

**CAMERON STATION COMMUNITY ASSOCIATION**

**BOARD OF DIRECTORS**

**ZOOM MEETING DRAFT AGENDA**

**April 27, 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)

- 
- |       |   |           |
|-------|---|-----------|
| I.    | CALL TO ORDER   | 7:00 P.M. |
| II.   | APPROVAL OF AGENDA  |           |
| III.  | APPROVAL OF MINUTES – March 30, 2021  | 7:00 P.M. |
| IV.   | LT. WEINERT – CITY OF ALEXANDRIA  |           |
| V.    | ARTHUR IMPASTATO- CAMERON STATION CIVIC ASSOCIATION                                 |           |
| VI.   | HOMEOWNERS FORUM  | 7:05 P.M. |
| VII.  | TREASURER'S REPORT  | 7:15 P.M. |
| VIII. | COMMITTEE REPORTS (FAC, ARC, CCFC, ComCom, CAC, A & E)                              | 7:30 P.M. |
| IX.   | MATTERS FOR BOARD DECISION  | 7:50 P.M. |
|       | 1. Street Sweeping Proposals  |           |
|       | 2. Donovan Outdoor Fountain Replacement Proposal                                    |           |
|       | 3. Locker Room Renovation Architect Firm Proposal                                   |           |
|       | 4. Fitness Center Preventive Maintenance Contract                                   |           |
|       | 5. Main Street Amenity Room Request   |           |
|       | 6. 2021 Pool Season: Review COVID procedures, operating hours, classes and capacity |           |
| X.    | MATTERS FOR BOARD DISCUSSION/INFORMATION  | 8:45 P.M. |
|       | 1. Fleet Transportation Update  |           |
|       | 2. Insurance Renewal Update   |           |
|       | 3. Linear Park MOU Update   |           |
|       | 4. Website Update   |           |
|       | 5. Amenity Rooms  |           |
| XI.   | NEW BUSINESS  | 8:50 P.M. |
| XII.  | ADJOURN   | 9:00 P.M. |

Prepared by:

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

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

**Cameron Station Community Association, Inc.**

**200 Cameron Station Blvd.**

**Alexandria, VA 22304**

**Board of Directors' Meeting Minutes ~ March 30, 2021**

**7:00 p.m.**

**ATTENDEES:** Joan Lampe, Treasurer & Liaison to the Financial Advisory Committee (FAC); Andrew Hill, Secretary & Liaison to Cameron Club Facilities Committee (CCFC); Megan Christensen, Director & Liaison to Communications Committee (ComCom); Ernest Cage, Director & Liaison to Activities and Events Committee (A&E); Greg Hillson, Director & Liaison to Architectural Review Committee (ARC)

**Absent:** Sarah Walsh, President; Michael Johnson, Vice President & Liaison to the Common Area Committee (CAC)

**Others in Attendance:** Heather Graham, CAMP, LLC; Jennifer Gilmore, CAMP On-Site Manager Cameron Station; Whitney Douglas, Minute Recorder, On the Record, Inc.

**I. CALL TO ORDER**

Andrew Hill called the Board of Directors' Meeting to order at 7:02 p.m.

**II. APPROVAL OF AGENDA**

**Motion:** Joan Lampe made a motion to approve the agenda as presented. It was seconded by Megan Christensen.

*Motion passed 5/0.*

**III. APPROVAL OF MINUTES**

**Motion:** Megan Christensen made a motion to approve the November 23, 2020 minutes as submitted. It was seconded by Joan Lampe.

*Motion passed 5/0.*

**Motion:** Joan Lampe made a motion to approve the January 19, 2021 minutes as submitted. It was seconded by Greg Hillson.

*Motion passed 5/0.*

**Motion:** Ernest Cage made a motion to approve the November 23, 2021 minutes as amended by Megan Christensen. It was seconded by Greg Hillson.

*Motion passed 5/0.*

**IV. RATIFICATION OF EMAIL VOTE ACCT#9967 COURT SETTLEMENT**

Heather Graham confirmed the unanimous vote via email to accept the recommendation of the Association's legal counsel.

**V. LIEUTENANT WEINER- CITY OF ALEXANDRIA**

Lieutenant Matthew Weiner provided a brief service report for Cameron Station and provided that there was only one call in March.

43  
44 **VI. HOMEOWNERS FORUM**

45 Ray Celeste provided a brief explanation of Reserves and gave suggestions to the  
46 Board on how they can be applied to the CSCA Reserves.

47  
48 **VII. TREASURER'S REPORT**

49 Joan Lampe gave a summary of the current cash position (\$3.5 million) and reserve  
50 funds (\$1.3 million). In addition, she mentioned the current surplus of \$88,000.00 but  
51 indicated this amount would decrease due to the shuttle bus services resuming in  
52 April.

53 Heather Graham gave an update on the Republic Services balance and indicated a  
54 refund is pending.

55  
56 **VIII. COMMITTEE REPORTS**

- 57
- 58 • ARC: Gayle Hathaway provided an update on trees, specifically on Grimm Drive,  
59 as well as a member reappointment. To be further discussed in Executive Session.
  - 60 • CCFC: Ray Celeste provided a report of current users a day (95) and mentioned  
61 the new online reservation will be emailed out as a test soon, to go live on April 1,  
62 2021. He also asked the capacity to increase from 10 to 12.
  - 63 • ComCom: Tricia Hemel provided a brief update of the Welcoming Committee.  
64 Asked for recommendation to appoint a New Editor for The Compass.
  - 65 • CAC: Robert Burns provided an update on the common area grounds, specifically  
66 the flower rotation and the current Landscaping company's plans for the Circle
  - 67 • E&A: Andy Yang gave an update on the most recent events, and made notice  
68 about the plans to advertise the upcoming Spring Garage Sale.
- 69

70 **IX. MATTERS FOR BOARD DECISIONS**

71  
72 ARC Member Reappointment:

73 **Motion:** Ernest Cage made a motion to approve the reappointment of Stephen  
74 Pearson to the ARC. It was seconded by Megan Christensen.

75 *Motion passed 5/0.*

76 The Compass Editor Appointment:

77 **Motion:** Megan Christensen made a motion to approve Christine Fischer as the New  
78 Editor of The Compass. It was seconded by Joan Lampe.

79 *Motion passed 5/0/1.*

80 ARC Application Appeal (Owner Presentation):

81 The owner was not present.

82

83 New Pool Covers:

84 **Motion:** Joan Lampe made a motion to approve the purchase of new pool covers from  
85 American Pools in the amount of \$7,868.18 to be funded from the Reserves. It was  
86 seconded by Megan Christensen.

87

*Motion passed 5/0.*

88

Food Expenditure Resolution:

89 **Motion:** Joan Lampe made a motion to approve the Food Expenditure Resolution as  
90 amended. It was seconded by Megan Christensen.

91

*Motion passed 4/1.*

92

93 Spring/Summer Flower Rotation:

94 **Motion:** Megan Christensen made a motion to approve the Lancaster proposal for the  
95 flower rotation in the amount of \$5,835.00. It was seconded by Ernest Cage.

96

*Motion passed 5/0.*

97

Landscape Enhancement – Main Circle

98 **Motion:** Joan Lampe moved to approve the Lancaster proposal to add *liriope* to the  
99 Cameron Station Main Circle for the cost of \$5,463.00. It was seconded by Megan  
100 Christensen.

101

*Motion passed 5/0/1.*

102

103 Owner Request – Improvement on Common Area: An owner requested a walkway be  
104 installed or extended to an area behind their home.

105 **Motion:** Joan Lampe made a motion to deny the request for an additional walkway to be  
106 installed, or trees to be removed in the wooded area at this time. It was seconded by  
107 Megan Christensen.

108

*Motion passed 5/0.*

109

Insurance Renewal:

110 **Motion:** Joan Lampe made a motion to approve changing the Broker of Record to  
111 Cascade for the renewal of the insurance coverages for the association. It was seconded  
112 by Megan Christensen.

113

*Motion passed 5/0.*

114

Fleet Transportation Update:

115 **Motion:** Megan Christensen made a motion to approve resuming shuttle bus service  
116 effective April 1, 2021 with the use of two (2) shuttle on a first come- first serve basis



and adhering to all relative COVID-19 guidelines, for the cost of \$17,500. It was seconded by Ernest Cage seconded.

*Motion passed 5/0.*

**X. MATTERS FOR BOARD DISCUSSION**

Website Update: Jennifer Gilmore provided an update on the preferences regarding the website update.

Photo Consent: Jennifer Gilmore provided an updated on the photo consent for photos featured on the website. There were no additional comments from the Board.

Increase Capacity for Fitness Center: Jennifer Gilmore informed the Board of the plan to increase the gym's capacity from ten(10) to twelve(12) and noted that the changes would be following the Governor's COVID social distancing restrictions.

**XI. NEW BUSINESS**

ProFit: Heather Graham provided an update on the ProFit refund.

Fleet Transportation Credit: Management informed the Board that the transportation provided the Association with a letter of credit reflected on the income statement.

**XII. EXECUTIVE SESSION**

**Motion:** Megan Christensen made a motion to suspend the regular meeting and enter into Executive Session at 8:47 p.m. to discuss the ARC Application appeal. Joan Lampe seconded the motion.

*Motion passed 5/0.*

**XIII. RECONVENE INTO OPEN SESSION**

**Motion:** At approximately 9:36 p.m. Greg Hillson made a motion to reconvene back into Open Session. It was seconded by Andrew Hill

*Motion passed 5/0.*

**XIV. ADJOURNMENT**

Megan Christensen made a motion to adjourn the meeting at 9:38 p.m. It was seconded by Joan Lampe.

*Motion passed 5/0.*



### MEMORANDUM

TO: Cameron Station Community Association Financial Advisory Committee

FROM: James M. Orlick, Director of Financial Services

DATE: April 12, 2021

RE: March 2021 Financial Statement Summary

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

### EXECUTIVE SUMMARY

	ACTUAL	BUDGET	VARIANCE
Total Cash and Investments	\$ 3,498,185		
Year to Date Income (net of Reserve and Capital Improvement, Contributions)	\$ 569,419	569,318	\$ 101 - F
Year to Date Expense	\$ 452,375	\$ 614,463	\$162,088 - F
Net Income Year to Date, surplus/ (loss)	\$ 117,044	\$ (45,145)	\$ 162,189 - F

U: Unfavorable

F: Favorable

### ACCOUNTS RECEIVABLE AGING SUMMARY

	1-30	31-60	61-90	91-	Total
Jan	\$34,535	\$1,133	\$1,349	\$29,864	\$66,881
Feb	\$774	\$16,597	\$1,043	\$25,323	\$43,737
Mar	\$571	\$317	\$12,937	\$24,686	\$38,511

## INVESTMENTS

GL Account & Institution	Investment Type	Balance as of 3/31/2021
Union Bank Operating	Operating-Checking	\$312,142
Union Bank Operating Petty Cash	Operating – Imprest	\$2,121
Congressional Bank Operating	Operating-Money Market	\$120,051
Congressional Bank Operating Fund-ICS	Operating-ICS	\$271,334
Union Bank Replacement Fund	Reserve Money Market	\$134,626
Morgan Stanley MM	Reserve Money Market	\$ 1,059
Morgan Stanley Investments	Reserve CD Accounts	\$1,097,000
Congressional Bank	Reserve Money Market	\$125,053
Congressional Bank	Reserve ICS	\$1,398,573
Union Bank Capital Improvement Fund	Capital Improvement MM	\$ 30,824
Accrued Interest Receivable	Reserve Accrued Interest	\$5,402
<b>Total Cash &amp; Investments</b>		<b>\$ 3,498,185</b>

### **Balance Sheet:**

The Accounts Receivable Residential Assessments account as of March 31, 2021 was \$38,511. The net delinquency rate is approximately 1.472%, which is below the industry standard of 3% - 5%. This is based on the formula as follows: Net Residential Assessments Receivable \$38,511/Total Annual Assessments: \$2,615,622.

Repair & Replacement Reserves and Capital Improvement fund balances total \$2,640,547 and are fully supported by cash and investments. This is calculated as follows:

\$ 3,498,185	Cash and Investments		\$ 3,102,291	Total Cash Available
-\$ 395,894	Total Current Liabilities	→	-\$2,640,547	Total Reserve. & Capital Imp.
\$ 3,102,291	Total Cash Available		\$ 461,744	<b>Positive Cash Position</b>

Prior Years Owner's Equity\*, which has an unaudited balance of \$607,364, exceeds the 10 – 20% of the Association's assessment budget by 3.22%. Please keep in mind, the Association budgeted a deficit of \$68,498, for fiscal year 2021 which will ultimately reduce the Equity once the 2021 audit is completed.

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

### **Income Statement Report:**

The Income Statement Report reflects a year-to-date income, net of Reserve Contributions, of \$569,419 which is \$101 greater than the budgeted amount of \$569,318.

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

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

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

Interest Income Reserves - Favorable by \$2,573. Variance is caused by the interest value of maturing Certificate(s) of Deposit.

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

### **Common Area Maintenance & Services:**

Flower Rotation - Favorable by \$9,750. Spring plantings did not occur in March. The BOD approved spring plantings in the amount of \$5,835 on March 30, 2021.

Water Service – Favorable by \$5,724. The water service budget, for irrigation, was allocated in 12 equal monthly amounts. We would expect full absorption of the annual budget. In addition, refunds were received from Virginia American Water exceeding \$1,400 during the month of March.

General Repair and Maintenance – Favorable by \$5,306. Maintenance items have been addressed as weather has permitted. We expect the absorption of the current surplus.

Irrigation System Contract – Favorable by \$3,071. Irrigation system expenses did occur in March. We would expect to absorb current surpluses during the remainder of the year.

TMP Expenses – Favorable by \$52,500. Shuttle service has been temporarily discontinued. As you may recall, the Board plans to resume services with one bus effective April 1<sup>st</sup>.

Lighting Supply Repair and Maintenance – Favorable by \$8,510. Expenditures YTD are less than the current expectation for general repairs. As you may recall, this was discussed with the Finance Committee and the appropriate charges are being allocated to the Reserves as there is an annual allocation for lighting replacement. There will still be minor charges to this account, but any major LED replacement will be taken from Reserves.

Linear Park Landscape Maintenance – Favorable by \$5,418. We expect the absorption of this variance when work begins in March and April with regular landscape services. Please be aware, the

Memorandum of Understanding with the City regarding the maintenance responsibilities of the Linear Park are currently underway. We do not anticipate that there will be substantial changes to the current arrangements; however, we will not know the details until the MOU is finalized.

Tree and Shrub Maintenance – Favorable by \$4,026. The Board approved tree removal along the rear of the property fence at Woodland Hall in the amount of \$8,625. This expense has not yet been realized.

Snow Removal – Favorable by \$21,915. Allocated sums have not been used as of the end of March.

### **Landscaping Repair & Maintenance**

Erosion Control – Favorable by \$3,750. There has not yet been a need for expenses to this line item.

### **Cameron Club Maintenance and Operations:**

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

### **Trash & Recycling:**

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

### **Other Expenses:**

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

### **Professional Services:**

Reserve Studies – Favorable by \$4,900. This favorable variance is caused by a budget timing issue and should be absorbed by the end of 2021.

### **Activities:**

Events and Awards – **Favorable by \$5,903.** We expect this favorable variance to be used during the fiscal year. Due to Covid-19, event schedules have been delayed.

### **Communications:**

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

**Insurance:**

There are no year-to-date Insurance expense variances favorable by \$2,500 or more as of March 31, 2021. However, please be aware, the Board approved changing the Insurance Broker and it is expected that a savings in this budget section will be realized. Also, the insurance premium will be paid in full so as to avoid monthly service charges.

**Management Services:**

Administrative Salaries – Reflects a favorable variance of \$6,061. March monthly variance is \$893, actual vs. budget. Payroll costs were spread evenly each month.

Payroll Taxes/Benefits/Costs – Reflects a favorable variance of \$5,658. Taxes/Benefits and Costs were spread evenly each month. Actual costs incurred are less than budgeted.

Management Reimbursements – A favorable variance of \$2,784 representing refunds for prior month/year reimbursements not allowable by contract and charged in error.

**Administration:**

Parking Enforcement: Reflects a favorable variance of \$4,749. We currently are projecting annual savings in this category although management continues to search for service provider alternatives.

**Income Taxes**

Income Tax – Favorable by \$10,000. This is caused by the allocation of this budget line item. Estimated income taxes for the year have been computed as \$9,000 for 2021.

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

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

**Landscape Repair & Maintenance:**

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

**Cameron Club Maintenance & Operations:**

Health Club Management/Staff – Unfavorable by \$4,614. Additional staffing due to Covid-19 requirements.

Pool Management – Unfavorable by \$7,325. This variance is caused by the allocation of the annual budget.

**Trash & Recycling:**

Trash and Recycling Services – Unfavorable by \$12,985. There is a December invoice of \$1,680.27 that will be adjusted by the Auditor. The Bates contract included the recycling services as a direct pass through and not part of the monthly fee. Given the recycling fee is an unknown number and varies each month, there could be an unfavorable budget variance for this account. We will continue to keep a close eye on this as the year progresses. At this time, over the first 3 months of 2021, the recycling invoices average approximately \$2,510 per month.

**Other Expenses:**

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

**Professional Services:**

Legal Services – General Counsel – Unfavorable by \$6,134. Services required exceed the year-to-date budget allocation. Keep in mind, this covers costs to review contracts, Resolutions, complaints, etc.

**Activities:**

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

**Communications:**

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

**Insurance:**

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

**Management Services:**

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

**Administration:**

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

**Income Taxes:**

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

**Overall, there is a positive variance between annual income and annual expenses in the amount of \$117,046 through March 31, 2021.**



Cameron Station Community Association  
Financial Advisory Committee Meeting  
FAC ZOOM at 7:00 pm on March 29, 2021  
Meeting ID: 92962353196 Passcode 007612

**MEETING MINUTES**

**I. Call to Order**

- a. The meeting was called to order at 7:01 pm.
- b. Members Present; Chairman Takis Taousakis, Bill Blumberg, Jeff Gathers. Chelsea Lasik and Fred Blum were not available.
- c. Others Present: Joan Lampe, Board Treasurer and Board Liaison and Jim Orlick, Director Financial Services, CAMP.
- d. The meeting was conducted via ZOOM call due to the Covid19 meeting restrictions and the Cameron Club being closed.

**II. Approval of Agenda**

The agenda was approved unanimously.

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

The February 22, 2021 minutes were approved unanimously.

**IV. Resident Open Forum**

Marty Menez, former BOD Treasurer and FAC liaison was invited to discuss the upcoming HOA insurance renewals, bid comparisons, related coverage and brokerage service issues. Specific coverage issues discussed included earthquakes, COVID 19, terrorism and Director & Officer (D&O), employer protection, and workman's compensation. Jeff Gathers raised several questions to clarify what is covered.

Specific current policies are:

--General Liability includes crime, environmental impairment caused by us, computer fraud against us, earthquake, resident coverage and terrorism. This does not cover any COVID 19 related items.

--Director & Officer (D&O) the Board or a member being sued in an official capacity and includes discrimination coverage and crime.

--Fidelity, part of Board coverage concerning bad faith actions and fidelity.

--Cyber, includes hacking and being "held hostage".

--Umbrella, goes on top of general liability.

--Worker's Compensation, although we have no employees, there is still exposure from independent contractors, vendors and related, thus the need for workmen's compensation.

Currently policies expire at different times, it would be easier to have all policies with same expiration date. That would avoid any lapses in coverage.

We reviewed bids from three insurance brokers, Puffenberger (the current broker), CAU, (Community Association Underwriters) and Cascade. There is some dissatisfaction with the service provided by the current broker.

Jim Orlick will pass various questions to Jennifer Gilmore our community manager for clarification.

The FAC recommended the Cascade package as the best overall value for the HOA. Our comparison was based identical coverages, but there was great variance in both individual policy costs and the total package costs, ranging from \$24,895 to \$40,869.

As part of changing brokers, we will issue Transfer of Broker letters to avoid any confusion about representation. Joan Lampe preferred having a single broker.

## **V. Review of Financial Results**

### **a. February 28, 2021 Financial Statements & Variance Reports**

Jim Orlick discussed our decline in delinquent accounts from January to February, in part due to our quarterly payment structure. Given the current economic environment we are in good shape on this issue.

-As the economy opens up, we should see an increase in advertising.

-Limited shuttle bus service will start again on April 1<sup>st</sup>. The Transportation Management Plan (TMP) unused funds from 2020, are carried on the balance sheet as a liability.

-Repair & Maintenance expense will increase with more outside work in warmer weather.

-Trash & Recycling, there is a negative variance due to Main Street condos recycling charges. They use a different vendor with a different recycling fee structure. The result is a continuing problem and less predictable costs.

-Water, the FAC discussed irrigation cost and billings. There is monthly billing per meter, even if there is no usage. The meter charge is based on the connection size, which is industry practice.

**b. Reserve Fund Investment Worksheet-** Moved funds from Morgan Stanley to Congressional Bank, need to stay liquid with cash for the upcoming repaving project and other work.

**c. Review of the CIRA accounting database** We briefly discussed ACH usage by residents, increased usage helps cash flow.

## **VI. Old Business**

- a. Repair & Replacement Project Discussion- The monthly reports provide a list of reserve study items. These are also reviewed by CAMP. These are recommendation of when to review an item, but not a mandate for action.

--Bill Blumberg asked about the irrigation project, as he thought this was deleted in the budget discussions.

--CAMP recommends we consider pushing some projects forward and the related need for more committee input to review priorities. Some items have had less use due to COVID 19 restrictions, particularly in the Cameron Club, thus prolonging their useful life.

--The Chairman also mentioned we should keep reserve study on current three-year cycle.

--Jeff Gathers commented on sidewalk replacement, as older parts of Cameron Station should have whole sections replaced versus minor repairs. This is a continuing problem on some streets.

## **VII. New Business**

- a. None.

## **VIII. Meeting Adjournment**

Meeting was adjourned at 8:24.

## MEETING MINUTES

**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**Tuesday April 6, 2021**

The regularly scheduled monthly meeting of the Architectural Review Committee (ARC) for April was held on April 6, 2021. The meeting was called to order at 7:00 p.m. by ARC Chair, Stephen Pearson, with a quorum present. The meeting was conducted via Zoom due to the COVID-19 social distancing guidelines and due to the meeting rooms in the Cameron Club being closed.

**ARC MEMBERS IN ATTENDANCE VIA ZOOM**

Stephen Pearson- ARC Chair  
 Kevin Devaney – ARC Member  
 Craig Schuck- ARC Member  
 Sharon Wilkinson – ARC Member

**CHANGE OF ATTENDANCE**

Gayle Hatheway - ARC Vice Chair – Joined the Meeting at 8:10p.m.

**MEMBERS ABSENT**

Jeremy Drislane- ARC Member  
 Paula Caro – ARC Member

**OTHERS IN ATTENDANCE VIA ZOOM**

Cameron Station Residents  
 Bethlehem Kebede, Covenants Administrator

**APPROVE AGENDA**

**MOVE TO: “Approve the agenda as submitted.”**

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway

**MOTION PASSED**

**RESIDENTS OPEN FORUM**

There were several homeowners from Grimm Drive present for this session and they discussed and raised their concerns regarding the recent notices they received about the size of their replacement trees. They stated that they have followed the procedures laid out in the Design and Maintenance Guide to the best of their abilities and disputed the issues raised in the notices that they received.

**MOVE TO: "Approve the ARC Meeting Minutes from March as submitted."**

Moved By: Craig Schuck

Seconded By: Gayle Hatheway

For: All

Against: None

Absent: Jeremy Drislane, Paula Caro

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

<b>ADDRESS</b>	<b>MODICATION REQUEST</b>	<b>ARC ACTION/VOTE</b>
285 Murtha St	Roof Replacement	<b>Approved as submitted.</b> Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway <b>MOTION PASSED</b>
5181 Brawner Pl	Landscaping/Tree Removal	<b>Disapproved.</b> Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway <b>MOTION PASSED</b>
5025 Waple Ln	Exterior Light Fixture Replacement	<b>Approved as submitted.</b> Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway <b>MOTION PASSED</b>
108 Cameron Station Blvd.	Install House Number	<b>Approved with a stipulation.</b> <b>Match color, size and style of the house #'s with that of the adjacent homes to keep design compatibility.</b> Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway <b>MOTION PASSED</b>

345 Helmuth Ln	Replace Patio Paver	<b>Approved as submitted.</b> Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway <b>MOTION PASSED</b>
345 Helmuth Ln	Screen Around AC Unit	<b>Approved as submitted.</b> Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway <b>MOTION PASSED</b>
5205 Brawner Pl	Roof Replacement	<b>Approved as submitted.</b> Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway <b>MOTION PASSED</b>
5132 Grimm Dr	Fence Replacement	<b>Approved with a stipulation.</b> <b>Fence is to be replaced in the exact same location mirroring the original style, size and design.</b> Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway <b>MOTION PASSED</b>
5132 Grimm Drive	Landscaping	<b>Disapproved.</b> Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway <b>MOTION PASSED</b>

5132 Grimm Drive	Tree Removal/Replacement	<b>Disapproved.</b> Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane, Paula Caro, Gayle Hatheway <b>MOTION PASSED</b>
236 Murtha St	Fence and Deck Replacement	<b>Approved with a stipulation.</b> <b>Color of the fence and deck must match and must be an approved color.</b> Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane, Paula Caro, <b>MOTION PASSED</b>
365 Livermore Ln	Window Modification	<b>Approved as submitted.</b> Moved By: Craig Schuck Seconded By: Sharon Wilkinson For: All Against: None Absent: Jeremy Drislane, Paula Caro, <b>MOTION PASSED</b>
173 Barrett Pl	Sliding Glass Door and Window Replacement	<b>Approved as submitted.</b> Moved By: Kevin Devaney Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane, Paula Caro, <b>MOTION PASSED</b>
5002 Barbour Drive	Patio Deck/Door Replacement	<b>Approved as submitted.</b> <b>Material and design to be used like for like.</b> Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane, Paula Caro, <b>MOTION PASSED</b>
5070 Grimm Drive	Adding railing and gate to existing deck	<b>Approved with a stipulation that the new railing is stained with one of the pre-approved colors.</b> Moved By: Sharon Wilkinson Seconded By: Kevin Devaney For: All Against: Gayle Hatheway Absent: Jeremy Drislane, Paula Caro, <b>MOTION PASSED</b>

146 Martin Ln	Deck Upgrade	<b>Approved as submitted.</b> Moved By: Craig Schuck Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane, Paula Caro, <b>MOTION PASSED</b>
5098 Grimm Drive	Removal of Fence Post/Lattice	<b>Approved as submitted.</b> Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane, Paula Caro, <b>MOTION PASSED</b>
5238 Bessley Place	Backyard Landscaping	<b>Approved as submitted.</b> Moved By: Sharon Wilkinson Seconded By: Kevin Devaney For: All Against: None Absent: Jeremy Drislane, Paula Caro, <b>MOTION PASSED</b>
5230 Tancreti Ln	Front Yard Upgrade	<b>Approved as submitted.</b> Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane, Paula Caro, <b>MOTION PASSED</b>
212 Medlock Ln	Fence Replacement	<b>Approved with a stipulation.</b> <b>That the fence location, type, height, and linear feet or dimensions stay the same.</b> Moved By: Gayle Hatheway Seconded By: Craig Schuck For: All Against: None Absent: Jeremy Drislane, Paula Caro, <b>MOTION PASSED</b>

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

- The number of Comprehensive Inspections conducted in March is 0.
- The number of Resale Inspections conducted in March is 11.
- The number of Exterior Modification Applications reviewed in March is 11.
- No vehicle was towed in March.
- 74 violation letters and 11 application result letters have been mailed in March.
- The next meeting is scheduled for May 4, and applications are due by April 23 for this meeting.



**Board meeting report**

Gayle Hatheway gave a brief report to members on items that she discussed with the board at the March board meeting.

**Hearing Open Session**

Homeowners with account #9213 and account #9393 were present for this session and they discussed their hearings with the committee.

**MOVE TO: "Convene into Executive Session for hearing deliberations at 9:49p.m."**

Moved By: Stephen Pearson

Seconded By: Gayle Hatheway

For: All

Against: None

Absent: Jeremy Drislane, Paula Caro

**MOTION PASSED**

*Change of Attendance: Kevin Devaney, ARC member left the meeting at 10:00p.m.*

**MOVE TO: "Exit Executive Session at 10:06p.m."**

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane, Paula Caro, Kevin Devaney

**MOTION PASSED****MOVE TO: "Move to grant 30 days for account # 9213 to bring the property noncompliance."**

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane, Paula Caro, Kevin Devaney

**MOTION PASSED**

**MOVE TO: "Refer to legal the issue related to account # 9393"**

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Jeremy Drislane, Paula Caro, Kevin Devaney

**MOTION PASSED****MOVE TO: "Disapprove the board's request to review and amend section of the Design and Maintenance Guide in order to waive a violation and accommodate homeowner's appeal request for account # 8917"**

Moved By: Gayle Hatheway

Seconded By: Craig Schuck

For: All

Against: None

Absent: Jeremy Drislane, Paula Caro, Kevin Devaney

**MOTION PASSED****MOVE TO: "Impose monetary charges on account 9222 and account 8912 for failure to comply with the associations design and maintenance guidelines."**

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane, Paula Caro, Kevin Devaney

**MOTION PASSED****MOVE TO: "Waive fines for account# 9209 because the violation has been corrected"**

Moved By: Stephen Pearson

Seconded By: Craig Schuck

For: All

Against: None

Absent: Jeremy Drislane, Paula Caro, Kevin Devaney

**MOTION PASSED****MOVE TO: "Adjourn the Meeting at 10:06 p.m."**

Moved By: Craig Schuck

Seconded By: Sharon Wilkinson

For: All

Against: None

Absent: Jeremy Drislane, Paula Caro, Kevin Devaney

**MOTION PASSED**



MEETING MINUTES  
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING  
Thursday, March 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, Recording Secretary  
Brendan Hanlon, CCFC Member  
Hans Estes, CCFC Member  
Jennifer Gilmore, Community Manager, CAMP  
Andrew Hill, Board Liaison to CCFC

**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**

*Brendan Hanlon made a motion to approve the agenda as presented; the motion was seconded by Tim Regan and it passed unanimously.*

**III. Approval of the Minutes from December's meeting**

*Tim Regan moved to approve the minutes as presented with edits in the packet. It was seconded by Brendan Hanlon and passed unanimously.*

**IV. Homeowners' Forum**

There were no homeowners outside of CCFC in attendance.

**V. Matters for Committee Recommendation.**

**1. Pool Covers Proposal**

CAMP presented the proposal from American Pool for the new pool cover as discussed in previous meetings. *After discussion, Dan Ogg made a motion for the Board of Directors that the CCFC approve the proposal from American Pool in the amount of \$7,868.16 and the funds be paid out of the reserves. The motion carried 3-1. The committee notes that the color should be green.*

**2. Antimicrobial Protectant for Fitness Center**

ProFIT has recommended a reapplication of the Antimicrobial Protectant in the fitness center. The committee discussed frequency and justification of continuing with application. The cost is \$525 per application. The committee agreed that the

protectant be reapplied no more than 3 more times (quarterly) before discussing again.

### **3. Fitness Center Capacity-Request to Increase Capacity**

The committee discussed increasing the capacity in the fitness center. In February, ProFIT recommended increasing the capacity in the fitness center to 12. Also in February, the CCFC Chair and Vice Chair conducted a walkdown of the fitness center to confirm that 12 people in the fitness center can still maintain 10 feet of spacing, as required. *Dan Ogg moved that the committee recommend to the Board of Directors that the capacity in the fitness center increase from 10 to 12 people. The motion was seconded by Brendan Hanlon and passed unanimously.*

### **4. Men's Locker Room Shower/Renovation**

The committee further discussed the issue with the broken shower in the men's locker room. CCFC agreed that the pool will open without the shower in use because it is not needed while COVID-19 controls are in place. Should the shower need to be accessible and usable during the season, the committee has asked CAMP to work out a solution using a longer shower curtain, possibly with limited movement.

CAMP presented the RFP and responses for the renovation of the men's and women's locker rooms. The committee determined there were two viable proposals among those presented. CAMP requested the committee identify any holes in the proposals. The committee requested that CAMP present the RFP to a third firm who could propose a bid. The committee would like CAMP to provide an analysis of the bids and recommendation as they did for the basketball court and the recent contract proposals. The committee would like to review the proposals and interview the companies during the April meeting.

