scheduled for April 6, and applications are due by March 26 for this meeting.

MOVE TO: “Recommend to the board to reappoint Stephen Person to serve on the Architectural Review Committee”

Moved By: Gayle Hatheway

Seconded By: Kevin Devaney

Abstain: Stephen Pearson

For: All

Against: None

MOTION PASSED

Board meeting report

Craig Schuck gave a brief report to members on items discussed at the February board meeting.

Hearing Open Session

Homeowner with account # 9532 was present for this session and they discussed their hearing with the committee at this session.

MOVE TO: “Convene into Executive Session for hearing deliberations at 8:00p.m.”

Moved By: Stephen Pearson

Seconded By: Kevin Devaney

For: All

Against: None

MOTION PASSED

MOVE TO: “Exit Executive Session at 8:15p.m.”

Moved By: Stephen Pearson

Seconded By: Kevin Devaney

For: All

Against: None

MOTION PASSED

MOVE TO: “Waive fines for account 9102 because the violation has been cured.”

Moved By: Kevin Devaney

Seconded By: Sharon Wilkinson

For: All

Against: None

MOTION PASSED

MOVE TO: “Waive fines for account 9496 because the violation has been cured.”

Moved By: Craig Schuck

Seconded By: Paula Caro

For: All

Against: None

MOTION PASSED

MOVE TO: “Impose monetary charges on account 9532 starting 3 March 2021 for failure to comply with the associations design and maintenance guidelines.”

Moved By: Gayle Hatheway

Seconded By: Jeremy Drislane

For: All

Against: None

MOTION PASSED

MOVE TO: “Adjourn the Meeting at 8:30 p.m.”

Moved By: Kevin Devaney

Seconded By: Stephen Pearson

For: All

Against: None

MOTION PASSED

Minutes prepared, by: Stephen Pearson, ARC Chairperson

DRAFT MEETING MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
Thursday, February 11, 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
Hans Estes, CCFC Member
Jennifer Gilmore, Community Manager, CAMP
Janeva Sharps, Assistant Community Manager, CAMP
Andrew Hill, Board Liaison to CCFC
Martin Menez, Resident

I. Call to Order/Establish Quorum

The Cameron Club Facilities Committee meeting was called to order by Ray Celeste at 7:00 p.m.

II. Approve the Agenda

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

III. Approval of the Minutes from December's meeting

Tim Regan moved to approve the minutes (version 4). It was seconded by Dan Ogg and passed unanimously.

IV. Homeowners' Forum

Martin Menez spoke to the committee to offer support in the form of project management for consideration of special projects to the committee and CAMP.

V. Matters for Committee Recommendation.

1. Meeting Agenda Format

CAMP presented the new format for agendas to be followed by committees to standardize and streamline them across all committees. The committee requested to add "Pool Matters" to future agendas (in the Matters for Committee Information section).

2. Vendor Attendance at Committee Meetings

The committee discussed CAMP's recommendation that vendors need not be present at committee meetings unless there is a specific reason or requirement.

VI. Matters for Committee Information

1. **Board Update.** Ray Celeste updated the committee on recent Board developments. The board would like the committee to discuss opening the fitness center earlier as well as raising the number of residents admitted per slot.
2. **CAMP Management's Report** CAMP presented an updated action item report for maintenance in the clubhouse. The report included timelines for projects pending related to the CCFC.
3. **Project Timeline** The project timeline was included in CAMP's report
4. **Action Items/Pending Tasks** The committee discussed the pending shower/floor fix in the men's locker room. The committee decided that the bids of \$5,000-\$7,500 is too much money to spend for a temporary fix with the full renovation to the locker room pending later this year. Ray Celeste is going to organize a visit for CCFC to exam the area that floods.

CAMP will provide the proposals received to date in response to the RFP for the locker room architectural services.

CAMP informed the Committee that roof bids were received but were not comparable. Gardner Engineering was contracted to evaluate the roof bids and provide a report back for review. It will be provided to the committee once received.

The CCFC requested that CAMP work with American Pool to obtain a quote for the purchase of a new pool cover that includes special reinforcement against sun glare at the appropriate locations of the cover.

5. **Budget/Finance Update** There were no variances or outliers in the expenses from January.

VII. ProFIT Report

1. **January's Summary Report:** The committee reviewed the report from ProFIT included in the meeting packet. There was discussion about the use of reserve funds in 2021.

CAMP will provide all cardio equipment usage data provided that equipment's data is accessible. The age of the cardio equipment will also be provided, and any other issues will be noted such as if that equipment piece is no longer available which would make getting parts very difficult. The intent of requesting this information is to see if the committee should recommend replacement of any of the equipment.

The committee reviewed the Fitness Center usage statistics that were requested by the BODs.

CAMP will also have proposals from fitness equipment maintenance companies as the current contract with Heartline has expired.

There are currently no plans to recommend that the fitness center hours be changed. Currently, the fitness center is open early (6:00am) on Tuesdays and Thursdays each week and at 7:00am on weekends.

VIII. New Business.

1. Reminder Upcoming Meeting The next meeting will be Thursday, March 11, 2021 at 7:00 pm

2. Updates Needed for The Compass newsletter Ray Celeste will provide an article to the Communications Committee for the newsletter.

IX. Adjournment

Brendan Hanlon made a motion to adjourn the meeting; Tim Regan seconded the motion and it passed unanimously. The meeting ended at 8:37 pm.

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
FEBRUARY 10, 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
Marian Cavanagh - Member
Susan Klejst - Member
Rebecca Pipkins - Member
Linda Taousakis - Member

COMMITTEE MEMBERS ABSENT:

Ava Avila - Member

ALSO PRESENT:

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

CALL TO ORDER

Motion: Tricia Hemel called the meeting to order at 7:05 pm. A quorum was present.

I. APPROVAL OF MINUTES

Upon a Motion that was Moved and Seconded, the Committee's minutes from January 13, 2021, were approved.

II. RESIDENT OPEN FORUM

No residents were present.

III. ITEMS FOR RECOMMENDATION:

Motion: Upon a motion moved and seconded, the Committee unanimously approved the creation of a Public Relations Subcommittee.

IV. MATTERS FOR COMMITTEE INFORMATION

Management Report:

The Committee welcomed Jenn Gilmore as the Community Manager of the HOA.

Juana Michels reported that over 60 persons requested a hard copy of *The Compass*, and that work to completely update the resident database would be completed before the next issue of *The Compass* so that our community newsletter could be delivered electronically.

The HOA has clarified the timeline for submitting committee agendas and minutes. Committee agenda

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
FEBRUARY 10, 2021

must be submitted to management one week prior to the meeting. Committee minutes should be submitted to management no later than one week prior to the Board meeting.

Board Update: Megan Christensen told the Committee that the Board adopted a resolution that all committee and subcommittee meetings must be conducted remotely by dial in or Zoom, etc..., and will budget accordingly to make the technology available. At its February meeting, the Board will consider the revised Charter and newly drafted Resolution and Standard Operating Procedures that the Committee submitted.

The Compass: *The Compass* staff met on February 8 to plan the March-April issue. *The Compass* is seeking a new editor. The Committee has had preliminary conversations on outsourcing the job with Imagery Print & Promotion if a volunteer cannot be found.

Weekly Email Blast; Work with the CAMP staff has been easy and pleasant. The new index of topics and pictures in the header are good additions.

Welcome Subcommittee: Martha Romans of the Photography Subcommittee has joined the Welcome Subcommittee. The assignments to contact the new residents from January will be distributed. The welcome letter, map, list of local businesses, and civic association application will be put on Google Docs.

Social Media: The Committee's proposal is on the Board agenda for consideration.

Website: The Committee believes that the current Cameron Station website is outdated, information is hard to find, and should be mobile friendly. The Committee is gathering quotes on updating the website from various vendors.

Photography Subcommittee: The Subcommittee added two more photographers for a total of nine volunteers. The Subcommittee asked management for legal guidance regarding photographing residents, especially children, and publishing the photos in Cameron Station publications.

Bulletin Boards and Signage: nothing new to report at this time.

Marketing & Public Relations: The Committee started a conversation about standardizing the Cameron Station logo and colors.

Budget: The Committee has only the cost of the first edition of the 2021 Compass to date.

V. OLD BUSINESS

The draft of the minutes for this meeting will be put in Google Doc for the Committee's review.

VI. NEW BUSINESS

Next Meetings: February 23 - Board; March 10- Communications Committee March Meeting

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING
FEBRUARY 10, 2021

VII. ADJOURNMENT

The meeting was adjourned at 8:34pm

Respectfully Submitted,
Lenore Marema Secretary

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

Monday, February 8, 2021

The meeting was called to order at 7:00 p.m. by Robert Burns with attendees participating in person through Zoom.

Members present: Robert Burns, CAC Chairman Kathy McCollom, CAC Vice Chairman
Linda Greenberg, CAC Secretary Mindy Lyle, CAC member
Chris Alex, CAC member Wendy Ulmer, CAC member
Colby Hostetler, CAC member

Member absent: Kyle Gerron, CAC member

Others in attendance: Joan Lampe, Board liaison (Michael Johnson out-of-town)

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

Burns explained that Ulmer's workload prevented her from continuing as Secretary and he asked Greenberg to take her place given that Greenberg has taken minutes before on an ad hoc basis. Greenberg accepted the position.

Motion to Approve Agenda

Moved by Greenberg

Seconded by McCollom

For: All

Against: None

Motion passed.

Motion to Approve Meeting Minutes from January 11, 2020

Moved by Lyle

Seconded by McCollom

For: All

Against: None

Motion passed.

Homeowners Forum: 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.

Matters for Committee Recommendation:

Brick Sidewalk Repairs (Budget Line: #6600), No. 30982, Total cost \$2,400.

Repairs at 357 Cameron Station Boulevard, 365 Livermore and 150 Cameron Station Boulevard and John Ticer (side of house).

Discussion: Next year, brick repair should be a line item.

Moved by Greenberg

Seconded by Lyle

For: All

Against: None

Motion passed.

Power washing of Duke Street brick wall and club house. (Budget Line: #6600), Total cost \$7,320.

Camp recommends Ecotek Soft Wash because Ecotek has experience washing weathered and delicate brick and the quote is cost competitive. Lyle asked Sharpe and Gilmore to make sure that Ecotek's wastewater does not go into the storm sewers.

Moved by Greenberg

Seconded by Lyle

For: All

Against: None

Motion passed.

Spring Turf Renovations (Budget Line: #6600), No. 30896, Total cost \$ \$4,750.

Motion to restore turf at 16 locations in Cameron Station. Materials (topsoil and grass seed) \$1,450; labor \$3,300 (60 hours @ \$55/hour).

Moved by Lyle

Seconded by Ulmer

For: All

Against: None

Motion passed.

Motion to enhance John Ticker Park. (Budget Lines: 6160 and #6150), Reserves and Capital Reserves. No 30135. Total Cost \$23,493.50.

Breakdown of expenses:

Operating Expense (Budget Line: #6160). \$410. Remove 1 Leaning Higan Cherry Tree and existing plant material. Dispose off-site. Labor 2 hours for \$110. Dump fee \$300.

Operating Expense (Budget Line: #6150). \$10,482.50. Regrade and lower mulch areas. Install tall fescue sod 1-459 SF pallet @ \$795: labor 15 hours @ \$55 for \$825. Labor to remove all other plant materials 22 hours @ \$55/ for \$1,210. Plus, install perennial plants \$4,583 per list. Labor to install 23 hours @ \$55/ for \$1,265. Labor \$1,805 to install 15 yards of hardwood mulch, 4 yards of topsoil mixed and 4 bags fertilizer.

Reserve. \$935. Install per design 1 Higan Cherry, 3" caliper, \$825, 2 hours labor @ \$55/ for \$110.

Capital I Reserve \$11,666. Prep and amend planting beds and install per design shrubs, labor to install shrubs 47 hours @ \$55/ for \$2,585. Shrubs \$9,081.

Keep existing Cherry Trees and Greenspire Euonymus behind benches.

Discussion: There was concern that renovating two parks in one year was too large an undertaking, and budget would be depleted at the beginning of the year. Although there are good reasons to renovate both parks, most board members and CAMP felt that only one park should be renovated in 2021. Since Ticer looks worse than Donovan and Ticer lost plant material during the Ticer gazebo renovation, Ticer should be scheduled for 2021 and Donovan for a later date. There was discussion on which budget categories were appropriate. Greenberg and CAMP will review categories. At the same time, Donovan Park's enhancement was postponed indefinitely.

Moved by McCollom

Seconded by Greenberg

For: All

Against: None

Motion passed.

Matters for Committee Information

Board Update: Lampe reported that she and Takis are working on keeping finance-related projects moving along.

Camp Management Report:

- **Street signs:** It is moving along.
- **Leaf removal along linear path. (Budget Line #6685), Total cost \$1,055.** Gilmore asked Lancaster's to remove leaves.
- **Condition of Martin Lane Pocket Park:** Resident contacted CAMP about mud and condition of turf in the park. Gilmore thought we should wait until spring and assess condition of area then. Gilmore also contacted Lancaster about the condition of the park. Burns asked the committee to look for other areas that may need attention in the spring.
- **Area behind 357-361 Livermore:** Resident asked that area be cleaned up. Resident had requested once before, and the request was denied. Asking the board to reconsider its decision. Lyle said a survey is needed to establish property boundaries. Gilmore said Bondurant has cleaned up the area several times. Burns noted a split Cedar along the wall that should be cut away. Gilmore will follow up. Alex suggested putting down pavers.

Board Inquiries:

Street Light I.D. Alex asked for an update on street light i.d. project. Gilmore said she has had a lot of back and forth with PSE and has received another proposal to consider. Hopes to have an answer by CAC's next meeting.

Wood chips. Hostetler asked if barrier to contain wood chips next to Club House on Kilburn could be extended the entire length of the wood chip area. As is, the chips are spilling onto the sidewalk. Gilmore will check on it.

Minda Park common area. Burns asked about exercise equipment in Minda Park that has been reported by two residents. It may not be allowed and might be a liability. Ulmer thought it was for children. Ulmer called a homeowner on Minda Court and was assured that the equipment would be removed promptly.

NEW BUSINESS

Vendor attendance at board meetings. Gilmore opened a discussion as to whether it is appropriate to have vendors attend CAC board meetings when there is no specific reason to be there. She explained that in terms of CAMP's contractual supervision, it is difficult to have vendors present at a meeting because committee members can open discussions with the vendor. She suggested that if there is a reason for the vendor to be there, she would ask the vendor to send a representative. Several board

members felt having Lancaster attend CAC meetings was helpful in quickly resolving questions or issues. Others thought it was not necessary. CAC discussed inviting Lancaster on a seasonal basis. Lancaster is expected to take part in the summer Cameron Station walk-throughs.

Update for Compass. McCollom will update.

Fire pit trash. Lyle asked that the eblast include a request that fire pit trash should be disposed of in resident's trash container.

The next meeting is March 8, 2021 at 7 p.m.

The meeting adjourned at 8:34.

Linda Greenberg

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVITIES AND EVENTS MEETING
FEBRUARY 3, 2021

This meeting was held by electronic communication means of virtual video conference due to the existence of a Virginia State of Emergency permitting public gatherings.

COMMITTEE MEMBERS PRESENT:

Andrew Yang- Chair
Ritah Karera - Committee Member
Rebecca Stalnaker- Committee Member
Amanda Wilkinson- Committee Member
Susan Smith- Committee Member

COMMITTEE MEMBERS ABSENT: Mindy Dullea

ALSO PRESENT:

I. CALL TO ORDER

Motion: The meeting is called to order at 7:40 p.m.

II. APPROVAL OF MINUTES

Motion: Andy **MOVED** and Rebecca **SECONDED** to approve the 1/6 meeting minutes as submitted {/or with the following changes}: month/date

III. ITEMS FOR RECOMMENDATION:

{The Committee reviewed the information and raised the following questions: }

1. St Patrick's Day Themed Trivia (Wednesday, March 17, 7:30 PM)
 - a. Committee will come up with 30 St Patrick's Day themed trivia questions by 3/3
 - b. Andy will look into spending Discount Mugs \$447 store credit
 - c. Ritah will check with Port City brewery discount
 - d. Susan will check with Beltway Brewery discount
 - e. \$100, \$50, and \$25 restaurant e-giftcard for winners
 - f. Amanda will use Slido app and Andy will setup Zoom meeting with 100 person limit
2. Comedian/Entertainer (end of March or Early April)
 - a. Amanda will look into this, cost not to exceed \$5000
3. Easter Scavenger Hunt
 - a. Amanda will look into gathering a packet of rules/clues
 - b. Could start at clubhouse and end at gazebo
 - c. Could still have candy bags and/or Spring Bunny (Mindy Lyle) for Easter Event
4. Spring Yard Sale (Saturday, April 17, 8 am – 1 pm)
 - a. Committee voted to include a shred day on or around this time
 - b. Andy will contact Sarah about past shred day provider

IV. NEW BUSINESS

MINUTES
CAMERON STATION COMMUNITY ASSOCIATION
ACTIVIES AND EVENTS MEETING
FEBRUARY 3, 2021

Rebecca raised the issue(s) of Nothing but Bundt Cakes dessert pickup, Sidewalk Chalk for kids to write messages, Fitness Challenges, Raffles, Trivia Night, Snowman contest as potential ideas
Susan raised the issue(s) of virtual wine tasting event for residents, however due to the cost of \$80 per resident it is unknown if the committee should proceed

V. ADJOURNMENT

Motion: Andy **MOVED** and Amanda **SECONDED** to adjourn the meeting at 8:30 pm. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,

Andrew Yang_, Committee Chair

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
	02/28/2021	02/28/2021	02/28/2021	02/28/2021
	Actual	Actual	Actual	Actual
ASSETS				
Current Assets				
Cash - Operating Fund	316,423	0	0	316,423
Cash - Congressional Bank Operating	120,046	0	0	120,046
Cash - Congressional Bank ICS Operating	271,173	0	0	271,173
Cash - Petty Cash	2,458	0	0	2,458
Cash - Replacement Fund	0	125,740	0	125,740
Cash - Congressional Bank Money Market	0	125,048	0	125,048
Cash - Morgan Stanley Reserve MM	0	2,755	0	2,755
Cash - Congressional Bank ICS-Reserve	0	1,224,939	0	1,224,939
Cash - Union Bank Capital Improvement Fund	0	0	31,224	31,224
Cash - Replacement Fund CD	0	1,265,000	0	1,265,000
Accounts Receivable	43,737	0	0	43,737
Accounts Receivable - Other	10,939	0	0	10,939
Accrued Investment Interest	0	6,951	0	6,951
Allowance for Bad Debts	(6,900)	0	0	(6,900)
Prepaid Expenses	30,536	0	0	30,536
Prepaid Insurance	8,547	0	0	8,547
Interfund Assets (Liabilities)	177,387	(174,981)	(2,406)	0
Total Current Assets	974,347	2,575,453	28,818	3,578,618
TOTAL ASSETS	974,347	2,575,453	28,818	3,578,618
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Current Liabilities				
Accounts Payable	30,352	0	0	30,352
Prepaid Assessments	122,373	0	0	122,373
Deferred Assessments	218,597	0	0	218,597
Other Current Liabilities	11,522	0	0	11,522
TMP Payable	59,621	0	0	59,621
Condo TMP Refunds	17,062	0	0	17,062
Other Accrued Expenses	10,639	0	0	10,639
Payable to Management Company	526	0	0	526
Total Current Liabilities	470,692	0	0	470,692
TOTAL LIABILITIES	470,692	0	0	470,692
FUND BALANCES				
Fund Transfers	(183,879)	166,658	17,221	0
Prior Years Surplus (Deficit)	607,364	2,351,642	7,595	2,966,601
YTD Net Surplus (Deficit)	80,170	57,152	4,002	141,325
TOTAL FUND BALANCES	503,655	2,575,453	28,818	3,107,926

Unaudited

TOTAL LIABILITIES AND FUND BALANCES	974,347	2,575,453	28,818	3,578,618

Cameron Station Community Association, Inc.