## **VI. Matters for Committee Information**

- 1. Board Update.** Ray Celeste updated the committee on recent Board developments. The board approved the contract for ProFIT.
- 2. CAMP Management's Report** CAMP noted the contract for American Pool has been signed.
  - i. Project Timeline** CAMP presented an updated action item report for maintenance in the clubhouse. The report included timelines for pending projects.
  - ii. Action item List/Pending Tasks** CAMP noted that there will be updates to the HVAC and roof repair pending items at April's meeting. The committee asked CAMP to add an action item to replace the Cameron Station logo on the glass partition that looks out onto the basketball court.
- 3. Budget/Finance Update:** The budget update was included in CAMP's report.

4. **Pool Matters:** The contract for American Pool has been signed and completed. The committee discussed raising the capacity of the pool when it opens. The committee will make a recommendation to the board after April's meeting in order to have the most up-to-date information from the CDC and other government entities.

American Pool has all the necessary supplies and is set to begin opening the pool on schedule for the 2021 pool season.

## VII. ProFIT Report

**1. February Summary Report** The committee reviewed the report from ProFIT included in the meeting packet. CAMP and ProFIT determined how many unique visitors use the fitness center in one month. 344 unique individuals used the fitness center in February. There are still issues with people making reservations and not showing up. The walk-in system is working well.

The committee discussed updating the flooring and wall paint in the fitness center. It is the committee's opinion that these need attention and will present the case to the Board of Directors before having ProFIT and CAMP provide quotes for the work.

The committee discussed ways to conduct equipment inventory oversight in the fitness center. The CCFC asked CAMP to work with ProFIT to determine what "TBD" means in the usage column (e.g., miles or hours) of the cardio equipment inventory; i.e., does TBD mean that ProFIT is still working to find the usage information, or does it mean that the cardio machine is not equipped to provide usage data?

The committee asked CAMP to replace the broken weight bench in the fitness center. This will be a small expense paid out of operating expenses line item, "Recreation Equipment," which had \$3750.00 remaining at the end of January.

## VIII. New Business.

1. **Reminder Upcoming Meeting** The next meeting will be Thursday, April 8, 2021 at 7:00 pm.
2. **Updates Needed for The Compass newsletter** Ray Celeste, Jr. submitted an article to the Communications Committee for the next newsletter.

## IX. Adjournment

*Hans Estes made a motion to adjourn the meeting; Dan Ogg seconded the motion and it passed unanimously. The meeting ended at 9:02 pm.*

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**MARCH 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  
Marian Cavanagh - Member  
Susan Klejst - Member  
Linda Taousakis - Member

**COMMITTEE MEMBERS ABSENT:**

Lenore Marema - Member  
Rebecca Pipkins - Member

**ALSO PRESENT:**

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

**CALL TO ORDER**

**Motion:** Tricia Hemel called the meeting to order at 7:03 pm. A quorum was present.

**I. APPROVAL OF MINUTES**

Upon a Motion that was Moved and Seconded, the Committee's minutes from February 10, 2021 were approved, with a small change.

**II. RESIDENT OPEN FORUM**

None.

**III. ITEMS FOR RECOMMENDATION:**

Motion: Upon a motion moved and seconded, the Committee unanimously approved to recommend to the Board of Directors the appointment of Christine Fisher as the new editor of *The Compass*.

Motion: Upon a motion moved and seconded, the Committee unanimously voted to recommend to the Board of Directors the selection of LMK to refresh/redesign the community website.

**IV. MATTERS FOR COMMITTEE INFORMATION**

Management Report:

Juana Michels reported that the Master list of email addresses of owners and renters is being reviewed and updated. Management to advise on the number of residents for whom they have no email. Residents

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**COMMUNICATIONS COMMITTEE MEETING**  
**MARCH 10, 2021**

for whom no email is known will receive a printed copy of the March/April edition of *The Compass*. The Committee discussed sending a mailing to them to request emails for future electronic delivery.

Board Update: Megan Christensen reported that the Communication Committee Charter and Resolution were approved with a few changes, mostly minor. The Board returned the SOP Manual to the Committee to finish before reviewing it.

*The Compass*: The March/April issue is in production. This will be Editor Marian Cavanaugh's final issue. The Committee thanked her for her excellent work and looks forward to welcoming Christine Fisher as Editor beginning with the May/June issue. Newsletter will remain with GAM for design and printing for the immediate future.

Weekly Email Blast; Blast continues to be improved; Committee thanked Juana Michel for her work.

Welcome Subcommittee: Google Drive will continue to be used for providing information on new residents. Discussion will be needed about when to resume in-person visits.

Social Media: Social media is ready to go live shortly. Management will connect Joe at New Media Horizons with Photography Subcommittee Dropbox to enable him to select photographs.

Website: The Committee proposed to update the website.

Photography Subcommittee: A 10<sup>th</sup> member has joined the subcommittee. Clarification was requested regarding the need for consent for non-commercial use of photos. Management to contact the Association's counsel for additional legal guidance.

Bulletin Boards and Signage: Sign in front of Cameron Club will remain unless damaged or falls down.

Marketing & Public Relations: Lisa of LMK can update current Cameron Station logo which was included in quote to update website.

Budget: "Other" is budgeted at \$6,000. Social Media is \$4,050. Newsletter going digital will save money. Management to contact GAM again for breakout of newsletter design, production, printing and postage.

**V. OLD BUSINESS**

None.

**VI. NEW BUSINESS**

The SOP Manual will be updated and then returned to the Board of Directors for approval.

Ava Avila has resigned from the Committee effective immediately. Marian Cavanagh has resigned from the Committee effective once the March/April issue of *The Compass* is completed.

Notice will appear in email blast and on social media to find a seventh member of the Committee.



**MINUTES  
CAMERON STATION COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE MEETING  
MARCH 10, 2021**

Next Meetings: March 30 - Board of Directors; April 5 – Newsletter Subcommittee; and April 14 – Communications Committee

**VII. ADJOURNMENT**

The meeting was adjourned at 8:35pm

Respectfully Submitted,  
Pat Sugrue

**MEETING MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION, INC.**  
**COMMON AREA COMMITTEE**

Monday, April 12, 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                                      Kyle Gerron, CAC member  
Chris Alex, CAC member    Wendy Ulmer, CAC member  
Colby Hostetler, CAC non-voting member

**Members absent:** Mindy Lyle, CAC member

**Others in attendance:**

Jenn Gilmore, General Manager, CAMP

**Motion to Approve Agenda**

Moved by McCollom

Seconded by Greenberg

For: All

Against: None

**Motion passed.**

**Motion to Approve Minutes from March 8, 2020**

Moved by Ulmer

Seconded by Gerron

For: All

Against: None

**Motion passed.**

**Homeowners Forum:** No homeowners.

Burns asked Gilmore for feedback on the proposal to have Lancaster conduct a tree education program. Gilmore said plans are on hold until after the tree situation on Grimm is considered by the board. We can consider the proposal at the May meeting. Hostetler asked about the removal of trees at the condominiums on Barbour (4900, 5010, 5020).

**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:**

**Street Sweeping Proposals (Budget Line 6760), Total cost \$5,440.**

**Motion to Have Atlantic Sweeping & Cleaning, Inc. clean/sweep streets in Cameron Station, including areas under parked cars, in one day. Debris will be disposed of off-site.** Of the three proposals received, CAMP recommended Atlantic. It was also the most cost-efficient.

Moved by McCollom

Seconded by Greenberg

For: All

Against: None

**Motion passed.**

#### **Donovan Fountain Replacement Proposals. Reserve.**

**Discussion:** It was agreed that a fountain similar to the one in place in the park at a lower cost is acceptable. Considerable discussion followed on how important a fountain is in Donovan Park versus the maintenance costs of any water attraction. Burns noted that original plan for Donovan Park included a fountain. Gilmore suggested CAC needs guidance from the board on whether the park must have or should have a fountain. Gilmore will bring this question to the board in her weekly Friday letter so that we can get a quick answer. With the answer, CAC can provide more germane input on the issue to the board at the board's next meeting. It was also suggested that resident input, from a survey, would be helpful. Gilmore will follow up on a survey.

**Metal Edging (Budget Line 6600) Total cost \$1,755. Proposal No. 30956.**

**Move to Install approximately 90 feet of metal edging to prevent mulch spill along mulch bed next to the pool on Kilburn. 9 sections of 10-foot edging @ \$195 each.**

Moved by Greenberg

Seconded by Ulmer

For: All

Against: None

**Motion passed.**

### **Linear Park MOU**

Gilmore provided background to the Linear Park MOU. Although we refer to a signed MOU between the city of Alexandria and Cameron Station management for the mowing and care of the Linear Park, CAMP has not found one. Do we want one?

**Motion to keep the MOU between the city of Alexandria and Cameron Station. Cameron Station would continue to pay for the maintenance and care of the Linear Path.** The MOU spells out what services the city will perform and what services Cameron Station will provide.

Discussion: Because the level of city mowing services is not equal to the standards expected by Cameron Station residents, CAC feels they must hire an outside contractor to assure these services, i.e., mowing every 7 rather than every 14 days. Lancaster is providing these services now.

Moved by Greenberg

Seconded by Ulmer

For: All

Against: None

**Motion passed.**

**Pride of Ownership (POO) Procedures.** Greenberg and McCollom will provide Gilmore with an explanation and timetable for POO procedures.

### **MATTERS FOR COMMITTEE INFORMATION**

**Board Update.** None.

### **CAMP Management Report and Action item list.**

Gilmore provided an update on the liriopie for the circle around the gazebo. CAMP will work with the city and Lancaster to find an acceptable plant for that area.

**Budget/Finance Update.** Available.

**NEW BUSINESS**

The first walk to inspect a section of Cameron Station takes place Thursday, May 20, at 8:30. We meet in front of the club house unless otherwise notified.

Chris asked if we are on a 7-day mowing schedule. Gilmore said we are.

The next CAC meeting is May 10, 2021 at 7 p.m.

The meeting adjourned at 8:16.

Linda Greenberg

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**April 7, 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  
 Susan Smith\_\_\_ - Committee Member  
 Mindy Dullea\_\_\_ - Committee Member

**COMMITTEE MEMBERS ABSENT:** Amanda Wilkinson

**ALSO PRESENT:**

Nest Cage\_ - Board Liaison

**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 3/3\_ 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. 14 people attended, down from 23 last trivia event
  - b. Could have used more advertising, other than email blast
  - c. Suggest instructions on how to use Slido platform for new users
2. Easter Event (Saturday, April 3, 10 AM)
  - a. Mostly positive feedback
  - b. Possible improvements include more décor and more activities
  - c. Very few no-shows, hard to limit amount of eggs, but there were plenty enough
  - d. Idea to launch large egg hunt at "main site" and other smaller egg hunts next year
3. Spring Yard Sale (Saturday, April 17, 8 AM – 1 PM)
  - a. Andy will look into Washington Post, Alexandria Zebra/Times, Patch
  - b. Rebecca will post in facebook, nextdoor, and craigslist
  - c. Andy will try for about 40 helium balloons to be distributed at the gazebo
  - d. Andy will ask Sarah to reuse modified versions of last year's flyers advertising the event
4. Cinco De Mayo (Wednesday, May 5)
  - a. Ritah will follow through with Port City regarding trivia night/beer delivery
  - b. Rebecca will contact Taco Bamba regarding pickup to-go orders

**MINUTES**  
**CAMERON STATION COMMUNITY ASSOCIATION**  
**ACTIVITIES AND EVENTS MEETING**  
**April 7, 2021**

45

46 **IV. NEW BUSINESS**

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49 Susan raised the issue(s) of July Fourth, Maui Wowi/Rocklands BBQ might interfere with Farmer's  
50 Market on Sunday

51

52 Rebecca raised the issue of Irina Babb Cookie/Ice Cream truck, plan is sometime in May or Memorial  
53 Day weekend

54

55

56 **V. ADJOURNMENT**

57

58 **Motion:** Andy\_\_\_\_\_ **MOVED** and Susan\_\_\_\_\_ **SECONDED** to adjourn the  
59 meeting at 8:30\_\_\_pm. The motion passed unanimously and the meeting was adjourned.

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61

62

63 Respectfully Submitted,

64

65 Andrew Yang\_, Committee Chair



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**April 27, 2021**

**TOPIC: Street Sweeping Proposals**

**Motion:**

"I move to APPROVE \_\_\_\_\_ Proposal for street sweeping at the total cost of \$\_\_\_\_\_. This is a budgeted item and will be funded from the Street Repairs & Maintenance line item. (\$6,500.00)

2<sup>nd</sup>:

**Summary:**

The Common Area Committee requested proposals for street sweeping the private streets and parking areas of Cameron Station. Bids were solicited from 4 contractors and all were asked to provide pricing for street sweeping to include as many passes as necessary to leave the streets in a clean condition. In addition, all were asked to provide pricing for three (3) days as it is expected to take this long anticipating that there may be delays with residents to move their vehicles as this work is performed throughout the community. However, you will see that several indicated that they can complete in 1 day.

Street Sweeping		
Contractor	Price	Notes
Atlantic Sweeping & Cleaning, Inc.	\$5,440.00 (1 day)	Will use portable machine to access areas under parked cars and in areas the sweeper cannot fit. Work to be performed in one day.
Total Power Sweeping Services, Inc.	\$6,500.00 (1 day) \$7,500.00 (3 day)	Sweeping of all accessible blacktop roadways and parking lots.
O'Leary Asphalt	\$12,000.00 (3 days)	Gutter to gutter, full cleaning, unlimited passes for three (3) days, scheduled with coordination of clearing all lots, spaces, and streets for full cleaning.
Sweeping Corp of America (Reilly Sweeping, Inc)	\$4,900.00 (1 day)	Sweeping of all accessible blacktop roadways and parking lots.

**CAMP Recommendation**

Management recommends selecting Atlantic Sweeping & Cleaning, Inc. as they can provide a portable machine to reach areas occupied by cars. Given COVID restrictions are still in place and many residents are still working from home it is anticipated that there will be cars to work around. In addition, the cost should be taken into consideration given the budgeted amount for 2021.





**Atlantic Sweeping and Cleaning, Inc.**  
 P.O. Box 10740  
 Alexandria, VA 22310  
 (703) 684- 1095 Fax (703) 684- 1093

Date 4/7/21

**Prepared Sweeping Contract**

Cameron Station Community  
 200 Cameron Station Blvd.  
 Alexandria, Virginia 22304  
 Attn: Mark Bondurant

**Atlantic Sweeping and Cleaning, Inc. (hereinafter referred to as "Atlantic") will machine-sweep the roads and parking spaces at:** Cameron Station located in Alexandria, Virginia.

### **Cleaning Schedule**

Atlantic will contact a representative of Cameron Station Community Association to arrange the most convenient day(s) and time(s) to perform the cleaning operation.

### **The Sweeping Operation Will Be Performed As Follows:**

Atlantic will pick up debris that has accumulated on the floor from the normal parking operations (paper, cans, bottles, etc.), machine-sweep the floor, sweep around any vehicles, and large obstacles that may be on the floor, use portable machines to clean under vehicles, curbing and areas where the power-driven machines cannot easily function. Atlantic will remove debris picked up during the sweeping operations and haul away for proper offsite disposal.

It will be the responsibility of Cameron Station Community Association to make the necessary arrangements for Atlantic employees to enter and exit the premises during the cleaning operations. The above-mentioned items are required to be arranged before the cleaning operation begins as specified herein.

### **STATEMENT PAYMENT MUST BE RECEIVED UPON RECEIPT**

### **Specification**

### **Price or Prices**

\_\_\_\_\_ Machine-sweep and clean the streets and parking lots in Cameron Station.

Haul and properly dispose of the picked-up debris. (Pick-up sand) Each time.....\$5,440.00

All agreements are nullified upon contingent or delays beyond the control of Atlantic. This Contract may be withdrawn by Atlantic if not accepted within thirty (30) days.

Atlantic Sweeping and Cleaning, Inc.

\_\_\_\_\_  
 Alfonso Recalde, President

### **Acceptance**

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

Date Accepted \_\_\_\_\_

\_\_\_\_\_  
 Type or Print Name or Title

\_\_\_\_\_  
 Signature



ASPHALT • CONCRETE • MILLING • SEALCOATING • STRIPING • SNOW REMOVAL

March 10, 2021

Jennifer Gilmore  
Community Association Management Professionals  
4114 Legato Road, Suite 200  
Fairfax, VA 22033

Tel: 703-567-4881

Cell: 301-346-3467

Email: [jgilmore@gocampmgmt.com](mailto:jgilmore@gocampmgmt.com)

**RE: CAMERON STATION  
200 CAMERON STATION BOULEVARD  
ALEXANDRIA, VA 22304  
STREET SWEEPING**

Dear Jennifer:

**O'Leary Asphalt, Inc.** is pleased to submit the following proposal and specifications for **street sweeping** at the above-referenced property.

As you may already know, O'Leary Asphalt is a family-owned, fully licensed commercial asphalt, concrete and snow & ice management contractor. With over 35 years of experience, our company has the in-depth knowledge and experience to undertake your project. We provide the highest level of quality to each service we provide. We have a proven track record working with local neighborhood board members, property managers and business owners, and on massive government contracts, alike. Essential to our commitment to excellence is the range of experienced foremen and crews on our team. Our Asphalt, Concrete, Sealcoat and Striping crews, as well as our Snow & Ice Management teams offer a wealth of experience and a level of care uncommon in the industry. It's our goal to be a service-oriented company and I hope we have met your expectations with this proposal. To learn more about us, we encourage you to visit our website and view our video at [www.olearyasphalt.com](http://www.olearyasphalt.com).

Thank you again, for giving us the opportunity to provide you with this pricing. If you have questions about the proposal or would like to discuss any of our other services, please feel free to call me.

To accept this proposal, please sign on the signature page and return it to me.

I look forward to hearing from you.

Sincerely,

Kevin P. O'Leary  
Chief Operating Officer

KPO210.doc/ecr

<http://www.olearyasphalt.com>

**O'LEARY ASPHALT INC. OFFERS COMPLETE SNOW REMOVAL SERVICES. KEEP US IN MIND FOR YOUR WINTER NEEDS.**

**PROPOSAL:**

**STREET SWEEPING**

The Contractor will use and furnish at the Contractor's expense all labor, equipment, and materials necessary for the satisfactory performance of the street sweeping work set forth herein. After street sweeping is completed, curbs and gutters will be left in a clean condition, free of litter and debris. The sweeping will include as many passes as necessary to leave the street in a clean condition. This project is expected to take 3 days to complete.

Labor and materials to be included:

Street sweeper with 2.5 yard capacity with operator  
Single Axel with operator  
Skid steer with sweeper box

Roads Included in this proposal are as follows:

**DAY 1**

Bessley Place  
Brawner Place  
California Lane  
Colonel Johnson Lane  
Fucci Court  
Grimm Drive  
Harold Second Street  
Livermore Lane  
Pocosin Lane  
Tancreti Lane

**DAY 2**

Donovan Drive  
Kilburn Street  
Knapp Place  
Lannon Court  
Medlock Lane  
Minda Court  
Murtha Street  
O'Neill Lane  
Vos Lane  
Yarrow Lane

**DAY 3**

Barbour Drive  
Barrett Place  
Comay Terrace  
English Terrace  
Gardner Drive  
Helmuth Lane  
John Ticer Drive  
Martin Lane  
Tull Place  
Waple Lane

**COST:**

**\$12,000.00**

**ADD/ALT M.O.T.:  
(FLAGGER TEAM)**

**\$ 1,750.00/DAY**

**CONSTRUCTION TERMS AND CONDITIONS:**

This Proposal/Contract ("Contract") shall be binding only when signed by an authorized representative from **O'Leary Asphalt, Inc.**, herein referred to as "OAI," and by an authorized representative from your firm, herein after referred to as either "Owner" and/or "Customer." This "Contract" constitutes the entire agreement between the parties, there being no covenant, promise or agreement, written or oral, except as specified herein.

If Customer requires the use of their own Contract, this Proposal shall become a subcontract document and attached thereto. In the event of any conflict between the Proposal and other Contract or Subcontract documents, this Proposal shall apply.

**ADA COMPLIANCE:** If it is the Owner's intent to bring the property into ADA compliance, or verify whether it is currently in compliance, Owner must contract with an engineering firm to provide OAI with plans and specifications for the specific scopes of work required to bring property into said compliance before the work is scheduled. If the engineering firm deems additional work is needed to bring property into compliance, the costs associated with the work will result in a Change Order to the Owner.

**BREACH OF CONTRACT:** If the Owner is in breach of this "Contract," and such breach is not cured within five (5) days' notice from OAI, in addition to any other remedies which OAI may have under law, OAI may elect to either suspend or terminate its obligation to further perform any of its obligation under this Agreement, and shall be immediately paid for all Work performed.

**CHANGE ORDERS:** Extras and/or change orders will be performed on a time and material or negotiated basis. OAI standard change order forms with all included mark-ups will be used, and when signed by the Owner, superintendent, foreman or any other agent, servant or employee on behalf of the Owner, will be deemed acceptable by the Owner and represented as a legitimate extra to the "Contract."

**CONTAMINATED/HAZARDOUS MATERIALS:** OAI specifically disclaims any liability and/or responsibility for any existing or future hazardous materials on the property and/or hazardous material violations pursuant to any Federal, State and/or Municipal ordinance and/or common law tort/contract theory regarding any amendments and/or change orders. The Owner, where OAI specifically warrants that the subject property is free of hazardous material, agrees to indemnify and hold harmless OAI and its subcontractors from any claims, suits, settlements and/or judgments which may be filed, assessed, settled by agreement and/or entered plus all costs, expenses and attorney's fees actually incurred in the investigation, defense, settlement and/or satisfaction thereof.

**COMMENCEMENT OF WORK:** Unless otherwise specified, the proposed work is priced to commence at 7:00am, on the scheduled day of work. Owner agrees to notify OAI at least seventy-two (72) hours prior to the scheduled time for commencement of the work if the work cannot be commenced at scheduled time. In the event of failure of Owner to provide said notification, Owner agrees to pay the following charges as damages for Owner's failure, it being agreed by the parties that the exact amount of damages sustained by OAI will be difficult to determine or ascertain: (a) Milling, patching and paving – Seven Thousand Five Hundred 00/100 Dollars (\$7,500.00) plus asphalt material ordered and plant fees if required by plant, dump trucks per day (\$600.00 per truck per day); (b) Sealcoat application – Three Thousand Five hundred 00/100 Dollars (\$3,500.00) per day; (c) Pavement Markings – Nine Hundred Fifty 00/100 Dollars (\$950.00) per day; (d) Crackfill - Nine Hundred Fifty 00/100 Dollars (\$950.00) per day; (e) Concrete work – Five Thousand Five Hundred 00/100 Dollars (\$5,500.00) per day. The standby hourly rate for having to wait on site is calculated by taking the day rate for whichever crew is being delayed and dividing that by 8 hours per day. That hourly rate will be multiplied by the number of hours the crew is delayed. Notwithstanding said payments, the "Contract" shall remain in full effect and the above damages shall be paid within seven (7) days from the date incurred and shall be in addition to the payments due under the "Contract."

**DAMAGES:** OAI must be notified in writing of any alleged damage(s) to existing items within 48 hours of occurrence. If OAI is not notified within 48 hours, it is agreed that OAI will not be responsible for, nor will OAI suffer any back charge(s) from Owner, regarding the alleged damage. It is also understood that OAI must use heavy trucks and equipment in the performance of the work. OAI is not responsible for damage(s) to surrounding asphalt, concrete, grass or landscaped areas due to the use of these vehicles during normal construction activities.

**MINIMUM SLOPE:** A minimum slope of two percent (2%) is necessary for proper surface drainage. OAI is not responsible for standing or ponding water on concrete or pavement installed with less than two percent (2%) rate of slope.

**MISS UTILITY:** OAI will notify Miss Utility as required by law. Owner is responsible for contacting a private utility contractor to mark any non-specific utilities ("Private utilities") located on the job site such as: conduit, house lights, underground cables, traffic sensors, sprinkler components, wiring, or any other sub-surface utilities not listed with Miss Utility or any other utility-based organization, is the responsibility of the owner and OAI is not responsible for any damage to these items. Furthermore, owner agrees to correct any problems to these "Private utilities" at owner's expense and will do so in a timely manner not to delay schedule. OAI will take every precaution, but will not be held responsible for any damage to Private utilities as a result of the owner not having the work area marked.

**MOBILIZATIONS:** Unless otherwise indicated in the body of the proposal, this proposal includes a maximum of 1 mobilization(s). Additional move-ins (Mobilizations) required by the Owner will incur additional charges. See Commencement of Work paragraph below for rates.

**PAYMENT TERMS:** All amounts are due and payable upon receipt of invoice. OAI may require a 33% deposit prior to the commencement of work. Final payment is due upon substantial completion. The Owner agrees to pay 1.5% interest per month (18% annual rate) on any unpaid balance(s) over 30 days from the date indicated on the invoice. In the event that OAI incurs collection costs on any past due monies, Owner agrees to pay reasonable attorney's fees and any other collection costs incurred by OAI. OAI reserves the right to bill in progress invoices for each scope of work completed. If full payment (including aforementioned late charges) is not received by OAI within sixty (60) days from final invoice date, all warranty rights will be waived. We accept all major credit cards for payment. If you utilize a credit card, we will charge a 2% fee. Credit Card Authorization Forms are available upon request if you choose this option.

**PERMITS:** The Owner agrees to obtain and assume the costs for all required permits necessary for performance of the Work. Owner will be held responsible for securing all permits, licenses and surveys prior to the commencement of said work, and releases OAI from any/all liabilities resulting in delays or failure to secure necessary documents.

**SITE CONDITIONS:** The Owner represents, and is responsible for, making sure that all worksite conditions are clear of dirt, debris, trees and other obstructions, and are in proper order for OAI to perform their work, and will maintain safe access to the worksite at all times. If, in the course of performing the Scope of Work, OAI is impeded by site conditions caused by others, OAI shall notify the Owner of such conditions and the Owner shall take immediate actions to correct any/all site problems, at Owner's expense.

**SUBGRADE:** OAI reserves the right to refuse the installation of asphalt, curbs, sidewalks, etc., if it is determined by OAI that the subgrade is unstable due to soil, weather, compaction or any other condition. If the Owner directs that any of these items be installed against the recommendations of OAI, Owner accepts full responsibility for all failures and varying thickness to the asphalt and concrete as well as the payment for any/all over-runs of quantities for reinstallation of any area. Notwithstanding the above, the installation of aggregate, asphalt,

or concrete on the Owner's subgrade does not imply OAI's acceptance thereof, and any installation failures due to subsequent subgrade deterioration, will be repaired at the Owner's expense. Select material furnished and installed by OAI in an attempt to stabilize any subgrade failure will be paid for by the Owner at the rate of One Hundred Fifty 00/100 Dollars (\$150.00) per ton, which includes the excavation of unsuitable material, the disposal of, and furnishing and installing of, select material. OAI reserves the right to use millings/recycled material instead of stone if they so choose. Additional costs to the Owner, and subsequent payments to OAI, shall be based on quantified yields. If removal of existing subgrade is required, there will be an extra charge.

**TRAFFIC CONTROL:** OAI will cone off and barricade the work area. Certified maintenance of traffic including flagging crew is not included.

**WARRANTIES:** All materials are warranted to be as specified and all work is to be completed in workmanlike manner according to standard practice in the industry for a period of one (1) year. This limited warranty does not apply: (i) to the extent the Owner fails to properly care for and use asphalt surfaces, allowing traffic on newly sealed or paved surfaces sooner than 24 hours after work is performed; (ii) to cracks or other defects resulting from installation over concrete or other surfaces not provided or installed by OAI; (iii) abnormal vehicular use or constant exposure to oil or other chemicals; (iv) sealants or other materials applied to such surface, or unauthorized repairs made by persons other than OAI, or performed after October 15<sup>th</sup> in any given year; (v) O'Leary Asphalt, Inc. does not warranty curb painting; (vi) events, occurrences or other factors beyond OAI's control (i.e. severe weather, earthquakes, tree roots, vandalism, etc.); or (vii) Owner is in default of financial obligation under this Agreement.

**ASPHALT MILLING EXCLUSION:** OAI is not responsible for damage(s) incurred to concrete by asphalt milling machine where asphalt and concrete abut. If paving fabric is found under surface layer of asphalt, an additional Two Hundred Fifty 00/100 Dollars (\$250.00) per truck load will be charged for environmental dumping.

**ASPHALT PAVING:** Owner accepts the financial responsibility for any/all compaction testing to the asphalt. If there are minimum compaction requirements, customer/owner must have their testing personnel on site at the beginning of paving operation, and if testing results are not provided to OAI while equipment and labor are paving on site each day, OAI cannot be responsible for meeting compaction requirements. If directed to pave when the temperature, ambient or ground, is less than 50° F OAI will not bear responsibility for cold seams and asphalt raveling due to work being performed in substandard conditions.

**ASPHALT DEEPER THAN SPECIFIED:** In the event that the existing asphalt is deeper than specified in this "Contract," an additional charge of Eleven 00/100 Dollars (\$11.00) per square yard, per inch for the extra depth of asphalt installed.

**BACKFILL:** Only onsite materials will be used for backfilling. If additional topsoil is required to meet finished grade, additional charges will be assessed. After the areas are backfilled, seed will be applied to these areas. O'Leary Asphalt is not responsible for watering.

**CONCRETE QUALIFICATIONS AND EXCLUSIONS:** If concrete depth is greater than specified depth, an additional charge of Three 00/100 Dollars (\$3.00) per inch, per square foot, for removal, will apply. OAI will not be responsible for vandalism to freshly poured concrete, damage to concrete as a result of application of ice melt or color variation due to existing and new surface conditions. If site conditions warrant, the use of blankets or Polyethylene may be required to cover the concrete. This may produce a *shaded* appearance to the surface of the concrete that will fade over time. OAI makes no guarantee that they will match the color or texture of existing concrete or precast features scheduled to remain in place. OAI does not warranty concrete against cracking or heaving over the winter due to freezing and thawing. Unless otherwise specified, gravel bedding, sealant, caulking, backer rod and structural/architectural expansion joints, other than cork or asphalt impregnated fiber joint filler area specifically excluded. Concrete repairs performed from November 15-March 15 may incur additional winter concrete charges.

**PAVEMENT MARKINGS:** When striping includes stenciling of any kind (numbers or letters), Owner will provide OAI with a detailed drawing designating location of stenciled numbers, letters, "RESERVED", "VISITOR" or any other stenciled lettering prior to commencement of sealcoating and/or paving. There is no warranty on pavement markings applied to concrete.

**SEALCOAT:** Due to temperature fluctuation, warranty on sealcoat done after October 15<sup>th</sup>, will be void. As per the manufacturer's specifications, there will be no warranty if, ambient or ground temperatures fall below 50° F, 24 hours prior to, and 48 hours after the application. Sealer applied in the Spring or early Summer may leave residual white or brown spots as a result of deicing chemicals and/or mineral deposits in the subbase leaching through hairline cracks in the asphalt. These imperfections will fade and/or wash away over time.

**TOWING:** This proposal is based on having adequate access to all areas of our work for necessary trucks and equipment. Towing and/or removal of vehicles or equipment is excluded. The coordination of towing and/or removal of vehicles or equipment, and the costs associated therewith, are the responsibility of the Owner. If O'Leary Asphalt Inc. coordinates the towing of vehicles prior to sealcoating and/or striping, the cost will be One Hundred 00/100 Dollars (\$100.00) per vehicle with a minimum charge of One Hundred Twenty Five 00/100 (\$125.00) per mobilization.

**NOTICE:** (Applicable in Maryland only): All home improvement contractors in Maryland must be licensed by the Maryland Home Improvement Commission. Inquiries about a contractor should be transmitted to the Home Improvement Commission, 501 St. Paul Place, Baltimore, Maryland 21202; Telephone (410) 333-6310.

***I have read and I understand and agree to all above-listed terms and conditions:***

**O'LEARY ASPHALT:**

Authorized Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**ACCEPTANCE OF PROPOSAL:**

Authorized Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

\_\_\_\_\_  
O'Leary Asphalt, Inc.

\_\_\_\_\_  
Customer



**Total Power Sweeping Services, Inc.**

P.O. Box 6322

Fredericksburg, VA 22403

(540) 370-0315

info@totalsweep.com

www.totalsweep.com

# Proposal

## ADDRESS

Janeva Sharps  
Cameron Station Community  
Association, Inc.  
MD Harting

**PROPOSAL # 5569**

**DATE 03/16/2021**

## LOCATION

Cameron Station HOA

## PREPARED BY:

Anna Simoes

ACTIVITY	QTY	RATE	AMOUNT
<b>Spring Sweep</b> We hereby propose to furnish all labor and materials necessary to complete parking lot sweeping to include blowing out all corner areas, cleaning along all curb and gutter areas. Removal and disposal of sand and debris is included.  <b>**Service will be completed over the course of 3 days**</b>  * TPSSI cannot guarantee that all parking spaces are clean of sand and debris unless all vehicles are removed off site.  All sweeping services are scheduled on a first come first service basis, weather permitting.	1	7,500.00	7,500.00
<b>Legal</b> All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specification involving extra cost will be executed only upon written orders, and become extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. TPSSI ____  This proposal may be withdrawn by us if not accepted within 30 days.	1	0.00	0.00

## ACCEPTANCE of PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. The signed proposal is a one year agreement, either party may cancel upon written 30 day notice. Payment Terms: Due upon receipt of invoice a 9% interest charged monthly on balances of 30 days. Customer is to pay all collection costs, including reasonable attorney fees.

**FUEL SURCHARGE** - A 3% fuel escalation surcharge will be applied if diesel prices reach \$4.00+.

Signature \_\_\_\_\_

Please sign and fax to (540) 370-0316

Please call if you have any questions at (703) 551-1005 or (540)  
370-0315

TOTAL

**\$7,500.00**

Accepted By

Accepted Date



**Total Power Sweeping Services, Inc.**

P.O. Box 6322

Fredericksburg, VA 22403

(540) 370-0315

info@totalsweep.com

www.totalsweep.com

# Proposal

## ADDRESS

Janeva Sharps  
Cameron Station Community  
Association, Inc.  
MD Harting

**PROPOSAL # 5568**

**DATE 03/16/2021**

## LOCATION

Cameron Station HOA

## PREPARED BY:

Anna Simoes

ACTIVITY	QTY	RATE	AMOUNT
<b>Spring Sweep</b>	1	6,500.00	6,500.00

We hereby propose to furnish all labor and materials necessary to complete parking lot sweeping to include blowing out all corner areas, cleaning along all curb and gutter areas. Removal and disposal of sand and debris is included.

**\*\*Service will be completed in one day\*\***

HOA will be swept roughly between the hours of 8am to 5:30pm

\* TPSSI cannot guarantee that all parking spaces are clean of sand and debris unless all vehicles are removed off site.

All sweeping services are scheduled on a first come first service basis, weather permitting.

<b>Legal</b>	1	0.00	0.00
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All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specification involving extra cost will be executed only upon written orders, and become extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. TPSSI \_\_\_\_\_

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 are hereby accepted. You are authorized to do the work as specified. The signed proposal is a one year agreement, either party may cancel upon written 30 day notice. Payment Terms: Due upon receipt of invoice a 9% interest charged monthly on balances of 30 days. Customer is to pay all collection costs, including reasonable attorney fees.

**FUEL SURCHARGE** - A 3% fuel escalation surcharge will be applied if diesel prices reach \$4.00+.

Signature \_\_\_\_\_



## ACTIVITY

QTY

RATE

AMOUNT

Please sign and fax to (540) 370-0316

-----  
Please call if you have any questions at (703) 551-1005 or (540)  
370-0315

TOTAL

**\$6,500.00**

Accepted By

Accepted Date



**Reilly Sweeping Inc.**  
10968 Guilford Road  
Annapolis Jct., MD 20701  
Phone: 301-725-3518  
www.reillysweeping.com

**Agreement # 207609**

**DATE:** 05/04/2020

**REP:** Ed Kemp

## SERVICE AGREEMENT

### CUSTOMER:

Cameron Station Comm Assoc  
200 Cameron Station Blvd  
Alexandria VA 22304

### SITE

Cameron Station Comm Assoc  
200 Cameron Station Blvd  
Alexandria VA 22304

**Attention:** Brian Lord

QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TOTAL
1.00	p/sw	Road sweeping services with operator to sweep all accessible blacktop paved roadways & parking lots. Customer will be responsible to have the work area clear of any vehicles. All invoices paid by credit card are subject to a 3% handling fee.	\$4,900.00	\$4,900.00
		\$3200.00 = per sweep		
		\$1700.00 = disposal of debris		
		\$4900.00 = total		

**Customer will provide a dumpsite for material collected and a water supply for the sweepers dust control.**

**Water Fill Location:** \_\_\_\_\_

**Dumpsite Location:** \_\_\_\_\_

Customer shall provide and secure, at its sole cost in addition to the prices in this agreement, for the disposal of waste and/or debris. Any waste or debris swept or collected from the designated work area by Company shall remain the waste of the customer and under no circumstances shall the waste be deemed to be the waste of the Company. The Company shall dispose of all waste within the Customer dumpster and/or at a dumpsite chosen by the Customer. Company hereby authorizes the use of the dumpster by the Company. Customer agrees to hold harmless and indemnify the Company, including the payment of reasonable attorney fees and costs, should Company incur costs, damages, and/or be held legally responsible for disposal costs incurred in conjunction with this agreement.

Terms: Net 10 Days

**Signature x** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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



**Reilly Sweeping Inc.**  
 10968 Guilford Road  
 Annapolis Jct., MD 20701  
 Phone: 301-725-3518  
 www.reillysweeping.com

**Agreement # 207609**  
**DATE:** 05/04/2020  
**REP:** Ed Kemp

## SERVICE AGREEMENT

### TERMS AND CONDITIONS

- 1) **Services Rendered.** Customer grants exclusive rights to Company to furnish labor, equipment and services necessary for the performance of the service in conformance with the standards of service set forth in this Agreement and Customer agrees to make payments as provided in the Agreement.
- 2) **Coverage of Agreement.** This Agreement shall control and govern all services provided by Company from and after its effective date.
- 3) **Standards of Service.** Services shall be performed in accordance with best management practices. Obstructions or debris, including but not limited to accumulations of leaves, silt, compacted dirt, and similar debris will be removed as part of the customary and ordinary service under this Agreement unless, the Company, at its sole discretion, determines that such removal constitutes extra work from that contemplated under this Agreement. Company shall, for additional compensation consistent with the fee schedule provided with this Agreement ("compensation schedule"), perform extra services as may be required to provide the desired service. The cost to perform extra services shall be consistent with and as set forth in the compensation schedule. Services shall be performed to prevent litter, leaves, sand, dirt and debris from being swept into any street, sidewalk, or inlets contiguous to or within the designated work area. Company shall not handle or dispose of any hazardous waste or materials of any kind and further, nothing in this Agreement shall convey to the Company the status of "generator". Any waste swept and collected from the designated work area by Company shall remain the waste of the Customer and it is agreed that Company under no circumstances shall be deemed to have generated the waste or to own the waste. The Company shall dispose of all waste within the Customer's dumpster and customer hereby authorizes the use of its dumpster for that purpose, unless otherwise stated on the front of this Agreement. Any waste that cannot be disposed of in the Customer's dumpster shall be disposed of in accordance with the compensation schedule.
- 4) **Warranties.** Except as otherwise provided herein, Company makes no express or implied warranties, including but not limited to, implied warranties of merchantability or fitness for a service.
- 5) **Time and Performance.** Upon acceptance by Customer, Company shall commence performance within the time frame specified by Company or, in the absence of a specified time frame, shall commence work within a reasonable time and pursue such with reasonable diligence until completed. Company agrees to use its best efforts to perform services timely. If a scheduled sweeping is not possible due to inclement weather, or other unforeseen occurrences, Company shall perform the services when the weather or the circumstances permit.
- 6) **Clean Up.** Contractor agrees to remove from the Company's premises any equipment brought onto the premises by Company and further agrees to leave the premises free from any of Company's trash.
- 7) **Payment.** Customer shall pay Company for services rendered monthly in accordance with the compensation schedule and invoice received. Unless otherwise agreed by the parties in writing, Company shall pay Company for services within ten (10) days after receipt of an invoice. Company may charge late fees and interest, not to exceed the maximum rate allowed by applicable law on all amounts past due. In the event a payment is not made when due, Company, at its sole option, may terminate the Agreement and direct to the Customer and recover all past due amounts.
- 8) **Suspension.** If any amount due from Customer is not paid within 60 days of the date of the Company's invoice, Company may, with or without notice, suspend service without terminating the contract, until the Customer has paid all amounts owed to Company. If service is suspended under this provision, Customer shall pay a service interruption fee in an amount to be determined by the Company in its discretion.
- 9) **Rate Adjustments.** Customer agrees that it shall pay Company for increased rates for any increase in costs due to an increase in fuel costs. These fuel surcharges shall be deemed to be "fuel" on the compensation schedule. Customer also agrees that it shall pay Company for increased rates due to increases in Company's costs because of changes in local, state or federal laws, rules, ordinances or regulations applicable to Company's operations or services or because of increases in taxes, fees, costs or other governmental charges. These charges shall be deemed to be "environmental" on the compensation schedule. The fuel and environmental recovery fee(s) shall be shown on the customer invoice.
- 10) **Damage to Payment.** Company shall not be responsible for any damages to the Customer's payment or accompanying substance, cutting or other driving surfaces resulting from the Company's services.
- 11) **Independent Contractor.** Nothing contained in this Agreement shall be construed to constitute Customer as a partner, employee or agent of Company, nor shall either party have any authority to bind the other in any respect. It is intended that Company shall, in all instances, be and remain an independent contractor responsible for its own actions and for its own agents, employees and representatives.
- 12) **Remedies.** The parties' remedies for all legal injuries and losses sustained in connection with transactions governed hereby shall be as prescribed by applicable law; however, under no circumstances shall either party be liable to the other for loss of profits, for business interruption, or for exemplary or other punitive damages.
- 13) **Term of Agreement.** The initial term of this Agreement shall start on the date on which service under this Agreement commences and shall continue for a term of 36 months. Thereafter, it shall automatically renew for successive 36-month terms unless either party gives written notice of termination to the other at least 60 days before the end of the then current term. Any notice of termination under this Agreement by customer shall be duly and timely received by the Company.
- 14) **Termination.** This Agreement may only be terminated by the Customer by providing written notice of Company's breach of the Agreement and, only after providing a right to cure the breach and, Company fails to cure the breach within 30 days of written notice of the breach. Except as otherwise provided in this Agreement, the termination shall have no effect upon the rights of the parties prior or relating transactions and any liabilities. Upon termination, Company shall wind down its work in progress in a safe manner, protective of Customer and Company owned or operated property, and Customer and Company shall work in good faith to close out any service in an expeditious manner.
- 15) **Assignability.** This agreement is binding and shall inure to the benefit of all successors and assigns. This Agreement, and any duties hereunder and any relation of Company subject to this Agreement may be assigned in whole or in part, without the mutual written consent of the parties to this Agreement.
- 16) **Notice.** Any notice to be given under this Agreement by either party to the other shall be in writing and personally delivered or mailed to the other party at its address as set forth above or to such successor addresses as the parties may designate by notice pursuant to this provision.
- 17) **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties and shall govern the relationship of the parties notwithstanding any previous written agreement and/or any previous or subsequent oral understandings or agreements.
- 18) **No Waiver.** No waiver of any provision or condition of this Agreement shall be implied or imputed by reason of a party's failure to complain or to seek remedies because of any previous breach or violation.
- 19) **Severability.** If any clause or provision of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the balance of this Agreement shall be enforced as the written agreement of the parties.
- 20) **Credit History.** Customer represents and warrants that it has the financial means to meet its obligations under this Agreement, and Customer hereby agrees that Company may, at any time and from time to time, investigate the credit history of Customer.
- 21) **Attorney's Fees, Jurisdiction and Venue.** The parties agree that if Company files a lawsuit to collect any money due and payable under this Agreement, in any suit brought, Company shall be entitled to recover its reasonable costs and attorney's fees. Each party, to the extent permitted by law knowingly, voluntarily, and intentionally waives its right to trial by jury in any action or other legal proceeding arising out of or relating to this Agreement. Customer and Company agree to personal jurisdiction and venue in Cuyahoga County, Ohio and neither Company nor Customer shall object or oppose personal jurisdiction or venue if the lawsuit is filed in Cuyahoga County, Ohio.
- 22) **Excused Performance.** Neither party to this Agreement shall be liable for its failure to perform or delay in performance due to contingencies beyond its reasonable control, including but not limited to, unsafe conditions, weather, strikes, riots, compliance with laws or governmental orders, fires, or acts of God.



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**April 27, 2021**

**TOPIC: Donovan Outdoor Fountain**

**Motion:**

"I move to APPROVE \_\_\_\_\_ Proposal for the replacement of the Donovan outdoor fountain at the total cost of \$ \_\_\_\_\_. This will be funded from the Reserves.

2<sup>nd</sup>:

**Summary:**

As you may recall, the Donovan Outdoor Fountain is broken and is in need of replacement. The Common Area Committee, (CAC) requested, received, and reviewed proposals for the replacement of the Donovan outdoor fountain. Bids were solicited from 3 contractors and 2 provided bids, 1 declined to bid. At the April CAC meeting the proposals were reviewed and the proposal from Harmony Ponds was selected by CAC however they would like to confirm that the Board wishes to proceed with the replacement and not explore other options such as removing the fountain and restoring the turf, repurposing the fountain into a planter, or a similar idea.

Duke Street Brick Wall Cleaning & Clubhouse Exterior Cleaning		
Contractor	Price	Notes
Harmony Ponds, Inc	Option #1 \$15,130.00 Option # 2 \$21,3458.00	Option #1 is to install a similar fountain. Option #2 is to install the exact same fountain, custom order.
Cascade Fountains	\$12,250.00	Price to install similar fountain.

**CAMP Recommendation**

Management has no issue with either vendor as both indicate they can install similar fountains in size and look and the current fountain cannot be repaired. Replacement is appropriate. At the April CAC meeting the proposals were reviewed and the proposal from Harmony Ponds was selected by CAC.



**HARMONY PONDS, INC**  
7351 Lockport Place, Unit N  
Lorton - VA 22079

VA: 703-978-2800  
office@harmonyponds.com

MD: 301-879-5004  
harmonyponds.com

## **FOUNTAIN PROPOSAL**

**Cameron Station**  
**200 Cameron Station Blvd**  
**Alexandria, VA 22304**  
**Mark Bondurant 703-567-4881**  
**mbondurant@gocampmgmt.com**

**I. PROJECT DESCRIPTION:** Replace existing deteriorated fountain located on Donovan Drive.

- A raised circular pool with a pre-cast surround.
- Center single pre-cast fountain.
- Fiberglass pool on cast-in place concrete base.
- Submersible pump, no lights.

**II. SCOPE OF WORK:** Harmony Ponds, Inc. ("HP-I") shall provide labor, material, equipment, and supervision for fountain elements in accordance with the references, drawings and the following scope of work:

1. Submissions and shop drawings as required.
2. Coordination with related trades.
3. Demo and remove existing fountain complete.
4. Provide and install exact replacement Haddon Stone pre-cast fountain. (Color: BATH)
5. Modify new fiberglass pool and slab to allow: Water, electrical and drain.
6. Fiberglass pool and pre-cast and fountain assembly per manufacturer's instructions.
7. Provide new pump.
8. Interconnecting pipe and valves.
9. Apply epoxy coating to fiberglass pool interior.
10. Start-up and training.

### **III. NOTES:**

1. Client will provide HP-I with access to the property, and to electrical and water services.
2. Existing concrete slab in sound condition (assumption).
3. Electrical service for pump in working condition (assumption).
4. Water service for fountain functional (assumption). Including backflow preventer if required.
5. Lights can be provided at an additional cost.
6. Option: Replace fountain with similar, not exact at lower cost.

### **IV. PRODUCTS & EXECUTION** by HPI

Systems installed in accordance with local codes, ordinances, and regulations.

050

- 1) Footings and Structures
  - A. Existing. NIC
- 2) Fountain
  - A. Roman Pool surround.
  - B. Fontainebleau Fountain.
  - C. Fiberglass pool.
  - D. Colors available: Bath, Portland or Terracotta.
- 3) Interior finish and waterproofing
  - A. Ramuc or equivalent pool epoxy. Black.
  - B. Manufacturers and installation to be specified in submissions
- 4) Specialty Hardware and Fittings
  - A. One (1) 1" FTP floor drain.
  - B. One (1) ¾" MTP conduit electrical stub-outs.
  - C. One (1) mechanical float-type water level control.
  - D. Pipe cast into fountain structures to be PVC, bronze, stainless steel with no-leak flange.
  - E. Metal embedded fittings to be bonded to steel wire mesh and grounded in accordance with NEC Article 680.
- 5) Pipe and Fittings
  - A. Re-circulating pipe to be Sch. 40 PVC with solvent welded joints; ASTM F441-82.
  - B. Fittings to be Sch. 40 PVC.
- 6) Re-circulating and filter system
  - A. One (1) submersible pumps. Mag-drive with integrated strainer and rated for continuous duty.
  - B. Control valves installed on pump.
  - C. Manufacturers and installation to be specified in submissions. Installation according to manufacturer's specifications.
- 7) Lighting
  - A. NIC
- 8) Control/electrical systems
  - A. Contractor/client to provide electrical service.
- 9) Training and turn-over
  - A. Provide operational training to owner.
  - B. Provide operation and maintenance manuals to owner.

## **V. COST:**

<b>Item</b>	<b>Cost</b>
Scope of Work:	
Exact Replacement	\$21,345.00
Option: Similar Replacement	\$15,130.00
Payment Terms.	30% at signing. 30% when fountain is installed on the slab. Remainder at completion. (Fill & test)

## **VI. TERMS:**

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1. The signee (client) warrants that he or she is or represents the owner and has the authority to authorize the work.
2. The parties agree that this contract, when executed, represents the entire agreement, and it can be modified only by the written agreement of both parties.
3. All work to be performed is specific in this contract. Additional work can be performed only by mutual consent of both parties. Additional costs may apply.
4. This is a severable contract and payment must be made for work completed if, for any reason, the scope of work is not completed in its entirety.
5. All work designated **by "Others"** will be provided by the "Contractor/Client" in coordination with HP-I.
6. A 1-year warranty on HPM workmanship. All other warranties in accordance with original equipment manufacturer. Warranties will not be honored until payment is received in full. Routine maintenance by owner is required in order for the warranty to be valid.
7. HPM will not be responsible for any damage to existing equipment or structure due to age or construction. If damage occurs, client will be informed and will be responsible for any additional costs of if repair is required.
8. All information contained within this document is the property of Harmony Ponds, Inc., and may not be distributed or used for any other purpose without prior written permission.

**FOR HARMONY PONDS**

**10-12-20**



Donald Jump

[don@harmonyponds.com](mailto:don@harmonyponds.com)

cell 571-218-6691 office 703-978-2800

### **ACCEPTED BY THE CLIENT**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_





**EXISTING FOUNTAIN**





**FONTAINEBLEAU FOUNTAIN** Color: BATH





**ROMAN POOL SURROUND** Color: BATH (shown with Eastwell fountain)



**OPTION: CATERTINA FOUNTAIN** Shown in NERO NOUVA. 14 colors available.





**Mark Bondurant  
CAMP  
Cameron Station  
200 Cameron Station Blvd.  
Alexandria, VA. 22304**

**Proposal # CSF1020**

**Proposal to furnish and install a new tiered fountain.**

**Work to Include:**

**Demolition of the old fountain and dump into a dumpster onsite. Purchase new fountain as per the attachment. The fountain dimensions are 83" X 64", weight 2,295 lbs. This includes a new pump, tubing, clamps and misc. hardware to totally complete the fountain in working condition. This also includes any training desired and another proposal if desired when finished to maintain the fountain.**

**TOTAL Parts & Labor = \$12,250**

Best regards,

Jim Welch, Cascade Fountains



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**April 27, 2021**

**TOPIC: Locker Rooms Renovation- Architectural Firms Proposals**

**Motion:**

"I move to APPROVE the proposal from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_. This is a Reserve item and will be funded accordingly.

2<sup>nd</sup>:

**Summary:**

As you may recall, bids were solicited for Architectural firms for the renovation of the Locker Rooms in the Clubhouse. Two (2) bids were received. Both bidders, Rust Orling and Dean Ventola were interviewed by the CCFC at their April 8, 2021 meeting. After the interviews and discussion the CCFC selected Rust Orling as the proposal to be considered by the Board.

Below is a breakdown of the costs provided in their proposals. Proposals are attached.

Contractor	Cost Breakdown
Dean Ventola	Fixed Fee: \$14,995.00 3D model and 2 renderings- \$9,995.00 Permits Expediting- \$4,200.00 Construction Mgmt- \$3,995.00 <b>BASE TOTAL : \$33,185.00</b>
Rust Orling	Phase 1: \$8,420.00 – includes 2 virtual renderings Phase 2: \$10,160.00- Permits, Construction Documents Phase 3: \$6,360.00- Construction Mgmt <b>BASE TOTAL: \$ 24,940.00</b> 3D model NOT included

**CAMP Recommendation**

Management has no issue with either vendor however based on the interviews and responses provided we would concur with CCFC and recommend Rust Orling. Rust Orling has experience with Cameron Station, has a larger firm with more specialties should the need arise, and the pricing was the most competitive.



January 22, 2021

Ms. Janeva Sharps  
Cameron Station Community Association, Inc.  
200 Cameron Station Boulevard  
Alexandria, Virginia 22304  
jsharps@gocampmgmt.com

RE: Cameron Station Community Association (CSCA) – Cameron Club Locker Room Renovation

Ms. Sharps:

Thank you for the opportunity to work with you on the Locker Room Renovation for the Cameron Club at 200 Cameron Station Boulevard, Alexandria, VA. We enjoyed our experience working with the community on the renovation to the Cameron Club meeting rooms and office spaces in 2011-2013 (ROA Project #11027) and appreciate the prospect of working with you again on the locker room renovation project.

We understand the project includes the interior finish renovation of the existing locker rooms (approximately 1,600 SF total area) and will include interior finishes, plumbing fixtures, lockers, and light fixture upgrades as well as minor FFE recommendations for mirrors and benches. In addition to the physical scope of work to be documented, we understand that 3D renderings will be required for visualization of the proposed space.

The following proposal includes the schematic design through construction documents necessary for obtaining a building permit and for construction. An outline specification will not be provided so material/product specifications and/or requirements will be included on the drawings. We have included Provectus (mechanical, electrical, and plumbing engineers) on our team as there are aspects of the work that they will need to address. We have not included a structural engineer or any other consultants as it does not appear that their services will be required. If conditions are discovered/uncovered that need to be addressed by other consultants, we have an experienced group of consultants available to assist on an as needed basis as an additional service.

Our scope of service is as follows:

**SCOPE OF SERVICE:**

1. Phase 1 – Schematic Design (SD) – We will meet with you to discuss and understand program and any design ideas for the project (Kick-Off Meeting). Using the information gathered we will select interior finishes, fixtures, lighting, and locker options for review at Presentation Meeting #1 with a preliminary 3D model. If approved, Presentation Meeting #2 can be cancelled. If there are items to revisit, we will do so and present the alternates in Presentation Meeting #2 with a revised 3D model. Additional revisions beyond Presentation Meeting #2 will be billed hourly. After Presentation Meeting #2 (or project approval), we will generate up to 4 “High Resolution” images for your use.
2. Phase 2 – Construction Documents (CD) – We will generate the necessary 2D drawings required for building permit. We expect this package will include a demolition plan, new work/finishes plan, interior elevations and a reflected ceiling plan at a minimum. Interior details will be limited to non-standard details or details that we deem critical.
3. Permit Submission – We will package consultant drawings with our drawings and submit them to

the City utilizing their online service. Permit fees will be paid by you directly or reimbursed to us with mark-up.

4. Phase 3 – Construction Administration (CA) – *Services to be billed on an hourly basis unless noted otherwise* – Review shop drawings and applications for payment, participate in site progress meetings, and respond to contractor/sub-contractor RFI's.
5. Meetings – *Services to be billed on an hourly basis* – Meetings outside the defined 2-3 meetings to discuss the project or review the progress of the documents whether in-person or virtual that include you and/or the Authority Having Jurisdiction will be billed hourly. Meetings prior to construction with consultants, the contractor or product/material representatives that do not include you to discuss project coordination issues, best practices or material details are included in the CD phase.

#### **ASSUMPTIONS:**

- Ms. Sharps will be our primary point of contact and “decision maker” as opposed to board members.
- CAD files of the existing space, particularly the electrical work, will be provided by the Client. If CAD files are not available, .pdf files of the building construction documents will suffice. If no drawings exist for the existing space and field measuring is required, that time will be billed on an hourly basis.
- No structural work is required and existing partitions will remain in their current locations.
- Permit drawings will also serve as the bid and construction set of documents.

#### **ARCHITECTURAL PROJECT TIMELINE**

- We recognize that the desired construction commencement is Spring 2021. To that end, we propose the following schedule, which relies on timely approvals of proposed finish materials. Please note that permitting timelines are out of our control and may adversely affect your construction start date.

Milestones	week 1	week 2	week 3	week 4	week 5	week 6	
1 - Contract Award/Kick-off Meeting	■						
2 - Rendering/Material Presentation Mtg #1	■	■	■				
2a - Rendering/Material Presentation Mtg #2 if req'd			■	■			
2b - High Resolution Images				■	■		
3 - 50% Construction Documents			■	■	■	■	
Final - Construction Document Completion						■	■
Bidding and Permitting by others							■

### **FEE SCHEDULE/PRICING**

- The project fee is based on the services described above.

	Provectus	Rust   Orling	Phase Total
Phase 1 - Schematic Design			
Finish/Fixture selections & Board	\$900.00	\$4,720.00	
Virtual Rendering (Prelim & 1 Revision)	\$0.00	\$2,240.00	
Virtual Rendering - High Resolution (4 images)	\$0.00	\$560.00	
Total Consultant	\$900.00	\$7,520.00	\$8,420.00
Phase 2 - Construction Documents			
Construction Documents	\$3,000.00	\$5,400.00	
Permit Submission	\$0.00	\$400.00	
Bidding and Negotiation	\$0.00	\$1,360.00	
Total Consultant	\$3,000.00	\$7,160.00	\$10,160.00
Phase 3 - Construction Administration			
Construction Administration (estimated)	\$600.00	\$5,760.00	
Total Consultant (estimated)	\$600.00	\$5,760.00	\$6,360.00
Project Total Consultant (estimated)	\$4,500.00	\$20,440.00	<b>\$24,940.00</b>

### **PAYMENT SCHEDULE**

Payment Schedule (assumes estimated CA costs are not exceeded)	Percentage of fixed fee	Value
Milestone 1	10%	\$2,494.00
Milestone 2	50%	\$12,470.00
Milestone 3	30%	\$7,482.00
Final	10%	\$2,494.00
		<b>\$24,940.00</b>

### **QUALIFICATIONS/PAST PERFORMANCE**

Rust Orling Architecture has been practicing architecture in the region since 1979. During that time we have designed thousands of projects of varying scales, styles, and function to meet our client's needs. Projects include but are not limited to townhome developments, multi-family buildings, offices, and single-family home developments. Many of these projects include amenity buildings or amenity spaces very similar to your building. Although the timeline for some of the included projects fall outside of your requested range, the project experience remains relevant.



Project #1 – Cameron Club Meeting Rooms and Offices, Alexandria VA.

Reference: Alvin Boone and Airielle Hansford, contact information unavailable  
Size: 4,402SF of renovated area  
Cost: ~\$690,000  
Completion: 2013

Project #2 – Sunrise Senior Living, Old Town, Alexandria VA.

Reference: Andy Coelho, Sunrise Senior Living, 703-744-1830  
Senior Vice President of Construction, Facilities & Design  
Size: ~108,000SF  
Cost: withheld at Owner's request  
Completion: January 2021

Project #3 – Watermark Condominiums, Alexandria VA.

Reference: Ronaldo Cintron, The IDI Group Companies, 703-558-7300  
Size: ~64,654  
Cost: withheld at Owner's request  
Completion: May 2020

Project #4 – Willowsford Amenity Buildings, Willowsford VA.

Reference: Brian Cullen, Keane Enterprises, 571-223-0001  
Size: varies up to ~10,000SF  
Cost: withheld at Owner's request and varies for each building  
Completion: January 2021

Project #5 – LOTP Master Plan, Lansdowne VA.

Reference: Steve Plescow, St. Mawes, 540-454-9575  
Size: N/A  
Cost: Unknown  
Completion: 2020

## EXCEPTIONS

- Architect can submit for building permit and respond to City review comments but cannot oversee the process until "full approval". The Owner and/or GC are typically responsible for picking up the approved permit and inspection coordination.
- Project Management services are not included in this proposal but can be provided and billed on an hourly basis.
- Architect can conduct periodic site visits to the extent that hours don't exceed the budgeted CA fee. It is unlikely based on our experience that site visits every other day will be necessary. We'd suggest defining a few milestone visits to coincide with significant pieces of the work.
- Our proposal includes 3 meetings with the client and stakeholders, which is an appropriate number of meetings for a project of this size and timeline in our experience. If additional meetings are required they will be billed as an additional service at our hourly rates.

- As indicated in the qualifications section, some of the presented projects fall outside of the required completion timeline requirements. These projects were included due to their relevance to the proposed project.

**GENERAL TERMS AND CONDITIONS**

The terms and conditions are on following pages.

Thank you for your consideration.

Sincerely,



**Mike Ernst, AIA, LEED AP BD+C**

Principal

[mernst@rustorling.com](mailto:mernst@rustorling.com)

Accepted by: \_\_\_\_\_

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

## STANDARD TERMS AND CONDITIONS

Rust | Orling Architecture, Inc.

1. Duties and Responsibilities
  - Rust | Orling Architecture, Inc. (ROA) agrees to perform the services defined in this proposal. Additional services may be provided, if requested, subject to authorization of a revised fee. The fees stated are valid for ninety (90) days unless otherwise stated in the proposal.
2. Information Furnished by the Owner
  - ROA shall be entitled to rely on the accuracy and completeness of drawings, schedules and specifications, services, information and surveys provided by the Client or others authorized by the Client.
3. Retainers
  - Initial payments made upon the execution of this agreement shall be credited to the Client's account at final payment.
4. Reimbursable Expenses
  - Reimbursable Expenses are in addition to Basic Services and include expenses incurred by ROA and his Consultants in the interest of the project. Reimbursable expenses include the cost of transportation, long distance communications, fees for securing approvals, expense of reproductions, postage and handling, courier and delivery services, expense of overtime work when authorized and additional insurance coverage or limits. Reimbursable expenses shall be billed to the Client at the rate of 1.15 times the amount billed to ROA.
5. Right of Entry
  - The client will provide rights of entry for ROA and its subcontractors, and permissions in order for ROA to complete its services. While ROA will take all reasonable precautions to minimize any damage to the property, it is understood that in the normal course of work some damage may occur to surface features and landscaping, the correction of which is not part of this agreement.
6. Verification of Existing Conditions
  - Inasmuch as the remodeling, build-out, and/or rehabilitation of an existing building requires the certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise serviceable portions of the building, the Owner agrees that, except for the sole negligence on the part of Rust | Orling Architecture, the Owner agrees to indemnify and hold Rust | Orling Architecture, harmless from any claims, liability or cost (including costs of defense) for injury or economic loss arising or allegedly arising out of the professional services provided under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of ROA.
7. Ownership of Documents and Restrictions on Use of Documents
  - ROA will retain copies of all documents for its records. All retained copies of drawings, specifications, reports, boring logs, field data, field notes, test data, calculations, and other documents prepared by ROA shall remain the property of ROA. It is understood that the documents rendered under this agreement will be prepared in accordance with the agreed scopes and will pertain only to the subject project. Use of the documents and data contained therein for other purposes is at sole risk and responsibility of the user. Documents may not be reused without the written permission of ROA.
8. Termination
  - This agreement may be terminated by either party upon 15 days written notice. In the event of termination, ROA shall be paid for services performed to the termination notice date plus reasonable termination expenses.

9. Standard of Care

- Services performed by ROA under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No warranty, however, expressed or implied, is made.