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

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 02/28/2021				YTD 02/28/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Revenues											
Assessments											
Regular Assessments											
SF/TH Assessment	134,394	134,397	(3)	0%	268,812	268,794	18	0%	1,612,764	1,343,952	83%
Bad Debt Adjustment	(1,984)	0	(1,984)	(100%)	(1,284)	(1,875)	591	(32%)	(7,500)	(6,216)	83%
TOTAL Regular Assessments	132,410	134,397	(1,987)	(1%)	267,528	266,919	609	0%	1,605,264	1,337,736	83%
Commercial Assessments											
Commercial Assessments	2,838	2,838	0	0%	5,675	5,675	0	0%	34,052	28,377	83%
TOTAL Commercial Assessments	2,838	2,838	0	0%	5,675	5,675	0	0%	34,052	28,377	83%
Condo Assessments											
Condo Assessment	81,359	81,359	0	0%	162,718	162,718	0	0%	976,306	813,588	83%
TOTAL Condo Assessments	81,359	81,359	0	0%	162,718	162,718	0	0%	976,306	813,588	83%
Reserve Contributions											
Repair & Replacement Expenses	(31,874)	(31,874)	0	0%	(63,748)	(63,748)	0	0%	(382,484)	(318,736)	83%
Capital Improvement Reserve	(2,000)	(2,000)	0	0%	(4,000)	(4,000)	0	0%	(24,000)	(20,000)	83%
TOTAL Reserve Contributions	(33,874)	(33,874)	0	0%	(67,748)	(67,748)	0	0%	(406,484)	(338,736)	83%
TOTAL Assessments	182,732	184,720	(1,987)	(1%)	368,173	367,564	609	0%	2,209,138	1,840,965	83%
Other Income											
Late Fees & Interest	75	375	(300)	(80%)	3,490	750	2,740	365%	4,500	1,010	22%
Legal Reimbursements	752	667	85	13%	1,002	1,334	(332)	(25%)	8,000	6,998	87%
Late Payment Charges Waived	(710)	0	(710)	(100%)	(835)	0	(835)	(100%)	0	835	100%
Newsletter Advertising	250	458	(208)	(45%)	700	916	(216)	(24%)	5,500	4,800	87%
Charitable Donations	0	733	(733)	(100%)	0	1,466	(1,466)	(100%)	8,800	8,800	100%
Miscellaneous Income	595	0	595	100%	595	0	595	100%	0	(595)	0%
Club Cleaning Fees	0	500	(500)	(100%)	0	1,000	(1,000)	(100%)	6,000	6,000	100%
Website Income	0	100	(100)	(100%)	0	200	(200)	(100%)	1,200	1,200	100%
Returned Payment Fees	(25)	0	(25)	(100%)	125	0	125	100%	0	(125)	0%
Compliance Fees	233	208	25	12%	697	417	281	67%	2,500	1,803	72%
Interest Income - Operating	150	309	(159)	(51%)	343	618	(275)	(45%)	3,714	3,371	91%
Interest Income - Reserves	2,274	1,578	696	44%	4,897	3,156	1,741	55%	18,936	14,039	74%
Room Rental Income	0	667	(667)	(100%)	0	1,334	(1,334)	(100%)	8,000	8,000	100%
Facilities Passes/Guest Fees	0	83	(83)	(100%)	0	166	(166)	(100%)	1,000	1,000	100%
TOTAL Other Income	3,594	5,678	(2,085)	(37%)	11,013	11,357	(343)	(3%)	68,150	57,137	84%
TOTAL Revenues	186,326	190,398	(4,072)	(2%)	379,187	378,921	266	0%	2,277,288	1,898,101	83%

Unaudited

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

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 02/28/2021				YTD 02/28/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Expenses											
Operating Expenses											
Direct Operating Expenses											
Common Area Maint & Services											
Electric Service	3,652	3,542	(110)	(3%)	7,688	7,084	(604)	(9%)	42,500	34,812	82%
Water Service	268	1,667	1,399	84%	348	3,334	2,986	90%	20,000	19,652	98%
Grounds & Landscaping - Contract	13,255	13,255	0	0%	26,510	26,510	0	0%	159,060	132,550	83%
Flower Rotation & Landscape Enhancements	0	0	0	0%	0	0	0	0%	39,000	39,000	100%
Turf Treatments & Enhancements	0	1,667	1,667	100%	0	3,334	3,334	100%	20,000	20,000	100%
General Repair & Maintenance	0	2,433	2,433	100%	196	4,866	4,670	96%	29,200	29,004	99%
General Maintenance Supplies	92	542	450	83%	102	1,084	982	91%	6,500	6,398	98%
Irrigation System Contract	0	1,262	1,262	100%	0	2,524	2,524	100%	15,150	15,150	100%
TMP Expenses	0	17,500	17,500	100%	0	35,000	35,000	100%	210,000	210,000	100%
Pest Control	465	208	(257)	(124%)	720	416	(304)	(73%)	2,500	1,780	71%
Lighting Supplies R&M	(3,221)	3,167	6,388	202%	991	6,334	5,343	84%	38,000	37,009	97%
Linear Park Landscape Maintenance	0	1,806	1,806	100%	0	3,612	3,612	100%	21,668	21,668	100%
Pet Stations	472	1,042	570	55%	472	2,084	1,612	77%	12,500	12,028	96%
Tree & Shrub Maintenance	1,050	3,292	2,242	68%	2,650	6,584	3,934	60%	39,500	36,850	93%
Street Repair & Maintenance	0	542	542	100%	0	1,084	1,084	100%	6,500	6,500	100%
Fountain Maintenance	0	83	83	100%	0	166	166	100%	1,000	1,000	100%
Snow Removal	23,085	15,000	(8,085)	(54%)	23,085	30,000	6,916	23%	50,000	26,916	54%
TOTAL Common Area Maint & Services	39,118	67,008	27,890	42%	62,762	134,016	71,254	53%	713,078	650,316	91%
Landscaping Repair & Maintenance											
Erosion Control	0	1,250	1,250	100%	0	2,500	2,500	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	2,500	2,500	100%	18,000	18,000	100%
Cameron Club Maint & Operation											
Miscellaneous Expense	0	83	83	100%	171	166	(5)	(3%)	1,000	829	83%
Health Club Management/Staff	18,151	16,613	(1,538)	(9%)	36,302	33,226	(3,076)	(9%)	199,360	163,058	82%

Unaudited

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

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 02/28/2021				YTD 02/28/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Clubhouse Utilities	2,238	2,950	712	24%	4,524	5,900	1,376	23%	35,400	30,876	87%
Uniforms	0	67	67	100%	0	134	134	100%	800	800	100%
Elevator Services	365	386	21	5%	730	772	42	5%	4,635	3,905	84%
Fire Prevention & Protection	161	858	697	81%	322	1,716	1,394	81%	10,300	9,978	97%
HVAC Services	423	515	92	18%	847	1,030	183	18%	6,180	5,333	86%
Janitorial Services	3,535	3,535	0	0%	7,070	7,070	0	0%	42,420	35,350	83%
Special Cleanings	0	833	833	100%	0	1,666	1,666	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%	146	916	770	84%	5,500	5,354	97%
Fire Suppression System	408	500	92	18%	815	1,000	185	18%	6,000	5,185	86%
Building Repair & Maintenance	96	1,167	1,071	92%	1,337	2,334	997	43%	14,000	12,663	90%
Community Center Improvement	0	167	167	100%	0	334	334	100%	2,000	2,000	100%
Fitness Equipment R&M	0	792	792	100%	134	1,584	1,450	92%	9,500	9,366	99%
Fitness Center Supplies	363	583	221	38%	638	1,166	528	45%	7,000	6,362	91%
Access System Supplies	0	375	375	100%	0	750	750	100%	4,500	4,500	100%
Access System Repairs	0	167	167	100%	0	334	334	100%	2,000	2,000	100%
Pool Repair & Maintenance	0	333	333	100%	0	666	666	100%	4,000	4,000	100%
Pool Supplies	0	0	0	0%	0	0	0	0%	5,000	5,000	100%
Recreation Equipment	141	333	192	58%	141	666	525	79%	4,000	3,859	96%
TOTAL Cameron Club Maint & Operation	25,954	30,715	4,761	16%	53,178	61,430	8,252	13%	450,185	397,007	88%
Trash Removal											
Trash & Recycling Service	29,750	26,980	(2,770)	(10%)	59,056	53,960	(5,096)	(9%)	323,759	264,703	82%
TOTAL Trash Removal	29,750	26,980	(2,770)	(10%)	59,056	53,960	(5,096)	(9%)	323,759	264,703	82%
Other Operating Expenses											
Signage	0	208	208	100%	273	416	143	34%	2,500	2,227	89%
TOTAL Other Operating Expenses	0	208	208	100%	273	416	143	34%	2,500	2,227	89%
TOTAL Direct Operating Expenses	94,823	126,161	31,338	25%	175,268	252,322	77,054	31%	1,507,522	1,332,254	88%
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	8,778	2,500	(6,278)	(251%)	8,778	5,000	(3,778)	(76%)	30,000	21,222	71%

Unaudited

Cameron Station Community Association, Inc.

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

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 02/28/2021				YTD 02/28/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Legal Services	300	300	0	0%	600	600	0	0%	3,600	3,000	83%
Legal Services - Collections	5,048	1,917	(3,131)	(163%)	5,048	3,834	(1,214)	(32%)	23,000	17,952	78%
TOTAL Professional Services	14,126	4,717	(9,409)	(199%)	14,426	9,434	(4,992)	(53%)	68,500	54,074	79%
Activities											
Events & Awards	0	2,344	2,344	100%	954	4,688	3,734	80%	28,125	27,171	97%
TOTAL Activities	0	2,344	2,344	100%	954	4,688	3,734	80%	28,125	27,171	97%
Communications											
Other Communications	0	500	500	100%	0	1,000	1,000	100%	6,000	6,000	100%
Newsletter Services	0	0	0	0%	3,726	3,500	(226)	(6%)	15,500	11,774	76%
Website Maintenance	93	292	199	68%	93	584	491	84%	3,500	3,407	97%
TOTAL Communications	93	792	699	88%	3,819	5,084	1,265	25%	25,000	21,181	85%
Insurance											
D&O Insurance Premiums	440	462	22	5%	880	924	44	5%	5,546	4,666	84%
General Liability Insurance	1,341	1,133	(208)	(18%)	2,683	2,266	(417)	(18%)	13,600	10,917	80%
Umbrella Insurance	1,429	1,108	(321)	(29%)	2,858	2,216	(642)	(29%)	13,300	10,442	79%
Fidelity/Worker's Compensation	52	56	4	7%	104	112	8	7%	670	566	85%
Crime Protection Coverage	300	315	15	5%	600	630	30	5%	3,780	3,180	84%
Cyber Liability \$3 Million Coverage	291	306	15	5%	583	612	30	5%	3,670	3,088	84%
TOTAL Insurance	3,854	3,380	(474)	(14%)	7,708	6,760	(948)	(14%)	40,566	32,858	81%
Management Services											
Administrative Salaries	41,185	28,583	(12,602)	(44%)	51,998	57,166	5,168	9%	343,000	291,002	85%
Payroll Taxes/Benefits/Costs	5,446	5,249	(197)	(4%)	6,266	10,498	4,232	40%	62,985	56,719	90%
Management Reimbursements	(1,772)	0	1,772	100%	(1,772)	0	1,772	100%	0	1,772	100%
Management Fees	12,241	12,316	75	1%	24,482	24,632	150	1%	147,797	123,315	83%
TOTAL Management Services	57,100	46,148	(10,952)	(24%)	80,974	92,296	11,322	12%	553,782	472,808	85%
Administration											
Bank Charges	(25)	20	45	225%	(25)	40	65	163%	240	265	110%
Board Support	133	833	700	84%	523	1,666	1,143	69%	10,000	9,477	95%
Acct Setup/DD/Coupons	10	0	(10)	(100%)	10	0	(10)	(100%)	0	(10)	0%
Collection Charges	506	333	(173)	(52%)	1,367	666	(701)	(105%)	4,000	2,633	66%
IT Support	1,120	833	(287)	(34%)	2,840	1,666	(1,174)	(70%)	10,000	7,160	72%
Licenses and Permits	0	183	183	100%	0	366	366	100%	2,200	2,200	100%
Architectural Comprehensives	0	573	573	100%	0	1,146	1,146	100%	6,880	6,880	100%
Office Supplies	238	500	262	52%	635	1,000	365	36%	6,000	5,365	89%

Unaudited

Cameron Station Community Association, Inc.

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

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 02/28/2021				YTD 02/28/2021				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Postage	185	833	648	78%	714	1,666	952	57%	10,000	9,286	93%
Printing and Copying	0	458	458	100%	156	916	760	83%	5,500	5,344	97%
Office Equipment Lease	565	583	18	3%	1,053	1,166	113	10%	7,000	5,947	85%
Bundled Telecom Services	342	1,101	759	69%	1,693	2,202	509	23%	13,218	11,525	87%
Annual Meeting Expenses	0	292	292	100%	0	584	584	100%	3,500	3,500	100%
Temp Desk Coverage	0	500	500	100%	0	1,000	1,000	100%	6,000	6,000	100%
Parking Enforcement	0	1,583	1,583	100%	0	3,166	3,166	100%	19,000	19,000	100%
Courier Service	0	62	62	100%	0	124	124	100%	750	750	100%
Software Licenses	0	42	42	100%	68	84	16	19%	500	432	86%
Decals & Parking Passes	0	0	0	0%	6,833	6,500	(333)	(5%)	7,500	667	9%
TOTAL Administration	3,074	8,729	5,655	65%	15,867	23,958	8,091	34%	112,288	96,421	86%
TOTAL General and Administrative Expenses	78,247	66,110	(12,137)	(18%)	123,748	142,220	18,472	13%	828,261	704,513	85%
TOTAL Operating Expenses	173,070	192,271	19,201	10%	299,016	394,542	95,526	24%	2,335,783	2,036,767	87%
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	173,070	192,271	19,201	10%	299,016	394,542	95,526	24%	2,345,783	2,046,767	87%
NET SURPLUS (DEFICIT)	13,257	(1,873)	15,130	(808%)	80,170	(15,621)	95,792	(613%)	(68,495)	(148,665)	217%

Unaudited



**Cameron Station Community Association, Inc.
Board Decision Request
March 30, 2021**

TOPIC: Member Reappointment

Suggested Motion:

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

Motion

2nd

Summary:

The ARC voted and recommended that the board approves Stephen Pearson's reappointment for another 2 years at their meeting on March 2, 2021. Stephen's 2-year appointment expires by April 2021.

CAMP Recommendation

Management recommends that the board approves the reappointment.



**Cameron Station Community Association, Inc.
Board Decision Request
March 30, 2021**

TOPIC: Compass Editor Appointment

Suggested Motion:

"I move to approve the appointment of Christine Fisher Pearson to serve as the Editor of The Compass."

Motion

2nd

Summary:

The Compass Editor, Marian Cavanaugh's, has resigned. The Committee thanked her for her excellent work and voted to approve Christine Fisher as Editor beginning with the May/June issue.

CAMP Recommendation

Management recommends that the board approves the appointment.



Cameron Station Community Association, Inc.
Board Decision Request
March 30, 2021

TOPIC: Pool Covers

Motion:

"I move to APPROVE the pool covers replacement proposal from American Pools in the amount of \$7,868.16. This will be funded out of the Reserves.

2nd:

Summary:

The pool covers need to be replaced. CCFC considered both repair and replacement. Repair was considered but would entail costs to remove, prepare, and ship the cover to the Loop-Loc (manufacturer). Once Loop-Loc receives the cover American Pools can then provide an estimate for repairs and return shipping for re-installation. However, there is a significant chance that they may refuse to patch the cover since the covers are 9 years old and have already been repaired once in 2017. They could then refuse to send the cover back to Cameron Station out of concerns for safety and liability.

If the covers were to be shipped and not returned, the cost would be \$1,550 (for the shipping) + \$7,868.16 (for the replacement of a new covers) = \$9,418.16.

The total cost of replacing both covers is \$7,868.16. The last time this cover was replaced was 2012, and repaired in 2017. The Reserve Study projects 3 remaining years of "useful life" but the covers will not last that long without repair. It is more reasonable to replace early given the cost comparison. The Reserve Study also shows an estimated cost of \$4,736. We will make a note to update the Study with the actual costs accordingly.

Further, even if the manufacturers agreed to repair the cover, it would still financially make more sense to replace. As an example, in 2017 the community paid approximately \$5,000 for the repairs. With most of the holes being close to the seams, it would not be a simple patch, but rather they'd have to replace those entire panels making the repair more costly. Using the 2017 repair costs as a basis along with the shipping costs of \$3,100 (back and forth) plus the cost of re-installation the minimum cost would be \$8,100 which is more expensive than purchasing a new cover.

The total cost of replacing both covers is \$7,868.16. The covers will be reinforced as discussed with the contractor as the current covers are. A color selection is needed.

CAMP Recommendation:

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



**Cameron Station Community
Safety Cover Shipment and Inspection**

January 11, 2021

SOQ0415057

Item Description	Ext Price	Initial Approval
Prepare/Package and Ship Main Pool Safety Cover <i>-Remove metal hooks, package safety cover, and ship to manufacturers for inspection and final proposed service to repair tears in the mesh. Once manufacturer has inspected cover AP will provide a proposal for repairs.</i>	\$1,550.00	_____

The manufacturer will reserve the right to keep the safety cover if it is deemed too damaged to repair and poses an imminent safety hazard

Total : \$1,550.00

**Delivery and installation are included (applicable sales tax will be charged when invoiced). By signing below the customer indicates that he/she has read and accepted the attached Terms and Conditions.*

This proposal will expire on April 11, 2021

CONTRACTOR:

Print Name: _____

Signature: _____

Date: _____

Owner/Agent Approval:

Print Name: _____

Signature: _____

PO Number: _____

Date: _____

9305 Gerwig Lane, Suite E; Columbia, MD 21046 * Phone: 410-363-6800 * Fax: 410-363-9959

TERMS AND CONDITIONS

Liability / Workers compensation insurance: CONTRACTOR will maintain a \$10,000,000.00 liability property damage insurance policy. It is expressly agreed and understood that the CONTRACTOR will not be liable or responsible to any person for loss, injury and/or damage sustained by said persons as a result of the use of the pool or its facilities, save and expecting that caused by the gross negligence of the CONTRACTOR or its employees. The CONTRACTOR is also exempt from liability due to mechanical failure of equipment or damage to the pool due to faulty construction not included in this agreement, defective workmanship by others or hydrostatic conditions.

The CONTRACTOR will obtain the necessary Workman's Compensation certificates.

Access to site: The Owner will provide and designate sufficient and proper access to the pool site for the movement of trucks and other equipment and materials to and from the pool site. CONTRACTOR will not be responsible for the damage to lawns, shrubbery, trees, curbs, sidewalks, driveways, sewage systems, or to any real or personal property caused by CONTRACTOR'S equipment within the access way and the work area.

Utilities: Owner agrees to furnish electric power and water to the construction site for use by the CONTRACTOR during the repair work.

Permits: Permits, plans, and any associated fees required by State, County, or Local agencies will be billed in addition to the agreed amount.

Payment / Change order: Work and materials, in addition to that expressly provided for in this Contract, will be billed separately by the CONTRACTOR to the Owner. All change orders are due within fifteen (15) days of receipt. If OWNER is beyond 30 days past due of invoice CONTRACTOR may cease any and all services to the OWNER until the time OWNER becomes current. If paying by credit card for an invoice, a 2.5% convenience fee will be charged where applicable at the time of processing the credit card payment.

Finance charges: There will be a 1 1/2% finance charge per month on all accounts past due. The undersigned agrees to pay all cost of collection, including attorney's fees, if placed in the hands of attorney after default.

Site softscape: Unless otherwise provided in this contract, no sodding, seeding, fine grading, and/or landscaping are to be provided by the CONTRACTOR. CONTRACTOR'S obligation, in that regard, consists of returning pool area to rough grade and broom cleaning site so that it is free of all debris and excess materials upon completion.

Site irregularities: CONTRACTOR will not be liable for loss or damage of any kind attributable to delay caused by unexpected sub-surface conditions discovered during excavation, weather conditions, labor difficulties, accidents, acts of civil or military authorities, or other conditions or causes beyond CONTRACTOR'S control.

CONTRACTOR has assumed the excavation site to be free and clear of sub-soil obstructions, natural or unnatural, which would impede the progress of normal excavation. There is no provision in this contract to allow for expenses associated with the use of mechanical breakers, explosives or the removal or disposal of unsuitable soils, waste materials or other objects or the costs of repairing/replacing unmarked, mismarked or unknown underground utility lines or conduits of any nature. Further, there is no allowance for expenses associated with installation of suitable replacement materials. The owner, at its own expense, utilizing CONTRACTOR or other qualified contractor, shall remedy the situation before CONTRACTOR proceeds with additional excavation.

Hazardous materials onsite: CONTRACTOR specifically reserves the right to halt excavation, demolition or construction processes, without penalty under contract or incurring financial or legal responsibility for, the discovery or exposure of any and all hazardous materials including, but not limited to lead, asbestos, petroleum products, medical waste and any other hazardous material that has a natural or unnatural origin, and their disposal, abatement or remediation. The owner agrees to, at its own expense, remedy any such discovered defect, and provide a hazardous material free site prior to the reentry of CONTRACTOR'S personnel. Owner shall be responsible for providing and paying for all independent testing agencies for soils and concrete tests if required.

Breach of contract: In the event the Owner breaches any of the terms or conditions of this contract, CONTRACTOR may, without waiving any rights it may have as a result of said breach, continue to do work pursuant to this contract, or it may stop work without further obligation or liability to Owner. In that latter event, the Owner forfeits all monies previously paid to CONTRACTOR from damages caused by said breach and all costs incurred by CONTRACTOR up to the time that CONTRACTOR stopped work.

Construction Specifications

Guarantee: CONTRACTOR'S warranties do not include and CONTRACTOR will not be responsible for any damages resulting from or caused by surface drainage, acts of God, or the draining or emptying of the pool, other than draining under the supervision and direction of the CONTRACTOR'S authorized representative. It is specifically agreed that no claims may be made and no actions commenced upon this CONTRACTOR and any warranty arising, therefore, until CONTRACTOR has had a reasonable opportunity to substantially complete the work and until the contract price, including any extras, have been paid in full.

CONTRACTOR warrants that all materials used in completing the installation contracted for herein, will be made of high quality, that all work will be done in a competent and workmanlike manner, that any substantial defect appearing in the workmanship or



Cameron Station Community Pool Safety Covers

December 07, 2020

SOQ0412475

Item Description	Ext Price	Initial Approval
Supply and Install Safety Cover Main Pool <i>Please Note: This quote is for Merlin Dura Mesh safety cover with 15 year limited warranty. Covers are available in green, blue, black, tan , or gray.</i>	\$6,955.20	_____
Supply and Install Safety Cover Wading Pool <i>Please Note: This quote is for Merlin Dura Mesh safety cover with 15 year limited warranty. Covers are available in green, blue, black, tan , or gray.</i>	\$912.96	_____

Total: \$7,868.16

**Delivery and installation are included (applicable sales tax will be charged when invoiced). By signing below, the customer indicates that he/she has read and accepted the attached Terms and Conditions.*

This proposal will expire on January 07, 2021

CONTRACTOR:

Print Name: _____

Signature: _____

Date: _____

Owner/Agent Approval:

Print Name: _____

Signature: _____

PO Number: _____

Date: _____

9305 Gerwig Lane, Suite E; Columbia, MD 21046 * Phone: 410-363-6800 * Fax: 410-363-9959

Safety Cover Installation

Contractor will procure, deliver, and install Safety cover on designated pool(s)
Contractor will install safety cover utilizing brass retractable anchors as recommended by the manufacturer
Cover will be installed to custom fit pool (if applicable)

TERMS AND CONDITIONS

Liability / Workers compensation insurance: CONTRACTOR will maintain a \$10,000,000.00 liability property damage insurance policy. It is expressly agreed and understood that the CONTRACTOR will not be liable or responsible to any person for loss, injury and/or damage sustained by said persons as a result of the use of the pool or its facilities, save and expecting that caused by the gross negligence of the CONTRACTOR or its employees. The CONTRACTOR is also exempt from liability due to mechanical failure of equipment or damage to the pool due to faulty construction not included in this agreement, defective workmanship by others or hydrostatic conditions.

The CONTRACTOR will obtain the necessary Workman's Compensation certificates.