10. Limitation of Liability

- The Client recognizes and assumes the inherent risks connected with construction and subsurface investigations. ROA's aggregate liability for damages due to error, omission or professional negligence will be limited to an amount not to exceed \$50,000 or ROA's fee, whichever is less. No employee or agent of ROA shall have any individual professional liability to the client in addition to, or in excess of, ROA's liability under these contract terms and conditions.
- It is recognized and agreed that the design services provided for in this agreement will not and cannot be completed until all such services, including construction phase services, have been performed in full by ROA. The Client acknowledges that the inability of ROA to complete those services will significantly increase the risk of loss resulting, among other causes, from misinterpretation of the intent of the design, unauthorized modifications thereto, and failure to detect errors and omissions in the plans and specifications before they become costly mistakes built into the project. Therefore, in the event that this Agreement is prematurely terminated or that ROA is otherwise precluded from completing the services set forth herein, the Client agrees to hold harmless, indemnify, and defend ROA from and against claims made when construction phase services are not provided.

11. Field Observation

- It is understood that the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work, and that these requirements will apply continuously and not be limited to normal working hours.
- ROA will not be held responsible for any contractor's failure to observe or comply with the Occupational Health and Safety Act, any regulations or standards promulgated hereunder, or any state, county, or municipal law or regulation of similar import or intent.
- The words "supervision" or "inspection" are used to mean periodic observation of the work and the conduction of the tests ordered by ROA to verify compliance with the plans and specifications. The word "certify" is used to mean our professional opinion based on the results of tests performed. Inspection shall consist of visual observation of materials, equipment, or construction work for the purpose of ascertaining that the work is in substantial conformance with the contract documents and with the design intent. Such inspection shall not be relied upon by others as acceptance of the work, nor shall it be construed to relieve the contractor in any way from his obligations and responsibilities under the construction contract. Specifically, but without limitation, inspection by ROA shall not require ROA to assume responsibilities for the means and methods of construction.

12. Invoice and Payments

- ROA reserves the right to adjust its hourly rates included herein on January 1 of each year to reflect adjustments in employee's compensation or other escalations.
- ROA will submit invoices to Client monthly or a final bill upon completion of services. Back-up data for services will be provided at the Client's request. Payment is due upon presentation of the invoice and is past due thirty (30) days from invoice date.
- If project duration (schematic design through construction) extends more than 9 months, additional compensation commensurate with the additional time beyond 9 months project duration will be paid by client to ROA.
- If Client for any reason fails to pay the undisputed portion of ROA's invoices within 30 days of presentation, ROA shall cease work on the project and Client shall waive any claim against ROA, and shall defend and indemnify ROA from and against any claims for injury or loss stemming from ROA's cessation of service. In the event any bill or portion thereof is disputed by Client, Client shall

notify ROA within ten days of receipt of the bill in question, and Client and ROA shall work together to resolve the matter within 60 days of its being called to ROA's attention. If resolution of the matter is not attained within 60 days, either party may terminate this agreement in accordance with conditions indicated (see "8. Termination"). Client agrees to pay a service charge of one and one half (1 - 1/2) percent per month on past due amounts under the agreement.

13. Collections

- In the event that any past due balance hereunder is referred to an attorney for collection, an attorney's fee of 33 - 1/3% of said past due balance shall be added and paid by Client.

14. Disputes

- In the event that client institutes suit or arbitration against ROA because of any alleged failure to perform, or for any alleged error, omission, or negligence, and if such suit or arbitration is dropped or dismissed or if judgment is rendered for ROA, client agrees to reimburse ROA or pay all costs of defense, including attorney's fee, expert witnesses' fee and court or arbitration costs, staff time and any or all other expenses of defense which may be proper, immediately following dropping or dismissal of the case or immediately upon judgment being rendered in behalf of ROA. The claim will be brought and tried in judicial jurisdiction of the court of the county where ROA's principal place of business is located and client waives the right to move the action to any other county or judicial jurisdiction.

15. Warranty of Authority to Sign

- The person signing this contract warrants he has authority to sign. If such person does not have such authority, he agrees that he is personally liable for all breaches of this contract. If more than one party has executed this contract as Client, each such party does jointly and severally, personally guarantee payment of the Firm's bills.

16. Governing Law

- This agreement will be governed by the laws of the state where the property is located.

## SCHEDULE OF HOURLY RATES & REIMBURSABLE EXPENSES

RUST | ORLING ARCHITECTURE

### SCHEDULE OF HOURLY RATES

Effective January 2021

Principals	\$180.00-\$200.00
Project Managers	\$115.00-\$180.00
Project Architects	\$110.00-\$170.00
Project Designers	\$75.00-\$130.00
Intern Architects	\$50.00-\$75.00
Interior Designers	\$120.00-\$170.00
Admin Support	\$50.00-\$100.00

For services performed on an hourly basis, the cost of the architect's consultants and the cost of the architect's reimbursable expenses shall be billed to the client at the rate of 1.15 times the amount billed to the architect.

Normal reimbursable expenses include travel/meals/lodging while in transit to and from the project, reproduction expenses, models, renderings, long distance communications, postage, shipping, delivery and overtime expenses.

ROA reserves the right to periodically increase these billing rates up to 4 per cent annually.





# RUST | ORLING

## ARCHITECTURE

ARCHITECTURE, PLANNING, AND INTERIOR DESIGN  
1215 CAMERON STREET, ALEXANDRIA, VIRGINIA 22314

### Sunrise Senior Living Old Town

Location:	Alexandria, VA
Client:	Sunrise Senior Living
Project Type:	Senior Living Facility
Scope:	Architecture
Size:	109,000 SF
Completed:	January 2021 (Estimated)

Located on the George Washington Memorial Parkway in Alexandria's Old and Historic district on a parcel that spanned two zones, fronted three streets, and abutted historic homes, this project faced unique challenges. The project consists of 93 assisted living and memory care units with amenities such as dining rooms, activity rooms, physical therapy suites, underground parking, and rooftop terraces. Rust|Orling worked to break up the massing using various architectural forms and heights to integrate into the existing neighborhood, including a façade that incorporates elements of an Arts and Crafts style home that once existed on the site.







# RUST | ORLING

## ARCHITECTURE

ARCHITECTURE, PLANNING, AND INTERIOR DESIGN  
1215 CAMERON STREET, ALEXANDRIA, VIRGINIA 22314

### Sunrise Senior Living - Fairfax

Location: Fairfax, VA  
Contractor: Scott Long Construction  
Client: Sunrise Senior Living  
Project Type: Senior Living Facility  
Scope: Architecture  
Size: 52,052 SF  
Completed: Summer 2021 (Estimated)

The project, located off Arlington Boulevard in Fairfax, Virginia consists of 83 assisted living and memory care units with amenities such as dining rooms, activity rooms, physical therapy suites, underground parking, and rooftop terraces. Rust|Orling worked to break up the massing using various architectural forms and heights, including a façade that incorporates elements of Arts and Crafts style homes. The senior living facility shares it's site with Merritt Academy, a private general education school. Construction was coordinated with both Sunrise and Merritt to limit the impact of construction on students' education.







# RUST | ORLING

## ARCHITECTURE

ARCHITECTURE, PLANNING, AND INTERIOR DESIGN  
1215 CAMERON STREET, ALEXANDRIA, VIRGINIA 22314

### The Towns of Abingdon Place

Location:	Alexandria, VA
Client:	Madison Homes
Project Type:	Residential—Townhomes
Scope:	Arch./Interior Design
Size:	58,000SF
Completed:	2021 (Estimated)

The Towns of Abingdon Place is a new community of nineteen townhomes in Alexandria's Old Town Neighborhood where everything is within reach. Nestled close to the Mt. Vernon Trail, these townhomes were designed to meet the discerning taste of the custom homebuilder and the high standards of the city of Alexandria, which is known for its masonry building and attractive historic character. Each of the three-bedroom luxury townhomes includes an in-home elevator, open concept layout, roof-top terrace and a two car garage. With elaborate brick cornices and brick corbelling, unique entrances, and rigorously coordinated details, the Towns of Abingdon achieve a visual harmony with the surrounding Old Town.







# RUST | ORLING

## ARCHITECTURE

ARCHITECTURE, PLANNING, AND INTERIOR DESIGN  
1215 CAMERON STREET, ALEXANDRIA, VIRGINIA 22314

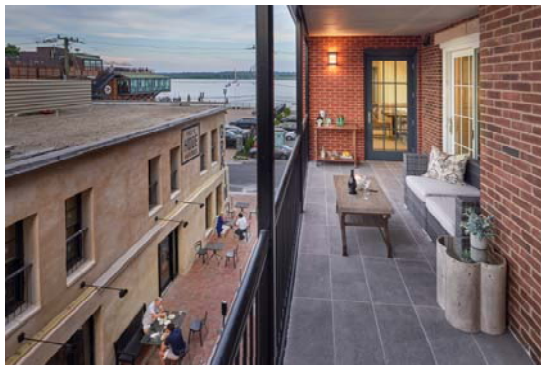
### The Watermark

Location:	Alexandria, VA
Client:	The IDI Group
Project Type:	Mixed-Use
Scope:	Architecture
Size:	65,000 SF
Completed:	2020

The Watermark transforms what was once a single-story retail building and parking lot into a vibrant mixed-use project bridging new and old on Alexandria's historic waterfront. The main building at 225 Strand features 18 luxury condominium units with river and city views, as well as street front retail and concealed resident parking at the ground level.

To the north and south, new through block alleys were created allowing more pedestrian connectivity and views toward the Potomac. With paving, planters and catenary lights strung between the two buildings, the south alley becomes an extension of the existing neighboring hotel. The historic 1749 shoreline marker and other exhibits further enhance the public space.

To the north, a 19th century brick and stone warehouse was concurrently renovated to house ground floor retail with office space above.







# RUST | ORLING ARCHITECTURE

ARCHITECTURE, PLANNING, AND INTERIOR DESIGN  
1215 CAMERON STREET, ALEXANDRIA, VIRGINIA 22314

## Wilkes Row - 711 Wilkes Street

Location:	Alexandria, VA
Client:	Wilkes Residences, LLC
Project Type:	6 Townhomes
Scope:	Arch./Interior Design
Size:	19,000SF
Completed:	2017

Wilkes Row is a series of six townhomes in Old Town, Alexandria featuring 3 bedroom layouts spread over 4 levels. Blending with the surrounding residential neighborhood, the project incorporated landscaped front, side, and rear yards with separate access to basement guest suites, and separate carriage house garages.

Requiring BAR approval, the design of the proposed townhomes relate to the historic character of the district and the mass, scale, style, and materials of nearby residences. The group incorporates a variety of roof lines, including corner towers, mansard roofs and rear terraces on the top floor. Each townhouse is traditional in character, providing architectural detailing and high quality materials that exhibit the richness and variety found within the historic district. The project was awarded Earthcraft Certification.







# RUST | ORLING

## ARCHITECTURE

ARCHITECTURE, PLANNING, AND INTERIOR DESIGN  
1215 CAMERON STREET, ALEXANDRIA, VIRGINIA 22314

### The Kingsley

Location: Alexandria, VA  
Client: Buchanan Partners  
Project Type: Mixed Use: Residential, Retail  
Scope: Architecture  
Size: 175,000SF  
Completed: 2015

Rust Orling Architecture was responsible for balancing the design requirements of the Old Town North Review Board with the program criteria of an urban grocery store. Rust Orling provided schematic design services for the entire building and the exterior design development and construction administration.







# RUST | ORLING

## ARCHITECTURE

ARCHITECTURE, PLANNING, AND INTERIOR DESIGN  
1215 CAMERON STREET, ALEXANDRIA, VIRGINIA 22314

### Braddock Gateway

Location: Alexandria, VA  
Client: Jaguar Development  
Project Type: Mixed-use  
Scope: Architecture  
Size: 700,000SF  
Completed: Bldg 1 - 2018; 2-5 Ongoing

Adjacent to the Braddock Metro station, this seven acre site will contain five buildings totaling 700,000 sf, and include a variety of uses, for a potential total of 800 units. Furthermore, it will consolidate multiple open spaces to form a large public park. The project is part of a Coordinated Development .







# RUST | ORLING ARCHITECTURE

ARCHITECTURE, PLANNING, AND INTERIOR DESIGN  
1215 CAMERON STREET, ALEXANDRIA, VIRGINIA 22314

## Potomac Yard - Townhomes

Location: Alexandria, VA  
Client: Potomac Yard Development  
Project Type: Single Family Residential  
Scope: Architecture  
Size: 396,000SF  
Completed: 2018

The architecture is based on traditional styles found in Alexandria and surrounding communities. Each neighborhood represents is organized around a single style, such as contemporary, mansion, main street, wood frame, Victorian, and Craftsman to give the appearance of a community created over time. Appropriate architectural forms and details are used for each styles with modern materials. Transition neighborhoods help blend each neighborhood together, as well as blending with the surrounding existing community.





### The Station at Potomac Yard

Location:	Alexandria, VA
Client:	Pulte Homes
Project Type:	Mixed-use
Scope:	Architecture
Size:	169,000SF
Completed:	2010

The design provides workforce housing with 64 apartments located on four floors above the station. Spaces include two community meeting rooms, and a ground floor retail space. This project measures 169,000 sf total, including part of the five land bays which Pulte hired Rust Orling to seek approval from the City Council and Planning Commission as well as design the exterior of the building.

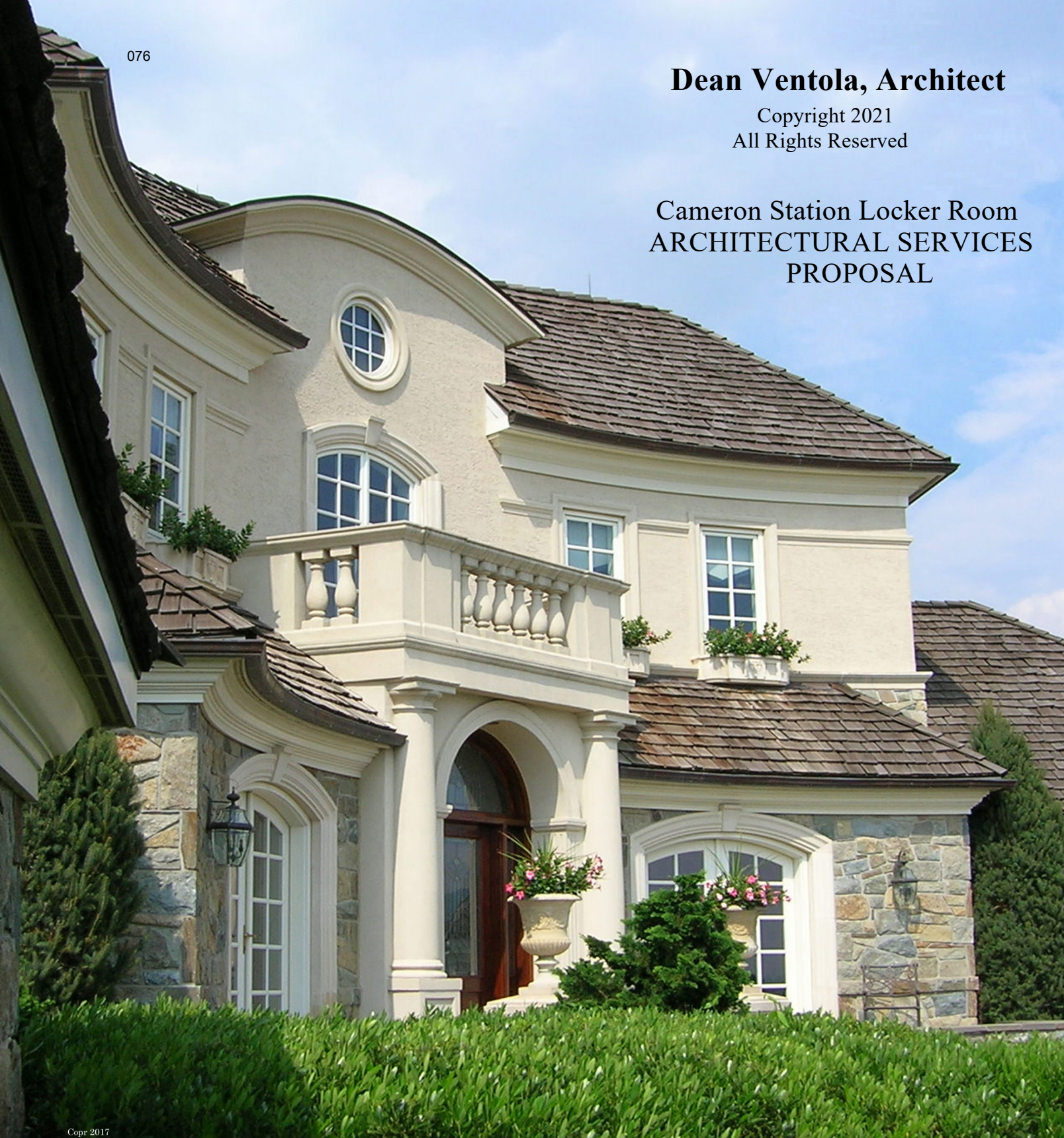




**Dean Ventola, Architect**

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**Cameron Station Locker Room  
ARCHITECTURAL SERVICES  
PROPOSAL**



Copy 2017

**DEAN VENTOLA ARCHITECT**

**301-540-2500**

**DeanVentolaArchitect.com  
dva2500@netscape.com**



# DEAN VENTOLA, ARCHITECT

23600 CORNERSTONE LANE, DAMASCUS, MD 20872  
DVA2500@NETSCAPE.COM 301.540.2500

Personal Architectural Registrations held in New York, New Jersey, Pennsylvania, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, South Carolina, Georgia



## PHILOSOPHY

*Architects, by our profession and our nature, are creators tasked with taking program requirements and elevating them into functional art – infused with vision, logic, and character, while also having them be appropriate, sometimes iconic, and always memorable. But in doing so we need to also always remember that we are in a service industry, with an obligation to first meet our clients' needs. – DV*



## PERSPECTIVE

Mr. Ventola is a member of NCARB, is LEED AP BD+C, and is a registered architect along the East Coast, from New York down to Georgia. His work has been published in over 50 newspapers, magazines, and books (including a technical building code series published monthly), he has received twelve honors and awards, and he currently serves as Chairman of the Historic District Commission for the City of Gaithersburg, Maryland. His experience covers a large variety of building types (such as clubhouses, restaurants, multi-family, hotels, retail, offices, data centers) and several urban planning projects.

As the Principal of his own architecture company he has spent decades developing a repeat national client base, creating award winning designs (with many projects being published), and successfully completing clubhouse, multi-family, and data center projects as large as 360,000 SF and up to \$520M. As the past Director for an International Hospitality Architecture Company he effectively coordinated large, high profile projects including the Willard Intercontinental, Hilton's Conference Center, and NYC's Loews Regency. As past Director of Architecture at one of the larger residential builders in the nation, he successfully directed both corporate divisions, served on many of the President's advisory committees, and his initiatives led to significantly reducing errors and decreasing construction cycle time, thereby increasing company's profits. As past Vice President of a design/build company, he managed both the Construction and the Architecture Departments for one of the fastest growing construction companies in the area, and had collaborative work with international award-winning urban designer Steven Peterson, on the 300-acre Dearbought project's 18<sup>th</sup> Century planning and architecture – a project of which Mr. Ventola considers to be one of the more enlightening experiences of his career.

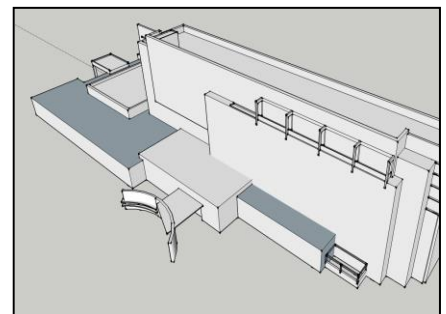
Mr. Ventola pursued a double degree at the University of Maryland where he received a Bachelor of Architecture and a BA in Urban Planning with Honors, served as the School of Architecture's student ambassador to visiting lecturers, was taught under DC icon and artist, Sam Gilliam, and renowned architect and then-future AIA Gold Medalist, Antoine Predock, and became a National Dean's List recipient.



## RANGE

Functioned as Architect of Record, or conducted design, building intelligence, project management, or construction administration for:

- 70 Multi-Family and Hotel low rise to high rise projects, including luxury brands
- 40 Clubhouses and Restaurants (from fine dining to food-courts)
- 30 Retail Centers, Office Centers, Banks, and Tenant Improvements
- 15 Mission Critical Data Centers
- Several Large-Scale Urban Design Developments



CAMERON STATION LOCKER ROOMS RENOVATION  
ARCHITECTURAL SERVICES CONTRACT

© 01 February 2021

Submitted By:

DEAN VENTOLA, ARCHITECT  
23600 Cornerstone Lane  
Damascus MD 20872

301.540.2500

## CAMERON STATION LOCKER ROOMS RENOVATION ARCHITECTURAL SERVICES CONTRACT

### A. CONTRACT INCLUSIONS (SCOPE OF WORK IN BASE SERVICES):

The Architectural Services for the renovation of an existing Locker Rooms, herein known as the "Work," being supplied by Dean Ventola, Architect, herein known as the "Architect," for the Cameron Station Community Association, herein known as the "Owner," shall include design modifications to two (2) existing Locker Rooms (Men's and Women's) at the Cameron Station Club, located at 200 Cameron Station Blvd, in Alexandria, VA. The Work shall address the following:

#### 1. Contract Inclusions Descriptions per Phase:

**a. Architectural Design Phase** shall include Owner interface, field measure existing Locker Rooms, research technical and code issues (including ADA), create design drawings depicting the proposed revisions, and meet with the Owner up to 3 times to review the proposed Design. Design shall include two (2) Interior Elevations (in color), Floor Plan, and a bird's eye Axon for marketing purposes.

**b. Construction Drawings Phase** shall include the creation of the Construction Drawings depicting the Design that was completed in the above noted Architectural Design Phase. The Construction Drawings shall reflect the proposed Renovation's features, building materials, finishes, dimensions, and notations. The Construction Drawings Work shall be drawn as follows:

- EXG Floor Plan : 1/4"=1'-0" scale, showing 2 existing Locker Rooms taken from field measurements.
- PRO Floor Plan : 1/4"=1'-0" scale, showing 2 proposed Locker Rooms.
- Interior Elevations : 1/4"=1'-0" scale, showing proposed revisions to the 2 interior Locker Room elevations.
- Details : Details, drawn at various scales, depicting areas of complex construction.

**c. Specifications Phase** shall be in the form of General Notes, for all of the applicable 16 typical construction divisions, addressing minimum industry standards for construction, and be included within the Construction Drawings.

**d. Bidding Phase** shall include creating Bid Documents for the Owner's preselected bidders, providing assistance to the Owner in creating the Bidders List, providing communications with the Bidders to answer their questions during the Bid process, issuing a formal Q&A document to all of the Bidders, and providing clarifications to the Owner during the Bidder selection process.

**e. Construction Administration Phase** shall include providing communications with the General Contractor (winning bidder) to provide Responses to its RFIs (Requests for Information) and Submittals during construction, reviewing the construction up to 4 times (pre-demolition, pre-drywall, final, and punch review) for conformance with design intent, and creating and issuing a Punch List of the General Contractor's incomplete work.

### B. CONTRACT EXCLUSIONS (WORK BEYOND BASE SERVICES):

1. The below listed Work shall be excluded from the Base Services and, if required or requested, shall be performed on a time and material basis:

- a. **Interior Decor Purchases** of any Furnishings, Fixtures, Equipment, and Finishes, etc. (such as wallcovering, tabletops, bar tops, wainscot, wall tile, base tile, floor tile pattern, ceiling grid, plumbing or lighting fixtures, etc.).
- b. **Design/Code/Construction Revisions**, of any nature, to the existing building beyond the Work described herein.
- c. **Engineering Services** such as Civil Engineering, Structural Engineering, and Sprinkler Engineering (*anticipated as not being needed*), Mechanical/Electrical/Plumbing Engineering (*anticipated as being handled by the GC in its subcontractors' required trade permits*).
- d. **Construction Management**, such as overseeing of the General Contractor's construction progress.
- e. **Permit Expediting Phase**, such as applying for and/or retrieving Permits (Building Permit, etc.) and/or addressing Inspection Services.
- f. **Any and All Other Services**, not listed in Contract Inclusions (Section A.1.a thru .e), and/or not listed in Add Alternates (Section C.4).

### C. FEE PROPOSAL:

The above listed Scope of Work shall be performed as follows:

- 1. Architectural Services Fee (Base Contract):
  - a. Architectural Fee for Services (A.1.a-e) : **\$14,995.00 FIXED FEE** for "Project's Cost of the Work" up to \$150,000.00, plus add an additional 5% amount to the Fixed Fee for Project's "Cost of the Work" above \$150,000.00.
  - Including 1 cont. year of Comprehensive General Liability Insurance (Workers Comp not applicable)*

2. The following Work is INCLUDED in the Architectural Services Fee (C.1):
  - a. Architectural Design Phase : Shall represent 45% of the Base Contract Fee
  - b. Construction Drawings Phase : Shall represent 45% of the Base Contract Fee
  - c. Specifications (General Notes) Phase : Shall represent 05% of the Base Contract Fee
  - d. Bidding Phase : Shall represent 02% of the Base Contract Fee
  - e. Construction Administration Phase : Shall represent 03% of the Base Contract Fee  
100%
3. Architectural Services Beyond Base Contract (B.1.a-f) : Time and materials, with hourly rate set at \$100/Hr for work done during the 2021 calendar year (\$125/Hr thereafter).
4. Architectural Services Fees for Additional Services (Ad Servs):
  - a. Ad Serv #1 to provide a 3-D model and two (2) hi-res renderings of the two (2) Locker Rooms : **\$9,995.00 FIXED FEE**
  - b. Ad Serv #2 to provide Permit Expediting : **\$4,200.00 FIXED FEE**
  - c. Ad Serv #3 for Construction Management Services : **\$3,995.00 PER WEEK FEE**  
Review contractor's work, incl. site visits every other day, for each week project is under construction and up to final punch

#### D. CONTRACT NOTATIONS

1. It is agreed by all parties that the existing Club building is deemed to have met all required codes when it received its original Use and Occupancy Permit, and any subsequent modifications had received Permit approval. This Contract is understood as the only agreement for this Project. This Contract shall be considered Ratified (with all terms, conditions, and notations as being accepted by Owner) upon Owner's written or verbal implied directive to commence work.
2. The Payment Schedule for the Project (for the Fee noted in Section C.1 above) shall be as follows:
  - a. A 20% Deposit is needed to begin the Design Phase, which shall be applied to the final Invoice. Work shall be billed monthly or at the end of each Phase, whichever occurs first. One (1) continuous year of Comprehensive General Liability Insurance is included, which shall commence upon receipt of the Deposit. (Architectural Services will be performed only by Dean Ventola, Architect, so Workers Compensation is not applicable.)
  - b. If the Project is suspended or discontinued for any reason, the work completed shall be invoiced NOT for the entire Contract amount, but ONLY through the end of the Phase that is under way (as described in Section A Inclusions and, if employed, Section B Exclusions). The billing of the Phase(s) shall be for the full Phase(s) amount, and not assessed as a percentage of Phase completion or Project completion.
  - c. Payments shall be due upon receipt of an Invoice. Invoices shall generally be submitted to the Owner on a monthly or Phase completion basis. After a 21-calendar day grace period, interest shall accrue on unpaid balances at an interest rate of 12% annual (compounded daily). Dean Ventola, Architect may stop Work without any reprisal if an Invoice's full payment is not received within the grace period.
  - d. The "Project's Cost of the Work" (which is different term than the Architect's "Work") shall be understood as the total projected construction cost to the Owner to construct the Project (including costs for all regulatory fees, building materials, labor, GC's overhead & profit, etc.). If the Project is not bid-out to three GCs or the project is not built, then the Project's Cost of the Work shall be understood as the total projected construction cost to the Owner for the work designed or specified by the Architect as if the work had been bid-out or had been built.

- e. Additional work/time associated with this Project above and beyond the Contract Inclusions listed above, shall be commenced as required or as requested by the Owner. Additional work/time, if employed, shall include time spent on any Work for and/or other Phases of the Project (refer to Contract Exclusions list), revisions made to the Program or Design after the construction drawings have been commenced, revisions made to the Construction Drawings after the drawing-in-question has commenced, additional Design drawings, additional Construction Drawings, any renderings, and additional meetings. Additional work/time shall be billed on a Time & Materials basis. Reimbursable expenses shall include travel mileage, blueprints, photocopies, courier fees, delivery fees, or out-of-country phone calls. Reimbursable Expenses shall be billed at cost plus a 1.1 multiplier.
- f. Work produced for this Project may only be used for this Project. The Design, Construction Drawings, Specifications, or other Work produced for this Project are Copyright-owned exclusively by Dean Ventola, Architect, and he maintains all rights to photographs, publications, representations, and recognition of the Project's design. Reproduction of any kind of the drawings or design, in whole or in part (except for the Owner to construct the Project one time, and providing that the fee(s) for Work is paid in full before any use of Work), is strictly forbidden without express written consent of Dean Ventola, Architect.
- g. Any dispute(s) arising from this contract shall only be heard in a court system venue local to Dean Ventola, Architect's main office (i.e.: Montgomery County, MD).
- h. This Contract can be withdrawn, or its listed fees can be adjusted, if it is not ratified and issued by the Owner to the Architect within 30 calendar days after its submitted date.
- i. Severability: If any word, term, phrase, sentence, description, etc. within this Contract is ruled by the governing court system as being unenforceable, unlawful, etc., then that particular word, term, phrase, sentence, description, etc. shall be considered as null, severed from the Contract, and all remaining Contract words, phrases, sentences, descriptions, etc. shall remain in force.

**ALL CONTRACT CONDITIONS NOTED ABOVE ARE HEREBY ACCEPTED BY:**

X \_\_\_\_\_  
 Signature of Authorized Representative                      Printed Name                      Date

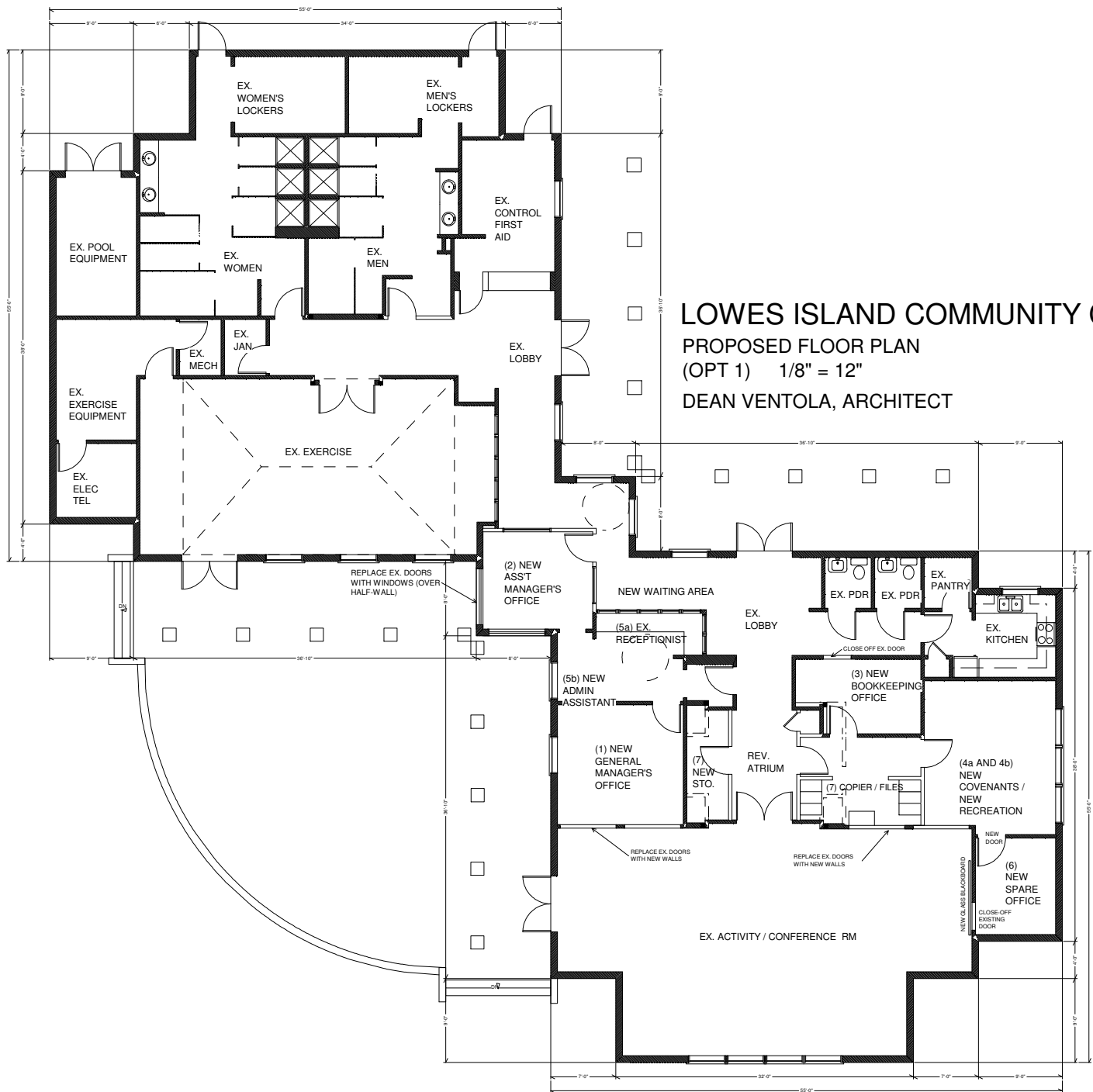
\_\_\_\_\_  
 Owner's Legal Name (e.g.: Cameron Station Community Association, Inc.)

\_\_\_\_\_  
 Owner's Billing Address

Qualifications/Past Performance  
are depicted  
on the following pages

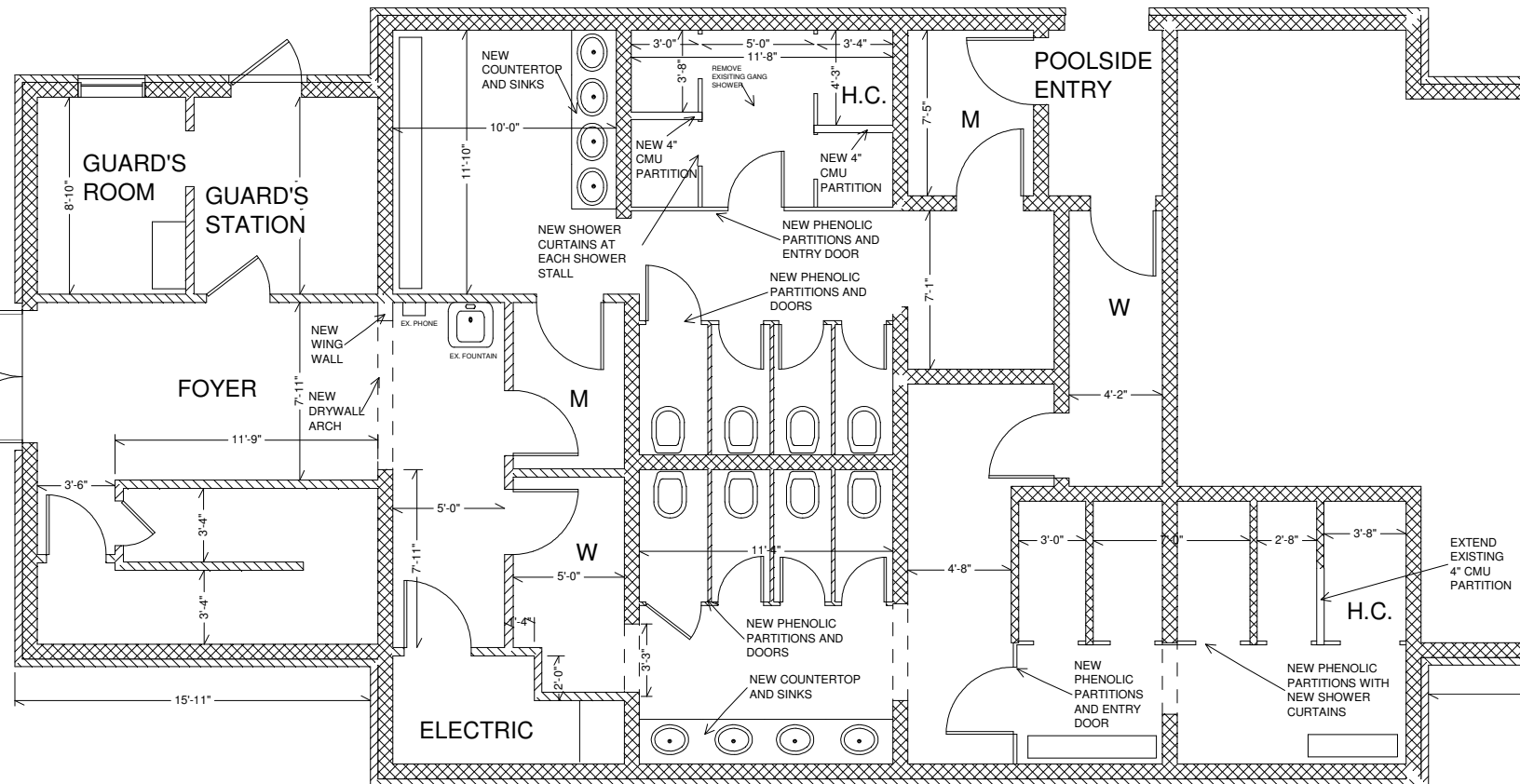












# POTOMAC LAKES COMMUNITY CENTER RENOVATION

## PROPOSED FLOOR PLAN

DEAN VENTOLA, ARCHITECT

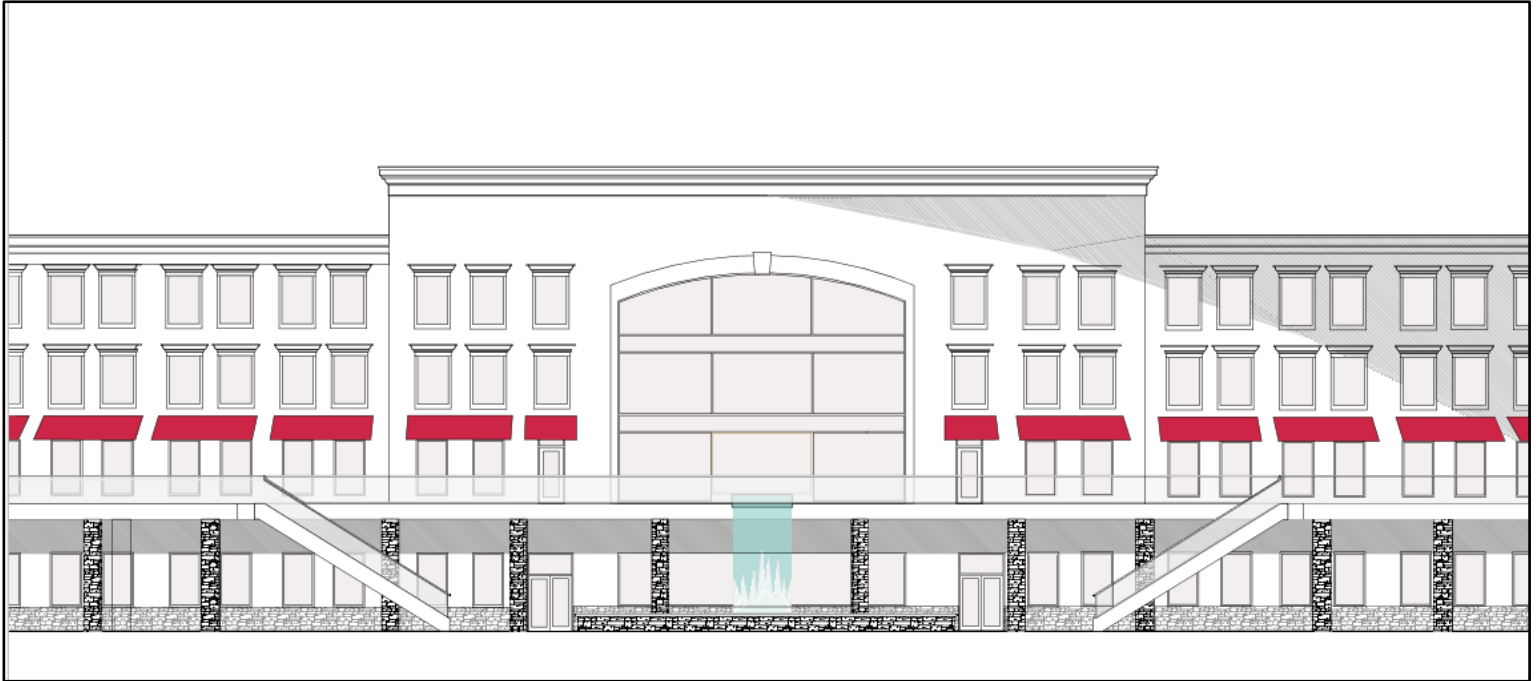




FRONT ELEVATION



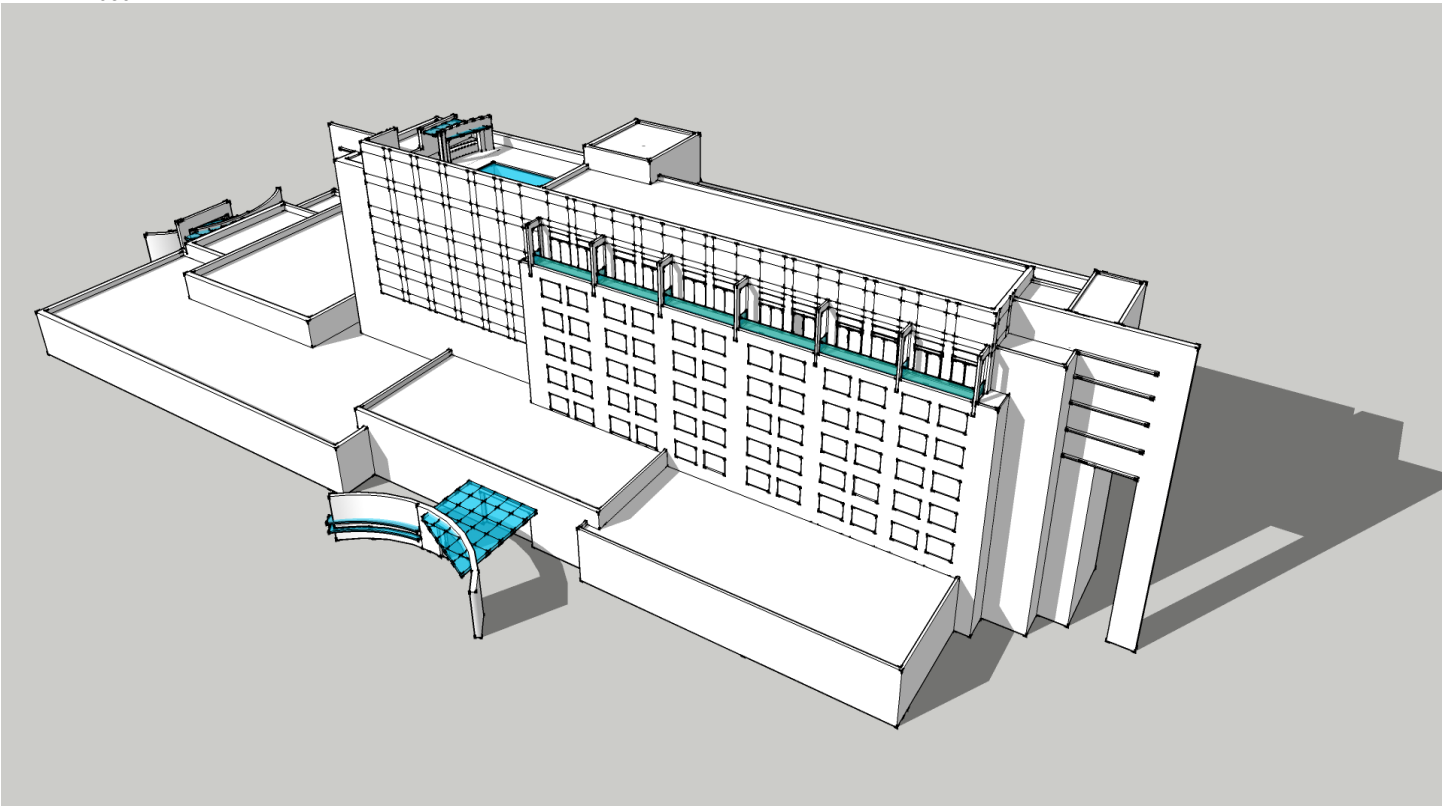
LEFT SIDE ELEVATION



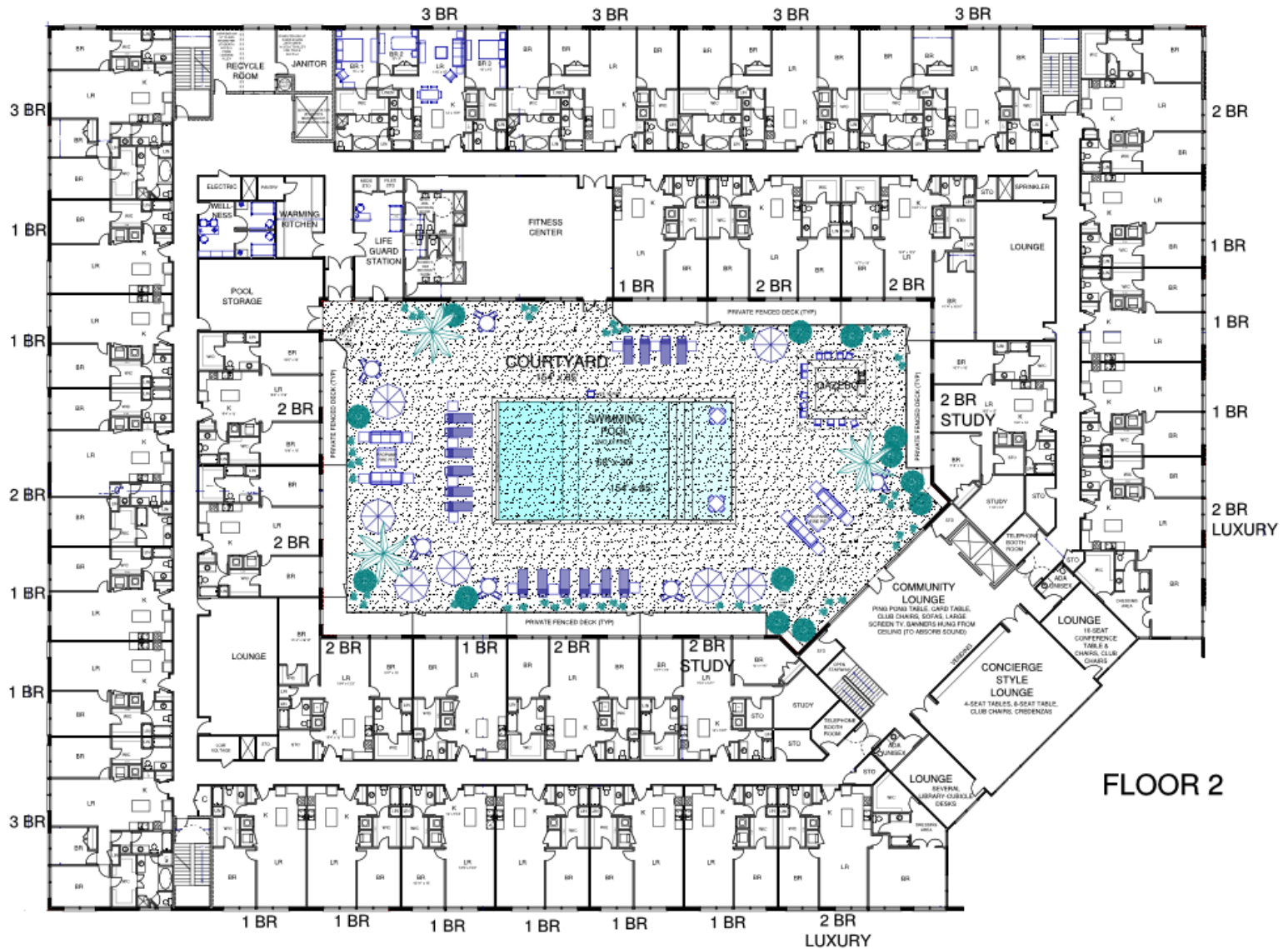
# THE MARLBURRY HOTEL

DEAN VENTOLA, ARCHITECT

Copr. 2020



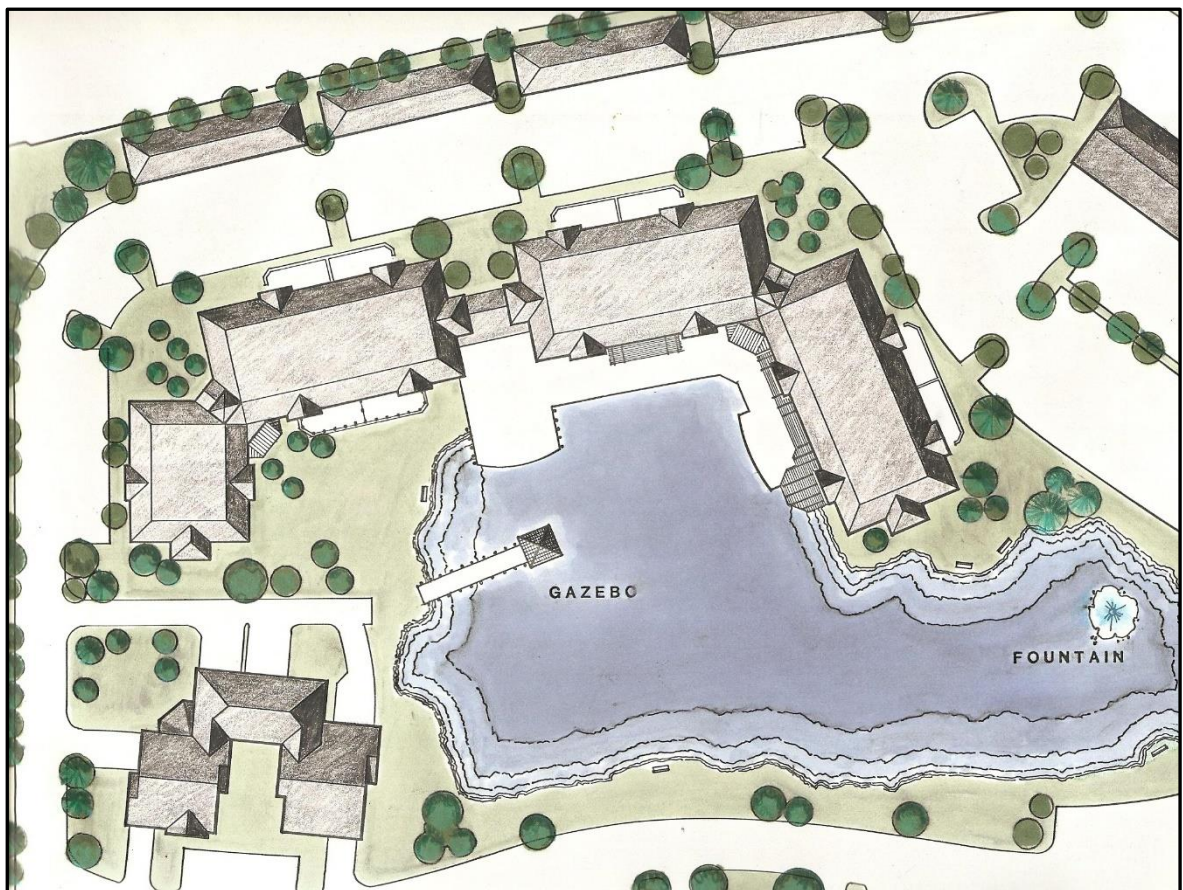




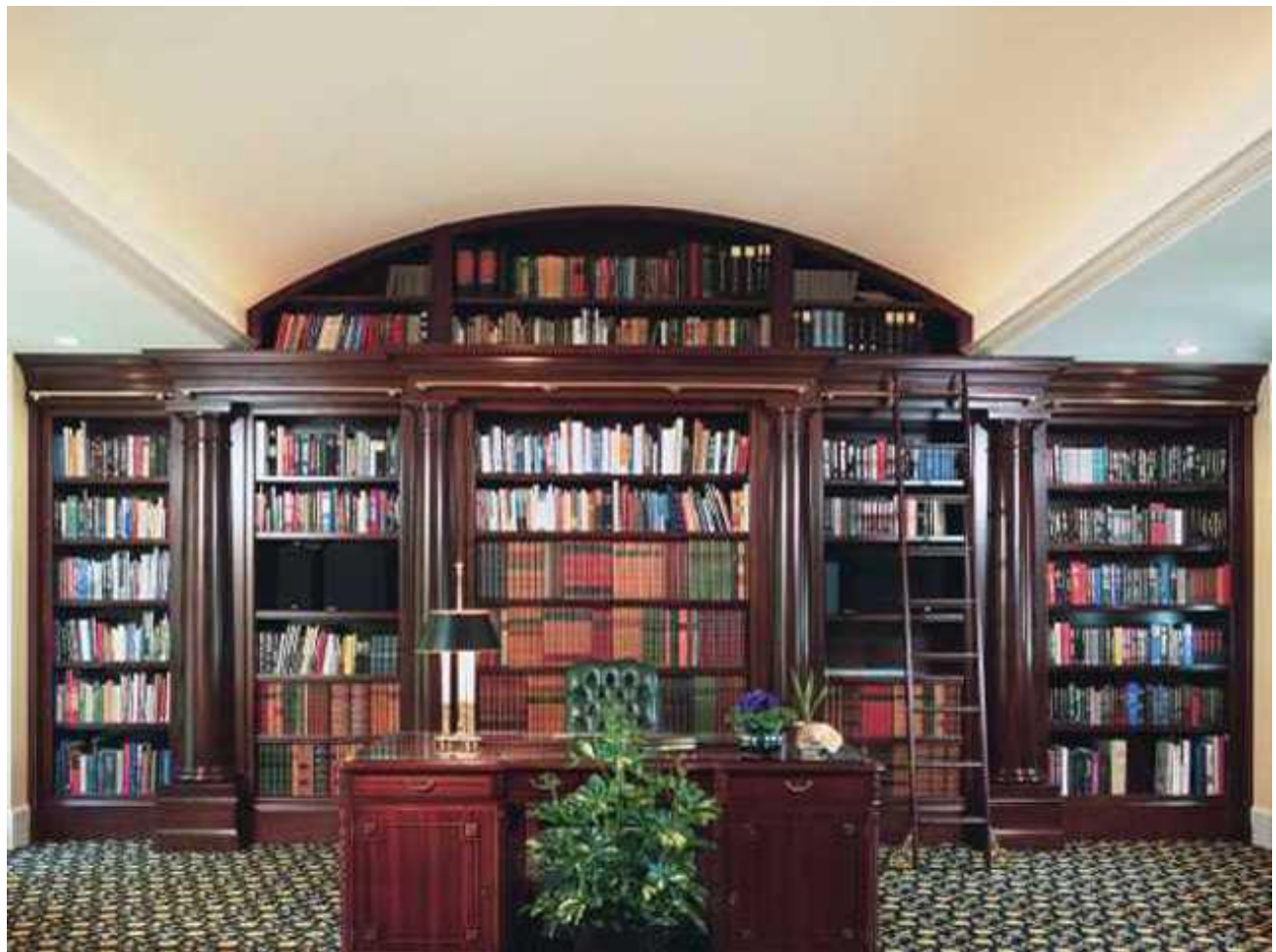
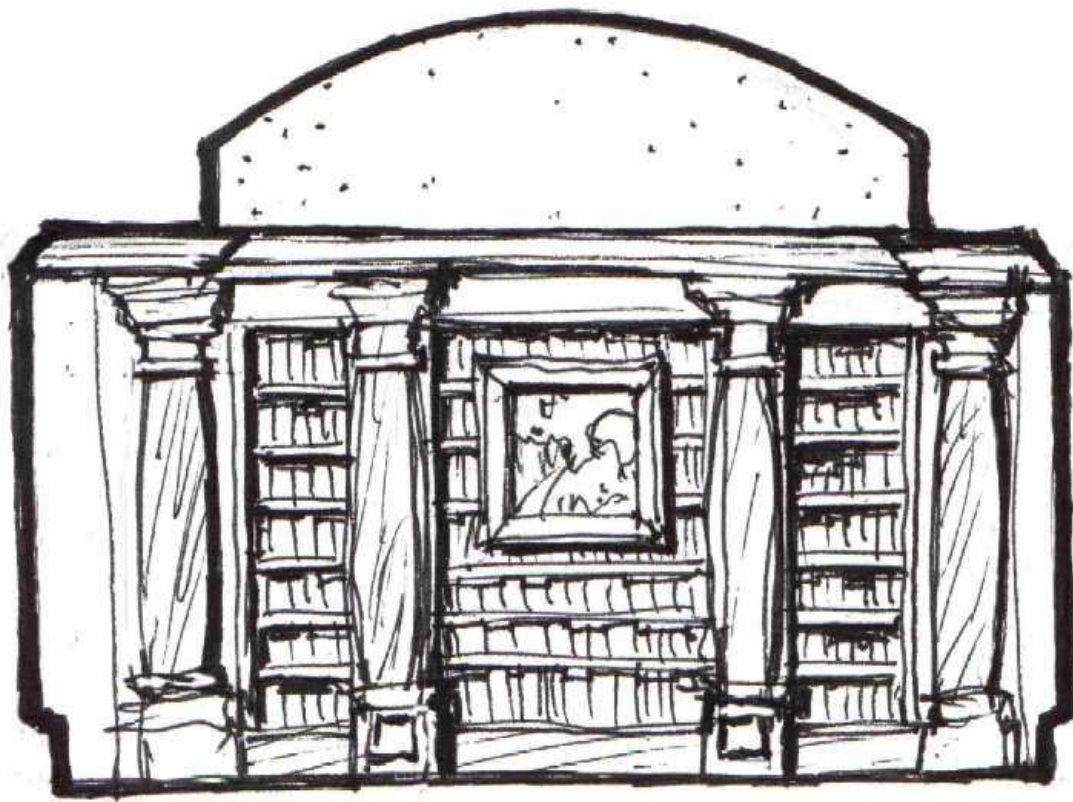












# DEAN VENTOLA, ARCHITECT

DVA2500@Netscape.com 301.540.2500

Registrations held in New York, New Jersey, Pennsylvania, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, South Carolina, Georgia

Copr. 2021-02-01

## RESIDENTIAL (R1 AND R2) PROJECTS SUMMARY For Distribution within CAMERON STATION Only

The following is a summary of my residential (R1 and R2) projects. Each of the listed projects contain its Building Description (name, location, size, use group, and type of construction), and my Primary Role. Due to the in-place non-disclosure agreements that I am aware of, some of the project names listed herein have been redacted and are being referred to only as "XYZ-tag." Due to the non-disclosure agreements (that I am aware of or *not* aware of), the receiver of this document must keep all information contained herein in strictest confidence and keep its distribution limited only to those directly within their own corporate entity.

### 1. Aruba Holiday Inn Express Hotel and Casino – PCA Report

Buildings Descriptions: Resort comprising of three hotels (the Aruba, Bonaire, and Curacao), casino, and several beachfront restaurants. Each hotel tower is 7 Stories tall, R-1 Use Group, and constructed of reinforced concrete for the three hotels and of wood frame for the ancillary structures.

Primary Role: Provided on-site investigation and issued a report for the condition of resort's major buildings.

### 2. Arundel Mills Aloft, Hanover, Maryland

Building Description: 7 Stories; 142 Keys; R-1 Use Group; Precast Concrete Plank on Structural Steel Stud Walls.

Primary Role: Member of the Construction Administration Team, attending biweekly OAC meetings, answering RFIs and Submittals, and creating punch lists.

### 3. Arundel Mills Element, Hanover, Maryland

Building Description: 7 Stories; 147 Keys; R-1 Use Group; Precast Concrete Plank on Structural Steel Stud Walls.

Primary Role: Member of the Construction Administration Team, attending biweekly OAC meetings, answering RFIs and Submittals, and creating punch lists.

### 4. Beauregard Station Condominiums, Alexandria, Virginia

Building Description: 3 Stories; 41 Condominium Units; R-3 Use Group; Wood Frame.

Primary Role: Primary Owner's Representative between owner/builder/developer and outsource project architect.

### 5. Brunswick Arcade, Brunswick, Maryland

Building Description: 2 Stories; 40 Mixed-Use Units; Apartments over Retail Shops and Offices; Wood Frame

Primary Role: **Project's Architectural Designer** and Owner's Representative overseeing all aspects of the design. The quaint buildings (apartments, shops, and offices) were designed to front and define a mini-village's meandering brick plaza.

## 6. Cathedral Street Condos and Townhomes, Baltimore, Maryland

Building Description: Infill project of 4-Story Condos and 3-Story Townhomes; 30 Units; R-2/R-3; Poured Concrete.

Primary Role: **Architect of Record** for infill project consisting of condos mixed with townhomes. The brick condos were planned as wood construction over concrete brick and block base, and the brick townhomes were planned as wood construction above a walkout terrace level.

## 7. Comfort Inn Towson, Towson, Maryland – PCA Report

Building Description: 5 Stories; 180 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Conducted on-site investigation of a hotel on behalf of the Owner. Provided analysis in the form of a report containing written observations coupled with photographic documentation.

## 8. Courtyard Oxford, Oxford, Alabama

Building Description: 4 Stories; 88 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Created several new exterior color schemes per the Owner's request, for an outsourced architect's building that was under construction.

## 9. Courtyard Orlando, Orlando, Florida

Building Description: 6 Stories; 189 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Conducted a Quality Control Review of the Interior Millwork Shop Drawings.

## 10. Creamery Row Townhomes, Middletown, Maryland

Building Description: 2 Stories over Walkout Basement; 13 Units; R-3 Use Group; Wood Frame.

Primary Role: Acted as Owner's Representative, overseeing all aspects of design and construction, including interfacing with outsourced architect and the city officials (fire marshal, permit office, building inspector).

## 11. Cress Creek Villas, Shepherdstown, West Virginia

Building Description: 2 Stories; 32 Units (2 Units/Bldg x 18 Bldgs); R-3 Use Group; Wood Frame.

Primary Role: **Architect of Record**, designed project for duplexes fronting a private golf course, where each double-unit building was designed to look like a single luxury home.

## 12. Days Inn – Prototype Specs

Building Description: Prototype Documents; R-1 Use Group; Wood Frame.

Primary Role: Wrote the brand's prototype specifications to be used in its prototype packages, which is used for distribution to the franchisees and their architects for their adherence to the prototype's brand standards.

## 13. Damascus Gardens Apartment, Damascus, Maryland – Balconies Renovation

Building Description: 3 Stories; Approx. 50 Apartments; R-2 Use Group; Wood Frame.

Primary Role: **Architect of Record** for renovating or replacing the deteriorating balconies throughout the complex.

#### **14. Dearbought Condos, Apartments, Townhomes, and Land Planning, Frederick, Maryland**

Building Description: 300 acre New-Town-in-Town Consisting of Condos, Apartments, Retail Shops, Professional Offices, and Single Family Homes.

Primary Role: **Project's Lead Architect** and design team member in the project's master planning. Created the streetscape studies for each of the significant places, the massing studies for each of the different building types, and the architectural control covenants for all of the parcels.

#### **15. Deer Run Village Condominiums, Stamford, New York**

Building Description: 5 Stories; 30 Condos/Bldg; R-2 Use Group; Mixed Types of Construction (concrete block tenant separation walls, with Hambro steel joist/concrete floors, and wood frame walls and roof).

Primary Role: Drafted most of the project construction drawing's overall floor plans, unit plans, elevations, details, and mechanical runs.

#### **16. DePaul Apartments, Emmitsburg, Maryland**

Building Description: 3 Stories; 20 Apartments; R-2 Use Group; Existing Concrete Construction.

Primary Role: **Project's Architectural Designer** and Owner's representative, fitting new residential apartments into a former high school building, and overseeing all aspects of design and construction, including interfacing with outsourced architect and the city officials (fire marshal, permit office, building inspector).

#### **17. DoubleTree Columbia, Columbia, Maryland**

Building Description: 4 Stories; 153 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Peer Reviewed the architectural and MEP drawings for renovation's bid set completeness, checked the drawings against the Property Improvements Plan (PIP) scope and the ADA survey report, and also defined the information that was still missing from set.

#### **18. Embassy Suites Tysons Corner, Tysons Corner, Virginia**

Building Description: 8 Stories; 234 Keys; R-1 Use Group; Pre-Tensioned Concrete.

Primary Role: Provided Construction Administration and Permitting Services for the building renovations and the replacement of all FF&E (such as redesigns necessary for code compliance and upgrades; meeting with clients, interfacing with general contractor, attending site meetings, daily overseeing of Interior Design team's timely RFI and Submittal responses, coordination and overseeing outsource structural engineer, conducting construction progress inspections for conformance with the contract documents, resolving issues encountered during construction, certifying Contractor's Applications for Payment, and issuing the Certificate of Substantial Completion).