Access to site: The Owner will provide and designate sufficient and proper access to the pool site for the movement of trucks and other equipment and materials to and from the pool site. CONTRACTOR will not be responsible for the damage to lawns, shrubbery, trees, curbs, sidewalks, driveways, sewage systems, or to any real or personal property caused by CONTRACTOR'S equipment within the access way and the work area.

Utilities: Owner agrees to furnish electric power and water to the construction site for use by the CONTRACTOR during the repair work.

Permits: Permits, plans, and any associated fees required by State, County, or Local agencies will be billed in addition to the agreed amount.

Payment / Change order: Work and materials, in addition to that expressly provided for in this Contract, will be billed separately by the CONTRACTOR to the Owner. All change orders are due within fifteen (15) days of receipt. If OWNER is beyond 30 days past due of invoice CONTRACTOR may cease any and all services to the OWNER until the time OWNER becomes current. If paying by credit card for an invoice, a 2.5% convenience fee will be charged where applicable at the time of processing the credit card payment.

Finance charges: There will be a 1 1/2% finance charge per month on all accounts past due. The undersigned agrees to pay all cost of collection, including attorney's fees, if placed in the hands of attorney after default.

Site softscape: Unless otherwise provided in this contract, no sodding, seeding, fine grading, and/or landscaping are to be provided by the CONTRACTOR. CONTRACTOR'S obligation, in that regard, consists of returning pool area to rough grade and broom cleaning site so that it is free of all debris and excess materials upon completion.

Site irregularities: CONTRACTOR will not be liable for loss or damage of any kind attributable to delay caused by unexpected sub-surface conditions discovered during excavation, weather conditions, labor difficulties, accidents, acts of civil or military authorities, or other conditions or causes beyond CONTRACTOR'S control.

CONTRACTOR has assumed the excavation site to be free and clear of sub-soil obstructions, natural or unnatural, which would impede the progress of normal excavation. There is no provision in this contract to allow for expenses associated with the use of mechanical breakers, explosives or the removal or disposal of unsuitable soils, waste materials or other objects or the costs of repairing/replacing unmarked, mismarked or unknown underground utility lines or conduits of any nature. Further, there is no allowance for expenses associated with installation of suitable replacement materials. The owner, at its own expense, utilizing CONTRACTOR or other qualified contractor, shall remedy the situation before CONTRACTOR proceeds with additional excavation.

Hazardous materials onsite: CONTRACTOR specifically reserves the right to halt excavation, demolition or construction processes, without penalty under contract or incurring financial or legal responsibility for, the discovery or exposure of any and all hazardous materials including, but not limited to lead, asbestos, petroleum products, medical waste and any other hazardous material that has a natural or unnatural origin, and their disposal, abatement or remediation. The owner agrees to, at its own expense, remedy any such discovered defect, and provide a hazardous material free site prior to the reentry of CONTRACTOR'S personnel. Owner shall be responsible for providing and paying for all independent testing agencies for soils and concrete tests if required.

Breach of contract: In the event the Owner breaches any of the terms or conditions of this contract, CONTRACTOR may, without

waiving any rights it may have as a result of said breach, continue to do work pursuant to this contract, or it may stop work without further obligation or liability to Owner. In that latter event, the Owner forfeits all monies previously paid to CONTRACTOR from damages caused by said breach and all costs incurred by CONTRACTOR up to the time that CONTRACTOR stopped work.

Guarantee: CONTRACTOR'S warranties do not include and CONTRACTOR will not be responsible for any damages resulting from or caused by surface drainage, acts of God, or the draining or emptying of the pool, other than draining under the supervision and direction of the CONTRACTOR'S authorized representative. It is specifically agreed that no claims may be made and no actions commenced upon this CONTRACTOR and any warranty arising, therefore, until CONTRACTOR has had a reasonable opportunity to substantially complete the work and until the contract price, including any extras, have been paid in full.

CONTRACTOR warrants that all materials used in completing the installation contracted for herein, will be made of high quality, that all work will be done in a competent and workmanlike manner, that any substantial defect appearing in the workmanship or



**Cameron Station Community Association, Inc.
Board Decision Request
March 30, 2021**

TOPIC: Refreshment Expenditure Administrative Resolution

Motion:

"I move to APPROVE the Refreshment Expenditure Administrative Resolution as submitted (or with the following changes)".

2nd:

Summary:

As you may recall, several years ago, the Board voted to allow Committee Chairs to spend up to \$75 per meeting on refreshments/dinner for the Committee meetings; however, this was not formalized in a Resolution. Upon request, Todd Sinkins, the Association's Legal Counsel, has provided the attached draft for the Board's review.

CAMP Recommendation

If this is a practice the Board would like to continue it is recommended that this process be outlined and adopted through the attached Administrative Resolution.

CAMERON STATION COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 2021-06

(Policy Governing Food, Drink, or Other Refreshment Allowance for Board and Committee Meetings)

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 Association’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, historically, the Board and Committees have expended limited funds for the purchase of refreshments for Board and Committee meetings and the Board deems it in the best interest of the Association to establish and publish a policy for such purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following policy governing the purchase authority of the Board and Committees for meeting food, drink or other refreshments:

- A. The Board and Committees shall have the following purchase authority without the need to obtain prior approval from the Board:
 - a. Purchase of food, drink, or other refreshments in the total amount of \$100.00 or less for each scheduled in-person or virtual Board or individual committee meeting.
 - i. If used for in-person meetings the Board or committee should purchase enough to share with all in attendance.
 - b. Alcohol shall not be purchased by the Association for a Board or committee meeting and the Association shall not reimburse any person for the costs associated with the purchase of alcohol intended to be consumed at a Board or committee meeting.

- c. Board and Committees may elect to not spend the allowance during their respective meetings and save for an end-of-year celebration or similar event. However, a limit of \$100/per member for such an event shall be imposed.
- d. Authorized expenditures shall be reimbursed by submission of receipts to the Managing Agent or as otherwise directed by the Board.
- e. The Board or any Committee may authorize or delegate a Board/Committee member or Management agent with the authority to purchase in accordance with this Policy.

B. Any expenditure that does not comply with the provisions of Section A of this policy will not be expended or reimbursed unless approved by the Board of Directors.

This Resolution is effective this _____ day of _____, 2021.

Cameron Station Community Association

By: _____
President

CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 2021- _____

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

Motion by: _____ Seconded by: _____

VOTE:	YES	NO	ABSTAIN	ABSENT
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_____ President	_____	_____	_____	_____
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_____ Vice President	_____	_____	_____	_____
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_____ Secretary	_____	_____	_____	_____
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_____ Treasurer	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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_____ Director	_____	_____	_____	_____
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**Cameron Station Community Association, Inc.
Board of Directors
Decision Request
March 30, 2021**

TOPIC: Spring/Summer Annual Flower Rotation Proposal

Motion:

"I move to APPROVE the Spring/Summer Annual Flower Rotation Proposal at the total cost of \$5,835.00. This is a budgeted cost and will be funded from the Flower Rotation & Landscape Enhancements operating expense line item.

2nd:

Summary:

At the March 8, 2021 CAC meeting a proposal from Lancaster was provided for the Annual Spring/Summer flower rotation. It was based on the selections that were made last year. The color guide for the plant materials was not available from the growers at the time of the meeting. The cost was in keeping with past work and was within the budget. Management recommended the committee approve a "not to exceed" price structure (overall cost) and then permit the final plant material selections be made once the color guide was available.

The committee tabled the motion to approve the proposal for the Spring/Summer Annual Flower Rotation submitted by Lancaster until the plant material selections were confirmed. Plant material selection has now been completed and there was a decrease of \$262.00 to the overall proposed price. The price reflected in the above motion is the current price based on the selections.

Management asked CAC for an email vote to ensure this matter could be approved timely at the March 30th board meeting to avoid potential delays as the suppliers and growers fill orders on a first come first serve basis. As a result, CAC conducted an email vote and were unanimous in their approval to accept the proposal.

CAMP Recommendation

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

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



PROPOSAL NO.
30906REVISED 3/19/2020

February 24, 2021 (revised)

CUSTOMER # 229

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

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

SPRING/SUMMER ANNUAL FLOWER ROTATION

Scope of Work: Installation of annual flowers at the following locations;

At Community Entrance/ At Duke Street

Installation of (20) Coleus "Ridiculous" 6" pot @ \$10.50 each.....\$210.00
Installation of (120) Begonia "Bada Bing" Mixed Colors 6" pot @ \$6.50 each.....\$780.00

At Cameron Station Circle

Installation of (90) Coleus "Alligator Alley" 6" pot @ \$10.50 each.....\$945.00
Installation of (300) Sunpatiens "Compact Pink" 6" pot @ \$6.50 each.....\$1,950.00

At Cameron Station Office/Club House

Installation of (300) Sunpatiens "Coral Pink" 6" @ \$6.50 each.....\$1,950.00

PROPOSAL TOTAL: \$5,835.00

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

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____



**Cameron Station Community Association, Inc.
Board of Directors
Decision Request
March 30, 2021**

TOPIC: Liriope Planting CSB Circle Proposal

Motion:

"I move to APPROVE the Lancaster Proposal for the installation of additional liriope at the Cameron Station Blvd Circle for the total cost of \$5,463.00. The cost for this work will be funded from the Turf Treatments and Enhancements operating expense line item.

2nd:

Summary:

The CAC reviewed two (2) proposals from Lancaster for the installation of additional liriope around Cameron Stations Circle Blvd. CAC offered the following information as justification for this expense:

Over a year ago, residents on the west side of the circle complained about the poor appearance of grass in the strip between the sidewalk and the street. Grass does not grow in this strip because of poor soil, inadequate water, and tree dominance. In addition, the spotty grass strip is unattractive. Liriope was installed in one section as a test to see whether the plants were hardy, healthy, and attractive in that location. The Liriope thrived. This proposal would extend the Liriope around the circle and would include approx. nine (9) sections for liriope installation for a cost of \$5,463.00.

CAMP Recommendation

Management does not have any issues with the proposals as presented and recommends approval based on the Committee's feedback.

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



PROPOSAL NO.
30602

August 5th, 2020

CUSTOMER # 229

Susan Cassell
c/o CAMP
4114 Legato Road
Suite 200
Fairfax, VA 22033

Dear Susan,

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

LANDSCAPE ENHANCEMENTS – TO FINISH HALF CIRCLE

At Main Circle Area In Front of 195 CSB - Under Oak Trees Near Curblin (approx. 4 sections)

Scope of Work: Remove thin turf, prepare area for plant installation, and install liriop

Installation of (90) 1 gallon Big Blue Liriope @ \$18.00 each.....	\$1,620.00
Installation of (2) yds of hardwood mulch @ \$75.00 each.....	\$150.00
Labor (10) hours @ \$55.00 each.....	\$550.00

PROPOSAL TOTAL: \$ 2,320.00

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

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

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

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

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

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

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



PROPOSAL NO.
30599

August 5th, 2020

CUSTOMER # 229

Susan Cassell
c/o CAMP
4114 Legato Road
Suite 200
Fairfax, VA 22033

Dear Susan,

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

LANDSCAPE ENHANCEMENTS

At Main Circle Area - Under Oak Trees Near Curbline (not to include area in front of 200 CSB (approximately 9 sections)

Scope of Work: Remove thin turf, prepare area for plant installation, and install lirioppe

Installation of (216) 1 gallon Big Blue Liriope @ \$18.00 each.....	\$3888.00
Installation of (4.5) yds of hardwood mulch @ \$75.00 each.....	\$337.50
Labor (22.5) hours @ \$55.00 each.....	\$1237.50

PROPOSAL TOTAL: \$ 5,463.00

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

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

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

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

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

ACCEPTANCE OF PROPOSAL:

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

DATE OF ACCEPTANCE: _____

SIGNATURE: _____

Cameron Station Community Association, Inc.
Board Decision Request
March 30, 2021

TOPIC:

Motion:

TBD

2nd:

Summary:

The homeowner of 357 Livermore, Dave Hou, contacted management and CAC in December of last year regarding a concern with the common area behind his fence. It was reported to have trash and leaves. A request was also made to extend a walkway to go behind 357-361 Livermore behind their rear fences.

The CAC reviewed his requested at their December meeting and they requested that management work with the landscape contractor to resolve the issue. The area was cleaned out and was placed on a routine schedule for grounds policing by on-site staff every Monday, Wednesday, and Friday. In addition, the CAC approved the installation of new steps from the existing walkway to the parking lot area of the adjacent property as part of the cleanup effort of this area. The request to have the walkway extended behind the three homes; however, was denied as it was not intended for foot traffic. There are large mature trees in this location that would have to be removed to make room for any type of hard surface walkway.

The homeowner asked the CAC to revisit their decision, which they did at their March meeting briefly and denied it again. The homeowner has now asked the Board for consideration in this matter. Please see the attached email threads as they detail and outline the requests as they have evolved.





CAMP Recommendation

Management advises against the installation of a walkway in this common area as it was not intended for pedestrian traffic, would set a precedent and any removal of the large mature trees in this area could present an issue with the required tree canopy CSCA is required to maintain. In addition, this would create a new common area element for CSCA to maintain, insure, and protect going forward and would also need to be considered.

VIRGINIA
4114 Legato Road, Suite 200
Fairfax, Virginia 22033

MARYLAND
209 West Street, Suite 302
Annapolis, Maryland 21401

From: [Janeva Sharps](#)
To: [Jennifer Gilmore](#)
Cc: [Heather Graham](#)
Subject: FW: AC meeting
Date: Tuesday, March 9, 2021 11:59:03 AM

From: D. HOU <davehou01@gmail.com>
Sent: Thursday, February 4, 2021 9:18 PM
To: Janeva Sharps <jsharps@gocampmgmt.com>
Cc: Heather Graham <hgraham@gocampmgmt.com>; Jennifer Gilmore <jgilmore@gocampmgmt.com>; Robert Burns <robertbruceburns@yahoo.com>
Subject: Re: AC meeting

Hi, Janeva,

Thanks for the update. While We appreciated the effort to remove trash and the steps, I am disappointed with the Committee's decision to leave the situation as is.

We are not asking for anything fancy but an even, firm ground to go in and out. You don't have to install anything but make the ground even and solid to be stepped on. Is this too much to ask? As I indicated earlier, when the weather is dry, the existing ground appears to be okay but when it gets wet, it's muddy and slippery. The space between the trees and fences is indeed small and beyond the trees it's a slope which often becomes a dumpster for trash and debris that one can not step on firmly and safely. Does any Committee member live in a situation like this? And the Committee thinks it is safe for the residents like us to suffer every day? I'd like to invite the Committee members to the site for a demo that how we have to deal with this everyday and let them see if this is the way they'd like to live.

I strongly appeal to the Committee for a reconsideration for a low cost easy resolution before any resident gets injured for a fall on a unsafe and sunk ground after snowy or icy rainy day.

Dave,

Sent from my iPhone

On Feb 4, 2021, at 8:43 PM, Janeva Sharps <jsharps@gocampmgmt.com> wrote:

Good Evening Mr. Hou,

Happy New Year to you as well!

Thank you for your email. The Committee reviewed your request at their meeting Monday, December 16th and decided at that time to install only the steps to the existing walkway and not a walkway to extend behind the fence of the 3 homes there. We have addressed the trash issue but there is nothing that can be done given the small area between the fences and the trees behind your home as it was not meant to have a hard surface walkway. The space between the back of your fence and the trees is too small to install such a feature. As a result they did not approve this part of your request. My apologies for any confusion in communicating this to you. Please kindly find the attached photo of the back of the units 361, 359, 357 and down.

Let me know if you have any questions or we can be of further assistance.

Warm Regards,

Janeva Sharps
Assistant Community Manager
Cameron Station Community Association

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

From: D. HOU <davehou01@gmail.com>
Sent: Tuesday, February 2, 2021 12:05 PM
To: Janeva Sharps <jsharps@gocampmgmt.com>
Cc: Heather Graham <hgraham@gocampmgmt.com>
Subject: Re: AC meeting

Dear Janeva,

Happy New Year! Trust it is off to a good start. We have seen the recent improvements and progress to remove trash and leafs after the holidays. We appreciated much the Community's effort.

I am following up on the walkway plan indicated in your earlier email below.

As we face the snow days and the snow and icy conditions continue to impact the way we can safely go in and out of our backyard while handling the trash bin and other items.

I noted the additional work done on the steps of the existing walkway to the parking lot but it has not dealt with extending the walkway leading to the access to our backyard that is at the back of the units 361, 359, 357 and down.

I hope to hear an update about the plan to address this particular concern.

Best,
Dave,

Sent from my iPhone

On Dec 18, 2020, at 3:38 PM, D. HOU <davehou01@gmail.com> wrote:

Thanks a lot Janeva! This is a good news and look forward to the effort turning the area a better place to live.

Happy holidays!

Sent from my iPhone

On Dec 18, 2020, at 11:54 AM, Janeva Sharps <jsharps@gocampmgmt.com> wrote:

Hello Dave,

The walkway was taken into consideration during the meeting and the common area committee has decided to let management work with Lancaster to resolve the issue. We will see how the area improves with the new system that Lancaster and management have set in place. We will evaluate the walkway area and take the proper measures to come up with an appropriate solution.

Please know that we are working on this and we thank you for bringing it to our attention. Have a great weekend!

Happy Holidays!

Janeva Sharps
Assistant Community Manager
Cameron Station Community Association

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

www.gocampmgmt.com

From: D. HOU <davehou01@gmail.com>
Sent: Friday, December 18, 2020 9:52 AM
To: Heather Graham <hgraham@gocampmgmt.com>
Subject: Re: AC meeting

Thanks for the update and the plan for track removal on a regular basis. Grateful for the decision.

What about the walkway? Not considered or vetoed?

Sent from my iPhone

On Dec 18, 2020, at 9:46 AM, D. HOU <davehou01@gmail.com> wrote:

Sent from my iPhone

Begin forwarded message:

From: Heather Graham <hgraham@gocampmgmt.com>
Date: December 18, 2020 at 9:14:38 AM EST
To: "D. HOU" <davehou01@gmail.com>
Cc: camstati@ciramail.com, Janeva Sharps <jsharps@gocampmgmt.com>, Jennifer Gilmore <jgilmore@gocampmgmt.com>
Subject: RE: AC meeting

Good morning,

The Committee reviewed the details and as I understand it, they requested that management work with the landscape contractor to have this area cleaned regularly – both from trash and leaves. At this time, we are cleaning this area every Monday, Wednesday and Friday. It is on the schedule to have leaves removed in January. I've copied Jennifer Gilmore, the On Site Manager as well. Janeva was in attendance at the meeting – Janeva, if I have not captured everything accordingly, please feel free to add.

Thank you!

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

Virginia Office: 4114 Legato Road, Suite 200, Fairfax, VA 22033
Maryland Office: 209 West Street, Suite #302, Annapolis, Maryland
21401

Direct 571-363-4042 | Customer Service 855-477-CAMP (2267)
www.gocampmgmt.com

Like us on Facebook!

From: D. HOU <davehou01@gmail.com>
Sent: Thursday, December 17, 2020 10:20 AM
To: Heather Graham <hgraham@gocampmgmt.com>
Cc: camstati@ciramail.com; Janeva Sharps <jsharps@gocampmgmt.com>
Subject: Re: AC meeting

Hi, Heather,

I am wondering about the outcome of the AC meeting on Monday. Any update to share?

Dave,

Sent from my iPhone

On Dec 11, 2020, at 4:19 PM, D. HOU <davehou01@gmail.com> wrote:

Thanks a lot Heather. Look forward to the outcome of the Committee meeting next week.
Have a good weekend,
Dave,

Sent from my iPhone

On Dec 11, 2020, at 2:38 PM, Heather Graham <hgraham@gocampmgmt.com> wrote:

Hi Dave,

I think I mentioned this but wanted you to know that we have this on the agenda for the Common Area Committee meeting on Monday evening. We will keep you posted once we have more information.

Thank you!

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

Virginia Office: 4114 Legato Road, Suite 200,
Fairfax, VA 22033
Maryland Office: 209 West Street, Suite #302,
Annapolis, Maryland 21401

Direct 571-363-4042 | Customer Service 855-
477-CAMP (2267)
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From: D. HOU <davehou01@gmail.com>
Sent: Friday, December 4, 2020 3:44 PM
To: Heather Graham
<hgraham@gocampmgmt.com>;
CAMSTATI@CiraMail.com
Cc: Janeva Sharps <jsharps@gocampmgmt.com>

Subject: Fwd:

Dear Heather and the CA Committee,

I am following up on our earlier exchange of emails regarding the condition and issues with the common area behind our property. I trust my neighbours brought similar concerns in the past. In addition to the unsanitary/trash issue outside our backyard, I am raising the issue of poor and unsafe access to and from our backyard in this common area.

As shown in the attached pictures, currently there is a short brick walkway behind the townhouses units of the Livermore Lane leading to a parking area of the WestEnd Village Shopping Center where Home Depot, other merchants and the Old Post Office are located. The walkway is however short and stops at an elevated cement ground mound to the parking lot at the back of the lot 361. The back of the remaining lots of 359, 357 and other units have nothing but unpaved and uneven ground soil of the construction debris from the builders back in the early 90s, now often covered by fallen leaves and trash. We as residents made our own efforts in the past to put in the bricks and other materials outside the backdoor of our fence to create a make-shift walking pad to step on but rain/storm caused soil/landslide and destroyed them. One can see from the pictures, the parking lot has a cement edge, below it it's a slope and the uneven ground soil, difficult for people to walk on. When it's wet it gets slippery, could cause people falling and resulting injury especially seniors.

We therefore suggest extending the existing walkway to the back of all remaining units or consider building a paved ground that is even and firm below the cement edge of the parking lot to enable us, the residents who are often forgotten in a marginalized common area, to walk out of our backyard safely. I believe we deserve to be treated equally with other residents who enjoy a much better environment in a decent common area. We look forward to a favorable consideration by the Committee.