#### **19. Embassy Suites Alexandria, Alexandria, Virginia – ADA Investigation and Peer Review**

Building Description: 7 Stories; 268 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Conducted an ADA accessibility survey, analysis, and report regarding the compliance of the public spaces and the accessible guestrooms; Peer Reviewed architectural and MEP drawings for the renovation's bid set completeness, checked drawings against the Property Improvements Plan (PIP) scope, and checked drawings against the ADA Survey Report's recommendations.



## **20. Episcopal High School Alumni Cottage, Alexandria, Virginia**

Building Description: 2 Stories; 4 Apartments over Public Spaces; R-2 Use Group; Wood Frame.

Primary Role: **Architect of Record** for a residential style building meant to welcome, entertain, and provide overnight accommodations for visiting benefactor alumni.

## **21. Episcopal High School Faculty Apartment Additions, Alexandria, Virginia**

Buildings Descriptions: 2 Stories; Typically 4 Units/Bldg; R-2; Wood Frame.

Primary Role: **Architect of Record**, adding additions to several existing faculty apartment buildings.

## **22. Fifty-Ninth Street Condominiums, Ocean City, Maryland**

Building Description: 8 Stories; 60 Condos; R-2 Use Group; Precast Concrete Plank Floors and Walls.

Primary Role: Drafted most of the project construction drawing's floor plans, unit plans, elevations, and details.

## **23. Flying Cloud Condominiums, Ocean City, Maryland**

Building Description: 8 Stories; 56 Condos; R-2 Use Group; Precast Concrete Plank Floors and Walls.

Primary Role: Drafted most of the project construction drawing's overall floor plans, unit plans, elevations, and details, as well as designed the project's entry monument sign.

## **24. Fourteenth Street (901 and 903) Apartments Renovation, Washington, DC**

Building Description: 2 Stories; 4 Apartments (2 Units/Bldg x 2 Bldgs); R-2 Use Group; Wood Frame.

Primary Role: As **Architect of Record**, designed project for DC Owner to redesign 4 existing apartments, including their new layouts and their plumbing riser diagrams, taking the construction drawings through permitting, meeting on-site with the fire marshal, and conducting the Construction Administration phase.

## **25. Hilltop Garden Apartments, District Heights, Maryland**

Building Description: 3 Stories; 503 Apartments; R-2 Use Group; Poured Concrete.

Primary Role: Drafted many of the project construction drawing's floor plans, details, and elevations.

## **26. Hilton Arlington, Arlington, Virginia – ADA Survey**

Building Description: 7 Stories; 210 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Conducted an ADA Accessibility survey, analysis, and report regarding the compliance of the hotel's public spaces and the accessible guestrooms.

## **27. Hilton's Embassy Row Hotel, Washington, DC**

Building Description: 8 Stories; 231 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Field measured and documented the existing building for an upcoming rebranded renovation project.

**28. Holiday inn Tupelo, Tupelo, Mississippi**

Building Description: 5 Stories; R-1 Use Group; Poured Concrete.

Primary Role: Peer reviewed the Interior Designer's drawings. Created several new exterior color schemes per the Owner's request, for an outsourced architect's building that was under construction.

**29. Homewood Suites New York - Midtown**

Building Description: 22 Stories; 293 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Peer Reviewed the interior design drawing's interior elevations, millwork and FF&E.

**30. Hyatt Place DC, Washington, DC**

Building Description: 9 Stories; 168 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Provided investigations on an as-need basis for various technical issues, such as zoning analysis, egress analysis, LEED points analysis, and the proposed parking garage ramp's new access (by cutting through the adjacent office building's existing parking garage ramp's wall).

**31. Hyattstown Shops (Mixed Use Building), Hyattstown, Maryland**

Building Description: 2 Stories; 5 Units; Mixed Use Group; Wood Frame.

Primary Role: **Architect of Record** for renovating/repairing existing apartments over existing retail shops.

**32. Independent Fire Hose Company Apartments, Frederick, Maryland**

Building Description: 2 Stories; 11 Apartments; Mixed Use Group; Wood Frame.

Primary Role: **Project's Architectural Designer** for renovating old firehouse into apartments over a new restaurant.

**33. I-Street Mixed Use (Apartments over Retail), Washington, DC**

Building Description: 2 Stories; Mixed Use Groups; Concrete Floors and Clay Unit Masonry Walls.

Primary Role: Drafted many of the apartments-over-offices project construction drawing's overall floor plans, unit plans, elevations, and details.

**34. Kendall Square Townhouses, Fairfax, Virginia**

Building Description: 4 Stories; 5 Model Types; Approx. 65 Units; R-3 Use Group; Wood Frame.

Primary Role: Primary Owner's Representative between owner/builder/developer and project architect; helped assess and redesign some of the units during the Schematic Design process.

**35. Lake Anne Condominiums, Reston, Virginia**

Building Description: 3 Stories; 9 Bldgs; R-2 Use Group; Wood Frame.

Primary Role: Drafted many of the project construction drawing's overall floor plans, unit plans, elevations, details, and mechanical runs.

### 36. Loews Annapolis, Annapolis, Maryland

Building Description: 6 Stories; 216 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Peer Reviewed the architectural drawing set for constructability and egress code compliance.

### 37. Loews Coronado Bay Renovation, California – Specs, Peer Review, Technical Issue

Building Description: 3 Stories; 439 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Wrote renovation project's specifications; Conducted Peer Review of the architectural drawing set.

### 38. Loews Regency New York City – Change in Occupancy

Building Description: 17 Stories; 379 Keys; R-1 Use Group; Poured Concrete.

Primary Role: As **Architect of Record**, investigated New York City codes and zoning regulations to provide code analysis and drawings that enabled the Loews Regency (a city landmark) to convert from Construction Type A- 2 Condos to Construction Type A-1 Hotel. Work included establishing Life Safety compliance (measuring the existing public spaces' and the guestrooms' egress capacity, travel distances, and assessing the fire rating of the various egress paths of travel enclosures) as well as overseeing, signing, and sealing the permit sets.

### 39. Loews Regency New York City – Full Renovation

Building Description: 17 Stories; 379 Keys; R-1 Use Group; Poured Concrete.

Primary Role: As Designer and Construction Administrator for a \$100M renovation, provided field measurements (for many of the existing public spaces and guestrooms), designed many of the proposed guestroom units, peer reviewed the construction drawings, assisted in Construction Administration, and lead the team in conducting the initial and final punch.

### 40. Marina at Woods Creek Condos, Arkansas

Building Description: 4 Stories; 110 Condos (22 Condos/Bldg x 5 Bldgs); R-2 Use Group; Wood Frame.

Primary Role: **Architect of Record** for this condominium project.

### 41. Marriott Marquis DC

Building Description: \$520M, 16 Stories; 1175 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Conducted a 3<sup>rd</sup> Party Peer Review Analysis, which included an extensive quality control peer review, addressing architectural and interior design detailing, brand standards compliance, constructability, building codes, and ADA accessibility.

### 42. Marriott Memphis East, Memphis, Tennessee

Building Description: 10 Stories; 229 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Provided Construction Administration Services, such as meeting with clients, interfacing with General Contractor's group, attending site meetings, issuing timely RFI and Submittal responses, daily coordination and overseeing outsource civil, structural, and MEP engineers, conducting construction progress inspections for conformance with the contract documents, resolving issues encountered during construction, certifying Contractor's Applications for Payment, and issuing Construction Change Directives (CCDs), Architect's Supplemental Instructions (ASIs), and Certificate of Substantial Completion.

#### **43. Myers Apartments, Westminster, Maryland**

Building Description: 3 Stories; 22 Apartments; R-2 Use Group; Wood Frame.

Primary Role: Acted as Owner's Representative overseeing all aspects of design and construction in the renovation of this former meatpacking plant into residential apartments, including interfacing with the zoning board, outsourced architect, permit office, fire marshal, and building inspectors.

#### **44. New Market Hotel, New Market, Maryland**

Building Description: 4 Stories; 100 Keys; R-1 Use Group; Poured Concrete.

Primary Role: **Project Architectural Designer** for a mid-rise hotel planned for historic New Market, Maryland, of which was designed to be in conformance (in materials, colors, and massing) with my designs for the then-under construction New Market Shopping Center, Texaco, and Car Wash.

#### **45. Ocean Highway Condominiums, Ocean City, Maryland**

Building Description: 8 Stories; 128 Condos; R-2 Use Group; Precast Concrete Plank Floor and Walls.

Primary Role: Drafted many of the project construction drawing's overall floor plans, unit plans, and elevations.

#### **46. Oceanwalk Condominiums, Ocean City, Maryland**

Building Description: 5 Stories; 30 Condos; R-2 Use Group; Precast Concrete Plank Floor and Walls.

Primary Role: Drafted most of the project construction drawing's overall floor plans, unit plans, elevations, details, and mechanical ducting.

#### **47. PAL Fort Sill Apartments, Oklahoma – PCA Report**

Buildings Description: 2 – 8 Stories; 20 - 180 Apts/Bldg; R-2 and R-3 Use Groups; Poured Concrete or Wood Frame.

Primary Role: Conducted on-site investigation of existing army base housing for the U.S. Army's Privatized Army Lodging (PAL) initiative. Provided analysis in the form of a PCA Report containing written observations coupled with photographic documentation.

#### **48. PAL Fort Meade Apartments, Fort Meade, Maryland – PCA Report**

Buildings Description: 2-3 Stories; 20 - 60 Apts/Bldg; R-2 and R-3 Use Groups; Wood Frame.

Primary Role: Conducted on-site investigation of existing army base housing for the U.S. Army's Privatized Army Lodging (PAL) initiative. Provided analysis in the form of a PCA Report containing written observations coupled with photographic documentation.

#### **49. PAL Fort Myer Apartments, Arlington, Virginia – PCA Report**

Buildings Description: 2-3 Stories; 20 - 60 Apts/Bldg; R-2 and R-3 Use Groups; Wood Frame.

Primary Role: Conducted on-site investigation of existing army base housing for the U.S. Army's Privatized Army Lodging (PAL) initiative. Provided analysis in the form of a PCA Report containing written observations coupled with photographic documentation.



**50. Peachtree Dunwoody Condominiums, Atlanta, Georgia**

Buildings Description: 4 Stories; Approx. 20 Condos/Bldg; R-2 Use Group; Wood Frame.

Primary Role: Drafted most of the project construction drawing's overall floor plans, unit plans, elevations, details, and mechanical runs.

**51. Pines at Dickerson Condominiums, Dickerson, Maryland**

Buildings Description: 3-4 Stories; 16-36 Condos/Bldg in complex of 9 Bldgs; R-2; Wood Frame

Primary Role: Drafted most of the project construction drawing's overall floor plans, unit plans, elevations, details, and mechanical runs.

**52. Residence Inn Norfolk, Norfolk, Virginia**

Building Description: 9 Stories; 160 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Part of the Construction Administration Team, attending bi-monthly OAC meetings, answering RFIs and Submittals, and creating punch lists.

**53. Residence Inn Surfside, Surfside, Florida**

Building Description: 4 Stories; 175 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Conducted 3<sup>rd</sup> Party Peer Review Analysis, hired by the Owner to review the architect of record's drawings for any errors in brand standards and constructability.

**54. Residence Inn Stamford, Stamford, Connecticut**

Building Description: 7 Stories; 131 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Provided redlined corrections to the existing code analysis for the project.

**55. Richmond Aloft, Short Pump, Virginia**

Building Description: 7 Stories; Approx. 140 Keys; R-1; Precast Concrete Plank on Block Bearing Walls.

Primary Role: Part of the Construction Administration Team, attending weekly OAC meetings, answering RFIs and Submittals, and creating punch lists.

**56. Richmond Hilton (Full Service Hotel and Convention Center), Short Pump, Virginia**

Building Description: 8 Stories; 251 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Provided Construction Administration Services, such as meeting with clients, interfacing with general contractors, attending site meetings, daily overseeing of architecture team's production and the design team's timely RFI and Submittal responses, coordination and overseeing outsource civil, structural, and MEP engineers, conducting construction progress inspections for conformance with the contract documents, resolving issues encountered during construction, certifying Contractor's Applications for Payment, and issuing Construction Change Directives (CCDs), Architect's Supplemental Instructions (ASIs), and Certificate of Substantial Completion.

**57. Seton Place Quadhomes, Emmitsburg, Maryland**

Building Description: 2 Stories; 12 Units (4 Units/Bldg. x 3 Bldgs); R-3 Use Group; Wood Frame.

Primary Role: As **Architect of Record**, designed 4 townhouses to read as a single family house (thereby comfortably fitting new townhouses into an existing single-family area), and acted as Owner's Representative overseeing all aspects of design and construction, including interfacing with the permit office, fire marshal, and building inspectors.

**58. Sir Edwin's Hamlet Condominiums, Frederick, Maryland**

Building Description: 3 Stories; 4 Buildings; R-2 Use Group; Wood Frame.

Primary Role: As **Architect of Record**; designed 4 condo buildings in the English vernacular style, thereby appropriately fitting large condo buildings into my English Country style land plan design.

**59. Sir Edwin's Hamlet Village Homes, Frederick, Maryland**

Building Description: 3 Stories; 15 Units (3 Units/Bldg x 5 Bldgs); R-3 Use Group; Wood Frame

Primary Role: As **Architect of Record**, designed 4 townhouses to read more as a single, modest, English country manor house, thereby appropriately fitting new townhouses into my English Country style land plan design.

**60. Shirlington Cress Townhomes, Arlington, Virginia**

Building Description: 4 Stories; 6 Model Types; 251 Units; R-3 Use Group; Wood Frame.

Primary Role: Primary Owner's Representative between owner/builder/developer and project architect; helped assess and redesign each of the units during the Schematic Design process.

**61. Tucson Aloft, Tucson, Arizona – Peer Review and Fire Damage Investigation**

Building Description: 8 Stories; 154 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Peer Reviewed architectural set prior to construction, and conducted an on-site investigation of fire damage during construction, on behalf of the Owner, for verification of his damages claim to the insurance company.

**62. Urban Hillside Housing in Cincinnati, Ohio – Competition Entry**

Building Description: 3 Stories; 10 Units; R-3 Use Group; Wood Frame.

Primary Role: Entered a design for hillside townhouse and land plan concept for a hillside lot in Cincinnati.

**63. Victory House Apartments, Gaithersburg, Maryland**

Building Description: 9 Stories; 178 Apartments; R-2 Use Group; Poured Concrete.

Primary Role: Drafted many of the project construction drawing's overall floor plans, unit plans, elevations, details.

**64. Villages of Seaport Condominiums, Cape Canaveral, Florida**

Building Description: 4 Stories; 20 Condos/Bldg in complex of approx. 12 Bldgs; R-2; Wood Frame.

Primary Role: Drafted most of the project construction drawing's overall floor plans, unit plans, elevations, details, and mechanical runs.

**65. Wildwood Townhomes, Wildwood, Maryland**

Building Description: 2 Stories; R-3 Use Group; Wood Frame.

Primary Role: Primary Owner's representative between owner/builder/developer and project architect.

**66. Wyndham Florham Park, Florham Park, New Jersey**

Building Description: 7 Stories; 221 Keys; R-1 Use Group; Poured Concrete.

Primary Role: **Architect of Record** for Schematic Design of a new hotel concept.

**67. XYZ-HX Comparative Analysis**

Building Description: Various Hotel Types (5 different hotels of various heights and quantity of keys).

Primary Role: Conducted an in-depth research and analysis (from online and field research) of 5 competing hotel brands, the names of which cannot be disclosed due to contractual obligations.

**68. XYZ-RC Comparative Analysis**

Building Description: Various Hotel Types (6 different hotels of various heights and quantity of keys).

Primary Role: Conducted an in-depth research and analysis (from online and field research) of 6 competing hotel brands, the names of which cannot be disclosed due to contractual obligations.

**69. XYZ-JC Third Party Peer Review Analysis**

Building Description: 9 Stories; Approx. 234 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Conducted a 3<sup>rd</sup> Party Peer Review Analysis (Redlines and Report), hired by the Owner to review the then Architect of Record's 100% DD drawings.

Distinctive Notation: In reviewing the work for any errors in brand standards and constructability, I had also noticed errors on code and ADA compliance, so I took the initiative to add this as a section to the report. As a matter of coincidence, the Owner has since ended his contract with the original architect and had hired us to revise the design and to become the new Architect of Record.

**70. XYZ-Parc B**

Building Description: 8 Stories; 310 Keys; R-1 Use Group; Poured Concrete.

Primary Role: Conducted a quality control peer review, addressing architectural and interior design detailing, constructability, building codes, ADA accessibility, and had included many detailing and cost saving suggestions.

**71. XYZ-SSB Resort Condominiums and Hotel – PCA Report**

Building Description: 40 Stories; 163 Condos/88 Hotel Keys; R-2/R-1 Mixed Use Group; Poured Concrete.

Primary Role: Conducted a low-key, on-site investigation for an exclusive luxury mixed condo/hotel resort on behalf of one of the two ownership groups (the condo owners group and the hotel owner's group), to assess if the combined condo fees were being spent proportionately between the condos' repairs/upgrades and the hotel's repairs/upgrades. Provided analysis in the form of a PCA Report containing written observations coupled with photographic documentation.



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**April 27, 2021**

**TOPIC: Preventative Maintenance for Fitness Equipment Proposal**

**Motion:**

"I move to APPROVE the proposal from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_. This is a budgeted expense to be funded from the Fitness Equipment R & M line item with \$9,500.00 for 2021.

2<sup>nd</sup>:

**Summary:**

As requested, bids were solicited for Preventative Maintenance Services for the Fitness Center Equipment. An RFP was sent to three (3) providers with the scope of work, as listed below.

Provider will inspect and maintain all gym equipment for proper usage with the following services, but not limited to:

1. Test all cardiovascular equipment for proper operation and safety.
2. Vacuuming/cleaning inside and underneath machines to prevent buildup of dust from machine electronics.
3. Check and adjust walking belts and drive belts for proper tension.
4. Wax the decks/belts on all treadmills per manufacturer recommendations.
5. Tighten and inspect all bolts and hardware for rust and replace as needed.
6. Check resistance levels for proper settings and performance on internal programs.
7. Check all cables for wear, fraying, and proper tension.
8. Lubricate all motors, chains, belts, and rods as needed.
9. Inspect all upholstery padding for wear.
10. Provide service reports to include any other recommended repairs after each visit.

Contractor	Quarterly Visit Cost	Annual Cost	Trip Charges	Hourly Labor Rate
FitRepairs	\$760.00	\$3,040.00	\$150.00	\$75.00 Hour
Heartline (current provider)	\$749.00	\$2,996.00	\$141.00	\$76.00 Hour
RMS	\$475.00	\$1,900.00	\$180.00	\$80.00 hour

**CAMP Recommendation:**

Management does not have any issues with the proposals as presented. ProFit was asked to review as well given they primarily interface with this service provider. They provided that they could work with all providers but indicated Heartline was reliable, does a good job, and knows the community. RMS is a smaller firm and there was concern they may not be to service the fitness center in a timely manner given their staffing. FitRepairs trip charges and slightly higher pricing makes their proposal not as desirable. Given this the CCFC recommends renewing with Heartline.



## GOLD Agreement

Agreement: # 63447  
 Date: 11/03/2020  
 403928530 Cameron Station (Cameron Club)

7520 Standish PI  
 Suite 250  
 Rockville, MD 20855

### Scope of PM Services

Inspect and maintain all strength equipment for proper usage with the following services, but not limited to:

**Cardiovascular Equipment: (i.e. treadmills, ellipticals, bikes, steppers, etc.).**

- Test all cardiovascular equipment for proper operation and safety.
- Vacuuming/ Cleaning inside & underneath machines to prevent build up of dust from hurting the machines electronics .
- Adjust walking belts and drive belts for proper tension.
- Lubricate elevation motors, chains, and drive belts.
- Wax the decks/belts on all treadmills per manufacturer recommendation.
- Check all wire & electrical components for secure connections.
- Tighten and inspect all bolts and hardware.
- Check resistance levels for proper settings on internal programs.
- Inspect motor brushes, front and rear rollers for any abnormal noises that may cause future problems.

**Weight/Strength Equipment:**

- Check all cables for wear, fraying, and proper tension.
- Lubricate the guide rods.
- Clean upholstery padding.
- Inspect Welds and Pulley wheel alignment.
- Make sure all bolts and hardware are tightened.

### Rates and Frequency

*Each PM visit will be billed upon completion for the price of **\$749.00** .The total number of visits per this agreement will be **4** and the agreement will commence on . This agreement will auto-renew on each anniversary unless Heartline Fitness is notified 30 days in advance. There will be NO additional charges for equipment covered under a parts and labor warranty.*

*As a contracted client, a reduced first hour and labor rate will be billed for additional inspections or situations that require further labor over and above the PM service and on equipment not under warranty. If any equipment should need repair/ service between inspections, the reduced first hour charge of \$141.00. The \$141.00 includes the first hour of labor and the travel trip charge. The first hour visit fee will be billed with any additional hours billed on 15min increments at \$76.00 per hour.*

**Terms and Conditions:** By signing this agreement you acknowledge that you have read and agree to the terms, and conditions, set forth by Heartline Fitness. Terms and Conditions can be found at the bottom of our website in the quick links section. [www.heartlinefitness.com](http://www.heartlinefitness.com)

**Environmental Liability and Limitation**

Heartline Fitness shall not be liable for any claim or damage, in any way related to environmental hazards, toxins, and contaminants, which shall include, but is not limited to and without limitation, viral, bacterial or other infections and contagions. Client/Customer hereby knowingly releases and waives Heartline Fitness and its affiliates from any and all such claims and/or damages.

Customer Signature \_\_\_\_\_

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

Heartline Signature \_\_\_\_\_

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

**Bill To**

Cameron Station  
 400 Cameron Station Boulevard  
 Alexandria VA 22304  
 United States

**Ship To**

Cameron Station  
 400 Cameron Station Boulevard  
 Alexandria VA 22304  
 United States

**Contact Info**

Heather Graham  
 (571) 363-4042  
[hgraham@gocampmgmt.com](mailto:hgraham@gocampmgmt.com)

**Treadmills:****Ellipticals:****Bikes:****Steppers:****Strength:****Other:****Sales Rep****Quote Expiration****Agreement Term****Frequency Per Year**

12 Months

4

Quantity	Item	Description	Rate	Amount
4	299CL	Contract Rate per Visit (rate invoiced quarterly per completion of service visit) NO UPFRONT PAYMENT NECESSARY	\$749.00	\$2,996.00
		Includes FREE 2-Step Disinfect and Protect Service on First PM service Visit		
			<b>Subtotal</b>	\$2,996.00
			<b>Shipping</b>	
			<b>Tax (0%)</b>	\$0.00
			<b>Total</b>	\$2,996.00

Please note any special conditions: (billing PO/WO, access to facility, call ahead, other)

-

# FITREPAIRSNVA

## PREVENTATIVE MAINTENANCE SERVICE AGREEMENT

This Service Agreement is designed for the Cameron Station (hereinafter called "Customer") to provide your fitness facility located at Alexandria, VA (hereinafter called "Facility") with a regular servicing schedule for the purpose of preventative maintenance, troubleshooting future problems, and as a provision for making necessary repairs. It will help extend product life span, help to decrease product "down-time", and provide your Facility with well-tuned equipment.

### 1. SCOPE OF WORK

Except as otherwise expressly provided elsewhere in this Agreement, M & E Services Inc., (hereinafter called "FitrepairsNVA") shall supply all normal and customary goods and services for the following work: Fitness Equipment Preventative Maintenance (hereinafter referred to as "Work"), said Work being performed on equipment more particularly described in the attached Attachment A. Amendments to Attachment A shall be agreed upon by both parties with thirty (30) days written notice to the addresses provided for notice. The Work shall be performed in, on, or at the Facility including the general environs of the Facility buildings.

### 2. TERM

The term of this Agreement shall be for a period of one (1) year commencing on **March 1, 2021**, and ending on **February 28, 2022**. Upon ending date, this Agreement will continue month to month, unless customer request that the Agreement be renew yearly. At the ending date, an addendum would be written that would extend it for another year, with any changes that may be needed.

#### CHARGES

The Customer agrees to pay for one (1) visit every three (3) months at a rate of Seven Hundred and Sixty Dollars (\$760.00) per visit for Work performed.

### 3. SERVICE HOURS

Service will normally be available for a period of eight consecutive hours between the hours of 8:00 A.M. to 6:00 P.M on regular working days, excluding weekends and holidays (hereinafter referred to as "normal service hours").

### 4. REPAIR SERVICE

- a. When service is required because of a malfunction in the operation or use of designated equipment, the Customer shall notify frnva.com during normal service hours. If it is determined that the equipment must be repaired, FitrepairsNVA will use its best efforts to repair, in accordance with the terms of this Agreement, the malfunctioning unit as rapidly as possible.
- b. The labor for repairs shall be billed at a rate of \$37.50 per half hour. There is minimum charge of \$150.00 that includes a service call charge and the first hour of labor.
- c. If the repair can be made concurrently with Preventative Maintenance Service, labor shall be billed at a rate of \$37.50 per half hour beginning from the time the technician completes the preventative maintenance responsibilities.
- d. Parts and supplies shall be charged to the Customer.

### 5. PAYMENTS

- a. Customer shall pay FitrepairsNVA within thirty (30) calendar days after receipt of the FitrepairsNVA invoice.

# FITREPAIRSNVA

## PREVENTATIVE MAINTENANCE SERVICE AGREEMENT

- b. A finance charge of 10% A.P.R. will be charged each month on all amounts past due.
- c. In the event Customer's account is placed for collection or suit instituted to collect some or any portion thereof, Customer agrees and promises to pay all costs, including reasonable attorney's fees, incurred by FitrepairsNVA in collecting the balance then due and owing.

### 6. TERMINATION

This Agreement may be terminated for any reason by either party within thirty (30) days written notice to the addresses provided for notice. FitrepairsNVA may terminate this contract at its sole discretion for non-payment of any invoice over thirty (30) days past due. FitrepairsNVA shall not re-instate the contract terms, in its sole discretion, until the amounts due are paid in full.

### 7. ELIGIBILITY FOR SERVICE COVERAGE

Prior to the commencement of this Agreement, all designated equipment may be subject to inspection. If services are required to place the equipment in good operating condition suitable for coverage under this Agreement and the cost thereof has been agreed upon in writing, the Customer agrees to pay for all labor and materials.

### 8. NO LIABILITY

- a. Customer acknowledges that this is a service agreement only. Under this agreement, FitrepairsNVA does not warrant the quality, operation or performance of the fitness equipment initially purchased by Customer.
- b. Customer and FitrepairsNVA agree that the liability of FitrepairsNVA and its agents arising out of, or related to, any service performed under this agreement shall be limited to the actual damages resulting naturally and directly from any deficiency in such service, but in no event shall the liability of FitrepairsNVA exceed a total of Five Hundred and No/100 Dollars (\$500.00) for all alleged deficiencies in service of any or all fitness equipment at the Facility.
- c. Customer hereby agrees to indemnify and hold FitrepairsNVA and its agents harmless from any and all claims, loss, liability or expense, including reasonable attorney's fees arising out of, or relating to, the condition or use of the fitness equipment at the Facility.
- d. It is understood and agreed that the only warranties applicable with respect to any part or accessory provided hereunder is the manufacturer's original warranty, and FitrepairsNVA makes no warranty, expressed or implied, with respect to any part or accessory provided hereunder, including, without limitations, warranty as to merchantability fitness for a particular purpose.

### 9. COMPLIANCE WITH LAW

FitrepairsNVA warrants that

- a. It is properly licensed to conduct business in the jurisdiction involved.
- b. It maintains adequate liability insurance and Worker's Compensation insurance.

### 10. FORCE MAJEURE

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages if, and to the extent, such delay or failure is caused by an event or occurrence beyond the control and without the fault or negligence of the party affected and which said party is unable to prevent or provide by the exercise of reasonable diligence including, but not limited to: acts of God or the public enemy; expropriation or confiscation of Facility; changes in applicable law; war, rebellion, sabotage or



**FITREPAIRSNVA****PREVENTATIVE MAINTENANCE  
SERVICE AGREEMENT**

riots, floods, unusually severe weather that could not reasonably have been anticipated; fires, explosions, or other catastrophes; strikes or any other concerted acts of work; other similar occurrences.

**11. NOTICES**

All notices given pursuant to this Agreement shall be in writing, and shall be deemed given when mailed, postage prepaid, by registered or certified mail. Notices deposited in the mail in accordance with the provisions hereof shall be effective unless otherwise stated in such notice or in this Agreement from and after the third day next following the date postmarked on the envelope containing such notice. Notice given in any other manner shall be effective only if and when received by the party to be notified. All notices to be given to the parties hereto shall be sent to or made at the following addresses.

If to Customer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel: \_\_\_\_\_  
Attn: \_\_\_\_\_

If to FitrepairsNVA:

FitrepairsNVA.  
7788 Greenwich Rd  
Catlett VA 20119  
Tel: 703-774-9050  
Attn: Ernie Hostetler

**CUSTOMER**

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

By: \_\_\_\_\_  
\_\_\_\_\_  
Duly Authorized Representative

**FitrepairsNVA**

M&E Services , INC., a Virginia Corporation

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

By: \_\_\_\_\_  
Ernie Hostetler V President  
\_\_\_\_\_  
Duly Authorized Representative

**Attachment A****EQUIPMENT LIST**

3	FREE MOTION TREADMILL -INCLINE TRAINER
4	STAR TRAC TREADMILLS
1	EFX556i PRECOR ELLIPTICAL NO ARMS
3	EFX885 ELLIPTICAL
1	LIFE FITNESS CYBEX ARCH TRAINER
1	CYBEX ARC TRAINER
2	OCTANE LATERAL
3	STAR TRAC UPRIGHT BIKE AND RECUMBENT
2	PELOTON COMMERCIAL SPIN BIKE
1	LIFE FITNESS MY RIDE
1	LIFE FITNESS STEP MILL
1	CONCEPT 2 ROWER
1	CYBEX PLATE LOADED LEG PRESS
1	STAR TRAC CHEN DIP ASSIST
7	CYBEX VR1 AND VR2 SINGLE STATION WEIGHT MACHINE
6	NAUTILUS SINGLE STATION WEIGHT MACHINE
5	STAR TRAC BENCHES
1	STAR TRAC ARM CURL SINGLE STATION
2	STAR TRAC HYPER EXT., VKR
1	LIFE FITNESS MULTI FUNCTIONAL TRAINER
1	MARPO VLT ROPE TRAINER
1SET	2.5-100 LB DUMBBELLS
1	TRUE STRETCH CAGE
11	KETTLE BELLS



## EXHIBIT B

## FITREPAIRSNVA

## Preventative Maintenance Procedures

**PREVENTATIVE MAINTENANCE PROCEDURES FOR TREADMILLS**

- ✓ Inspect display and housing for cracks and defects.
- ✓ Inspect motor cover for cracks and defects.
- ✓ Inspect running belt and deck for wear.
- ✓ Wax deck and reset wax schedule in computer, if applicable.
- ✓ Track running belt.
- ✓ Inspect DC motor brushes for excessive wear and proper seating, if applicable.
- ✓ Inspect alignment of drive pulleys.
- ✓ Inspect end caps for cracks and defects.
- ✓ Inspect treadmill for leveling.
- ✓ Lubricate incline assembly, as needed.
- ✓ Inspect E-Stop for proper operation.
- ✓ Run a systems check.
  - Speed – 0 to Maximum
  - Elevation – 0 to Maximum
  - Heart Rate, if applicable
- ✓ Calibrate treadmill, if applicable.
- ✓ Vacuum, in and around, MCB, motors, pan, running belt, and deck, and under treadmill.
- ✓ Test machine for proper overall functioning.
- ✓ Wipe down machine.
- ✓ Record all problems and defects observed.
- ✓ Record all information necessary for repair or parts ordering such as manufacturer, model, and serial number.
- ✓ Check ground on power cord.

**PREVENTATIVE MAINTENANCE PROCEDURES FOR STEPPERS**

- ✓ Inspect frame covers for cracks, missing parts, and wear.
- ✓ Inspect display for proper functioning, excessive wear, and defects.
- ✓ Inspect pedal arms and pedals for proper functioning, excessive wear, worn bushings, and defects.
- ✓ Lubricate chains, bushings, and bearings as needed.
- ✓ Test machine for proper overall functioning.
- ✓ Record all problems and defects observed.
- ✓ R&R covers and vacuum, in and around unit.
- ✓ Wipe down machine.
- ✓ Record all information necessary for repair or parts ordering such as manufacturer, model, and serial number.
- ✓ Check ground on power cord where applicable.