Dave & Mei
257 Livermore Lane
Alexandria, VA 22304

----- Forwarded message -----

From: <15712747090@mailmymobile.net>
Date: Fri, Dec 4, 2020 at 2:13 PM
Subject: Proposed walkway for dicussion by the CA committee
To: <davehou01@gmail.com>

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<361 Livermore.jpg>

From: D. HOU
To: Jennifer Gilmore
Cc: Heather Graham; Robert Burns
Subject: Re: AC meeting
Date: Friday, March 19, 2021 9:48:13 AM

Thanks Jennifer for your email. Yes I would like you to put the matter on the agenda for the next directors meeting. The earlier denial appears to be based on a misunderstanding of the request. I did not ask to put a brick walkway or something that my neighbor did but the issue of safety and accessibility.

We could not store the trash and recycle bins in our single car garage due to their large size. We have to take them in and out of my backyard twice a week. Outside my backyard door, it's a 40 degree slope upward to the edge of a parking lot. There is a big tree aside on a flatter ground but with a narrow space between the fence and the tree for the trash bin to go through. As a result we have to pull up the bins upward against the slope in order to take them to the existing walkway. When rain or snow drops the whole area becomes muddy and slippery easily resulting someone to fall. If any injury occurs on a common area due to the unsafe and inaccessible condition, who is liable for the accident? The resident or the community?

The issue is not to buy a few stepping stones to put outside my fence door but reduce the slope ground soil to a flat and even level that one can walk safely without falling or causing any injury. Of course if we can leave the trash bins in the front yard, we do not have to pull them back and forth multiple times a week. I'll be happy to speak to the directors if needed but I think I have laid out the case clearly and reasonably. An on site inspection would make the case easier to understand. I hope this helps. I believe finding a practical solution to improve the safety and accessibility of this common area would be better to any legal dispute if an accident should occur.

Regards,

Dave,

Sent from my iPhone

On Mar 18, 2021, at 7:01 PM, Jennifer Gilmore <jgilmore@gocampmgmt.com> wrote:

Good Evening Mr. Hou,

My apologies for the delay in responding to your email. Unfortunately, a key staff member has been out with a medical emergency over the last couple of weeks and the follow up on this was not handled properly. I am doing my best to cover their duties as well as mine while they are out, so again my apologies for the delayed response.

As to your request, it was denied. If you wish, you could follow suit and place your own stepping stones in this area as your neighbors have done, but this is not something the CAC can grant approval on. As such, they denied your request.

As to your request for further consideration. Given this has already been at the committee level and your request was denied the next step for you to take would be to make a request to the Board of Directors. I can do this for you by placing this matter on the March 30th agenda for the Board of Directors' meeting. You are welcome and encouraged to attend but are not required to. We will communicate the Board's decision to you after the meeting.

Please let me know if you wish for this to be placed on the March 30th Board of Directors meeting or not.

Thanks and again my apologies for the delay in the response.

Jenn

Jennifer L. Gilmore, CMCA, AMS, PCAM
On-Site Community Manager
Cameron Station Community Association

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

From: D. HOU <davehou01@gmail.com>
Sent: Wednesday, March 17, 2021 4:41 PM
To: Robert Burns <robertbruceburns@yahoo.com>
Cc: Janeva Sharps <jsharps@gocampmgmt.com>; Heather Graham <hgraham@gocampmgmt.com>
Subject: Re: AC meeting

Hi, Robert,

I have not heard from you. I also noted that Janeva is on leave. Would you let me know if the committee and management are looking into the matter or ignoring my request which I deem reasonable.

Thanks
Dave,

Sent from my iPhone

On Mar 7, 2021, at 8:52 PM, D. HOU <davehou01@gmail.com> wrote:

Hi, Robert,

I don't know when will the March meeting will take place but let me reiterate that we are not looking for an expansive walkway but options to make the current slope shaped ground to a flat ground soil, solid, firm and safe to step on so that we access our backyard carrying the trash and recycle bins in and out. This is simply what we ask for. I am copying the managers whom we have communicated earlier. Look forward to a solution soon.

Best,

Dave,

Sent from my iPhone

On Feb 22, 2021, at 10:39 AM, D. HOU <davehou01@gmail.com> wrote:

Thanks Robert. I'll followup in March then.

Sent from my iPhone

On Feb 22, 2021, at 5:21 AM, Robert Burns <robertbruceburns@yahoo.com> wrote:

Good morning / we discussed at last meeting and management company is following up and is supposed to come back with recommendations to our committee - a tree that was split a small one there - was addressed - I hope management comes back with ideas for our March meeting

Sent from my iPhone

On Feb 21, 2021, at 6:35 PM, D. HOU <davehou01@gmail.com> wrote:

Hi, Robert,

I am wondering if any progress of discussion with landscaping company about the options. The snowy/sleet weather recently continues to make our routine difficult.

Dave,

Sent from my iPhone

On Feb 6, 2021, at 9:42 AM, D. HOU <davehou01@gmail.com> wrote:

Thanks a lot for your diligence. Look forward to a viable option.

Sent from my iPhone

On Feb 6, 2021, at 8:58 AM, Robert Burns <robertbruceburns@yahoo.com> wrote:

Morning I went back and looked over today and have asked for maintenance person and landscape company to provide options in the area in question and noted the areas that have drainage issue and a tree that needs to be trimmed up too

Sent from my iPhone

On Feb 5, 2021, at 4:13 PM, D. HOU <davehou01@gmail.com> wrote:

Hi, Bob,

Thanks a lot for your followup on this with the management. Hope we can find a low cost solution to the problem. Let me know if you need anything from me to help resolve the matter.

Dave,

Sent from my iPhone

On Feb 5, 2021, at 3:55 PM, Robert Burns <robertbruceburns@yahoo.com> wrote:

Hi Dave - I am the chair of the committee and would be happy to look at the area in further detail with management -

On Thursday, February 4, 2021, 09:17:35 PM EST, D. HOU <davehou01@gmail.com> wrote:

Hi, Janeva,

Thanks for the update. While We appreciated the effort to remove trash and the steps, I am disappointed with the Committee's decision to leave the situation as is.

We are not asking for anything fancy but an even, firm ground to go in and out. You don't have to install anything but make the ground even and solid to be stepped on. Is this too much to ask? As I indicated earlier, when the weather is dry, the existing ground appears to be okay but when it gets wet, it's muddy and slippery. The space between the trees and fences is indeed small and beyond the trees it's a slope which often becomes a dumpster for trash and debris that one can not step on firmly and safely. Does any Committee member live in a situation like this? And the Committee thinks it is safe for the residents like us to suffer every day? I'd like to invite the Committee members to the site for a demo that how we have to deal with this everyday and let them see if this is the way they'd like to live.

I strongly appeal to the Committee for a reconsideration for a low cost easy resolution before any resident gets injured for a fall on a unsafe and sunk ground after snowy or icy rainy day.

Dave,

Sent from my iPhone

On Feb 4, 2021, at 8:43 PM, Janeva Sharps <jsharps@gocampmgmt.com> wrote:

Good Evening Mr. Hou,

Happy New Year to you as well!

Thank you for your email. The Committee reviewed your request at their meeting Monday, December 16th and decided at that time to install only the steps to the existing walkway and not a walkway to extend behind the fence of the 3 homes there. We have addressed the trash issue but there is nothing that can be done given the small area between the fences and the trees behind your home as it was not meant to have a hard surface walkway. The space between the back of your fence and the trees is too small to install such a feature. As a result they did not approve this part of your request. My apologies for any confusion in communicating this to you. Please kindly find the attached photo of the back of the units 361, 359, 357 and down.

Let me know if you have any questions or we can be of further assistance.

Warm Regards,

Janeva Sharps

Assistant Community Manager

Cameron Station Community Association

Community Association Management Professionals (CAMP)

4114 Legato Road, Suite 200

Fairfax, VA 22033

On Site Office 703-567-4881 | Customer Service 855-477-CAMP (2267)

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From: D. HOU <davehou01@gmail.com>
Sent: Tuesday, February 2, 2021 12:05 PM
To: Janeva Sharps <jsharps@gocampmgmt.com>
Cc: Heather Graham <hgraham@gocampmgmt.com>
Subject: Re: AC meeting

Dear Janeva,

Happy New Year! Trust it is off to a good start. We have seen the recent improvements and progress to remove trash and leafs after the holidays. We appreciated much the Community's effort.

I am following up on the walkway plan indicated in your earlier email below.

As we face the snow days and the snow and icy conditions continue to impact the way we can safely go in and out of our backyard while handling the trash bin and other items.

I noted the additional work done on the steps of the existing walkway to the parking lot but it has not dealt with extending the walkway leading to the access to our backyard that is at the back of the units 361, 359, 357 and down.

I hope to hear an update about the plan to address this particular concern.

Best,

Dave,

Sent from my iPhone

On Dec 18, 2020, at 3:38 PM, D. HOU <davehou01@gmail.com> wrote:

Thanks a lot Janeva! This is a good news and look forward to the effort turning the area a better place to live.

Happy holidays!

Sent from my iPhone

On Dec 18, 2020, at 11:54 AM, Janeva Sharps
<jsharps@gocampmgmt.com> wrote:

Hello Dave,

The walkway was taken into consideration during the meeting and the common area committee has decided to let management work with Lancaster to resolve the issue. We will see how the area improves with the new system that Lancaster and management have set in place. We will evaluate the walkway area and take the proper measures to come up with an appropriate solution.

Please know that we are working on this and we thank you for bringing it to our attention. Have a great weekend!

Happy Holidays!

Janeva Sharps

Assistant Community Manager

Cameron Station Community Association

**Community Association Management
Professionals (CAMP)**

4114 Legato Road, Suite 200

Fairfax, VA 22033

On Site Office 703-567-4881 | Customer Service 855-477-CAMP (2267)

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From: D. HOU <davehou01@gmail.com>
Sent: Friday, December 18, 2020 9:52 AM
To: Heather Graham <hgraham@gocampmgmt.com>
Subject: Re: AC meeting

Thanks for the update and the plan for track removal on a regular basis. Grateful for the decision.

What about the walkway? Not considered or vetoed?

Sent from my iPhone

On Dec 18, 2020, at 9:46 AM, D. HOU
<davehou01@gmail.com> wrote:

Sent from my iPhone

Begin forwarded message:

From: Heather Graham
<hgraham@gocampmgmt.com>
Date: December 18, 2020 at
9:14:38 AM EST
To: "D. HOU"
<davehou01@gmail.com>
Cc: camstati@ciramail.com,
Janeva Sharps
<jsharps@gocampmgmt.com>, Jennifer Gilmore
<jgilmore@gocampmgmt.com>
Subject: RE: AC meeting

Good morning,

The Committee reviewed the details and as I understand it, they requested that management work with the landscape contractor to have this area cleaned regularly –

both from trash and leaves.
At this time, we are cleaning
this area every Monday,
Wednesday and Friday. It is
on the schedule to have
leaves removed in January.
I've copied Jennifer
Gilmore, the On Site
Manager as well. Janeva
was in attendance at the
meeting - Janeva, if I have
not captured everything
accordingly, please feel free
to add.

Thank you!

Heather Graham,
CMCA, PCAM

Executive Vice
President

Community
Association
Management
Professionals

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

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

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

www.gocampmgmt.com

Like us on
Facebook!

From: D. HOU
<davehou01@gmail.com>
Sent: Thursday, December
17, 2020 10:20 AM
To: Heather Graham
<hgraham@gocampmgmt.com>
Cc: camstati@ciramail.com;
Janeva Sharps
<jsharps@gocampmgmt.com>
Subject: Re: AC meeting

Hi, Heather,

I am wondering about the
outcome of the AC meeting
on Monday. Any update to
share?

Dave,

Sent from my iPhone

On Dec 11,
2020, at 4:19
PM, D. HOU
<davehou01@gmail.com>
wrote:

Thanks a lot
Heather.
Look forward
to the
outcome of
the
Committee
meeting next

week.

Have a good
weekend,

Dave,

Sent from my
iPhone

On
Dec
11,
2020,
at
2:38
PM,
Heather
Graham
<hgraham@gocampmgmt.com>
wrote:

Hi
Dave,

I
think
I
mentioned
this
but
wanted
you
to
know
that
we
have
this
on
the
agenda
for
the
Common
Area
Committee
meeting
on
Monday
evening.
We
will
keep
you
posted
once
we
have
more
information.

Thank
you!

Heather
Graham,
CMCA,
PCAM

Executive
Vice
President

Community
Association
Management
Professionals

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

Maryland
Office:
209
West
Street,
Suite

#302,
Annapolis,
Maryland
21401

Direct
571 -
363 -
4042
|
Customer
Service
855 -
477 -
CAMP
(2267)
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Like
us
on
Facebook!

From:
D.
HOU
<davehou1@gmail.com>
Sent:
Friday,
December
4,
2020
3:44
PM
To:
Heather
Graham
<hgraham@gocampmgmt.com>;
CAMSTATI@CiraMail.com
Cc:
Janeva
Sharps
<jsharps@gocampmgmt.com>
Subject:
Fwd:

Dear
Heather
and
the
CA
Committee,

I
am
following up
on
our
earlier
exchange
of
emails
regarding
the
condition and
issues with
the
common
area
behind
our
property.
I
trust
my
neighbours brought
similar
concerns
in
the
past.
In
addition
to
the
unsanitary/trash
issue
outside our
backyard,
I
am
raising

the
issue
of
poor
and
unsafe access
to
and
from
our
backyard
in
this
common
area.

As
shown
in
the
attached
pictures,
currently
there
is
a
short
brick
walkway
behind
the
townhouses
units
of
the
Livermore
Lane
leading to
a
parking
area
of
the
WestEnd
Village
Shopping Center
where
Home
Depot, other merchants
and
the
Old
Post
Office
are
located.
The
walkway
is
however
short
and
stops
at
an
elevated
cement
ground
mound
to
the
parking
lot
at
the
back
of
the
lot
361.
The
back
of
the
remaining
lots
of
359,
357
and
other
units
have
nothing
but
unpaved
and
uneven
ground
soil
of
the
construction
debris
from
the
builders
back

in
the
early
90s,
now
often
covered
by
fallen
leaves
and
trash.
We
as
residents
made
our
own
efforts
in
the
past
to
put
in
the
bricks
and
other
materials outside
the
backdoor of
our
fence
to
create
a
make-
shift
walking
pad
to
step
on
but
rain/storm
caused
soil/landslide
and
destroyed
them.
One
can
see
from
the
pictures,
the
parking
lot
has
a
cement
edge,
below
it
it's
a
slope
and
the
uneven
ground
soil,
difficult
for people to
walk
on.
When
it's
wet
it
gets
slippery,
could
cause
people
falling
and
resulting
injury
especially
seniors.

We
therefore
suggest
extending
the
existing
walkway
to
the
back of
all
remaining
units
or

consider
building
a
paved
ground
that
is
even
and
firm
below
the
cement
edge
of
the
parking
lot
to
enable
us,
the
residents
who
are
often
forgotten
in
a
marginalized
common
area,
to
walk
out
of
our
backyard
safely.
I
believe we
deserve to
be
treated
equally
with
other
residents who
enjoy
a
much
better environment in
a
decent
common
area.
We
look
forward
to
a
favorable consideration
by
the
Committee.

Dave
&
Mei

257
Livermore
Lane

Alexandria,
VA
22304

-
-
-
-
-
-
-
-
-
-
Forwarded
message

-
-
-
-
-
-
-
-

From:
<+15712747090@mailmymobile.net>
Date:
Fri,
Dec
4,
2020
at

2:13
PM
Subject:
Proposed
walkway
for
dicussion
by
the
CA
committee
To:
<davehou01@gmail.com>

<image001.gif>
<image002.jpg>
<image003.jpg>
<image004.jpg>
<image001.gif>
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<image008.jpg>
<image004.jpg>
<image001.gif>
<image005.jpg>
<image009.jpg>
<image010.jpg>

<image011.jpg>
<image012.jpg>

<361 Livermore.jpg>

<mime-attachment>

From: [D. HOU](#)
To: [Jennifer Gilmore](#)
Cc: [Robert Burns](#); [Heather Graham](#)
Subject: Board meeting
Date: Monday, March 22, 2021 5:37:26 PM

Hi, Jennifer,

In support of my case to be discussed at the upcoming Board Meeting, I attach two pictures to illustrate the situation and the rationale explained in my email. Hope this helps.
Dave,



Sent from my iPhone

From: [D. HOU](#)
To: [Jennifer Gilmore](#)
Cc: [Robert Burns](#); [Heather Graham](#)
Subject: Re: Board meeting
Date: Tuesday, March 23, 2021 3:57:32 PM

Hi, Jennifer, Thanks for your mail and the position you outline ahead of the meeting.

The short answer to your trash can question is No. because I do park my car in the garage as it's designed instead of using the garage as a storage...

The space is limited with the car in. Even a smaller can would not fit.

I don't want to write a long email to elaborate the justifications for my proposal, but my take is that any common area as designed should facilitate resident's livelihood and an easy and safe access. I did not propose to make the area a pedestrian passage.

The improvement would not benefit only my household but neighbors as well.

The so called wooded buffer as is not only useless but a trashy despot that makes the area look unattended and low valued section of the community where other common areas are posh pocket gardens compared to the earlier phases of the Cameron Station. This also raises an issue of inequity/disparity of the investment and maintenance by the Community.

I hope the Board considers the proposal to find an appropriate solution.

Regards,

Sent from my iPhone

On Mar 23, 2021, at 2:28 PM, Jennifer Gilmore <jgilmore@gocampmgmt.com> wrote:

Good Afternoon Mr. Hou,

Thanks for your email and photos. We will provide this, along with your emails, to the board for consideration.

In reviewing all the information I have a question. You mentioned the trash can is too large to fit into your garage. Would you be open to downsizing the container size of your trash can so it could fit into the garage? If you could store your trash cans inside the garage, would this resolve your issue at hand?

Again, I understand your situation, I have been to the area several times to personally observe it and must reiterate that this is a common area not intended for pedestrian traffic. At issue is the area you have requested be regraded and sloped and maintained

was intended as a wooded buffer zone and not intended for pedestrian foot traffic. I realize this can create confusion and frustration given over time many have used this area as a cut through area to the shopping center located behind you. The Association recently installed steps to the parking lot area. The designated walk area however is the brick paved area that dead ends into the base of the steps there though. It does not extend behind your home, nor was it designed to.

Additionally, your request to have an improvement installed on a common area for your use, walkway to your back gate entrance, is not something in keeping with the governing documents and needs to be taken into consideration as well when evaluating this. In addition, consideration must be given to the large mature trees in this area. If I understand your request correctly, one or more would need to be removed and this could present an issue with the required tree canopy CSCA is required to maintain. In addition, this would create a new common area element for CSCA to maintain, insure, and protect going forward and would also need to be considered.

In closing, while I can understand your request and appreciate the situation I also wanted to make you aware of the complexities involved. While your request I am sure seems simply enough there are several issues the Board needs to taken into account on this matter. I will let you know next week what they decided and in the meantime if you could let me know if a smaller trash can would be beneficial to you I would appreciate it.

Thanks,

Jenn

Jennifer L. Gilmore, CMCA, AMS, PCAM
On-Site Community Manager
Cameron Station Community Association

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Fairfax, VA 22033
On Site Office 703-567-4881 | Customer Service 855-477-CAMP (2267)
www.gocampmgmt.com

From: D. HOU <davehou01@gmail.com>

Sent: Monday, March 22, 2021 5:37 PM

To: Jennifer Gilmore <jgilmore@gocampmgmt.com>

Cc: Robert Burns <robertbruceburns@yahoo.com>; Heather Graham
<hgraham@gocampmgmt.com>

Subject: Board meeting

Hi, Jennifer,

In support of my case to be discussed at the upcoming Board Meeting, I attach two pictures to illustrate the situation and the rationale explained in my email. Hope this helps.

Dave,

<image001.jpg>

<image002.jpg>

Sent from my iPhone





1: 1,128



Legend

- Tax Map Index
- Parcels
- Blocks
- Fire Stations
- Addresses
- Metro Stations
- Metro Lines
 - Blue
 - Yellow
 - Yellow Blue
- City Boundary
- Rail Lines
- Parcels
- Buildings
- Surface Water
- Streams
- Parks
- City of Alexandria

Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

188.1 Feet

94.04

188.1
0
WGS 1984 Web Mercator Auxiliary Sphere
City of Alexandria, VA



Cameron Station Community Association, Inc.
Board Decision Request
March 30, 2021

TOPIC: Insurance Proposals

Motion:

"I move to approve the insurance proposal plan offered through Cascade Insurance".

2nd:

Summary:

As you are aware, we solicited bids for the upcoming insurance policies (General Liability, Directors and Officers, Fidelity and Worker's Comp) which will be expiring on April 15, 2021. The Cyber policy renews in January 2022 and the Umbrella policy renews in July 2021, both of which were included in the bid solicitation process. Attached you will find a comparison of the coverages and the costs for each premium. Specific items to bring to your attention are noted below.

- The Association currently has CNA for Directors and Officer's coverage which is among the top two best alternatives according to the Association's legal counsel, Todd Sinkins. The other top coverage is through Traveler's which is also quoted by one of the brokerage firms.
- You will see CAU provided a Guaranteed Replacement Cost which does not have any building limits – it is a good alternative but in order to establish an "apples to apples" comparison, we asked for a Replacement Cost with Blanket Limits which is what you have currently; however, they only offer GRC. Given that the Association had an appraisal completed in 2019 with a reported value of \$4.4 mil and \$5.5 mil reconstruction costs, the blanket limits of \$5.5 mil (Puffenbarger) and \$6 million (Cascade) are sufficient to cover the insured property.
- There are also requirements for the levels of Fidelity coverage which need to be equal or greater than the amount held in Reserves plus a quarter of the Association's annual assessments, which is approximately \$3 million. This may need to be adjusted later in the year depending upon the costs of the current Reserve projects underway but this is sufficient coverage for the time being.
- Important to note, the Cyber, Umbrella and Directors' and Officer's insurance can be maintained through the current insurance carrier even if the broker is changed.
- The budgeted amount for 2021 is \$40,566.

CAMP Recommendation

Management has worked with all of the insurance providers and have no issue with any of them; however, given that all coverages appear to be the same, it is suggested that the Board go with Cascade Insurance due to the cost savings.