**PREVENTATIVE MAINTENANCE PROCEDURES FOR BIKES**

- ✓ Inspect frame covers for cracks, missing parts, and wear.
- ✓ Inspect belts and adjust as needed.
- ✓ Inspect chains and lubricate as needed.
- ✓ Inspect and clean alternator brushes and commutator, as needed.
- ✓ Inspect seat assembly and pads for excessive wear, defects, and tears.
- ✓ Test seat adjustment for proper functioning and lubricate as needed.
- ✓ Inspect display for proper functioning, excessive wear, and defects.
- ✓ Inspect pedals for proper functioning, excessive wear, and defects.
- ✓ Inspect crank assembly for tension, bearing play, and defects. Adjust as needed.
- ✓ Test bike for proper resistance levels.
- ✓ Inspect for missing wheels and levelers.
- ✓ R&R covers and vacuum, in and around unit.
- ✓ Wipe down machine.
- ✓ Test machine for proper overall functioning.
- ✓ Check ground on power cord where applicable.

**PREVENTATIVE MAINTENANCE PROCEDURES FOR ELLIPTICALS/CROSSTRAINERS**

- ✓ Inspect ramps for excessive wear and scars.
- ✓ Inspect wheels for bearing failure and proper spinning movement.
- ✓ Inspect pedal arm for proper movement.
- ✓ Inspect pedal arm to pivot arm connection for worn bushings and loose bolts.
- ✓ Inspect crank arm to pivot arm for worn shafts and bushings.
- ✓ Inspect crank arm to flywheel for worn shafts and bushings.
- ✓ Inspect covers for mounting bolts and cracks.
- ✓ Inspect upper arms for loose mounting.
- ✓ Inspect display for proper function and cracked or defective faceplates.
- ✓ Lubricate pivot points and bearings as needed.
- ✓ R&R covers and vacuum, in and around unit.
- ✓ Wipe down machine.
- ✓ Test machine for proper overall functioning.
- ✓ Record all problems and defects observed.
- ✓ Record all information necessary for repair or parts ordering such as manufacturer, model, and serial number.
- ✓ Check ground on power cord where applicable.

**RESISTANCE MACHINES AND BENCHES**

- ✓ Inspect pads and upholstery for excessive wear and defects.
- ✓ Inspect frame welds.
- ✓ Inspect and lubricate guide rods for smooth operation.
- ✓ Inspect snap-hooks, weight stack selector pins, pull pins, swivels, and links for excessive wear and defects.
- ✓ Inspect cables and/or belts for excessive wear and defects.
- ✓ Inspect cable ends, if applicable, for excessive wear and defects.
- ✓ Inspect belt brackets, if applicable, and tighten, if necessary.
- ✓ Test tension and alignment of cables and/or belts and adjust, if necessary.
- ✓ Inspect frame hardware for defects and tighten, if necessary.
- ✓ Lubricate bushings.
- ✓ Wipe down machine.

**PM PROCEDURES FOR ROWER**

- ✓ Inspect seat rail for excessive wear and scars.
- ✓ Inspect seat roller wheels for bearing failure and proper spinning movement.
- ✓ Inspect clean seat rail.
- ✓ Lubricate handle pull chain.
- ✓ Inspect elastic shock return cord.
- ✓ Inspect flywheel for worn shaft and bearings.
- ✓ Inspect fan cage for mounting bolts and cracks.
- ✓ Inspect display for proper function and cracked or defective faceplates.
- ✓ Vacuum and clean unit.
- ✓ Wipe down machine.
- ✓ Test machine for proper overall functioning.
- ✓ OR Per Manufactures Recommendations.  
Clean exterior of unit

**Spin Bikes**

- ✓ Inspect pedals for proper functioning, excessive wear, and defects.
- ✓ Check and tighten bolts.
- ✓ Lubricate adjustment handle threads
- ✓ Check the four bolts attaching the bottom slide are tight,
- ✓ Check for play in the bottom slide and slide mount(M3\* only)
- ✓ Wipe down machine

**TV Systems and components used on Fitness Units**

- ✓ Inspect sound quality
- ✓ Verify channel or channels are working correctly
- ✓ Inspect headphone jack unit



ESTABLISHED IN 1998

# RMS FITNESS EQUIPMENT SERVICES

## ROUTINE MAINTENANCE PROGRAM



Prepared for:

Cameron Station  
Attn: Janeva



# YOU HAVE A CHOICE



First and foremost, we are thrilled for the opportunity and that you are considering **RMS Fitness Equipment Services** as a source for your **R**epair, **M**aintenance, and **S**ales needs!

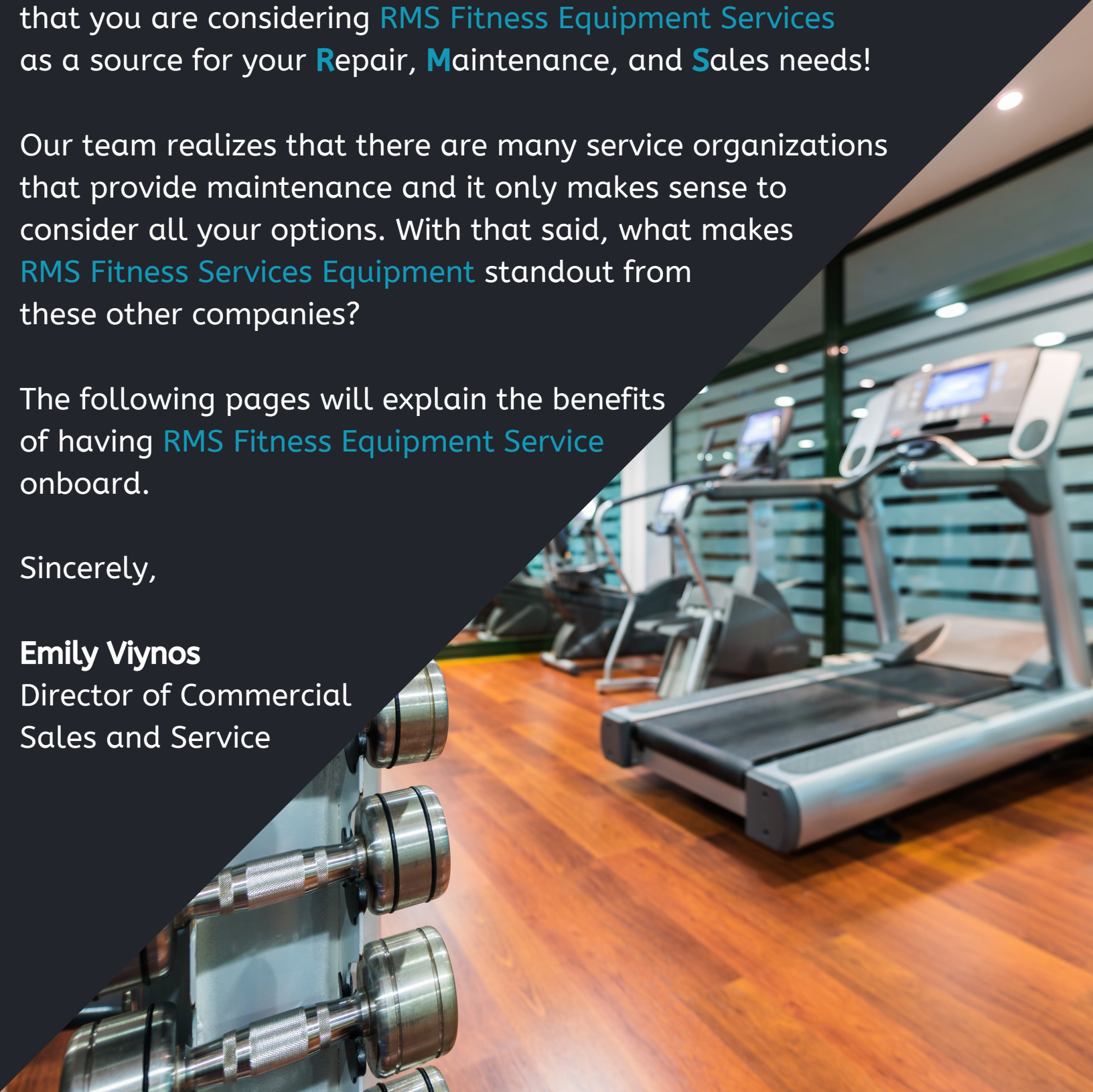
Our team realizes that there are many service organizations that provide maintenance and it only makes sense to consider all your options. With that said, what makes **RMS Fitness Services Equipment** stand out from these other companies?

The following pages will explain the benefits of having **RMS Fitness Equipment Service** onboard.

Sincerely,

**Emily Viynos**

Director of Commercial  
Sales and Service

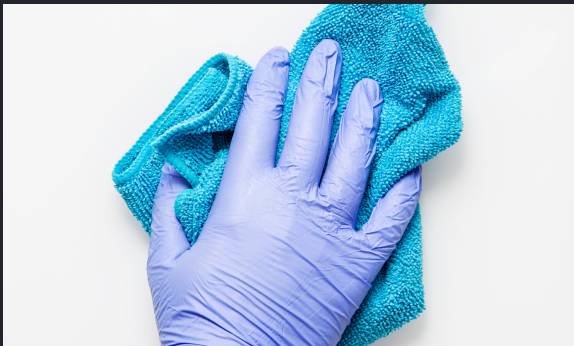


# WHY ENROLL IN AN RMS MAINTENANCE PLAN?



The first reason is safety. By performing regular maintenance, you can ensure your fitness equipment is working properly and is much less likely to cause injury. This in turn can help reduce your liability in the event an accident does occur.

However, another main reason facilities decide on maintenance is based on ROI, or return on investment. It is less expensive to MAINTAIN equipment, than it is to wait and experience major failures. Maintenance can pay for itself over time, by helping you avoid early repair or replacement!



Much like a vehicle, fitness equipment requires regular maintenance to achieve its highest performance, safest operation, and best ROI. Even when under warrant, a vehicle requires oil changes, calibrations, inspections, and other maintenance items. The same is true of your fitness equipment which requires cleaning, lubrication, adjustments, and inspections to prevent premature wear.



We OFTEN see facilities wait until their equipment is out of warranty to look into maintenance. Many times this results in costly repair that could have been totally avoided with a maintenance program in place. Don't be one of those facilities.





# REFERENCES WE PROUDLY SHARE



## Lockheed Martin

2323 Eastern Blvd.,  
Baltimore, MD 21220  
Contact: Chrissy Deter  
Phone: 410-682-1682  
Email:  
[Chrissy.deter@lmco.com](mailto:Chrissy.deter@lmco.com)

## Navy Federal Credit Union

820 Follin Lane SE.,  
Vienna, VA 22180  
Contact: Wali Raffiqi  
Phone: 703-255-8669  
Email: [wali\\_raffiqi@navyfederal.org](mailto:wali_raffiqi@navyfederal.org)

## American Federation of Teachers

555 New Jersey Ave. NW.  
Washington, DC. 20001  
Contact: Faith Proctor  
Phone: 202-393-5671  
Email: [fproctor@aft.org](mailto:fproctor@aft.org)

## Medstar -Union Memorial

201 E University Parkway  
Baltimore, MD 21218  
Contact: Adam Shelter  
Phone: 410-554-2039  
Email: [adam.b.shelter@medstar.net](mailto:adam.b.shelter@medstar.net)



# WHAT SEPARATES OUR TEAM FROM OTHER SERVICE PROVIDERS?



- Over **Twenty Years** of Industry Experience
- **Certified and Uniformed** Technicians
- Equipped to Handle Today's **Advanced Equipment**
- **Custom Programs** for Service and Maintenance
- Expedited **24 Hour** Service Goal
- Good Communication Via **Dedicated Support Staff**
- **Factory Trained** Warranty Providers





# ROUTINE MAINTENANCE PROPOSAL PRICING SUMMARY

For: **Cameron Station**

Date: **3/2/21**

Visits per year: **4**

Cost per visit: **\$475**

Yearly Total: **\$1900**



Contracted customers benefit from discounted service call fees and labor rates for visits OUTSIDE of routine scheduled maintenance. [Your discounted rates](#) are:

Contracted Service Call Fee: **\$180**

Contracted Hourly Labor Rate: **\$80**



# OUR STORY AS A COMPANY



RMS Fitness Equipment Services began in 1998 with just one technician. Now, we proudly service our customers with a complete office staff, preventative maintenance team, and a team of factory trained and certified technicians.

We strive to provide our clients with the best customer service experience. We understand that the use of fitness equipment may be part of your daily life. The fitness center at the property you manage might be integral to your residents. Whether the equipment is for your personal health or that of your residents and users, our job is to keep your equipment running safely and efficiently.

Today's equipment is well built and features high-end technology to enhance the workout experience. To enjoy peace of mind, your equipment needs a service provider who is knowledgeable. Our technicians understand the need to continue their education as the industry develops and grows. A well trained technician assures you that your equipment will be serviced with the least amount of downtime and the highest level of skill.

We look forward to EARNING your business.

Lena Decker

Owner

**RMS Fitness Equipment Services**

Dear Potential Bidder,

Cameron Station Community Association is currently soliciting bids for 2021 quarterly preventative maintenance services. The Community has one fitness center located at 200 Cameron Station Boulevard, Alexandria, VA. Attached is an inventory of the equipment currently on hand and when it was last replaced.

Please provide a minimum of two client references for similar projects. Using the chart below, please provide a price based upon quarterly preventative maintenance. An outline of service time and rates per quarterly visit should be included, along with pricing for additional repair/service between visits if needed.

<b>PREVENTATIVE MAINTENANCE SERVICES ITEMIZED PRICING PER GYM</b>	<b>Quarterly Visit</b>	<b>Annual Cost</b>
Preventative Maintenance Services	\$475	\$1900
<b>ADDITIONAL SERVICES</b>		<b>Hourly Rate</b>
Labor		<b>\$80</b>
Trip Charge (If Any)	\$180	
Other (please list below)		

**SCOPE OF WORK:**

Provider will inspect and maintain all gym equipment for proper usage with the following services, but not limited to:

1. Test all cardiovascular equipment for proper operation and safety.
2. Vacuuming/cleaning inside and underneath machines to prevent buildup of dust from machine electronics.
3. Check and adjust walking belts and drive belts for proper tension.
4. Wax the decks/belts on all treadmills per manufacturer recommendations.
5. Tighten and inspect all bolts and hardware for rust and replace as needed.
6. Check resistance levels for proper settings and performance on internal programs.
7. Check all cables for wear, fraying, and proper tension.
8. Lubricate all motors, chains, belts, and rods as needed.
9. Inspect all upholstery padding for wear.
10. Provide service reports to include any other recommended repairs after each visit.

Proposals are requested to be returned by March 15, 2021. We look forward to your response. In the meantime, if you have any questions regarding this RFP, please feel free to contact either Jennifer Gilmore, the On Site Manager or Janeva Sharps, the On Site Assistant Manager, at 703-567-4881 or via email [jgilmore@gocampmgmt.com](mailto:jgilmore@gocampmgmt.com) or [jsharps@gocampmgmt.com](mailto:jsharps@gocampmgmt.com).



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**April 27, 2021**

**TOPIC: Main Street Condominium Room Request**

**Motion: TBD**

**Summary:**

A request to use the Great Room on May 19<sup>th</sup> for Mainstreet's Annual meeting was received. As we understand it, the Board suspended the rental of the Great Room due to COVID restrictions and the lack of ability to enforce attendance. Given this, we feel this would require Board approval, which may not come in time for their meeting. We communicated this back. They asked this be reviewed outside of a meeting. After discussion with the Board President and Counsel, it was felt best to stick with having this on the Agenda for April 27<sup>th</sup> as the Association is potentially liable for a breach in the requirements of the State's Reopening Guidelines and the Fourth Amendment to Executive Order 72. One of the main difficulties identified is controlling occupancy.

As a result, this matter has been placed on the agenda for a Board decision and/or discussion. We reached out for a legal opinion on the opening of indoor areas under current Phase 3 guidelines and the Fourth Amendment to Executive Order 72. See attached. One important note to make is if the Board chooses to allow the meeting to occur for Main Street it would require Main Street to indemnify, defend and hold harmless the Association from and against any claims arising out of the annual meeting.

**CAMP Recommendation**

Management anticipates discussion of the Board on this matter.



**Cameron Station Community Association, Inc.**  
**Board Decision Request**  
**April 27, 2021**

**TOPIC: 2021 Pool Opening Procedures & Programs**

**Motion: TBD**

**Summary:**

Per the Board's direction upon renewing the contract with American Pools, it has been confirmed that the COVID procedures in place at the end of the 2020 season will continue to be the opening procedures for the 2021. As the 2021 pool season preparations are underway, American Pools has provided their COVID Operations Guidance Summary in draft form. Management updating. (attached)

At the March CCFC meeting, discussion was held regarding reviewing the opening procedures. The CCFC would like the Board to consider making changes at this time to the operating hours, capacity and classes offered. Please see below for the matters to be taken into consideration by the Board for the 2021 season.

1. **Pool Operating Hours:** As indicated above, upon renewing the contract with American Pools the COVID procedures in place at the end of the 2020 season will be the opening procedures for the 2021. This included the operating hours as provided below for the cost of \$51,275.00.

**A. POOL HOURS**

Normal Operating Hours:

	Open	Close		Open	Close
Monday	12:00 PM	07:00 PM	Monday	12:00 PM	07:00 PM
Tuesday	07:00 AM	02:00 PM	Tuesday	07:00 AM	02:00 PM
Wednesday	12:00 PM	07:00 PM	Wednesday	12:00 PM	07:00 PM
Thursday	07:00 AM	02:00 PM	Thursday	07:00 AM	02:00 PM
Friday	12:00 PM	07:00 PM	Friday	12:00 PM	07:00 PM
Saturday	10:00 AM	05:00 PM	Saturday	10:00 AM	05:00 PM
Sunday	10:00 AM	05:00 PM	Sunday	10:00 AM	05:00 PM
Holiday	10:00 AM	05:00 PM	Holiday	10:00 AM	05:00 PM

The CCFC would like the Board to consider installing the pre-covid normal hours of 10:30AM- 8:30AM everyday. *The cost would be \$77,990.00. This would increase the contract cost by \$26,715.00, however, \$76,590 was included in the 2021 budget for this expense as it was unknown at the time what Phase of COVID restrictions the Association would be under.*



2. **Soft Opening:** Hold a “Soft Opening” on May 22-23, 2021. **Cost would be \$2,069.00.**
3. **Early Morning Lap Swim:** Open the pool M-F from 6:00AM- 8:00AM for lap lane swimming only. This would be for an additional cost. **Price pending at time of this report.**
4. **Aqua Aerobics Classes:** To begin on May 22<sup>nd</sup> for every Saturday through September 25<sup>th</sup>. ProFit coordinates the class and sign up. Per the information on hand historically this class is held 1 time a week on Saturday AM's and has on average low turnout of about 5-10 attendees. ProFit has it on their radar and can get an instructor when needed. **No Cost.**
5. **Swim Lessons:** American Pools provides information on swim lessons which we can provide the Community via email blast. These are to be conducted before normal pool hours. American Pools will be prepared to offer this through AquaMobile should they be permitted. **Price pending at time of this report but is usually paid for by the owner directly to American Pools.**
6. **Season Extension:** Keep the pool open for two (2) weekends after Labor Day through Sept 26<sup>th</sup>. **Cost to extend pool management for additional weekends (Sat/Sun) after Labor Day is \$2,669.00 per weekend.**
7. **Pool Capacity:** The pool maximum capacity under COVID restrictions last year was 20 at a time. All pool time is reserved in 1.5 hour time slots and check in is required. Per American Pool under Phase 3 Guidelines: Capacity under normal guidelines is 110 people for the main pool, and 15 for the wading pools (125 total). Based upon guidance from the Board last year, it is our understanding that the current plan had 20 people max including lifeguard staff and facility staff. Per state guidance, 75% of CSCA normal occupancy would be 93 people. The health department will ask to limit the capacity to ensure that 10 feet of distance is maintained at all times for individuals not of the same household. This would mean taking the square footage of the pool deck and dividing this to ensure that there is 100sq ft. per person - which would limit your overall capacity to 75 people.

**In keeping with the Board's approach from last year to be conservative with the attendance, American Pools would support increasing the amount permitted to 30 MAX as the season begins, open the wading pool for reservation by 1 household at a time, and re-visit this as the season progresses based on past experience with CSCA.**

#### **CAMP Recommendation:**

Management has no issues with following approved operating procedures as set by the Board of Directors provided all COVID protocols are maintained.





## COVID-19 OPERATIONAL GUIDANCE SUMMARY

Facility Name: **Cameron Station**

Health Authority: State of VA

### PREVENTION

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

Hourly Safety Check Protocol-15 minutes on the hour

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

Incorporate COVID-19 Precautions into pool rules

Daily Health Screening required for AP employees, recommended for guest

### DISINFECTION

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

CDC/EPA approved disinfectants

Ample Soap and Encourage Hand Washing

Sanitation stations for Patron use Required if pool furniture is permitted. Guards will not be responsible for wiping down furniture

### PHYSICAL DISTANCE

Indoor and outdoor swimming pools may be open at up to 75% occupancy, if applicable, provided ten feet of physical distance may be maintained between patrons not of the same household. Free swim is allowed.

### PROTECTIONS FOR STAFF

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

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

Management must ensure employee health monitoring and documentation

Installation of temporary social distance perimeter at each guard station



## COVID-19 OPERATIONAL CHECKLIST

OWNER/AGENT RESPONSIBILITIES	NOTES	COMPLETED
Amend Pool Rules to Incorporate COVID-19 Requirements	Appendix A	
Waiver Indemnifying Owner & American Pool	Appendix B	
Order & Supply PPE & Sanitizers for Members/Guests	Owner to Supply hand sanitizer. Appendix A	
Order & Supply Disinfection Supplies for High Touch Areas	AP to supply cleaning supplies.	
Define Compliant Plan for Sanitizing Bathrooms & High Touch Areas	AP to clean high touch surfaces hourly, Owner to clean restroom facilities.	
Amend Furniture Policy	No furniture	
Amend Guest Policy	No Guests. Appendix A	
Approve COVID-19 Trauma Kit	Provided last season, still in good condition	
Approve Guard Stand Markout & Zones of Protection	Owner to provide	
OTHER	Capacity and capacity management outlined in attachments.	

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

N

COVID-19 OPERATIONAL  
CHECKLIST

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

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

## **DRAFT**

### **Cameron Station Pool and Fitness Center Re-Opening Guidelines UPDATED PHASE THREE**

#### **Overview**

This document contains the CSCA guidance for **Phase Three** reopening of the pool, fitness center, and gymnasium (basketball court) at Cameron Station. Phase Three is defined by the State of Virginia and the City of Alexandria. The document includes:

- I. Pool Guidance
  - A. CSCA Guidance for Using the Pool
  - B. Additional information for residents about pool operations
  - C. Additional information for residents about the protective actions being taken by CSCA to protect the residents
- II. Fitness Center Guidance (in addition to Pool guidance)
- III. Gymnasium (basketball court) Guidance
- IV. Actions items
  - A. Action items for the CCFC and the BOD
  - B. Action items for CMC Management
  - C. Action items for ProFIT
  - D. Action items for American Pool
- V. References for guidance on COVID-19 and pool operations

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## DRAFT

### I. Pool Guidance – Phase Three

A. CSCA Guidance for Using the Pool (to be sent to Cameron Station residents AND posted on signage 1) near the check-in desk and 2) on the pool deck)

1. A valid, current Cameron Station ID card is required.  
To gain access to the pool, patrons must present a valid ID card, which includes the 2020 sticker.\*
2. No guests are allowed.  
Only patrons with a valid ID card are allowed.
3. All patrons are required to complete and sign a “Health Screening and Assumption of Risk” (HSAR) Form at the front desk.
4. Patrons must submit to a no-touch, forehead temperature. \*\* Completed and monitored by the ProFIT reception staff.
5. All patrons must complete and sign a Health Check each time they utilize the facilities.
6. Signed “Health Screening and Assumption of Risk” (HSAR) will be kept in a separate file alphabetically, by day, in a secured cabinet maintained by the ProFIT reception staff.
7. The pool is open for lap-swim and exercise; three persons per lane.  
The lane dividers will remain installed at all times during Phase Three. Exercise may include pool walking, water aerobics, etc. All patrons must observe 10 feet of social distancing at all times.
8. All patrons are required to shower immediately prior to entering the pool.  
A shower has always been required but is now more important than ever.
9. The wading pool is closed.  
Phase Three restrictions prohibit the opening of splash pads and wading pools.
10. Maximum capacity in the water and on the pool deck is 20 patrons.  
In addition to the lifeguards and facility staff.
11. All persons must maintain 10 feet of social distancing.  
This applies to residents and lifeguards (except in an emergency/for lifesaving). This will be monitored and enforced by additional ProFIT staff.
12. When not swimming, all persons are required to wear a face covering.  
A face mask covering the nose and mouth is encouraged, but not required.

\* [list the hours of operation for obtaining or updating ID cards]

\*\* See Attachment 1.



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### B. Additional information about pool operations - to be provided to residents.

- The Board of Directors reserves the right to cease operations of the pool at any time during Phase Three. This action can be taken at the sole discretion of the Board of Directors.
- Pool reservations will be managed using a computer application **Omnify** reservation software that can be accessed by desktop computer, tablet, or smart phone. [This will require users to download a free app and set up an account with a username and password.]
- Reservations can be made for the use of one of five lap lanes (lanes 1 – 5). Lane 6 will be reserved for walk-ins, on a first come – first served basis – but, ending at 45 minutes past the hour.
- There is a 45-minute time limit in the pool area (to be fair to others waiting to use the pool). The 45-minute reservation will start at the top of the hour and end at 45 minutes past the hour to allow 15 minutes every hour for cleaning and disinfection.
- The locker rooms will be open for access to sinks, showers, and toilets. However, the lockers will be blocked off and are not to be used (to reduce the cleaning and disinfection demand on the clubhouse staff).
- No pool toys or items that may be shared are allowed in the pool area (to prevent the spread of COVID-19).
- No community pool-deck furniture will be put out to minimize the chance of spreading COVID-19 (and to reduce the cleaning demand on the clubhouse staff). Patrons may bring their own pool-deck furniture.
- Free-standing umbrellas (but no tables) will be set up – at least ten feet apart.
- Sitting/gathering areas for individuals or family units that live together will be marked on the pool-deck with tape. These areas will be spaced to maintain 10 feet of social distancing.
- During Phase Three pool operations, no second check-in at the pool deck is required.
- **IF** the gym and fitness center will not be open, then add a note: the gymnasium (downstairs) and the fitness center (upstairs) are not open and are not to be used.

### C. Additional information regarding actions the Association is taking to protect all residents – to be provided to residents.

- All customer-facing employees in the Cameron Station clubhouse and pool (i.e., CMC Management, ProFIT, and American Pool) area are required to wear face coverings over their nose and mouth. Lifeguards can remove face coverings for lifesaving actions.

## DRAFT

- All employees at the clubhouse and pool are required to wash their hands frequently.
- All employees are required to have a daily temperature check. If they have an elevated temperature [100.4° F (38° C) or greater] or if they are feeling sick, they will not come to work.
- Hand sanitizing stations will be placed at the check in desk and on the pool deck, near the doors to the men's and women's locker rooms. The hand sanitizing stations will be stocked with alcohol-based hand sanitizers containing at least 60% alcohol.
- The men's and women's locker rooms will be open to allow access to the facilities, including sinks where employees and residents can wash their hands. However, the lockers will be roped off and are not to be used.
- The drinking fountain on the pool deck will be secured and is not to be used.
- During pool operating hours, commonly used areas of the clubhouse and pool will be cleaned with a recommended disinfectant every hour. These areas are to include, at a minimum, all entry and exit door handles/knobs, locker room doors, bathroom stalls, sinks, faucets, shower fixtures, and pool entry railings.

## II. Fitness Center Guidance (in addition to Pool Guidance)

- **All patrons are required to complete HSAR form at the front desk.**  
Patrons must submit to a no-touch, forehead temperature check in. \*\* Completed and monitored by the ProFIT reception staff.
- All patrons must complete and sign a HSAR form each time they utilize the facilities.
- Signed HSAR forms will be kept in a separate file alphabetically, by day in a secured cabinet maintained by the ProFIT reception staff.
- All persons utilizing the fitness center or taking a class indoors will be required to wear a face mask covering the nose and mouth.
- Employ the same reservation system Omnify Reservation software as that proposed for the pool above.
- Reservation will be one hour long. The facility will close after each one-hour reservation period for a 30-minute period to allow thorough cleaning and disinfection. So, there will be a repeating 1.5-hour cycle of open and closed for cleaning during operating hours.
- During check-in at the front desk, each patron will commit to cleaning and disinfecting each piece of equipment they use after each use – and will sign the check-in sheet acknowledging this commitment.
- Fitness center occupancy is limited to 7 patrons plus two ProFIT employees.

## **DRAFT**

- Ensure that all patrons remain 10 feet apart. This will be monitored by a full-time person in the fitness center.
- All shared equipment must be 10 feet apart. (Some equipment can be secured/roped off to achieve the spacing requirement.)
- Add two new hand sanitizing stations in the fitness center to meet the mandatory requirement that facilities “Provide hand sanitizing stations, including at the entrance/exit and where shared fitness equipment is utilized.”
- Equipment that cannot be thoroughly disinfected between uses will be removed and stored (e.g., jump ropes, climbing ropes, exercise bands, foam rollers, floor mats, etc.). We will also prohibit the use of equipment requiring more than one person to operate, unless those operating are from the same household (e.g., free weights when it requires a spotter).
- Every piece of exercise equipment must be cleaned and disinfected after each use by the full-time housekeeper; the full-time ProFIT employee can assist with cleaning and disinfection supplies (while maintaining 10 feet of social distance).
- Fitness attendant will monitor 10-foot safe distancing and move people, as necessary.
- Fitness center will utilize a card system for Cardio exercise equipment. Green for clean, Red for closed. Equipment will be closed as necessary to maintain 10 feet distance.
- During operating hours, commonly used areas of the clubhouse will be cleaned with a recommended disinfectant after every one-hour operating period. These areas are to include, at a minimum, all entry and exit door handles/knobs, locker room doors, bathroom stalls, sinks, faucets, shower fixtures, and stairwell hand railings.

### **III. Gymnasium (basketball court) Guidance (in addition to pool guidance)**

- The gym will be open for instructed classes only. No basketball or non-class activity will be allowed.
- Classes are limited to 10 people, plus the instructor.
- The existing sign-up process will be restarted.
- If floor mats, weights, or other equipment are needed, they must be brought in by the patrons. (Sharing of equipment is not allowed.)
- The floor will be cleaned and disinfected after each class.

## DRAFT

### IV. Action Items

#### A. Actions for the CCFC and the BOD:

- Fill out, approve, and submit the American Pool COVID-19 contract addendum.
- Ensure the pool receives its annual operating permit from the City of Alexandria (process will be managed by American Pool).
- Approve and direct management to publish the “Guidance for Using the Pool” and the “Additional Information” about pool reservations and protective actions being taken by the Association.
- Direct management to produce/procure and install signage listing the “Guidance for Using the Pool.”
- Ensure management posts “signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.”
- “Post signage to provide public health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick.”
- Direct management to procure and install four new hand sanitizing stations: one near the check-in desk, one on the pool deck near the doors to the men’s and women’s locker rooms, and two more for the fitness center.
- Ensure CMC, ProFIT, and American Pool will either provide face coverings for their employees or direct management to purchase face coverings to be used by all employees.
- Direct management to procure cleaning services with the capacity to complete a disinfectant wipe down of all commonly used areas/surfaces in the clubhouse and pool area at least every two hours when the pool is open. (see 1.C.)
- Direct management to Purchase a COVID-19 Trauma Kit for the lifeguards (bulk-purchase pricing available from American Pool).
- Select, and direct management (or ProFIT) to purchase, a reservation application [TBD] (for online and smart phone access)—to be implemented to by ProFIT and managed at the check-in desk.