Cameron Station Insurance Bid Comparison

March 22, 2021

Current Coverage	Puffenbarger (current)	CAU	Cascade	Notes
General (coverage limits) Liability Deductible Carrier	\$14,297 (\$5.5 mil) \$1 mil/\$2 mil agg* \$5,000 Nationwide **	\$24,886 (GRC) \$1 mil/no limit \$5,000 American	\$8,706 (\$6.1 mil) \$1 mil/\$2 mil agg \$5,000 Erie	Puffenbarger offers another carrier for same coverage: West Bend Mutual - \$11,865 GRC = Guaranteed Replacement Costs Puffenbarger & Cascade = Replacement Cost with Blanket Limits for property coverage
Directors & Officers Deductible Carrier	\$5,202 (\$1 mil) \$10,000 CNA	\$7,101 (\$1 mil) No deductible American ***	\$3,809 (\$1 mil) \$10,000 Traveler's	CAU includes discrimination coverage; however, they would suggest using Traveler's through a Broker Letter.
Fidelity Deductible Carrier	\$3,600 (\$3 mil) \$10,000 Great American	\$4,944 (\$3 mil) No deductible American ***	Same as current \$10,000 Great American	CAU would use Traveler's through a Broker Letter
Cyber Deductible Carrier	\$3,496 (\$3 mil) \$10,000 Axis	\$236 (\$25k) \$10,000 (w/\$3 mil) American ***	Same as current \$10,000 Axis	CAU coverage as stated is not comparable but could be increased with Traveler's through a Brokerage Letter.
Umbrella Deductible Carrier	\$13,636 (\$10 mil) No deductible Great American	\$2,019 (\$15 mil) No deductible Greenwich	\$4,664 (\$15 mil) No deductible Great American	Was advised that "communicable diseases" was added as an exclusion to all policies last year.
Worker's Comp	\$638	\$620	\$620	Statutory Limits for coverage
TOTAL COSTS	\$40,231	\$39,806	\$24,895	

() = Coverage Limits

* Agg = aggregate – the limit established for the year

** Nationwide – Puffenbarger offered another option for West Bend Mutual at a rate of \$11,865 as noted above

*** American – CAU is suggesting to use a Broker Letter to secure coverage through Traveler's for a package coverage for D & O, Fidelity and Cyber.



**Cameron Station Community Association
Insurance Proposal 04-15-2021 to 04-15-2022**

The Board of Cameron Station Community Association

and

***Heather Graham
Executive Vice-President
Community Association Management Professionals***

Presented By:

**David Dodero
Principal
Cascade Insurance Group
703-551-2000
David@Cascadeig.com**

PROPOSAL DISCUSSION

We are pleased to provide this proposal of insurance for your association. To follow is detailed information on the proposed insurance package.

The company we are using to insure the property and liability is Erie Insurance, which has been in business since 1925 and is the largest provider of commercial insurance in the State of Virginia.

Directors & Officers – we are using Travelers Insurance to provide this coverage as they have a policy that specializes in D&O for associations.

Umbrella Insurance – we are using Great American Insurance for this coverage as they specialize in coverage for associations.

Policies that need to be transferred from your current insurance brokerage to our insurance brokerage:

Cyber Coverage – you have a 3M Cyber policy that does not renew with the current package date of 4-15-21, it renews on 1-1-2022. We will also use the same company for your cyber coverage so if the association decides to switch their insurance to us, we will have the Association sign a Broker of Record to transfer this policy to us. It would be the same policy, coverage and premium, it would just be assigned to our agency and we would handle it going forward.

Crime Coverage – you have a 3M Crime Policy that also renews on 1-1-2022. We use the same company, Great American, for Cyber. We would also transfer this using a Broker of Record. It would also be the same policy, coverage and premium.

Property Coverage – we have been fortunate to bid on your insurance in the past so we were able to review our past proposals and coverage. We didn't see coverage for the Lights throughout the community, which in the past information we received valued them at \$936,000. This has resulted in a total insured value we are offering of \$6,193,438.

Our agency has over 30 years' experience providing insurance to condominium and homeowner associations throughout the area. We have a commercial practice that focuses on this line of insurance. I have been a member of Community Association Institute for this entire time and periodically have articles published on Community Association Insurance.

The following pages provide a detailed description of the coverage offered. We are always available to discuss our proposals in detail.

Thank you for the opportunity to provide this proposal.

Best regards,

A handwritten signature in black ink that reads "David Dodero". The signature is stylized, with the first name "David" and the last name "Dodero" written in a cursive-like font. There is a horizontal line at the end of the signature.

David Dodero
Principal
Cascade Insurance Group
Office 703-551-2000
Email – David@Cascadeig.com
www.Cascadeig.com

SUMMARY DESCRIPTION OF COVERAGE

COVERAGE AMOUNT

Building Coverage & Contents	6,193,438	DED 5,000
*Building and Contents Coverage Blanketed		
Lights	Included	DED 5,000
Contents	Included	DED 5,000
Outdoor Property Value	Included	DED 5,000
Coverage	100% Replacement Cost	
Building Ordinance Coverage	Included	
Mechanical & Electrical Breakdown	Included	
Medical Payments	\$5,000	
General Liability – Each Occurrence	\$1,000,000	
Personal and Advertising Injury	\$1,000,000	
General Aggregate	\$2,000,000	
Directors and Officers Liability	\$1,000,000	DED 10,000
Hired and Non-Owned Auto	\$1,000,000	
Business Umbrella Coverage	\$15,000,000	DED -0-
Crime Coverage		
<i>“We would obtain this through a Broker of Record to transfer to our agency.</i>	\$3,000,000	DED 10,000
Cyber Coverage		
<i>We would obtain this through a Broker of Record.to transfer to our agency</i>	\$3,000,000	DED 10,000
Terrorism	Included	
Workers Compensation	1,000,000/1,000,000/1,000,000	
Additional Insured	Community Association Management Professionals	

LIABILITY

Protects you when you are liable for bodily injury, property damage, or personal and advertising injury arising from your business operations.

This coverage includes:

- **Bodily Injury and Property Damage**
- **Personal and Advertising Injury including Libel, Slander, False Arrest, Wrongful Detention or Imprisonment, Defamation of Character, Malicious Prosecution, Wrongful Entry or Eviction, Invasion of Privacy, or Humiliation caused by any of the above**
- **Employees Covered as Additional Insured's**
- **Products and Completed Operations**
- **Medical Payments**
- **Fire Legal Liability**
- **Blanket Contractual**
- **Broad Form Property Damage**
- **Host Liquor Liability**
- **First Aid Expense**
- **Claims Expense**
- **Independent Contractors**

PREMIUM SUMMARY

Package Policy	8,706.00
Umbrella	4,644.23
Directors & Officers	3,809.00
Crime Coverage	Broker of Record to Transfer Same Premium as Current
Cyber Coverage	Broker of Record to Transfer Same Premium as Current
Workers Compensation	620.00
Total	17,779.23

INSURANCE CARRIER SUMMARY

Erie Insurance – Property & General Liability

Erie Insurance was started in 1925 in Erie, Pennsylvania.

- Over \$10.3 Billion In Assets
- Rated A+ Superior Rating from the AM Best
- Local Claims Adjusters on Call 24 Hours a Day for Large Losses
- Size XV - \$2 billion or more in capital and surplus and conditional reserves

Great American Insurance – Crime/Employee Dishonesty

- Rated A+ Superior by AM Best
- Specialize in D&O, Umbrella, and Crime Coverage for Associations
- Size Rating XIII

Travelers Insurance - Directors & Officers Coverage

- Rated A+ Superior by AM Best
- Specializes in Directors & Officers for Community Associations
- Size XV

Cascade Insurance Group

The principal of Cascade Insurance Group, David Dodero, has over 30 years' experience in the insurance industry. We insure properties in Virginia, Maryland, Washington DC, WVA and PA. David is a long-term member of Community Association Institute and periodically has articles published regarding Community Association Insurance.

We're dedicated to serving the needs of our clients and always welcome the opportunity to discuss our proposals in detail.

Best regards,

David C Dodero

David C Dodero

Office

1100 N Glebe RD, Suite 1010
Arlington, VA 22201
703-551-2000
For more information, visit www.Cascadeig.com



Statement of Values

Association Name:	Cameron Station CA
Management Company:	
Clubhouse	\$3,339,300
Business Income Value:	
Contents in Clubhouse Value:	\$529,500
Outdoor Property Value:	\$1,328,438
Total Community Limit =	\$5,197,238

<u>Outdoor Property (No Buildings):</u>	<u># of each:</u>	<u>Limit (Replacement Costs)</u>
Retaining Wall (Not Part of Building)	10,350 sq.ft.	\$60,000 x
Landscaping (Incl Fairways, trees, shrubs, etc)		
Paved Surfaces (Walks, roadways, patios)		
Detached Signs (Not Part of Building)	50	\$56,900 x
Fences (Not Part of Building) (Wood)	3,170 LF	\$132,000 x
Sport Courts		
Gazebo/Pavillion	2	\$100,000 x
Monument/Signs (Attached to Building)		
Gates		
Walls/Fences (Pool area)Covered under Appurtenant Structures \$14,700	350 LF	included in BOPolicy
Lights \$936,000-not in the Nationwide policy	312	
Callboxes		
Playground / Tot Lot		
Pool / Spa	1	\$730,300 x
Retention Ponds/Lakes		
Fountains-Covered under Appurtenant Structures \$25,000	1	included in BOPolicy
Common Area Sprinklers		\$242,800 x
Mailboxes / Mail Kiosk		
Flagpole-Covered under Appurtenant Structures \$15,000	1	included in BOPolicy
Wood Trellises/Pergolas-Covered under Appurtenant Structures \$42,000	2	included in BOPolicy
Golf Cart-2015 EZGO Terrain 250	1	\$6,438

WE MUST HAVE THIS:

Total Building Sq. Ft.(Clubhouse)	13,790 sq. ft.
% Occupancy if Condo / TH's	
Age of Common Bldg. Roofs	
Price per square foot	
Number of units	1,769
Type of Wiring	copper

Signature of Insured or Insured's Representative

Date

From: Michael Romano Jr. <mromano@cauinsure.com>
Sent: Wednesday, March 17, 2021 12:11 PM
To: Heather Graham
Cc: Jennifer Gilmore
Subject: Cameron Station Community Association - CAU Proposal of Insurance
Attachments: Cameron Station CAU Proposal.pdf; Coverage Options.pdf; Coverage Comparison.pdf

Importance: High

Heather-

Please see the attached insurance proposal for Cameron Station Community Association effective 4/15/2021.

Our Package policy premium = **\$24,886 /yr.** The Package Policy includes the following:

- Guaranteed Replacement Cost (GRC) for all structures, as defined in the policy.
- General Liability is covered up to \$1,000,000/occurrence with an unlimited aggregate limit
- Fidelity coverage (Employee Dishonesty) is provided with a \$150,000 preset limit of insurance. There is no deductible for this coverage.
- Higher limits are available upon request.

Optional coverage is quoted for:

- Directors & Officers Liability up to \$1,000,000/occurrence with a \$1,000,000 aggregate limit. There is no deductible for this coverage. The additional premium for this coverage is **\$7,101/yr.**
- Fidelity coverage with a \$3,000,000 limit of insurance. The additional premium for this coverage is **\$4,944/yr.**
- Cyber Liability is offered with a \$25,000 limit of insurance. This can be increased if need be. The additional premium for this coverage is **\$236/yr.**
- Umbrella Liability coverage as excess coverage over underlying liability policies. A \$5,000,000 Umbrella is offered at **\$918/yr.** A \$10,000,000 Umbrella is offered at **\$1,511/yr.** A \$15,000,000 Umbrella is offered at **\$2,019 /yr.**
- Workers Compensation coverage on an "if any payroll basis" to cover uninsured contractors who are injured on the premises of this community association. The annual premium is **\$620/yr.**

I've also attached a coverage comparison document that outlines several items specific to the CAU Policy. Please give me a call directly if you have any questions about the differences in coverage.

I attempted to obtain a quote for the D&O, Fidelity, and Cyber Liability through Travelers. That market was blocked by another agency who obtained the quote. This policy would provide excellent coverage for the association at a premium that is most likely less than providing these coverage parts on the package policy. However, I asked for options to add these coverage parts to the package policy as a backup quote. If the Board elects to move forward with CAU, we can bind this coverage with Travelers, we would just need a broker of record letter in order to obtain the quote. Please let me know if you have any questions on this.

Thank you for the opportunity to quote the insurance program for Cameron Station.

Sincerely,
Mike

Michael Romano, CIRMS, CPIA
Marketing Specialist
Community Association Underwriters of America, Inc.



March 15, 2021

Heather Graham
Cameron Station Community Association
C/O Community Association Management Professionals
4114 Legato Road, Suite 200
Fairfax, VA 22033

Dear Heather,

We are pleased to present Community Association Underwriters of America, Inc.'s proposal of insurance for Cameron Station Community Association. The package proposal is offered for a one year term.

The annual package policy premium is \$24,886.00. Our proposal is offered with:

- A \$5,000 basic deductible (applies to water damage, sewer backup, sprinkler leakage and all other covered causes of loss)
- Environmental Impairment Liability Coverage for a limit of \$500,000 with a \$5,000 Self Insured Retention

CAU was established exclusively to meet the special insurance needs of community associations and has designed its policies to specifically address community association concerns. Some unique features in our policy form are briefly described in this proposal on our "Policy Highlights" page. Please take a moment to review this page as it illustrates many real advantages available to your community through our policy.

CAU is one of the largest insurance providers in the United States serving only community associations. As community association specialists, we are widely known for innovation and excellence in our field.

Thank you for this opportunity. We are confident that you will see the benefits of protecting your community's assets by securing coverage through Community Association Underwriters of America, Inc.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Romano", with a stylized flourish at the end.

Michael Romano, CPIA, CIRMS
Marketing Specialist
Ext. 7169

Enc.

Name of Insured: Cameron Station Community Association
 CAU Account #: 9352
 Effective Date: 04/15/2021
 Quotation Date: 03/15/2021

C19

Indicate your selection by checking either “yes” or “no” for each item shown below.

Package Policy Premium Summary

Coverage	Annual Premium	Yes	No
Policy, as per attached quotation	\$24,886	<input type="checkbox"/>	<input type="checkbox"/>

Package Policy Options

Coverage	Option	Annual Premium Change	Yes	No
Increase Property Deductible - Currently \$5,000	\$10,000	(\$397)	<input type="checkbox"/>	<input type="checkbox"/>
Ordinance or Law Coverage:				
Demolition Cost - Currently \$300,000	\$1,100,000	\$309	<input type="checkbox"/>	<input type="checkbox"/>
Increased Cost of Construction - Currently \$300,000	\$1,100,000	\$309	<input type="checkbox"/>	<input type="checkbox"/>
Additional Claim Expenses - Currently \$0	\$2,500	\$103	<input type="checkbox"/>	<input type="checkbox"/>
Worldwide Crime Coverages - Currently \$150,000	\$200,000	\$154	<input type="checkbox"/>	<input type="checkbox"/>
Worldwide Crime Coverages include Employee Dishonesty, Computer Fraud and Depository Forgery Refer to association documents to verify that this limit of insurance is sufficient. Virginia requires the limit to be the lesser of \$1 million or the reserve balances plus one - fourth of the aggregate annual assessment.				
General Liability Limit - Currently \$1,000,000	\$2,000,000	\$2,513	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Impairment Liability Limit - Currently \$500,000	\$1,000,000	\$455	<input type="checkbox"/>	<input type="checkbox"/>
Earthquake Coverage Limit - Currently \$0	\$8,116,000	\$586	<input type="checkbox"/>	<input type="checkbox"/>
Earthquake Deductible - Currently 0% per building	5% per building			

IF NO OPTIONS ARE SELECTED, PACKAGE POLICY WILL BE ISSUED PER THE ATTACHED QUOTATION

Coverage Options

Please confirm additional policy selections, as indicated below:

Volunteer Accident Insurance

With CAU's Volunteer Accident Insurance Program, all volunteers of the association are covered for Excess Accident Medical Expense, Accidental Death, as well as Accidental Dismemberment Benefits.

Limits

\$25,000 Excess Accident Medical Expense Benefits
\$50,000 Accidental Total Paralysis Benefit
\$50,000 Accidental Dismemberment Benefit
\$25,000 Accidental Death Benefit

Annual Premium

\$300

Yes

☐

No

☐

Difference in Conditions (DIC) / National Flood Insurance Program (NFIP)

A DIC policy is designed to provide property coverage for some of the causes of loss which are excluded from most coverage forms. Flood is one such cause of loss.

For eligible properties, flood coverage through a DIC policy is an economical way to strengthen your association's overall insurance program. We recommend that your association consider this important coverage.

For associations that do not qualify for flood coverage on a DIC policy form, coverage is available through the National Flood Insurance Program(NFIP).

Please select "Yes" below if you would like additional information about flood coverage for your association.

Flood

Yes

☐

No

☐

It is understood that flood presents a catastrophic threat. Unless the association chooses to purchase the type of coverage described above, there is no coverage for this peril.

Commercial Umbrella Liability

Purchasing a commercial umbrella liability policy is a low cost way to add to your association's general liability and directors and officers liability coverage. A commercial umbrella liability policy also extends commercial auto liability limits and employers liability limits should your association require such coverages. Coverage provided by a commercial umbrella liability policy is very broad and premiums are quite reasonable.

Limit of Liability

\$5,000,000.00
\$10,000,000.00
\$15,000,000.00

Premium

\$918
\$1,511
\$2,019

Yes

☐

No

☐☐☐☐☐

If higher limits of liability are desired, please check one:

☐

\$25,000,000

☐

\$50,000,000

This policy is part of a risk purchasing group and is subject to the terms of the group's membership agreement.

Workers Compensation

Estimated Annual Premium

\$620

Yes

☐

No

☐

With regard to workers compensation coverage, it is understood that even without employees, the association could be held responsible for the payment of workers compensation benefits. The association can reduce this risk through the purchase of workers compensation coverage as mentioned in this proposal.

We understand that no new coverage is in effect until we receive confirmation from CAU.

Signed _____ Date _____
(Board Member or other Authorized Representative)

Printed name _____

Title _____ Phone Number _____

IF NO OPTIONS ARE SELECTED, PACKAGE POLICY WILL BE ISSUED PER THE ATTACHED QUOTATION

Accident Insurance for your Community Association Volunteers

- \$25,000 Excess Accident Medical Expense Benefits
- \$50,000 Accidental Total Paralysis Benefit
- \$50,000 Accidental Dismemberment Benefit
- \$25,000 Accidental Death Benefit



Community Association Volunteer Accident Insurance Program



Whether you are inspecting the property or volunteering your time for the betterment of your community, we all know accidents happen. Sometimes those accidents result in injuries that require medical attention.

Why take chances with the welfare of your volunteers? Show them you care with CAU's new Community Association Volunteer Accident Insurance Program.

Protect both your organization and your volunteers from the financial consequences of accidental injuries. This Community Association Volunteer Accident Insurance Program is designed to provide insurance protection for all your volunteers performing supervised and sponsored volunteer activities, on your premises or at another location.

Board members, Committee members and other Volunteers operating within the scope and at the direction of the Community Association are eligible for coverage.

Accident benefits for your Community Association Volunteers

Benefits are payable for injuries that result, directly and independently of all other causes, from a covered accident, while coverage is in effect, up to the maximum benefits stated.

Excess Accident Medical Expense Benefits

Excess Accident Medical Expense Benefits include eligible medical expenses that are in excess of amounts paid by any other Health Care Plan, including individual, group medical or health benefit plans the covered volunteer may have, up to \$25,000 per accident per volunteer. In the event no other health plan or policy exists, benefits for these expenses will be payable like primary coverage. The first eligible expense must be incurred within 90 days after the date of the covered accident. Eligible accident medical expenses must be incurred within one year of the covered accident.

Payable Covered Expenses

Services and supplies payable when prescribed by a physician for injuries sustained in a covered accident include:

- Hospital bills, including room and board
- Emergency room and outpatient treatment
- Medical or surgical treatment by a licensed doctor
- Prescription drugs and medicines
- The services of a licensed or graduate nurse
- Dental care for injury to sound and natural teeth
- Ambulance expenses from the covered accident site to the hospital

The benefit payment will be based on the usual and customary charges for medical service in your area.

Accidental Death, Dismemberment and Paralysis (Plegia) Benefits

If within one year from the date of a covered accident, a covered person suffers any of the losses specified, we will pay the benefit amounts listed below. If the same accident causes more than one of these losses, we will pay the largest amount that applies.

- Loss of life – \$25,000
- Total paralysis of upper and lower limbs, both lower limbs, or upper and lower limbs on one side of the body – \$50,000
- Loss of any combination of two: hands, feet, eyesight, speech and hearing – \$25,000
- Loss of thumb and index finger of same hand – \$10,000

The Accidental Death, Dismemberment and Paralysis aggregate limit of liability per accident is \$500,000.

Note: Loss of a hand or foot means complete severance through or above the wrist or ankle joint. Loss of sight means the total, permanent loss of sight of the eye. The loss of sight must be irrecoverable by natural, surgical or artificial means. Loss of speech means total, permanent and irrecoverable loss of audible communication. Loss of hearing means total and permanent loss of hearing in both ears which cannot be corrected by any means. Loss of a thumb and index finger means complete severance through or above the metacarpophalangeal joints(the joints between the fingers and the hand). Severance means the complete separation and dismemberment of the part from the body. Paralysis means loss of use, without severance, of a limb. This loss must be determined by a physician to be complete and not reversible.

The cost of this program is only \$300 per year, regardless of the number of volunteers in your community association.



Exclusions and Limitations:

Coverage is not provided for any accident which is caused by or results from any of the following:

- intentionally self-inflicted injury, suicide or any attempted threat while sane or insane;
- commission or attempt to commit a felony or an assault; commission of or active participation in a riot or insurrection;
- bungee-cord jumping, parachuting, skydiving, parasailing, hang-gliding, snowboarding, skateboarding, motorcycle racing or racing rocket-powered, jet propelled or nuclear-powered vehicles;
- declared or undeclared war or act of war;
- flight in, boarding or alighting from an aircraft, except as a fare-paying passenger on a regularly scheduled commercial or charter airline;
- participation in any motorized race or contest of speed;
- an accident if the covered person is the operator of a motor vehicle and does not possess a valid motor vehicle operator's license, unless the covered person holds a valid learner's permit and the covered person is participating in a drivers' education program;
- sickness, disease, bodily or mental infirmity, bacterial or viral infection or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food;
- travel or activity outside the United States, unless advance written approval is provided;
- the covered person being legally intoxicated as determined according to the laws of the jurisdiction in which the covered accident occurred;
- voluntary ingestion of any narcotic, drug, poison, gas or fumes, unless prescribed or taken under the direction of a physician and taken in accordance with the prescribed dosage;
- injuries compensable under Workers' Compensation law or any similar law;
- an accident which occurs while the covered person is driving a private passenger automobile while intoxicated.
- Benefits will not be paid for any hospital stay that is not considered appropriate treatment for the condition and locality.
- Overnight Supervised and Sponsored Activities and related travel are not covered, unless agreed to in writing by the Company.
- In addition, benefits will not be paid for services or treatment rendered by any person who is employed or retained by the policyholder or living in the covered person's household or provided by a parent, sibling, spouse or child of either the covered person.
- The Accidental Death and Dismemberment aggregate limit is \$500,000.

Accident Medical Benefit Limitations and Excluded Expenses:

- cosmetic surgery, except for reconstructive surgery needed as the result of a covered injury;
- any elective or routine treatment, surgery, health treatment, or examination;
- blood, blood plasma, or blood storage, except expenses by a hospital for processing or administration of blood;
- examination or prescription for eyeglasses, contact lenses or hearing aids;
- treatment in any Veteran's Administration, Federal, or state facility, unless there is a legal obligation to pay;
- services or treatment provided by persons who do not normally charge for their services, unless there is a legal obligation to pay;
- rest cures or custodial care;
- repair or replacement of existing dentures, partial dentures, braces or bridgework;
- personal services such as television and telephone or transportation;
- expenses payable by any automobile insurance policy without regard to fault;
- services or treatment provided by an infirmary operated by the policyholder;
- treatment of injuries that result over a period of time (such as blisters, tennis elbow, etc.), that are a normal, foreseeable result of participation in the covered activity;
- treatment or service provided by a private duty nurse;
- treatment of hernia of any kind;
- treatment of injury resulting from a condition that a covered person knew existed on the date of the accident, unless he received a written medical release from his physician.

Any covered expenses payable under the Accident Medical Expense benefit will be reduced by 50% if the covered person has HMO or PPO coverage and elects not to use that coverage.

Terms of Coverage:

Coverage is provided to Board members, Committee members and other duly recognized volunteers of the policyholder while operating within the scope and at the direction of the policyholder.

Benefits are payable for injuries which result directly and independently of all other causes, from a covered accident, while coverage is in effect, up to the plan maximum. Eligible medical expenses must be incurred within one year of the date of the accident; with the first eligible expense incurred within 90 days of the accident.

Coverage becomes effective on the date requested provided the premium and the application are received and accepted by QBE Insurance Corporation.

Coverage is paid for by the policyholder.

General Definitions:

Covered Accident – means a sudden, unforeseeable, external event that results, directly and independently of all other causes, in an injury or loss and meets all of the following conditions:

1. occurs while the covered person is insured under this Policy;
2. is not contributed to by disease, sickness, or mental or bodily infirmity; and
3. is not otherwise excluded under the terms of this Policy.

Health Care Plan – Any contract, policy, or other arrangement, whether individually purchased or incidental to employment or membership in an association or other group, which provides benefits or services for health care, dental care, disability benefits or repatriation of remains. A Health Care Plan includes group, blanket, franchise, family or individual policies; subscriber contracts; uninsured agreements or arrangements; coverage provided through Health Maintenance Organizations, Preferred Provider Organizations and other prepayment, group practice and individual practice plans; medical benefits under automobile "fault" and "no-fault" - type contracts; medical benefits provided by any governmental plan or coverage or other benefit law, except a state-sponsored Medicaid plan; or a plan or law providing benefits only in excess of any private or non-governmental plan; other valid and collectible medical or health care benefits or services.

Usual and Customary – All benefit payments will be based on the normal charge, in the absence of insurance, made by the provider of a necessary supply or service, but not more than the prevailing charge in the area for like services by a provider with similar training or experience; or for a supply that is identical or substantially equivalent. Where appropriate, Usual and Customary Charge will be based on a relative value schedule appropriate to the area and type of service provided.

This information is a brief description of the important benefits and features of the Blanket Accident Medical Insurance underwritten by QBE Insurance Corporation. It is not a contract. Full terms and conditions of coverage, including effective dates of coverage, benefits, limitations and exclusions, are set forth on policy form, BAM-03-1000 et seq. Any policy QBE offers to issue will be subject to the laws of the jurisdiction in which it is issued.



But, We Don't Have Any Employees!

In addition to your association master policy, we have included a Workers Compensation and Employers Liability quotation. This insurance would cover Virginia mandated medical and income benefits for employees who become injured or sick as a consequence of their employment. The estimated annual premium for this one year policy is \$620. This is the minimum premium and is based on the association having no employees as of the policy commencement date. Unless the association has employees during the policy period, it will be your final, total premium.

Even though the association has no employees, currently, and does not anticipate hiring any, the association still needs this important coverage. Here are the two principal reasons for that and the answers to frequently asked questions.

Reason #1: Employees of Independent contractors

Isn't the contractor responsible for its own employees?

Normally, independent contractors with employees are required, by State law, to maintain Workers Compensation insurance. However, when a contractor fails to maintain the required insurance, a sick or injured employee may -- and often does -- recover direct from the association - even though he or she is not an association employee.

Doesn't a certificate of insurance protect us? Obtaining a certificate of insurance from each contractor, indicating the existence of Workers Compensation insurance, is a sound measure. However, the certificate merely indicates that the required coverage is in force on a particular date. It is not a guarantee that coverage will be in force when needed.

If coverage lapses, doesn't the contractor's insurer notify us? Most certificates of insurance impose a "best efforts" or "reasonable efforts" standard on the insurer regarding the notification of certificate holders. This does not guarantee timely notification.

Isn't a hold-harmless agreement from the contractor effective? Obtaining a properly drafted, enforceable hold-harmless agreement from each contractor is recommended and can be an effective measure to protect the association. Under this type of agreement, the contractor guarantees to insulate your association from liability for the injuries and illnesses of its employees. However, that enforceability of the agreement may be challenged by the contractor. Also, the agreement is only as good as the contractor's solvency. If the contractor is not able to financially fulfill this legal obligation, the agreements is worthless.

Can a contractor drop its insurance and rely on ours?

Anyone who is legally required to maintain Workers Compensation insurance, and fails to do so, is subject to the fines and other penalties prescribed by the state Workers Compensation statute. These penalties are intended to be far more burdensome than simple compliance. A prudent and financially sound contractor is unlikely to risk noncompliance. However, financial distress and simple oversight are frequent causes of noncompliance. Even contractors who are insured may attempt to treat some of their employees as independent contractors. This common practice, intended to save on Workers Compensation insurance costs, is virtually impossible for an association to detect.

Reason #2: Part-time, casual, seasonal and unanticipated employees.

Are all employees covered by Workers Compensation?

Virginia's Workers Compensation statute determines the scope and application of its benefits. This is usually based on some combination of number of employees, number of hours an employee works each week and types or categories of employment. Each state's statute is unique and only an examination of your statute can provide this information.

Is it possible to have an employee and not know it? A person performing services for the association may or may not be an employee for Workers Compensation purposes. What appears to be an independent contractor relationship -- and which may indeed be one for all other purposes -- could be an employment relationship where Workers Compensation is concerned. Aside from any other considerations, courts and Workers Compensation commissions lean toward an employment relationship whenever the person in question is otherwise uninsured.

Who should the association consult with regarding its need for Workers Compensation insurance? The association's insurance or legal advisor can discuss and advise the association on any Workers Compensation requirements. The chief source of information is the state's Workers Compensation statute. In addition to a plain reading of the statute, there is undoubtedly case law, which has provided interpretations of the statute when necessary.



Cameron Station Community Association

VIRGINIA WORKERS COMPENSATION OPTION

(rates as of 04/01/20)

CARRIER: Manufacturers Alliance Insurance Company (MAICO)

COVERAGES:

Coverage A:	Statutory Limits
Coverage B:	\$500,000 Each Accident \$500,000 Disease - Policy Limit \$500,000 Disease - Each Employee

PREMIUM RATING

Classification	Code	Payroll	Rate	Premium
Building Operations	9015	If Any	\$2.75	Included
Employers Liability			1.0080%	Included
Voluntary Compensation			0.0000	Included
Estimated Minimum Premium				\$620

Note: Premium is subject to adjustment when the policy is audited at the end of the year.

Rates are subject to any pending rate change. Because you have no payroll, any employees you may hire will cause the premium to increase, based upon the rates shown above. Any contractors you hire for whom you do NOT collect certificates of insurance will also cause the premium to increase. You would be charged based upon the contractor's operations. For example, roofers carry a workers compensation charge of \$20 or MORE per \$100 of payroll.



380 Sentry Parkway
P.O. Box 3031
Blue Bell, PA 19422-0754

Member of Old Republic Companies

www.pmacompanies.com

POLICYHOLDER NOTICE NOTICE OF TERRORISM INSURANCE COVERAGE

Coverage for acts of terrorism is included in your policy. You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015, the definition of act of terrorism has changed. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020 of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism is: \$0 and does not include any charges for the portion of losses covered by the United States government under the Act.

Name of Insurer

Cameron Station Community Association

Name of Insured

Policy Number

04/15/2021

Effective Date



Cameron Station Community Association

Needed Items

Please forward the following items to us by 04/15/2021:

- A signed CAU application



PROPOSAL OF INSURANCE

FOR

Cameron Station Community Association

PRESENTED BY:

Michael Romano
Marketing Specialist

Community Association Underwriters Of America
9901 Business Parkway, Suite B
Lanham, MD 20706

This proposal is intended to summarize basic and optional policy coverages. This proposal was prepared from our review of your association for insurance purposes only and is not intended to be a complete statement of your loss exposures. Coverage availability is subject to underwriting requirements. In the event of a claim, the declarations, terms, conditions and exclusions of the actual policy will apply.



HOMEOWNERS ASSOCIATION POLICY HIGHLIGHTS

Guaranteed Replacement Cost Coverage

- In the event of a covered cause of loss, we will pay the cost to repair or replace covered damaged property, less the application of a deductible. No limit applies to repair or replace buildings and structures as they were at the time of the loss. The limit of insurance is Guaranteed Replacement Cost.

Ordinance or Law Coverage

- Increased Cost of Construction coverage pays the additional costs to comply with current building code requirements.
- Demolition cost coverage for the undamaged portion of a building when such demolition is required by ordinance or law.
- Pays to replace undamaged, but now demolished property with equivalent property.

Equipment Breakdown Coverage

- Coverage provided on a Guaranteed Replacement Cost basis.
- Includes coverage for damage to covered equipment caused by mechanical breakdown.

Sewer and Drain Back Up Coverage

- Covers damage to the interior of a building caused by back-up of internal sewers and drains.

World Wide Crime Coverages

- World Wide Crime Coverages include Employee Dishonesty, Computer Fraud and Depository Forgery.
- Employee Dishonesty covers dishonest acts of officers, directors, trustees, association members and employees.
- Employee Dishonesty coverage is available for the employees and principal of the management firm who handles association funds.

General Liability Coverage With No General Aggregate Limit

- Our liability coverage with no general aggregate limit ensures that the full occurrence limit will be available for each claim during an annual policy period.

Environmental Impairment Liability Coverage

- Covers bodily injury and third party property damage.
- Pays for certain remediation expenses.
- Coverage provided for defense costs.

Sump Pump Coverage

- Covers damage resulting from a power failure or power interruption to a sump pump or related equipment.

The information shown is only intended to summarize the coverage available from CAU. Coverage availability is subject to underwriting requirements. In all cases, the declarations, terms, conditions and exclusions of the actual policy will apply.

A: GENERAL POLICY INFORMATION

This quotation is based on information received from the applicant. This quote is valid for 60 days. This quote and all coverages are subject to the declarations, terms, conditions, limitations, and exclusions of the actual policy. Coverage may also be subject to inspection of the premises.

Named Insured Name and Mailing Address

Cameron Station Community Association
C/O Community Association Management Professionals
4114 Legato Road, Suite 200
Fairfax, VA 22033

Customer Number

9352

Quotation Premium

See Premium Summary

Quotation - Policy Period

04/15/2021 - 04/15/2022

Quotation Date

03/15/2021

B: APPLICABLE FORMS**Form Number and Edition Date****Form Title**

CAU 3020 07/17

Homeowners Association Insurance Policy

CAU 3070 07/17

Environmental Impairment Liability Coverage Part

CAU 3103 12/20

Disclosure Pursuant to Terrorism Risk Insurance Act

CAU 3106 06/19

Cap on Losses from "Certified Acts of Terrorism"

CAU 3110 07/17

Amended Water Exclusion

CAU 3208 07/17

Power Failure or Interruption Coverage - Sump Pump

CAU 3226 07/18

Deductible Credit

CAU 3227 07/18

Deductible Allowance

CAU 3401 07/17

Employee Dishonesty - Community Manager

CAU 3547 07/19

Virginia Changes - Amendatory Endorsement

C: PREMISES DESCRIPTION OF BUILDINGS AND ADDRESSES

Please review and advise your agent of any discrepancies.

Coverage is provided for a clubhouse(s), community structures and community personal property for a homeowners association consisting of one thousand seven hundred sixty nine residential units. The premises is located at Brenman Park Dr; Barbour Dr; Barrett Pl; Bessley Pl; Brawner Pl; California Ln; Cameron Station Blvd; Colonel Johnson Ln; Comay Terr; Donovan Dr; English Terr; Ferdinand Day Dr; Fucci Ct; Gardner Dr; Grimm Dr; Harold Secord St; Helmuth Ln; John Ticer Dr; Kilburn St; Knapp Pl; Lannon Ct; Livermore Ln; Martin Ln; Medlock Ln; Minda Ct; Murtha St; O'Neill Ln; Pocasin Ln; Somerville St; Tancreti Ln; Tull Pl; Vos Ln; Waple Ln, Alexandria, Alexandria City County, VA 22304.

Community Association Underwriters Of America
9901 Business Parkway, Suite B
Lanham, MD 20706

Community Association Insurance Quotation

D: PROPERTY DIRECT COVERAGES

- Unless otherwise indicated, all Limits apply on a per occurrence basis.
- 1. COMMUNITY PROPERTY**
 - 2. ADDITIONAL COMMUNITY PROPERTY**
 - 3. NATURAL OUTDOOR PROPERTY**

1. COMMUNITY PROPERTY

Causes of Loss	Limit of Insurance	Deductible
Special including "Equipment Breakdown"	Guaranteed Replacement Cost	\$5,000 Per Occurrence

Community Buildings	Community Structures	Community Personal Property
Buildings described in C.: • A Clubhouse	All of the items listed below are covered when not forming part of, or located within, or on a building. • "Swimming Pools" • Statues • Outdoor fixtures • Pool and Pump Houses • Signs • Roads, drives, walkways and other paved surfaces • Recreation fixtures and courts • Antennas and satellite dishes • Sheds • Temporary seasonal structures • Shelters • Cabanas • Freestanding walls (excluding retaining walls) • Fountains • Fences and gates • Gazebos • Gate houses • Mailboxes • Light and flag poles • Benches	• Equipment • Tools • Supplies and furnishings • "Money" and "Securities" • Non-motorized watercraft • "Computer equipment", and "Media" • "Valuable papers and records" • Accounts receivables

2. ADDITIONAL COMMUNITY PROPERTY

Causes of Loss	Valuation	Deductible
Special including "Equipment Breakdown"	Replacement Cost	None

Covered Property	Limit of Insurance
Additional Structures: Bridges, Docks, Retaining Walls, Piers, Bulkheads and Wharves	\$10,000
Newly Acquired Buildings and Structures Buildings and Structures as described in D.1. above that you acquire at locations other than the location described in C.	\$250,000
Newly Acquired Community Personal Property Community personal property while at locations other than the "premises"	\$250,000
Newly Conveyed Buildings and Structures New buildings and structures built at the location described in C.	\$250,000

Community Association Insurance Quotation

Covered Property	Limit of Insurance
“Personal Effects” Personal Property of your directors and “officers” or “employees” while acting in the scope of their duties as such.	\$5,000 Per Person \$15,000 Per Occurrence
Personal Property of Others Personal property of others temporarily in your care, custody or control.	\$5,000 Per Person \$15,000 Per Occurrence
Off “Premises” Community Personal Property Community personal property while temporarily at other locations within the “coverage territory”.	\$50,000
Community Personal Property In Transit Community personal property while on conveyances being operated between points in the “coverage territory”.	\$50,000
“Fine Arts” Paintings, Pictures, Prints, Etchings, Sculptures, Art Glass, “Jewelry”, “Furs”, and other bona fide works of art of rarity, historical value or artistic merit.	\$15,000 Per Item \$50,000 Per Occurrence

3. NATURAL OUTDOOR PROPERTY

Causes of Loss	Valuation	Deductible
“Specified Causes of Loss”	Replacement Cost	None
Covered Property	Limit of Insurance	
Trees, Lawns, Shrubs, Plants	\$1,000 Maximum Per Tree, Plant, Lawn or Shrub \$20,000 Per Occurrence	

Community Association Insurance Quotation

E: PROPERTY CONSEQUENTIAL LOSS COVERAGES

Coverages apply only as a consequence of direct physical loss or damage to "covered property" caused by or resulting from a covered Cause of Loss.

- Unless otherwise indicated, all Limits apply on a per occurrence basis
- No Deductible applies to Property Consequential Loss Coverages

1. ORDINANCE OR LAW

2. LOSS OF INCOME

3. SUPPLEMENTARY PAYMENTS

1. ORDINANCE OR LAW

Covered Property	Consequential Loss Coverage	Limit of Insurance	Valuation
Community Buildings	Undamaged Portion	Guaranteed Replacement Cost	Guaranteed Replacement Cost
Community Buildings	Demolition Costs	\$300,000	Actual Loss Sustained
Community Buildings	Increased Cost of Construction	\$300,000	Increased Replacement Cost

2. LOSS OF INCOME

Community Income and Maintenance Fees and Assessments; Extra Expense; Rents; Community Income; Increased Period of Restoration; other temporary operation expenses.	Limit of Insurance	Valuation
	Actual Loss Sustained	Actual Loss Sustained

3. SUPPLEMENTARY PAYMENTS

	Limit of Insurance	Valuation
• Removal of Fallen Trees	\$10,000 \$1,000 Maximum per Tree	Actual Loss Sustained Actual Loss Sustained
• "Pollutant" Cleanup and Removal	\$25,000 per continuous 12 month period	Actual Loss Sustained
• Property Removal	\$300,000	Actual Loss Sustained
• Monetary Reward	\$5,000	10% of Paid Claim
• Debris Removal	\$300,000	Actual Loss Sustained
• Fire Department Service Charges	\$10,000	Actual Loss Sustained
• Fire Extinguisher Recharge	\$1,000	Actual Loss Sustained

F: CRIME COVERAGES

- Unless otherwise indicated, all Limits apply on a per occurrence basis

Valuation		Deductible
Actual Loss Sustained		None
Covered Property	Causes of Loss	Limit of Insurance
All “Covered Property”	“Employee Dishonesty”	\$150,000 Combined Limit
All “Covered Property”	“Computer Fraud”	
“Covered Instruments”	“Depositors Forgery”	

Community Association Insurance Quotation

G: 1. LIABILITY COVERAGES - PRIMARY AND EXCESS

1. Liability - Primary and Excess

Limits of Insurance apply as:

- Indemnity payments for claims or "suits" seeking damages
- Both primary and excess unless otherwise indicated

Coverage	Limit of Insurance	Type of Limit
"Bodily Injury" And "Property Damage"	\$1,000,000	Per "Occurrence"
Products / Completed Operations	\$1,000,000 \$1,000,000	Per "Occurrence" Annual Aggregate
"Personal Injury" & "Advertising Injury"	\$1,000,000	Per "Offense"
Property Damage Legal Liability-Real Property	\$1,000,000	Per "Occurrence"
"Hired Auto" and "Nonowned Auto"	\$1,000,000	Per "Occurrence"
Medical Payments	\$5,000	Per Accident
Garage and Parking Areas Legal Liability		
Comprehensive Coverage	\$500 Deductible Applies Per "Occurrence"	
	\$25,000	Per "Occurrence" Limit
Collision Coverage	\$500 Deductible Applies Per "Occurrence"	
	\$25,000	Per "Occurrence" Limit

H: CLAIMS MADE LIABILITY COVERAGES

1. ENVIRONMENTAL IMPAIRMENT LIABILITY COVERAGE

1. ENVIRONMENTAL IMPAIRMENT LIABILITY - CLAIMS MADE AND REPORTED

Limits of Insurance apply as: • Indemnity payments and "defense costs" for "claims" seeking damages arising out of "pollution conditions".

Coverage	Limit of Insurance
Environmental Impairment Liability	\$500,000 Each "Loss"
	\$500,000 Aggregate
	\$5,000 Retained Limit Each "Loss"

Retroactive Date: NONE

This insurance does not apply to "loss" from "pollution conditions" which took place before the Retroactive Date.

POLICYHOLDER DISCLOSURE

Notice of Terrorism Insurance Coverage

Coverage for acts of terrorism is included in your quote. You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015, the definition of an act of terrorism has changed. As defined in Section 102(1) of the Act: the term “act of terrorism” means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under your coverage, any losses resulting from “certified acts of terrorism” may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. **However, other policy provisions, such as nuclear and pollution exclusions, will still apply.**

Under the formula, the United States Government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020 of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage.

You should be aware that the Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits United States Government reimbursement as well as insurers' liability for losses resulting from “certified acts of terrorism” when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

We are providing you with the terrorism coverage available under the Terrorism Risk Insurance Act. The premium for the coverage is set forth below and does not include any charges for the portion of loss covered by the United States government under the Act.

Terrorism Premium (Certified Acts): \$725

Applicant/Named Insured:	Cameron Station Community Association
Quote #	QUOT9352-0
CAU Account #	9352



OPTIONAL LIMITS

Higher limits are available for many of the coverages included in CAU's proposal. To obtain quotes for higher limits and other desired coverages, please contact Michael Romano.