## DRAFT

### B. Actions for Management (CMC and successor):

Ensure all employees:

- are trained on the COVID-19 guidance promulgated by the Centers for Disease Control, the State of Virginia and the City of Alexandria.
- self-monitor their symptoms by self-taking of temperature to check for fever and utilizing the questions provided in the “VDH Interim Guidance for COVID -19 Daily Screening of Employees” before reporting to work.
- are instructed that, if they have an elevated temperature [100.4° F (38° C) or greater] or if they are feeling sick, they are to stay home and not report to work.
- wear face coverings over their nose and mouth.

When directed by the CCFC or the BOD:

- provide/procure and install signage containing the “Guidance for Using the Pool”. Install signs at the check-in desk and on the pool deck.
- procure and install two hand sanitizing stations, described above.
- provide or procure additional cleaning services to be performed during pool operating hours (see I.C).
- in consultation with the CCFC, mark off sitting/gathering areas on the pool deck with tape. These areas will be designated for individual or family units that live together. The sitting/gathering areas will be spaced to allow 10 feet of social distancing between areas.

### C. Action items for ProFIT

Ensure all employees:

- are trained on the COVID-19 guidance promulgated by the Centers for Disease Control, the State of Virginia and the City of Alexandria.
- self-monitor their symptoms by self-taking of temperature to check for fever and utilizing the questions provided in the “VDH Interim Guidance for COVID -19 Daily Screening of Employees” before reporting to work.
- are instructed that, if they have an elevated temperature [100.4° F (38° C) or greater] or if they are feeling sick, they are to stay home and not report to work.
- Wear face coverings over their nose and mouth.



## DRAFT

- When directed by the CCFC or the BOD, procure the TBD application for reserving lap lanes at the pool and train employees on the use of the TBD application.
- During pool operating hours, check the pool area continuously to ensure residents are practicing social distancing (10 feet apart) - offer polite reminders to those who are not social-distancing.
- Clean and disinfect the locker rooms and pool area every hour, at 45 minutes past the hour, focusing on all entry and exit door handles/knobs, locker room doors, bathroom stalls, sinks, faucets, shower fixtures, and pool entry railings.

### D. Action items for American Pool

Ensure all employees:

- are trained on the COVID-19 guidance promulgated by the Centers for Disease Control, the State of Virginia and the City of Alexandria.
- self-monitor their symptoms by self-taking of temperature to check for fever and utilizing the questions provided in the “VDH Interim Guidance for COVID -19 Daily Screening of Employees” before reporting to work.
- are instructed that, if they have an elevated temperature [100.4° F (38° C) or greater] or if they are feeling sick, they are to stay home and not report to work.
- Wear face coverings over their nose and mouth (except for lifesaving activities).
- Work with the City of Alexandria to obtain the annual operating permit for the pool—keep the CCFC (Ray Celeste) informed of progress.
- Clean and disinfect the pool area every hour, at 45 minutes past the hour, focusing on all entry and exit door handles/knobs, pool entry/exit railings, and all other high-touch areas.

## DRAFT

### V. REFERENCES:

**Virginia Forward: Guidelines for all business sectors - fitness and exercise facilities**  
<https://www.virginia.gov/coronavirus/forwardvirginia/>

#### **Fitness and Exercise Facilities**

##### **Mandatory Requirements:**

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. If businesses choose to offer fitness and exercise services, they must adhere to the following additional requirements for operations:

Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.

Post signage to provide public health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick (samples at bottom of this document).

Occupancy must be limited to no more than 30% of the lowest occupancy load on the certificate of occupancy, if applicable, while maintaining a minimum of ten feet of physical distancing between all individuals as much as possible.

Facilities should separate fitness equipment to ensure ten feet of separation between patrons, members, and guests using such equipment.

Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility. Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Anyone experiencing symptoms should not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.

Instructors and all participants of group exercise and fitness classes must maintain at least ten feet of physical distancing between each other at all times.

## **DRAFT**

The total number of attendees (including both participants and instructors) in all group exercise and fitness classes cannot exceed the lesser of 30% of the minimum occupancy load on the certificate of occupancy or 50 persons.

Personal trainers must maintain at least ten feet of distance between themselves and their clients.

Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using CDC Use of Cloth Face Coverings guidance. Lifeguards responding to distressed swimmers are exempt from this requirement.

Provide hand sanitizing stations, including at the entrance/exit and where shared fitness equipment is utilized.

Employers must ensure cleaning and disinfection of shared equipment after each use.

Facilities must prohibit the use of any equipment that cannot be thoroughly disinfected between uses (e.g., climbing rope, exercise bands, etc.). Facilities must also prohibit the use of equipment requiring more than one person to operate, unless those operating are from the same household (e.g., free weights when it requires a spotter).

Hot tubs, spas, saunas, splash pads, spray pools, and interactive play features must be closed. Basketball courts and racquetball courts may operate provided patrons maintain ten feet of physical distancing while utilizing such courts. Swimming pools may operate in accordance with the Guidelines for Swimming Pools.

### **Virginia Forward – Phase Three Guidance (cont.)**

#### **Swimming Pools**

##### **Mandatory Requirements:**

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. If businesses choose to offer fitness and exercise services, they must adhere to the following additional requirements for outdoor operations:

Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.

Post signage to provide public health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick (samples at bottom of this document).

Hot tubs, spas, saunas, splash pads, spray pools, and interactive play features must be closed.

## DRAFT

Indoor and outdoor swimming pools may be open for lap swimming, diving, exercise, and instruction only.

Lap swimming must be limited to three persons per lane with ten feet of physical distance per swimmer.

Diving areas must be limited to three persons per diving area with ten feet of physical distance per diver.

Swimming instruction and water exercise classes must be limited to allow all participants to maintain ten feet of physical distance at all times unless necessary to protect the physical safety of the participant.

Seating may be provided on pool decks with at least ten feet of spacing between persons who are not members of the same household.

All seating (including lifeguard stations) must be cleaned and disinfected between uses.

Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using CDC Use of Cloth Face Coverings guidance. Lifeguards responding to distressed swimmers are exempt from this requirement.

Provide hand sanitizing stations, including at the entrance/exit and where shared equipment is utilized.

Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility. Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Anyone experiencing symptoms should not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.

### **Guidance from Todd Sinkins, CSCA Attorney (for Phase One):**

- The only people using it are engaged in lap swimming only.
- There is no pool furniture on the pool deck.
- No more than ten people are present on the pool deck and any one time.
- People on the pool deck are no closer than ten feet from each other at all times.

## **DRAFT**

- Provide a place for employees and customers to wash hands with soap and water, or provide alcohol-based hand sanitizers containing at least 60% alcohol. (See sector-specific guidelines for more detailed information.)
- When developing staff schedules, implement additional short breaks to increase the frequency with which staff can wash hands with soap and water. Alternatively, consider providing alcohol-based hand sanitizers with at least 60% alcohol so that workers can frequently sanitize their hands.

### **Actions required in the American Pool COVID-19 contract addendum**

- Confirmation of all required signage as outlined under the "Patron Education & Signage" portion.
- What policies does the community want in place for PPE? Will you require masks on the pool deck, etc.?
- A sanitation station of hand sanitizer and wipes if the furniture is placed out is required in the facility by state mandate. We will need confirmation that this station is ready and stocked prior to opening.
- A plan on how capacity will be enforced (we make recommendations under the "Physical Distancing Category - Coming and going, Reduced Capacity").
- How you would like the furniture set up (we make recommendations under the "Physical Distancing Category - Area Layout and Furniture").
- How is the community going to enforce these policies? (Under the "Physical Distancing Category - Enforcement".)
- Purchase of COVID-19 trauma kit (under "Protections for our Staff").

**Centers for Disease Control** - "Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19". See: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>





**Cameron Station Community Association  
Board of Director's Meeting  
April 27, 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**

**Fleet Update:** Fleet resumed shuttle services on Monday, April 5<sup>th</sup>. The ridership info at the time of this report is provided below. Anticipate updated information night of the meeting.

- 4/5 – Total of 7 residents
- 4/6 – Total of 13 residents
- 4/7 – Total of 24 residents
- 4/8 – Total of 48 residents

	Friday 4/9	Monday 4/12	Tuesday 4/13	Wednesday 4/14
<b>Cam. Station #1</b>	AM/3 PM/1	AM/5 PM/5	AM/2 PM/6	AM/6 PM/3
<b>Cam. Station #2</b>	Am/26 PM/33	AM/31 PM/24	AM/31 PM/25	AM/19 PM/22

**Insurance Update:** The insurance has been bound with Cascade and notice has been provided to the current insurance agent. Todd reviewed the policies, we addressed the few questions he had and copies of the final insurance policies will be forthcoming within the next week or so. Given that the General Policy carrier had changed, there was no need to have the Umbrella Policy remain through July as initially intended. Therefore all policies were bound with the effective date of April 15, 2021 and Cascade will ensure the policies all align to expire at the same time in the future.

**Linear Park MOU:** Recently, a member of the Board questioned whether the Board has the legal authority to enter into an Agreement under which it performs and pays for turf maintenance of the linear park, which is owned by the City. The answer to that question is yes, per the Association's legal counsel, the Board has the legal authority to enter into an Agreement under which it performs and pays for turf maintenance.

The issue at hand is that there is no record of a signed agreement between CSCA and the City. The City does not have an executed copy nor does CSCA. Attached is the unsigned 2015 version of the Agreement. This matter was discussed at the March Board of Director's meeting and the Board asked that the Common Area Committee take this matter under consideration and weigh in on whether or not an MOU is still needed for this area and if so, please review for any suggested revisions, to the attached MOU DRAFT. The CAC discussed this at their meeting and recommends to continue as initially intended with the MOU in place. See below for additional details. We are currently awaiting a follow up meeting with the City and will update the Board accordingly.

**MOU Background:** In 2009, the Board approved an agreement between the Association and the City of Alexandria pursuant to which the Association began a trial period of one year to perform turf maintenance, including mowing, of the linear park. At the time, it was the Board's opinion that the City's turf maintenance

*program for the Linear Park was insufficient, and was resulting in both dead grass in some areas and overgrown areas due to infrequent mowing.*

*In 2010, the City engaged in discussions with the Board and its General Manager regarding the topic of maintenance of the Linear Park to establish a more formal and comprehensive program. At that time, the City proposed a memorandum agreement under which the Association would perform the following: A. Mowing and lawn care within the project area, but no watering of the lawn areas; B. Maintenance of the Mulch Beds; and C. Removal of snow from pathways.*

*At that time, the Association's attorney was asked to review and make revisions to the Agreement, after which it was their understanding that the Association's community manager submitted the Agreement to the City's Department of Parks, Recreation & Cultural Activities for approval. There is prior email traffic suggesting that the Agreement was signed by the parties and maintained in the records kept in the management office located in the Cameron Club but this was found not to be the case.*

**ProFit PPP Loan Update :** As we have heard no objections, CSCA will accept ProFit's refund of \$18,637.04. The email they sent in part reads, " Last year, during the early stages of the pandemic, ProFIT offered to refund the labor costs paid by Cameron that were also funded by our PPP loan. We have finally received confirmation of the forgiveness of our PPP loan. The PPP loan covered payrolls from April 30 through June 15. In reviewing the matter, however, while there was no commitment to do so, in addition to refunding the amount of payroll Cameron Station covered during that period, Rich and I have agreed to refund the April 15 payroll covered by Cameron Station's April management fee payment even though it was not covered by the PPP loan. After April 2020, Cameron agreed to fund payroll for our Manager, Psy Scott and a long time employee, Enrique Villalobos. I have attached copies of the April 15 – June 15 payroll reports and a summary showing the calculation of the \$18,637.04 we will refund to Cameron Station. We at ProFIT appreciate your support and look forward to the continuing increase in club operations and member satisfaction!"

**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.

At the March Board of Director meeting there was discussion regarding this matter and Board input and feedback was requested as to their "wishlist" of changes for the website. To date no feedback has been received. In preparation of placing this matter on the May/June Agenda Management is requesting to have all Board feedback on this matter by May 15<sup>th</sup>.



## **Cameron Club Monthly Report**

March 2021

## **Attendance and Usage**

March– 2,524

- Average usage per day- 81
- Bookings: 1,958
- Check-ins: 1,832
- Cancellations: 586
- Walk-ins - 336
- Total possible bookings: 4,028
- Percent Utilization: 58%

Previous month: February -2,472

- Average usage per day- 95
- Bookings: 1.980
- Check-ins: 1.830
- Cancellations: 555
- Walk-ins - 263
- Total possible bookings: 3,534
- Percent Utilization: 59%

## **Facility & Operations**

### **Group Exercise Class Program**

- The most attended class for this month was Stretch and Core. Out of the 10 classes there were 7 classes that were being attended. Every class has a dramatic increase in attendance. The Zumba class has increased over 50%.

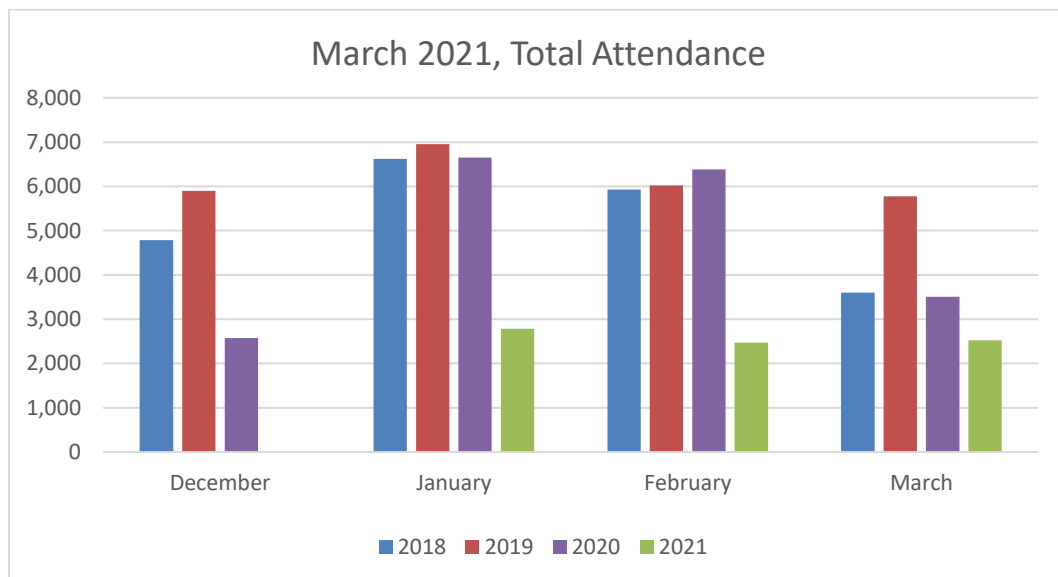
### **Exercise and Facilities Equipment**

- We plan to switch which pieces of cardio equipment will be used as we are seeing heavy usage of the preselected equipment. This will allow longer longevity of the cardio equipment and allow residents to have a chance to work with other equipment with less mileage. The replacement handles for the ellipticals are on back order and should be arriving by April 18<sup>th</sup>.

## Operations

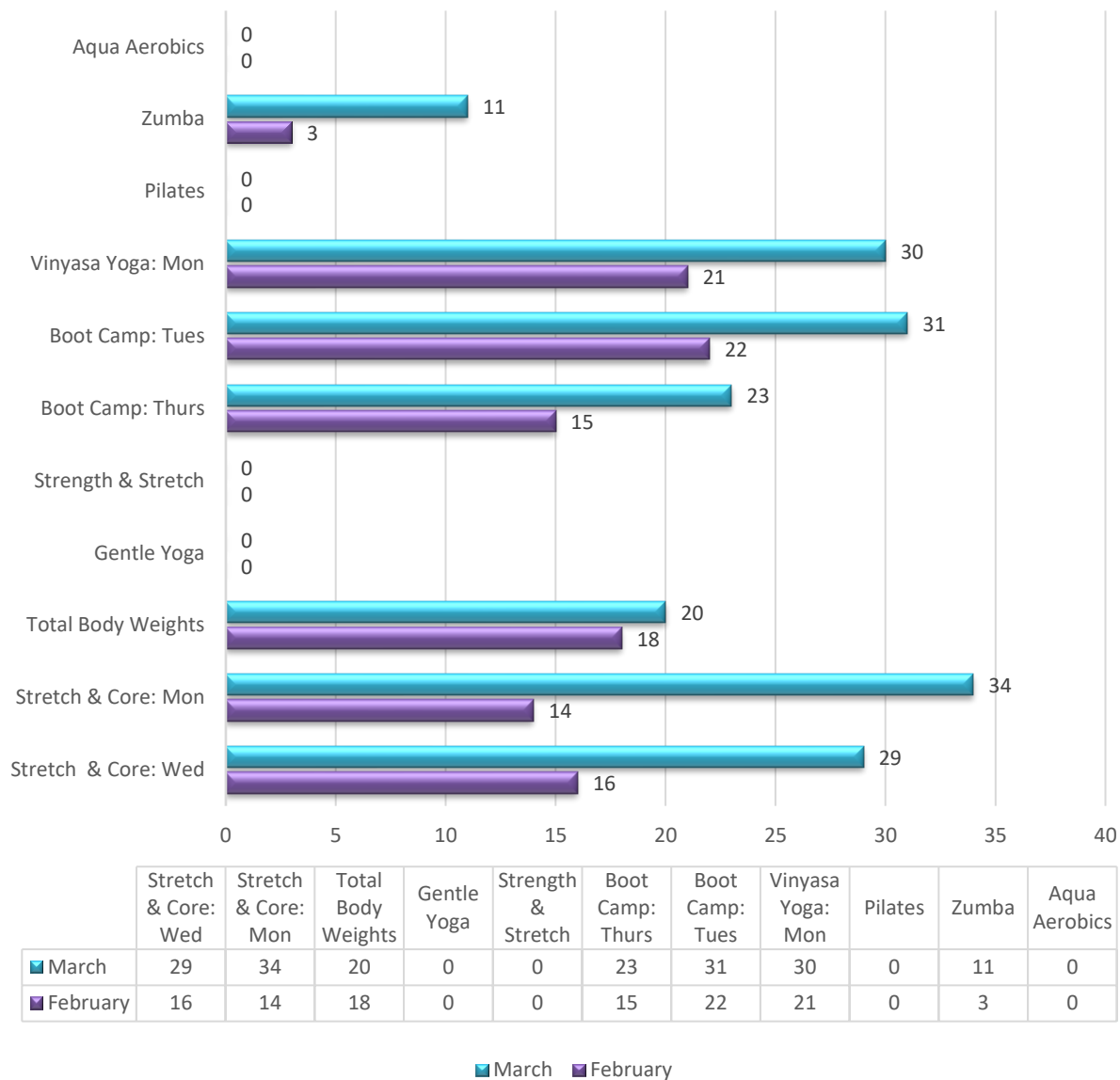
- We have launched Wellness Living, a new reservation system which is more user friendly and efficient. This new reservation system will allow residents to book online as well through their mobile device.

## Graphs





## Class Attendance February 2020/March 2021



April 2021  
Completed Project/ Task

Item	Status	Entered By	Entered On	Responsible	Due
Brush	Completed	Mark Bondurant	4/21/2021	Common Area Committee	4/21/2021
Pet Stations	Completed	Mark Bondurant	4/20/2021	Common Area Committee	4/19/2021
Loose Light Pole	Completed	Mark Bondurant	4/20/2021	CCFC	4/19/2021
Guard Box	Completed	Mark Bondurant	4/20/2021	CCFC	4/19/2021
Toilet	Completed	Mark Bondurant	4/7/2021	CCFC	4/7/2021
Street Sign	Completed	Mark Bondurant	4/6/2021	Common Area Committee	4/6/2021
Gazebo	Completed	Mark Bondurant	4/6/2021	Common Area Committee	4/6/2021
Water Stain	Completed	Mark Bondurant	4/5/2021	CCFC	4/5/2021
Trash Receptacle	Completed	Mark Bondurant	4/2/2021	Common Area Committee	4/2/2021
Balloons	Completed	Mark Bondurant	4/2/2021	Common Area Committee	4/2/2021
Storm Drains	Completed	Mark Bondurant	3/31/2021	Common Area Committee	3/30/2021
Logo Sticker	Completed	Mark Bondurant	3/31/2021	CCFC	3/30/2021
Potholes	Completed	Mark Bondurant	3/30/2021	Common Area Committee	4/9/2021
Cable Box	Completed	Mark Bondurant	3/29/2021	Common Area Committee	3/29/2021
No Parking Sign	Completed	Mark Bondurant	3/29/2021	Common Area Committee	3/29/2021
Pothole	Completed	Mark Bondurant	3/26/2021	Common Area Committee	4/2/2021
Broken Glass	Completed	Mark Bondurant	3/23/2021	Common Area Committee	3/23/2021
Pet Station	Completed	Mark Bondurant	3/23/2021	Common Area Committee	3/23/2021
Hand Sanitizers	Completed	Mark Bondurant	3/18/2021	CCFC	3/18/2021
Light Bulb	Completed	Mark Bondurant	3/18/2021	CCFC	3/18/2021
Nail Pops	Completed	Mark Bondurant	3/16/2021	CCFC	3/16/2021
Outside Clock	Completed	Mark Bondurant	3/16/2021	CCFC	3/15/2021
Storage Room	Completed	Mark Bondurant	3/12/2021	CCFC	3/12/2021
Trash	Completed	Mark Bondurant	3/12/2021	Common Area Committee	3/12/2021
Front Door	Completed	Mark Bondurant	3/11/2021	CCFC	3/11/2021
Light Bulbs	Completed	Mark Bondurant	3/9/2021	CCFC	3/9/2021
Water Stain	Completed	Mark Bondurant	3/4/2021	CCFC	3/4/2021
light bulb	Completed	Mark Bondurant	3/4/2021	CCFC	3/4/2021
Tree Limb	Completed	Mark Bondurant	3/3/2021	Common Area Committee	3/3/2021
Light Bulb	Completed	Mark Bondurant	3/3/2021	CCFC	3/3/2021
Pet Station	Completed	Mark Bondurant	3/2/2021	Common Area Committee	3/2/2021
Ceiling in Fitness Center	Completed	Mark Bondurant	2/11/2021	CCFC	4/1/2021
Pot Hole	Completed	Mark Bondurant	1/28/2021	Common Area Committee	3/8/2021
Fitness Center Exit Door	Cancelled	janeva.sharps	1/14/2021	CCFC	2/28/2021
Sunken in Sidewalk	Completed	janeva.sharps	1/6/2021	Common Area Committee	4/23/2021
Power Wash	Completed	Janeva Sharps	12/17/2020	Common Area Committee	3/30/2021
Street Signs	Completed	Mark Bondurant	12/1/2020	Common Area Committee	4/5/2021
Fitness Center RFP/ Proposals	Completed	Janeva Sharps	10/8/2020	CCFC	3/1/2021
Clubhouse Roof Leaks	Cancelled	Susan Cassell	9/21/2020	CCFC	4/1/2021
Gazebo	Completed	Mark Bondurant	9/15/2020	Common Area Committee	4/30/2021
Exterior Cleaning - Clubhouse	Completed	Heather Graham	8/21/2020	Common Area Committee	5/31/2021
New Owner Information	Completed	Heather Graham	7/30/2020	Communications Committee	1/31/2021
Fleet Transportation Extension	Completed	Heather Graham	7/30/2020	Jennifer Gilmore	1/31/2021

April 2021  
Project Task  
Pending

Responsible	Item	Description	Status	Due
Common Area Committee	Paving Proposals	<p>JG: 4/8/2021 Gardner has contract and proposals 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 8:57:27 AM CT "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 11:00:26 AM CT "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
Common Area Committee	Fountain Repair	<p>April BOD Agenda</p> <p>CAC Reviewed bids at April meeting.</p> <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 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	4/30/2021
Common Area Committee	Street Sweeping Proposals	<p>April BOD Agenda</p> <p>Bids recvd, CAC reviewed at April meeting.</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

Communications Committee	Newsletter Delivery Alternatives	<p>JG 3/22/2021</p> <p>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> <p>As of 4/1/2021- The requested paper copies were mailed out, and a few requests have been added to the mailing list. There are now 212 home addresses on the mailing list.</p>	Pending	4/30/2021
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CCFC	Rotten trim ext kitchen door & openings	<p>JG 4/22/2021 - Delay in starting due to material delay</p> <p>JG 3/22/2021 Still on track for Mid-April start time</p> <p>Mid-April start time</p> <p>janeva.sharps 2/17/2021 8:37:59 AM CT "Board approved Exterior Medics to perform the work on the kitchen door. Due to the global pandemic their is a short delay in materials however this is set too start mid April. Exterior Medics came to CS February 10th to remeasure the door and order materials. Contract has been executed and signed."</p> <p>janeva.sharps 2/3/2021 9:52:06 AM CT "Board approved Exterior Medics for door replacement and trim repair. Contract was signed and work will start soon, lead times on doors have increased due to the pandemic. Rest assured we will keep you updated every step of the way."</p> <p>Replace rotten trim around kitchen door. Door needs to be replaced. Received bid from Williamson Home Repair and Southern Specialty. Meeting with Exterior Medics on 10/23 for third and final bid. 11/24/20 Proposals have been received - all noting replacement of door. Will forward to CCFC for Dec meeting. janeva.sharps 12/3/2020 1:18:37 PM CT "CAMP has put together a proposal packet for the committee to review at their December meeting."</p> <p>Board approved Exterior Medics for door replacement and trim repair</p>	Pending	4/30/2021
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CCFC	Evaluate HVAC systems - compared to notes in Reserve Study	<p>JG 4/22/2021 4th contractor brought in to evaluate and bid pending. Anticipate May agenda</p> <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.</p> <p>will be on the March agenda as further pricing and options is required.</p> <p>3 bids rcvd and currently being reviewed by mgmt. Confirming scope and specs as well as UV options for systems anticipate on Feb CCFC agenda</p> <p>Several Clubhouse HVAC units have been identified as 0 life in RS2019. Need independent eval to confirm remaining life. Oct 2020 - HG reached out to Trademasters to inquire if any issues had been reported re: HVAC units. Plan to solicit bids for preventative maintenance as contract has been auto renew and is due to expire 5/21. Also requested inspection report from last visit on 09/23/20. 11/24/20 Rec'd info from Trademasters that two systems were 19 yrs old and at end of useful life. Requested proposals for replacement and will solicit additional bids for CCFC review. Jan/Feb timeline.</p>	Pending	4/30/2021
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 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

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 stall out of service. Mark &amp; 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 "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	4/30/2021
Communications Committee	Social Media - Facebook/Twitter	<p>JG 3/22/2021 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 &amp; Twitter being updated, just not announced until guidelines are in place.</p> <p>Work with Committee to identify and address ideas to improve Social Media and Website. 10/30/20 Sent email to New Media Horizons and copied Tricia to coordinate information exchange. Also, working on various changes to current website that is within Management's authority to change.</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> <p>2/26/2021- bd approved 90 day social media mgmt firm to facilitate CSCA official FB, insta, twitter</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>As of April 12, Management has been in contact with Joe Turpin, regarding a possible Instagram account. He has since been added to CAMP's DropBox and has access to the photos there.</p>	Pending	12/31/2020

Common Area Committee	Fence Evaluation	<p>JG 4/27/2021 Fence work just about completed. Additional post and panel needed, mgmt requested pricing for new panels in section of fence that is now exposed and an eyesore due to age of fence and condition.</p> <p>JG 4/8/2021 Work to begin week of April 12th.</p> <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 "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 "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 "Contract awarded to TYL on 1/26/21"</p> <p>Inspect fenced areas and identify repairs needed. Working on securing appropriate vendors for bids. 11/24/20 Proposals have been received and will be presented at Committee Dec meeting. Committee followed CAMP recommendation of TYL, not only because their price was the most competitive but also because they put together a very comprehensive bid that addresses the primary points of concern. This would be a Reserve expenditure. On Jan Board Agenda</p>	Pending	4/20/2021
CCFC	Replace Sprinkler Cage BBall court	<p>JG: Smaller lift has been located. Will be completed by end of May.</p> <p>Janevasharps 2/17/2021 "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 "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 "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	5/31/2021

April 2021  
Project Task  
Pending

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>Parking enforcement for Cameron Station enforcement parking policy. 11/02 - obtained bids for parking enforcement. Questions need to be addressed about areas and limitations. At direction of Board Pres, inquired about survey of property lines with Condos - determined Assoc has maps on file - need to locate Phase Plats. Work in progress. 11/24/20 Upon verification of valid pricing, confirmed scope of work/number of hours per week - all vendors declined as it does not meet their minimum. Solicited 3 additional bids - all declined for same reasons. Working on individual person for parking enforcement.</p> <p>reached out to Henry's Towing because they will do this type of enforcement at no charge, but the ARC was not interested and did not think it would be wise to have a tow company patrol the community. CAMP going to run an ad and see if we can find an individual to do it as CMC would not release Todd from do not compete</p>	Pending	1/31/2021
Common Area Committee	Tree Removal - Woodland Hall area	<p>mark.bondurant 4/8 2021 1:36:20 PM CT "Tree removal completed. Fence work to begin week of April 12th.</p> <p>3/23 Stump removal and installation of replacement trees will occur 4 days following fence repair."</p> <p>JG 03/22/2021 Work began today - expect 2 days</p> <p>work scheduled for week of March 22nd</p> <p>janeva.sharps 2/17/2021 8:58:39 AM CT "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 "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	4/30/2021

CCFC	Solicit Bids for Fitness Equip Prev Maint	<p>BOD April Agenda. CCFC selected Heartline at April meeting.</p> <p>1 bid recvd to date. another one pending. If revcd in time for packet next week will be on March agenda. janeva.sharps 2/17/2021 9:05:31 AM CT "Reaching out to multiple vendors to receive bids. Will have bids to CCFC by the Spring."</p> <p>A contract is not in place for the preventive maintenance of the fitness equipment. Soliciting bids and will present at the January Committee meeting.</p>	Pending	3/31/2021
CCFC	Locker Room Renovation	<p>BOD April Agenda</p> <p>CCFC - interviewed 2 firms on 4/8/2021</p> <p>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 "At the CCFC February meeting CAMP has proposed to turn the water on to replicate the drainage issue and send a recording to CCFC. CAMP has also suggest to close the shower stall that is created the build up of water for the coming pool season. As the pool season is here CAMP will work on getting bids to present to CCFC to start the renovation. CAMP also feels this does not need an Architect firm."</p> <p>11/24/20 based upon feedback from Committee, CAMP is soliciting bids for architectural design services for locker room renovation. janeva.sharps 1/21/2021 10:47:41 AM CT "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 "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



Communications Committee	Update Website	<p>3/23/21- At the meeting on 3/10, committee voted for LMK for the website update, to be on the Board's May 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 &amp; 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
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.</p> <p>3/4/2021- Gardner finalizing contract anticipate April agenda</p> <p>Roof Eval &amp; Bid Compare to Gardner if approved at 2/23/ board meeting,</p> <p>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	4/30/2021
CCFC	Brick Pointing	<p>janeva.sharps 2/3/2021 10:01:55 AM CT</p> <p>"MB reached out to Lancaster and is scheduled to meet with them to inspect."</p> <p>Brick pointing needed at both entryways to the Clubhouse</p>	Pending	4/23/2021
Common Area Committee	Street Light Numbering	<p>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 from 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.</p>	Pending	3/31/2021

Common Area Committee	Benches	Retro fitting two benches with Trex style replacement slats in Pocket Park behind 387 CSB  Ordered replacement slats 4/14	Pending	5/4/2021
Common Area Committee	Loose Railing	Railing behind 122 CSB is loose because of cracked brick at base	Pending	5/6/2021
Common Area Committee	Rodent Infestation	A breeding ground for rats has been discovered between Martin and Pickett Center. Notified Property Management for Pickett Center and the City. Will be tracking course of action	Pending	5/13/2021
Common Area Committee	Gate	Need to repair or replace damaged gate on Gardner Dr.  Scheduled to meet with TYL 4/21 to discuss options.	Pending	5/3/2021
Common Area Committee	Stop Sign	JG 4/21/2021 Lancaster given approval to address.  Stop Sign blocked by tree limbs on Brawner	Pending	5/10/2021
Common Area Committee	Shed	Paint small shed behind Gazebo	Pending	4/30/2021
Common Area Committee	Entrance Sign	Replace dated Entrance Sign on Duke St.	Pending	6/3/2021
Common Area Committee	Drainage Issue	Homeowner at 5106 Grimm is experiencing water run off after heavy storms	Pending	5/13/2021
Common Area Committee	Tree Roots	4/21/2021 Lancaster to address and given approval.  Roots from communal trees behind 5233 Tancretti need to be cut back.	Pending	5/13/2021