OPTIONAL COVERAGES

Michael Romano will be glad to assist in providing quotations for coverages not included in your proposal. These optional coverage include:

- EARTHQUAKE
- FLOOD
- OWNED AUTOMOBILE LIABILITY
- EMPLOYEE BENEFITS LIABILITY

This proposal is intended to summarize basic policy coverage and optional coverages. All coverage is subject to the declarations, terms, conditions and exclusions of the actual policy. Higher coverage limits may be available. Please review the policy and applicable state change endorsements for complete details of the coverages provided. Coverage availability is subject to underwriting requirements.



CUSTOMIZED PROGRAMS, NOT TEXTBOOK SOLUTIONS

Your association is unique.

We think your loss control program should be, too.

Everything we do carries with it the risk of injury to others or damage to their property. Our goal in creating risk management guidelines is to reduce the likelihood that the association's property will suffer damage or that you will be held responsible for someone else's injury or damaged property.

As a CAU insured, you will benefit from a risk management survey. CAU has established an exceptional network of risk management personnel across the country. We have developed standards and procedures which are used by our representatives to allow them to work quickly, efficiently and most of all, productively.

Working together, we can help you save time and money by addressing potential problems before they occur.



WHOM TO CALL

Call us toll free at **(800) 228-1930** or use our direct dial phone numbers. To expedite your call, please have your CAU account number or policy number available.

YOUR CUSTOMER SERVICE CONTACT

All service requests, such as change requests and coverage inquiries should be directed to our customer service representatives.

Debra Smart

Extension: 7112

Direct Dial: (267) 757-7112 Fax: (267) 757-7412

Email: dsmart@cauinsure.com

CLAIMS REPORTING

To report a claim:

Go to our web site at: www.cauinsure.com. Click the "Claims" button for Claims Forms and reporting instructions.

Direct Claims Email: dclaims@cauinsure.com

Direct Claims Fax: **(267) 757-7424**

For general claims questions call: **(267) 757-7128**
(267) 757-7131

All claims must be reported by a member of the association's board of directors or your property manager.

CERTIFICATES OF INSURANCE

Unit owners can obtain certificates of insurance by means of the following:

1. Go to our web site at: www.cauinsure.com. Click the "Certificates of Insurance" button and follow the prompts.
2. Complete the CAU Certificate of Insurance Request Form which can be found in your policy packet or call (267) 757-7110 for instructions on how to obtain this form. Send the completed form to CAU in one of the following ways:
 - Fax the CAU Certificate of Insurance Request Form to:
(267) 757-7410
 - Mail the CAU Certificate of Insurance Request Form to:
Certificate Department – CAU, 2 Caufield Place, Newtown, PA 18940

Online and faxed certificate of insurance requests are processed within 24 business hours.

BILLING INQUIRIES

All questions about your payment plan or invoices should be directed to our accounting department.

Jane Hutchinson

Extension: 7123

Direct Dial: (267) 757-7123 Fax: (267) 757-7423

Email: jhutchinson@cauinsure.com

Patricia Williams

Extension: 7122

Direct Dial: (267) 757-7122 Fax: (267) 757-7422

Email: pwilliams@cauinsure.com

YOUR LOCAL OFFICE

Please direct inquiries pertaining to new or renewal policies or additional coverage to your local office.

Michael Romano

Phone: (800) 228-1930

Fax: (267) 757-7469

Email: mromano@cauinsure.com



Environmental Impairment Liability Coverage

CAU's Environmental Impairment Liability coverage is important to community associations because many have one or more of the following hazards that could create a legal liability:

- Contaminated soil from a prior land use.
- Landscaping chemical run-off.
- Pool chemicals.
- Fuel storage tanks both above and below ground.
- Electrical transformers and power generating equipment.

Environmental Impairment Liability coverage provides community associations with protection against risks of financial loss as follows:

- Bodily injury caused by pollution conditions.
- Third party property damage, including loss of use and diminished market value of a third party's property.
- Remediation expenses, including the investigation, monitoring, removal, disposal, treatment, or neutralization of the pollution condition to the extent required by any federal, state, or local laws, regulations or statutes enacted to address pollution conditions.
- Defense costs.

If you do not believe your association has an exposure to pollution liability claims, consider the following claims situations:

- While excavating to make pipe repairs, a previously unknown underground storage tank is discovered. Investigation reveals that the oil leaking from this tank has contaminated the soil and groundwater onsite and has migrated to a neighboring community. The preliminary studies to determine the extent of contamination cost over \$30,000. The clean up cost exceeds \$175,000.
- An association routinely applies phosphorous rich fertilizer to the community's lawns. During a heavy rain, the phosphorous is washed into a pond on a neighboring property. This overdose of phosphorous nutrients in the pond causes an algae bloom and severely harms aquatic life. Property damage and clean up costs exceed \$55,000.

Let CAU help your association secure Environmental Impairment Liability coverage.

The information shown is only intended to summarize the coverage available from CAU. Coverage availability is subject to underwriting requirements. In the event of a claim, the declarations, terms, conditions and exclusions of the actual policy will apply.

9901 Business Parkway
Suite B
Lanham, MD 20706

D 301-306-3040
C 703-434-2660
F 267-757-7469
www.alliant.com
www.cauinsure.com

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Package Policy Options

Name of Insured: Cameron Station Community Association
CAU Account #: 9352
Effective Date: 04/15/2021
Quotation Date: 03/17/2021

Package Policy Annual Premium - as proposed

\$24,886

Optional Coverages for your consideration:

Cyber Liability Limit is increased to \$25,000.
Cyber Liability Deductible is increased to \$1,000.

Annual Premium Change:

\$236

Yes

No

Revised Annual Premium:

\$25,122

☐

☐

Directors and Officers Liability Limit is increased to \$1,000,000.
Form CAU 3041 Community Manager - Directors and Officers has been added.
Form CAU 3040 Directors and Officers Liability Coverage Part has been added.

Annual Premium Change:

\$7,101

Yes

No

Revised Annual Premium:

\$31,987

☐

☐

The Crime Limit is amended to \$3,000,000.

Annual Premium Change:

\$4,944

Yes

No

Revised Annual Premium:

\$29,830

☐

☐

Higher limits may be available.

We understand that any optional coverages selected will not take effect until CAU receives this form and until we receive confirmation from CAU. If no options are selected the package policy coverages will be issued per the attached quotation.

The rules and rates shall remain in effect for the applicant for 60 days from the Quotation date. The premium quoted is an estimate only and is subject to adjustment. The quote and all coverages will be subject to the declarations, policy forms and endorsements, terms, conditions and exclusions of the actual policy. Coverage may also be subject to inspection of the premises.

Signed _____ Date _____
(Board Member or other Authorized Representative)

Printed name _____

Title _____ Phone Number _____

Please make your selections, sign this document and return to CAU at

9901 Business Parkway
Lanham, MD 20706
Fax: (267) 757-7469



Cameron Station Community Association

COVERAGE COMPARISON

DIRECTORS and OFFICERS LIABILITY – NON-MONETARY CLAIMS

The Directors and Officers (D&O) Liability coverage provides defense costs for non-monetary claims seeking injunctive relief. This type of claim accounts for the majority of D&O claims. Examples include: claims against board members for issues such as enforcement of rules, pet and parking regulations, architectural rules, and wrongful foreclosures. Most policies do not provide this coverage. ***Our policy includes this important coverage.***

DIRECTORS and OFFICERS LIABILITY – DEFENSE COSTS FOR DISCRIMINATION CLAIMS

For example, the board authorizes the towing of a car parked in a handicapped parking space. The owner claims the car was towed because of the owner's race, sex, religion, or national origin and sues the board for discrimination. Most policies do not cover the cost of defense for discrimination claims. ***Our policy will pay the legal defense costs for a discrimination claim against the board.***

DIRECTORS and OFFICERS LIABILITY – COMMUNITY MANAGER AND COMMUNITY MANAGEMENT COMPANY

For example, the association's contract with the community manager states that if the manager is sued, the association will indemnify and defend the management company for certain claims arising against the property manager for his or her duties under the contract. When a Directors and Officers Liability claim is made against board members, the manager may also be named. Other policies may not pay the manager's defense and indemnity. ***Our policy includes the community manager and community management firm as insureds and pays those defense costs as long as the community manager acts at the expressed direction of the board.***

EMPLOYEE DISHONESTY – COVERAGE LIMIT

The Commonwealth of Virginia requires that the employee dishonesty limit be lesser of \$1 million or the amount of reserve balances plus one-fourth of the aggregate annual assessment. Your current policy may not be in compliance with the state requirements. ***Our proposal includes a limit that may satisfy Virginia's requirements, based upon the information you provided. Please review your monthly fees and reserves and the Virginia statute to be certain this limit is adequate.***

EMPLOYEE DISHONESTY – COVERAGE FOR MANAGEMENT COMPANY EMPLOYEES

The association's documents require that a loss caused by the management company and its employees be covered under the association's employee dishonesty coverage. Other policies may not provide this coverage and be out of compliance with the document's requirements. ***Our policy covers loss caused by the principal and employees of the management firm that handle association funds.***

GENERAL AGGREGATE ON GENERAL LIABILITY COVERAGE

Most general liability policies have a general aggregate limit. The general aggregate limit is the most the insurance company will pay for any and all damages occurring during an annual policy period.

Example:

1/1/16 – 1/1/17 policy period

Most Policies: \$1,000,000 occurrence limit and \$2,000,000 general aggregate limit

Our Policy: \$1,000,000 occurrence limit and no general aggregate limit



Cameron Station Community Association

Claim/Judgement		Most Policies Pay:	Our Policy Pays:
1/16 slip and injury:	\$1,000,000	\$1,000,000	\$1,000,000
3/16 slip and injury:	\$1,000,000	\$1,000,000	\$1,000,000
12/16 slip and injury:	\$1,000,000	\$0	\$1,000,000
Totals:	\$3,000,000	\$2,000,000	\$3,000,000

Our policy provides liability coverage with an occurrence limit and NO general aggregate limit. The full limit of insurance is available for each and every occurrence during an annual policy period. In the above example, our policy would pay the entire \$3,000,000, saving your association \$1,000,000.

GUARANTEED REPLACEMENT COST COVERAGE

For example, an association's buildings are destroyed in a regional catastrophe, such as a tornado, hurricane, or wildfire. Before the disaster, the estimated replacement cost of the buildings was \$10,000,000. The catastrophe strains local resources and the cost of building supplies and labor increases. Costs to rebuild the property have escalated to \$11,000,000. Most policies provide replacement cost coverage with a specified limit of insurance. In that case, the policy limit would be exceeded and the association must pay the additional \$1,000,000 needed to rebuild. ***Our policy includes Guaranteed Replacement Cost coverage. We will pay the cost to repair or replace covered buildings, structures, and community personal property with identical or equivalent property following a covered loss. This would afford the association in our example coverage for \$11,000,000, less the application of a deductible.***

WHAT OTHER STRUCTURES ARE COVERED?

For example, a wind storm damages your association's storage shed, fences, and light poles. Your current policy may not provide coverage for storage sheds, fences and light poles. ***Our policy covers a broad definition of structures including cabanas, recreation courts and fixtures, outdoor swimming pools, pool houses, gate houses, storage sheds, shelters, mailboxes, gazebos, pump houses, fences, walkways, roadways, other paved surfaces, flagpoles, light poles, fountains, outside statues, detached signs, satellite dishes and antennas, temporary seasonal structures, and freestanding walls other than retaining walls.***

ORDINANCE OR LAW COVERAGE

For example, a fire destroys the upper two floors and roof of a three story building. The ground floor is only slightly damaged and can be inexpensively restored. However, a local building ordinance requires the total demolition of the undamaged remainder of the building. Here's how Ordinance or Law coverage join standard coverages to replace all covered property.

STANDARD COVERAGE PROVIDES:

- **Debris Removal** pays to remove the damaged property.
- **Replacement Cost** pays to replace or repair the damaged property with identical or equivalent property.

ORDINANCE OR LAW ADDS:

- **Demolition Cost** pays to demolish and remove undamaged property as required by ordinance.
- **Coverage for Loss to the Undamaged Portion of the Building** pays to replace undamaged, but now demolished, property with identical or equivalent property.
- **Increased Cost of Construction** pays to upgrade buildings to comply with current building codes.



Cameron Station Community Association

Many other policies do not provide this invaluable protection. ***Our policy provides Coverage for Loss to the Undamaged Portion of the Building at Guaranteed Replacement Cost. We include Demolition Cost coverage and Increased Cost of Construction coverage, each starting at a limit of \$300,000. Higher limits are available at your request.***

From: Cathy Powell <cathy@pinsfs.com>
Sent: Wednesday, March 24, 2021 5:34 PM
To: Heather Graham
Cc: Jennifer Gilmore
Subject: RE: Cameron Station Insurance
Attachments: Renewal Premium & Coverage Overview.pdf

Hi Heather

The package policy renewal with Nationwide annual premium will be \$14,297.00. I know it's right up to the wire but as promised, we can save you premium if we rewrite the package policy to **West Bend Mutual**. The same coverage and limits will be \$11,865.00. Take a look at the Renewal Summary Sheet attached. This will give you a quick snapshot of the policy dates, coverage and premiums.

I will get you the West Bend Rewrite documents (applications) once you meet. I will also email you the CNA Directors & Officers renewal at that time. Liberty Mutual (workers comp) will bill you directly for the renewal.

I look forward to working with you on the insurance renewal for Cameron Station. Let me know when you would like to set up a teleconference to review coverage. We can go over each and every policy and renewal.

Thank You!

Sincerely,



Cathy Powell

Associate Agent, CLCS

Commercial Lines | Puffenbarger Insurance & Financial Services, Inc.



(703) 352 -0707 Ext. 224



cathy@pinsfs.com



www.pinsfs.com



73 W Lee Hwy, Warrenton VA 20186 -- 9914 Main St, Fairfax VA 22031 -- 101 Duke St Ste 112, Culpeper VA 22701



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Our business is built on referrals (friends, family, co-workers). Click [here](#) to send us their contact information so we can provide them with the same great service & receive a \$10 gift card!

From: Heather Graham [mailto:hgraham@gocampmgmt.com]
Sent: Wednesday, March 24, 2021 4:39 PM
To: Cathy Powell <cathy@pinsfs.com>
Cc: Jennifer Gilmore <jgilmore@gocampmgmt.com>
Subject: RE: Cameron Station Insurance

Yes, thank you – we are looking for the renewal detail for the policies expiring on 4/15 so that the Board can review at their upcoming meeting.

Thanks,

Heather

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

Virginia Office: 4114 Legato Road, Suite 200, Fairfax, VA 22033
Maryland Office: 209 West Street, Suite #302, Annapolis, Maryland 21401

Direct 571-363-4042 | Customer Service 855-477-CAMP (2267)
www.gocampmgmt.com

Like us on Facebook!

From: Cathy Powell <cathy@pinsfs.com>
Sent: Wednesday, March 24, 2021 2:01 PM
To: Heather Graham <hgraham@gocampmgmt.com>
Cc: Jennifer Gilmore <jgilmore@gocampmgmt.com>
Subject: RE: Cameron Station Insurance

Hi Heather,

Let me review the attachment. And I will get back to you. The Nationwide (General Liability / Property / Inland Marine / Business Auto) package is 4-15-21 renewal date. The Directors & Officers and Workers Comp renew 4-15-21.

The \$3,000,000 Crime policy renews on 1-1-22. The \$3,000,000 Cyber policy renews on 1-1-22. The \$10,000,000 Umbrella renews on 7-15-21.

Sincerely,



Cathy Powell
Associate Agent, CLCS
Commercial Lines | Puffenbarger Insurance & Financial Services, Inc.



(703) 352-0707 Ext. 224



cathy@pinsfs.com



www.pinsfs.com



73 W Lee Hwy, Warrenton VA 20186 -- 9914 Main St, Fairfax VA 22031 -- 101 Duke St Ste 112, Culpeper VA 22701



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From: Heather Graham [<mailto:hgraham@gocampmgmt.com>]
Sent: Wednesday, March 24, 2021 11:10 AM
To: Cathy Powell <cathy@pinsfs.com>
Cc: Jennifer Gilmore <jgilmore@gocampmgmt.com>
Subject: RE: Cameron Station Insurance

Hi Cathy,

Just wanted to touch base as we are trying to finalize the package of information for the board today. Also, did you receive a copy of the appraisal in 2019? I just want to be sure the blanket limits of coverage are sufficient.

Thank you!

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

Virginia Office: 4114 Legato Road, Suite 200, Fairfax, VA 22033
Maryland Office: 209 West Street, Suite #302, Annapolis, Maryland 21401

Direct 571-363-4042 | Customer Service 855-477-CAMP (2267)
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From: Cathy Powell <cathy@pinsfs.com>
Sent: Monday, March 22, 2021 3:52 PM
To: Heather Graham <hgraham@gocampmgmt.com>
Cc: Jennifer Gilmore <jgilmore@gocampmgmt.com>
Subject: RE: Cameron Station Insurance

Hi Heather

I should have the final 4-15-21 Renewal quotes back by tomorrow. I am working with the carriers regarding COVID exclusions. As you know we rewrote 2 of the Cameron Station policies in order to have a the longer period of time to not have the COVID exclusion.

Thank You for your patience.

Have a great afternoon!

Stay Safe.

Sincerely,



Cathy Powell
Associate Agent, CLCS
Commercial Lines | Puffenbarger Insurance & Financial Services, Inc.



(703) 352 -0707 Ext. 224



cathy@pinsfs.com



www.pinsfs.com



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From: Heather Graham [<mailto:hgraham@gocampmgmt.com>]

Sent: Monday, March 22, 2021 3:07 PM

To: Cathy Powell <cathy@pinsfs.com>

Cc: Jennifer Gilmore <jgilmore@gocampmgmt.com>

Subject: Cameron Station Insurance

Hi Cathy,

We are finalizing our information for the Board meeting next week and I wanted to see if you had any pricing updates for their upcoming policy renewals?

Thank you!

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

Virginia Office: 4114 Legato Road, Suite 200, Fairfax, VA 22033
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RENEWAL
Policy Overview
Cameron Station Community Association

Businessowners (GL / Property / BA / Inland Marine)

Company: NEW rewrite - West Bend Mutual - 04/15 /2021 to 04/15/2022

<u>Property</u>	\$5,579,264with \$5,000 Ded
<u>Liability</u>	\$1,000,000 Each Occurrence
	\$ 300,000 Damage Rented Premises
	\$ 5,000 Med Expense
	\$1,000,000 Personal & Adv Injury
	\$2,000,000 General Aggregate
	\$2,000,000 Products- Comp/Op Agg
<u>Non-Owned Auto Liability</u>	\$1,000,000 Combined Single Limit

Premium: \$11,865.00

Crime / Employee Dishonesty

Company: Great American - 01/01/2021 to 01/01/2022

<u>Employee Dishonesty</u>	\$3,000,000 with \$10,000 Ded
----------------------------	-------------------------------

Premium: \$3,600.00

Commercial Umbrella

Company: CNA Insurance - 07/15/2021 to 07/15/2022

<u>Each Occurrence</u>	\$10,000,000
<u>Aggregate</u>	\$10,000,000

Premium: \$13,636.41

Directors & Officers

Company: CNA Insurance - 04/15/2021 to 04/15/2022

\$1,000,000

Premium: \$5,202.00

Workers Compensation**Company: Liberty Mutual - 04/15/2021 to 04/15/2022**

\$1,000,000 Each Accident
\$1,000,000 Policy Limit
\$1,000,000 Each Employee

Premium: \$638.00**Cyber Coverage****Company: Wingman - 01/01/2021 to 01/01/2022**

\$3,000,000 with \$10,000 ded

Premium: \$3,495.00*****The current Nationwide Mutual Insurance package renewal premium \$14,297.00.*******Rewriting to West Bend Mutual will be \$11,865.00 (same coverage & limits as Nationwide Insurance renewal.***Overview is provided as a service to our customers and used as a reference only.*

Cameron Station Community Association, Inc.
Board Decision Request
March 30, 2021

TOPIC: Fleet Shuttle Bus

Motion:

"I move to APPROVE the use of two (2) shuttle buses to be used on a first come first serve basis while maintaining all COVID precautions as noted below with an effective April 5, 2021 at a cost of \$17,500.

2nd:

Summary:

At the February meeting the Board approved restarting the shuttle bus service effective Monday, April 5, 2021 with 1 (one) bus for a cost of \$10,500.00 with a start date of April 5, 2021. Management was asked to review the proposed number of riders Fleet suggested to ensure proper social distancing could be maintained as well as to consider the use of a reservation system. Fleet proposed 15 riders as the maximum which is half the normal capacity. Management met with Fleet and after inspecting the bus, it was determined that only eight (8) riders could be accommodated at one time while still maintaining social distancing guidelines. Riders would be instructed to sit every other row with the aisle seat open unless sharing a row with others from the same household. Signs would be posted accordingly.



Seating: Zig-Zag



Seating: every other row

Fleet has advised that they will not be able to check for a reservation or enforce social distancing rules as their drivers cannot perform these functions and safely operate bus at the same time. Additionally, Fleet indicated that pre-Covid, the 2 buses were never at capacity and had on average 10 riders on each bus. Taking all of this new information into account, it is recommended that both buses be utilized on a first come first serve basis with no reservation system. The 20- minute interval and routes remain the same, but this would allow for more residents to use the service and make for a smoother transition. This would simply be a return to normal operations pre-COVID.

CAMP Recommendation

It is recommended that the use of 2 buses be utilized while maintaining all social distancing measures which would thereby limit the number of passengers to 8 per bus on a first come first serve basis. As you know, TMP funding is required and if not expensed, it will have to be set aside for future TMP use. At this point, there is no issue with the Association moving forward with 2 buses effective April 5th.

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

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

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

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

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

1. Contactor shall resume performing shuttle bus services effective from April 1, 2021. Once Contractor resumes service on April 1, 2021, Contractor shall: (a) provide hand sanitizer at the entrance to each vehicle; (b) restrict seating in each vehicle through labeling and signage to ensure social distancing is maintained; (c) prohibit all drivers from operating the shuttle bus if they have any symptoms of COVID-19, including a temperature in excess of 99.0 degrees Fahrenheit; and, (d) require the use of face masks by all drivers.
2. Once Contractor resumes service on April 1, 2021, Contractor shall operate two shuttle buses in accordance with the Shuttle Bus Schedule attached to the Contract.

3. Once Contractor resumes service on April 1, 2021, the Association shall adopt procedures governing the use of the shuttle service, which shall include: (a) requiring all riders to use face masks; (b) prohibiting anyone from riding the shuttle bus if they have any symptoms of COVID-19, including a temperature in excess of 99.0 degrees Fahrenheit; and, (c) prohibit anyone from using the shuttle bus if they have been exposed to someone with COVID-19 or directed by a medial professional to quarantine at any time during the previous 14 days.
4. From April 1, 2021, the Association shall pay Contractor the monthly fee of \$17,500.00 as set forth in the Contract in accordance with the payment terms set forth in Article XIX of the Contract.
5. The original contract term set forth in Article XII of the Contract shall be extended to terminate on May 31, 2024.

IN WITNESS WHEREOF, the parties have signed this Ninth Addendum on _____, 2021.

Cameron Station Community Association, Inc.

Fleet Transportation, LLC.

By: _____
(Signature)

By: _____
(Signature)

Print: _____

Print: _____

Title: _____

Title: _____

By: _____
(Signature)

Print: _____

Title: _____

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

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

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

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

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

1. Contactor shall resume performing shuttle bus services effective from April 5, 2021. Once Contractor resumes service on April 5, 2021, Contractor shall: (a) provide hand sanitizer at the entrance to each vehicle; (b) restrict seating in each vehicle through labeling and signage to ensure social distancing is maintained; (c) prohibit all drivers from operating the shuttle bus if they have any symptoms of COVID-19, including a temperature in excess of 99.0 degrees Fahrenheit; and, (d) require the use of face masks by all drivers.
2. Once Contractor resumes service on April 5, 2021, Contractor shall operate one shuttle bus, along the schedule set for Bus 1, as set in the attached Exhibit A. The Association shall re-evaluate the level of service after 30 days, at which time the Association reserves the right to increase the level of service to two shuttle buses.

3. Once Contractor resumes service on April 5, 2021, the Association shall adopt procedures governing the use of the shuttle service, which shall include: (a) requiring all riders to use face masks; (b) prohibiting anyone from riding the shuttle bus if they have any symptoms of COVID-19, including a temperature in excess of 99.0 degrees Fahrenheit; and, (c) prohibit anyone from using the shuttle bus if they have been exposed to someone with COVID-19 or directed by a medial professional to quarantine at any time during the previous 14 days.
4. From April 5, 2021, the Association shall pay Contractor a monthly fee of \$10,500.00. This monthly fee shall apply for such time as the Contractor operates one shuttle bus. From the time Association notifies Contractor it wishes to begin the second shuttle bus service and Contractor resumes providing a second shuttle bus, the Association shall pay Contractor the regular monthly fee set forth in the Contract of \$17,500.00. All payments by the Association are due and payable within thirty (30) days of the date of receipt of a monthly invoice issued by Contractor.
5. The original contract term shall be extended for the number of months equal to the period of time from March 2021 until such time as Contractor resumes operation of two shuttle buses.

IN WITNESS WHEREOF, the parties have signed this Tenth Addendum on _____, 2021.

Cameron Station Community Association, Inc.

Fleet Transportation, LLC.

By: _____
(Signature)

By: _____
(Signature)

Print: _____

Print: _____

Title: _____

Title: _____

By: _____
(Signature)

Print: _____

Title: _____

**Cameron Station Community Association
Board of Director's Meeting
March 30, 2021**

Please find the attached updated Action Item Report. Pending as well as recently completed items have been included. Please keep in mind, this is being updated and refined regularly.

MATTERS FOR BOARD DISCUSSION/INFORMATION

Website Update: Management was provided the proposals on 3/3/2021 with a report date of 3/4/2021 for a 3/10/2021 Communications Committee meeting. Management was not able to fully review all the bids as they were not fully comparable bids. At the meeting on 3/10/2021, the committee voted for LMK's proposals for the website update to be placed on the Board's March agenda.

Given management was not involved with soliciting bids nor involved with conversations with the potential vendor, we are requesting further time for a full review. This has been discussed with Chair and BOD Liaison both of whom have agreed to slow the pace of this project to ensure it is fully reviewed, vetted, if need be re-bid, and then move forward. Anticipate May/June Board Agenda.

Photo Consent/Waivers: At the February Communications Committee meeting, the issue of the need for waivers/consent to be secured from anyone photographed by the volunteer photographers was discussed. Previously the committee was operating with the understanding that waivers for photos would be needed for any communications instrument. Management was tasked with revisiting this with CSCA's legal counsel.

Management reported back at the March meeting that waivers were needed based on the legal counsel's guidance. (see below)

There is a Virginia law on the issue. It is not a criminal violation to use a person's photo without their consent, but such a person has a right to pursue a civil claim. The applicable statute is codified at Section 8.01-40 of the Virginia Code. Subsection A state:

A. Any person whose name, portrait, or picture is used without having first obtained the written consent of such person, or if dead, of the surviving consort and if none, of the next of kin, or if a minor, the written consent of his or her parent or guardian, for advertising purposes or for the purposes of trade, such persons may maintain a suit in equity against the person, firm, or corporation so using such person's name, portrait, or picture to prevent and restrain the use thereof; and may also sue and recover damages for any injuries sustained by reason of such use. And if the defendant shall have knowingly used such person's name, portrait or picture in such manner as is forbidden or declared to be unlawful by this chapter, the jury, in its discretion, may award punitive damages.

So, if the committee proceeds without consent, the person whose picture is taken can sue the Association to either obtain a court order preventing the person's name and photo to be used, or to recover damages (if there are any).

I understand that it may be onerous to obtain such consent. Also, I certainly recognize that it is unlikely that a suit would be filed. That being said, if a photo were to be used without the person or their guardian's permission (as applicable), and they were to file suit, the person likely would be successful.

Also, on this last point, you may want to confirm with the Association's insurance broker whether there would be insurance coverage against such a claim. While it has been almost a year since I reviewed the liability insurance policy, I believe there may be an exclusion of coverage for this type of claim in their policy.

Management followed up with the insurance carrier and was informed that coverages could be denied based on failure to adhere to legal counsel. At the March meeting the Board liaison questioned the application of the law in this case given there would not be any advertising associated with images. Management was tasked with following up with counsel based on the conversation. Below was the response received from Todd Sinkins:

It's been some time since I have seen the magazine. In the past, there has been advertising in it, and, while the photos may not be in the advertisements themselves, it raises the question of whether the magazine is circulated for the purposes of trade. The caselaw does not draw a clear line to how "purpose of trade" is defined. The caselaw on other aspects of the Code provision has tended to read it pretty narrowly.

In light of the lack of a clear definition, requiring the waiver is the conservative approach. That being said, I believe there is little risk as long as the photos are not used in connection with any of the business advertisements in the magazine and as long as there is no charge for the magazine.

Given the previous guidance, practice of securing waivers, clarification, and now the new opinion, it was thought best to notify the Board of this change in legal opinion and provided there are no issues, we will advise the Committee accordingly.

Increase in capacity for Fitness/Gym: Management was asked to look at the feasibility of increasing the Fitness Center/Gym capacity from 10-12. After review of the current State guidelines and in speaking with Rich Mandley of ProFit we believe there is no issue with increasing to 12 participants at this time. Rich's comments are included below:

"After looking at the layout and space of the fitness center, and our ability to maintain the required physical distance, we believe we can handle a 12 person capacity safely. There are only a few prime time slots that capacity is a problem, but it will help during those periods".

Unless otherwise directed we will proceed with increasing the participant number to 12.

	A	B	C	D	E
1	Item	Status	Entered On	Responsible	Due
2	Broken Glass	Completed	3/23/2021	Common Area Committee	3/23/2021
3	Pet Station	Completed	3/23/2021	Common Area Committee	3/23/2021
4	Hand Sanitizers	Completed	3/18/2021	CCFC	3/18/2021
5	Light Bulb	Completed	3/18/2021	CCFC	3/18/2021
6	Nail Pops	Completed	3/16/2021	CCFC	3/16/2021
7	Outside Clock	Completed	3/16/2021	CCFC	3/15/2021
8	Storage Room	Completed	3/12/2021	CCFC	3/12/2021
9	Trash	Completed	3/12/2021	Common Area Committee	3/12/2021
10	Front Door	Completed	3/11/2021	CCFC	3/11/2021
11	Light Bulbs	Completed	3/9/2021	CCFC	3/9/2021
12	Water Stain	Completed	3/4/2021	CCFC	3/4/2021
13	light bulb	Completed	3/4/2021	CCFC	3/4/2021
14	Tree Limb	Completed	3/3/2021	Common Area Committee	3/3/2021
15	Light Bulb	Completed	3/3/2021	CCFC	3/3/2021
16	Pet Station	Completed	3/2/2021	Common Area Committee	3/2/2021
17	Gazebo	Completed	2/11/2021	Common Area Committee	2/11/2021
18	Cedar Tree	Completed	2/11/2021	Common Area Committee	2/11/2021
19	Shower in Men's Locker Room	Completed	2/10/2021	CCFC	2/10/2021
20	Men's Bathroom	Completed	2/5/2021	CCFC	2/5/2021
21	Hand Sanitizers	Completed	2/3/2021	CCFC	2/3/2021
22	CSB	Completed	2/3/2021	Common Area Committee	2/2/2021
23	Pot Hole	Completed	1/28/2021	Common Area Committee	3/8/2021
24	Violation Signs	Completed	1/28/2021	Common Area Committee	1/25/2021
25	Storm Drain	Completed	1/28/2021	Common Area Committee	1/26/2021
26	Fitness Center Exit Door	Cancelled	1/14/2021	CCFC	2/28/2021
27	Clubhouse Foyer	Completed	12/17/2020	CCFC	12/31/2020
28	1 Tree Pruning Day	Completed	11/24/2020	Common Area Committee	12/31/2020
29	Fitness Center RFP/ Proposals	Completed	10/8/2020	CCFC	3/1/2021
30	New Owner Information	Completed	7/30/2020	Communications Committee	1/31/2021

	A	B	C	D	E
1	Responsible	Item	Description	Status	Due
2	Common Area Committee	Paving Proposals	<p>JG: 3/22/2021 Gardner's contract has been finalized (last week) and they are in the process of reviewing the roof and asphalt bids. They are coordinating a site survey with mgmt. Updates will be provided as we have them.</p> <p>janeva.sharps 2/17/2021 "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>janeva.sharps 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>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	4/30/2021
3	Jennifer Gilmore	Fleet Transportation Extension	<p>JG 3/22/2021 MTM extensions - add# 9 & 10 currently. April 5th possibly restart date with 1 shuttle with limited ridership and reservations.</p> <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.</p>	Pending	1/31/2021
4	Common Area Committee	Fountain Repair	<p>2 bids in hand call for replacement. 2 more bids expected and will update at April meeting.</p> <p>janeva.sharps 2/17/2021 8:50:24 AM CT</p> <p>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	3/31/2021
5	Common Area Committee	Street Sweeping Proposals	<p>April Agenda Item - if needed based on paving schedule.</p> <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	5/31/2021

	A	B	C	D	E
6	Communications Committee	Newsletter Delivery Alternatives	<p>JG 3/22/2021 Digital copy going out this week. Request for @150 hardcopies so far.</p> <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> <p>3/23/2021- The first digital issue of the Newsletter has been published and the amount of mailed copies was confirmed at 195 copies.</p>	Pending	4/30/2021
7	CCFC	Rotten trim ext kitchen door & openings	<p>JG 3/22/2021 Still on track for Mid-April start time.</p> <p>janeva.sharps 2/17/2021 8:37:59 AM CT</p> <p>"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</p> <p>"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.</p> <p>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</p> <p>"CAMP has put together a proposal packet for the committee to review at their December meeting."</p>	Pending	4/30/2021

	A	B	C	D	E
8	CCFC	Evaluate HVAC systems - compared to notes in Reserve Study	<p>JG 3/22/2021 waiting on Densel final proposal. They inspected, provided report, we have asked for pricing to compare to the other bids in hand.</p> <p>Still shooting for April agenda.</p> <p>Move to April agenda as Densel, commercial HVAC provider, has been called in for opinion. 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.</p> <p>11/24/20 Rec'd info from Trademasters that two systems were 19 yrs old and at end of useful life.</p> <p>Requested proposals for replacement and will solicit additional bids for CCFC review. Jan/Feb timeline.</p>	Pending	3/31/2021
9	CCFC	Update Resident Computer Registration System	<p>Juana continues to purge the system as needed. ProFIT is changing to a new reservation system and currently looking for new entry systems. American Pools recently held a demo their new app which incorporates phones. will update as have further info .</p> <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</p> <p>Proposals under review - Juana has been able to purge system (minimally) to allow for new entries; delaying this project until early Spring.</p>	Pending	4/30/2021
10	CCFC	Fix tile and drywall issues - Men's Locker Room	<p>JG 3/22/2021 At March CCFC meeting it was decided to leave the staff out of service. Mark & Jenn to address the short curtain if must open the stall for the season. HOLD for renovation project</p> <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	3/31/2021

	A	B	C	D	E
11	Communications Committee	Social Media - Facebook/Twitter	<p>JG 3/22/20221 New Horizon Media contract approved and Joe has begun posting to the CSCA facebook page. Awaiting FB guidelines to be approved and working on announcement to the community. Presently FB & Twitter being updated, just not announced until guidelines are in place.</p> <p>3/23/2021- Joe from New Media Horizons is currently updating the CSCA Facebook and Twitter Pages. He also has access to the DropBox account where the photos are kept, to eventually manage Instagram (after photo release policy is in place)</p> <p>2/26/2021- bd approved 90 day social media mgmt firm to facilitate CSCA official FB, insta, twitter</p> <p>Work with Committee to identify and address ideas to improve Social Media and Website. 10/30/20</p> <p>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.</p> <p>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.</p> <p>12/09/20- the Committee unanimously agreed to recommend that the Board approve moving forward with a contract with New Media Horizons, during December meeting</p>	Pending	12/31/2020
12	Common Area Committee	Fence Evaluation	<p>JG 3/22/2021 TYL due to begin this work within next 14 days. Trees being removed today to allow access for fence work.</p> <p>janeva.sharps 2/17/2021 9:00:14 AM CT</p> <p>"Contract has been sent to TYL for signature. Project will be schedules as soon as weather permits."</p> <p>janeva.sharps 2/3/2021 11:02:05 AM CT</p> <p>"Contract has been sent to TYL for signature. Project will be schedules as soon as weather permits."</p> <p>mark.bondurant 1/28/2021 10:44:00 AM CT</p> <p>"Contract awarded to TYL on 1/26/21"</p> <p>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</p> <p>put together a very comprehensive bid that addresses the primary points of concern. This would be a Reserve</p> <p>expenditure. On Jan Board Agenda</p>	Pending	3/31/2021

	A	B	C	D	E
13	Common Area Committee	Exterior Cleaning - Clubhouse	<p>JG 03/22/2021 Power washing of clubhouse began today. Wall to follow this week.</p> <p>janeva.sharps 2/17/2021 8:55:25 AM CT</p> <p>"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>Solicit bids for power washing of the clubhouse. 11/02/20 Will solicit bids in the Spring of 2021.</p> <p>This to be wrapped into proposal for brick wall along Duke Street power washing. Anticipate bids to committee by Feb/March</p>	Pending	5/31/2021
14	CCFC	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	3/22/2021
15	Common Area Committee	Gazebo	<p>JG 03/22/2021 Work to begin April time frame with weather prevailing.</p> <p>janeva.sharps 1/21/2021 10:12:03 AM CT</p> <p>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	4/30/2021

	A	B	C	D	E
16	CCFC	Clubhouse Roof Leaks	<p>JG: 3/22/2021 Gardner's contract has been finalized (last week) and they are in the process of reviewing the roof and asphalt bids. They are coordinating a site survey with mgmt. Updates will be provided as we have them.</p> <p>Finalizing contract with Gardner - anticipate April agenda janeva.sharps 2/17/2021 9:11:09 AM CT</p> <p>"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." janeva.sharps 2/3/2021 9:57:47 AM CT</p> <p>"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	4/1/2021
17	Architectural Committee	Parking Enforcement	<p>CAMP continues to look for a PT person to perform this task. ARC is still not interested in securing a tow company and did not think it would be wise to have a tow company patrol the community. With move back into "normal" schedules complaints are increasing.</p> <p>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.</p> <p>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	1/31/2021

	A	B	C	D	E
18	Common Area Committee	Tree Removal - Woodland Hall area	<p>JG 03/22/2021 Work began today - expect 2 days work scheduled for week of March 22nd</p> <p>janeva.sharps 2/17/2021 8:58:39 AM CT</p> <p>"Approved by the board at January meeting. Contract has been signed, project will be scheduled as soon as possible weather permitting."</p> <p>janeva.sharps 2/2/2021 3:04:39 PM CT</p> <p>"Approved by the board at January meeting. Contract has been signed, project will be scheduled as soon as possible weather permitting."</p> <p>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. 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. Waiting for electronic bid from CAC will present to the board for approval for January meeting.</p>	Pending	3/22/2021
19	CCFC	Solicit Bids for Fitness Equip Prev Maint	<p>April Agenda as mgmt just revcd final bid</p> <p>1 bid recvd to date. another one pending. If revcd in time for packet next week will be on March agenda.</p> <p>janeva.sharps 2/17/2021 9:05:31 AM CT</p> <p>"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	3/31/2021

	A	B	C	D	E
20	CCFC	Locker Room Renovation	<p>Push to April Agenda - interviews of the 2 firms that responded to be conducted on 4/8/2021 2/26/2021 - on March agenda for further discussion and review of arch. bids recvd to date. Mgmt rec. leaving shower out of order for this pool season and addressing on locker room reno- anticipate fall start for reno.</p> <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.</p> <p>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	4/30/2021
21	Communications Committee	Update Website	<p>3/23/21- At the meeting on 3/10, committee voted for LMK for the website update. After speaking with Chair, moved to the April/May Board agenda.</p> <p>Mgmt was not involved with soliciting bids nor in conversations with the potential vendor and has requested further time for review. This has been discussed with Chair and BOD Liaison who both agree to slow the this project down. Take a step back, interview Brand & LMK with mgmt to ensure clear understanding of services and costs associated with this before being placed on the Board's agenda. Anticipate May Board Agenda.</p> <p>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.</p> <p>12/17/20- Website updated per Com Comm's list by Juana and remaining updates sent to Heather for L Keyser to address</p> <p>12/23/20- L Keyser updated the remaining edits on list</p> <p>2/3/21- sent L Keyser a list of links to remove, to streamline website navigation</p> <p>2/26/21- comcom gathering bids for website "redo" updating material as we find it</p>	Pending	12/31/2020

	A	B	C	D	E
22	Common Area Committee	Street Signs	<p>Additional signs ordered as work way through community. circle is next . janeva.sharps 2/2/2021 2:56:57 PM CT ""No Parking" signs have been ordered, delivered and are being installed as needed. Replace faded No Parking signs jennifer.gilmore 1/21/2021 9:18:11 AM CT "1/21/2021 shipping delay. Anticipate having signs in hand and installed by 1/30/2021." mark.bondurant 12/23/2020 8:28:06 AM CT "Ordering 10 Replacement NO Parking signs. Will change upon arrival."</p>	Pending	3/22/2021
23	Common Area Committee	Power Wash	<p>Power Wash of clubhouse in progress. Duke street wall next with completion date anticipated of 3-30-2021 Board approved EcoTeck Soft Wash at Feb meeting. ETA will be updated once we have start date. janeva.sharps 2/17/2021 8:43:38 AM CT "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." Power wash clubhouse exterior and brick wall at Duke Street. jennifer.gilmore 1/21/2021 9:30:34 AM CT "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" 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. Bids rcvd, CAC reviewed on bd agenda 2/23</p>	Pending	3/30/2021
24	Common Area Committee	Sunken in Sidewalk	<p>work to commence in March, once weather breaks. janeva.sharps 2/17/2021 8:31:41 AM CT "CAMP received a quote from Portugal and Lancaster. CAMP has approved the Lancaster quote and will schedule the work as soon as weather permits." Ticer side of 150 Cameron Station Blvd. Proposal #30892 recvd 1/28 will be on Feb Agenda Reviewing proposals and will have a recommendation by next (March) meeting.</p>	Pending	3/31/2021
25	CCFC	Roof Repair and Drywall	<p>JG: 3/22/2021 Gardner's contract has been finalized (last week) and they are in the process of reviewing the roof and asphalt bids. They are coordinating a site survey with mgmt. Updates will be provided as we have them. 3/4/2021- Gardner finalizing contract anticipate April agenda Roof Eval & Bid Compare to Gardner if approved at 2/23/ board meeting, The ceiling near the entry door needs to be repaired. In order for this to happen, the "membrane" on the roof needs to be replaced first.</p>	Pending	2/28/2021
26	CCFC	Brick Pointing	<p>janeva.sharps 2/3/2021 10:01:55 AM CT "MB reached out to Lancaster and is scheduled to meet with them to inspect." Brick pointing needed at both entryways to the Clubhouse</p>	Pending	4/9/2021

	A	B	C	D	E
27	CCFC	Ceiling in Fitness Center	3/23/2021 Mark has begun the work. He has primer and final coats to be applied. Should be completed by week's end. janeva.sharps 2/17/2021 8:46:10 AM CT "Mark has taped wall cracks and applied first coat of spackle on cracked areas, 2/11/2021. Will paint the area upon his return."Cracks along the ceiling of the Fitness Center	Pending	3/26/2021
28	Common Area Committee	Street Light Numbering	CAMP has negotiated a "NO CHARGE" price from Kolb Electric for the pole lighting project. PSE offered to do it "NO CHARGE" but wanted a two (2) year exclusive maintenance contract with them to do so. As a result, we reached out to another provider. CAMP has negotiated a new price structure with Kolb that will result in about \$30 an hour savings to CSCA form the PSE rate and they will number all pole lights, free of charge, with NO exclusive contract needed. a Kolb repaired 10 of the 13 non-working lights PSE reported on their last inspection at the end of February on February 26, 2021. Kolb also conducted a night light inspection on February 27, 2021 for a comparison to the previous report from PSE. Once the Kolb's report is received and reviewed we will provide a further update at the March 8, 2021 meeting.	Pending	3/31/2021